



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

TELEPHONE: 020 8464 3333

CONTACT: Lynn Hill
lynn.hill@bromley.gov.uk

DIRECT LINE: 020 8461 7700

FAX: 020 8290 0608

DATE: 20 December 2012

To: Members of the
EXECUTIVE

Councillor Stephen Carr (Chairman)

Councillors Graham Arthur, Robert Evans, Peter Morgan, Colin Smith, Tim Stevens and Stephen Wells

A meeting of the Executive will be held at Bromley Civic Centre on **WEDNESDAY 9 JANUARY 2013 AT 7.00 PM**

MARK BOWEN
Director of Resources

Copies of the documents referred to below can be obtained from
www.bromley.gov.uk/meetings

A G E N D A

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

3 MINUTES (Pages 3 - 24)

a) **To confirm the Minutes of the meeting held on 28th November and the Special Meeting on 6th December 2012, excluding exempt information.**

b) **Matters Arising Report**

4 QUESTIONS FROM MEMBERS OF THE PUBLIC ATTENDING THE MEETING

In accordance with the Council's Constitution, questions to this Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on Thursday, 3rd January 2013.

5 COUNCIL TAX SUPPORT/REDUCTION (Pages 25 - 62)

6 DRAFT 2013/14 BUDGET UPDATE

(As a result of the late settlement it will not be possible to print this report with the agenda despatch on 20th December 2012. A copy of the report will be published on the Council's Website by 5pm on Friday, 21st December 2012.)

7 THE WINTER HEALTH PROJECT (Pages 63 - 72)

8 BROMLEY NORTH VILLAGE - PUBLIC REALM IMPROVEMENTS (To follow)

9 REDUCING TEMPORARY ACCOMMODATION INVEST TO SAVE PROJECT (BELLEGROVE) (Pages 73 - 80)

10 CONSIDERATION OF ANY OTHER ISSUES REFERRED FROM THE EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

11 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006 AND THE FREEDOM OF INFORMATION ACT 2000

The Chairman to move that the Press and public be excluded during consideration of the items of business listed below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.

Items of Business

Schedule 12A Description

12 EXEMPT MINUTES OF THE MEETING HELD ON 28TH NOVEMBER AND THE SPECIAL MEETING HELD ON 6TH DECEMBER 2012
(Pages 81 - 84)

13 AWARD OF FRAMEWORK CONTRACT FOR SERVICES FOR PEOPLE WITH LEARNING DISABILITIES (Pages 85 - 90)

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

14 STREET WORKS TENDER (NRSWA) (Pages 91 - 96)

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

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EXECUTIVE

Minutes of the meeting held on 28 November 2012 starting at 7.00 pm

Present:

Councillor Stephen Carr (Chairman)
Councillors Graham Arthur, Peter Morgan, Colin Smith,
Tim Stevens and Stephen Wells

Also Present:

Councillor Nicholas Bennett J.P., Councillor Eric Bosshard,
Councillor William Huntington-Thresher and Councillor
Richard Scoates

82 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Robert Evans.

83 DECLARATIONS OF INTEREST

There were no declarations of interest.

84 MINUTES

(a) Minutes

RESOLVED that the minutes of the meeting held on 24th October 2012, excluding those containing exempt information, be confirmed.

(b) Matters Arising

Report RES12203

The Executive received an update on matters arising at previous meetings. It was noted that the Leader had written to Nick Boles M.P., the Planning Minister, about the Government's proposed changes to planning, and a copy was appended to the report.

85 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING

One question for written reply had been received from Councillor William Huntington-Thresher – the answer is attached as an appendix to these minutes.

86 TECHNICAL REFORMS OF COUNCIL TAX
Report RES12164

The report set out changes under the Local Government Finance Act 2012 which would enable Councils to set locally the level of Council tax discount that could be awarded in certain circumstances from 1st April 2013. It was confirmed that the legislation had now received Royal Assent. It was proposed that Bromley would apply 0% discount to Second Homes, "Class A" exemption (empty dwellings undergoing major repair) and "Class C" exemption (vacant dwellings), would make no change in respect of "Class L" exemption (liability of mortgagees in possession) and would not apply the Empty Homes Premium in 2013/14.

Executive and Resources PDS Committee had supported the recommendations with the additional comment that a six month grace period should be allowed for Class C exemptions where the homeowner has deceased. This was allowed for in the regulations and the qualifying period would start on 1st April 2013. Overall, the new arrangements would encourage owners to bring empty properties back into use more quickly.

RESOLVED that the following options be approved –

- **0% discount be applied to Second Homes from 01 April 2013;**
- **0% discount be applied to "Class A" exemption from 01 April 2013;**
- **0% discount be applied to "Class C" exemption from 01 April 2013;**
- **No change be made in respect of "Class L" exemption;**
- **The Empty Homes Premium not be applied for the financial year 2013/14.**

87 BUDGET MONITORING 2012/13
Report RES12195

The Committee considered the third budget monitoring report for 2012/13 based on expenditure and activity levels up to September 2012. An underspend of £3,113,000 for 2012/13 was currently projected.

RESOLVED that

(1) The latest financial position be noted.

(2) It is noted that a projected net underspend of £3,131k is forecast based on information as at September 2012; this consists of a £3,113k net underspend on services and additional council tax freeze grant income of £18k (as in section 3.1 of the report).

(3) The projected increase to the General Fund balance of £1,581k made up of £3,131k underspends detailed in (2) above, offset by carry

forwards of £1,550k funded from underspends in 2011/12 (as in section 3.9 of the report) be noted.

(4) It is noted that the report assumes, at this stage, that any underspends on the 2012/13 Central Contingency Sum will be set aside to meet a contribution to the Insurance Fund and an Income Risk Reserve as detailed in section 3.1 of the report.

(5) The comments from the Director of Renewal and Recreation, the Director of Resources and the Director of Education and Care Services, as detailed in sections 3.2, 3.3 and 3.4 of the report, be noted.

(6) It is noted that a report elsewhere on the agenda requests the drawdown of funds to support Public Health transition as detailed in section 3.5.4 of the report.

(7) The early warnings detailed in section 3.12 of the report be noted.

88 PUBLIC HEALTH TRANSITION GRANT
Report CEO1211

The report set out details of the transition of Public Health responsibilities from the PCT to the Council on 1st April 2013. A number of work-streams had been set up under a local Transition Board to support the changes involving both Council and Public Health staff, including HR, information governance and IT, contracts and commissioning, legal, finance and communications. There would be quarterly progress reports in to the Health and Wellbeing Board.

The Department of Health and the PCT cluster were providing transition funding and officers had been successful in drawing in transition funding for Bromley. The Leader commented that with all London boroughs going through a similar process of integration there should be ways to use these resources more effectively. Officers confirmed that Bromley was working closely with the London and South East London Boards to share learning as the project developed. Much of the expenditure would need to be on direct costs such as computer software and licences. As Public Health became embedded with the Council its costs would become part of the normal overheads for running the service.

RESOLVED that

(1) Agreement for the drawing down of funds to support Public Health transition be confirmed.

(2) The process for managing and monitoring the allocation of funding for each work-stream be agreed.

89 PUBLIC HEALTH TRANSFER OF CONTRACTS
Report CEO1210

The report summarised the arrangements for transferring responsibility of around sixty existing contracts commissioned by Public Health to the Council on 1st April 2013. This would allow the Council to set priorities and allocate resources. The contracts had been divided into five types: (A) simple, mainly non-clinical contracts, (B) more complex clinical contracts, (C) contracts which would not be transferring and which would be terminated, (D) small service level agreements with general practices and pharmacies, and (E) contracts associated with the Drug Action Team and Substance Misuse service which were already commissioned by Education and Care Services – funding for these would no longer come through the PCT, but otherwise the arrangements would stay largely the same. Most contracts were set up on an annual basis to expire on 31st March 2013, so to ensure continuity and stabilise services one year extensions would be sought.

The Finance Director and Director of Public Health offered to circulate further details of the costs of the Public Health service and the numbers of people served under these contracts to Members.

The Leader commented that it would be crucial that effective governance arrangements were in place for the Health and Wellbeing Board, and suggested that the Constitution Improvement Working Group should look at its role and constitution. Final regulations were still awaited, but the Board would have a membership with Members in the majority and would work closely with Public Health and the Clinical Commissioning Group. There was still concern across the boroughs at the potential top-slicing of funds by the Mayor of London.

RESOLVED that

(1) The approach being proposed nationally for the transfer of assets and liabilities from the PCT to the Council be noted.

(2) The approach being taken for managing these contracts be confirmed and officers be authorised to proceed.

90 PROCUREMENT STRATEGY FOR MODULAR BUILDINGS FOR 'SCHOOLS CAPITAL PROGRAMME'
Report ED12067

The Council had a requirement for modular buildings to ensure that it met its statutory requirements for providing sufficient school places. Since 2011 these had been provided through LB Lewisham's Modular Building Framework. This had recently been re-tendered and authority was being sought to use the new framework. The Education Portfolio holder confirmed that a substantial increase in pupil numbers was expected throughout the rest of the decade.

RESOLVED that

(1) The proposed strategy for the procurement of modular buildings and associated building works in conjunction with the delivery of the Council's Education Capital Programme be agreed.

(2) The Director of Resources be authorised to negotiate and enter into the Access Agreement under the LB Lewisham Framework Agreement for the Lewisham Modular Buildings Framework in accordance with clauses 3.6.1 and 13.1 of the Council's Contract Procedure Rules.

91 PARKING SHARED SERVICES

Report ES12110

The Executive considered a report seeking approval to proceed with a shared parking service with LB Bexley. The Environment PDS Committee meeting on 20th November 2012 had supported the proposed shared parking service, but added an additional request that an assessment of externalisation opportunities be brought forward once the shared service had been successfully established with a report on options in 12 months' time. Executive and Resources PDS Committee and General Purposes and Licensing Committee had considered the proposals at a joint meeting on 21st November 2012; although General Purposes and Licensing Committee had approved a technical resolution to enable officers within the proposed shared service to discharge LB Bexley functions, Members had raised concerns and Executive and Resources PDS Committee had agreed that it did not support the current proposal and considered that all alternative approaches should be considered before a decision was made. Councillors William Huntington-Thresher and Eric Bosshard attended the Executive's meeting to explain their committees' positions.

The Director and Assistant Director of Environmental Services responded to the issues that had been raised at the earlier committee meetings. It was confirmed that LB Bexley were not asking for any financial penalties on Bromley to be included in the collaboration agreement, and emphasised that, although further outsourcing could be looked at once the shared parking service was established, large parts of the service were already outsourced to enforcement and ICT contractors. The most likely part of the service to be outsourced was debt recovery, which was already the most efficient in London. The shared service would be based in Bromley and managed by Bromley, but there would be reporting lines to members in both authorities. The savings figure of £100k was a conservative estimate, and the final figures would depend on which staff were assimilated into the new structure. About 10 fte posts would be removed, with comparable savings for both Councils.

Councillor Eric Bosshard stated that although he supported measures to drive down costs there were too many un-quantified factors and the savings on offer were too modest. He considered that the proposals should be supported by a robust business plan, and suggested that the Council should have a business plan template ready to use in such circumstances. He considered

that this was an opportunity for staff to take over the service, or for the whole service to be outsourced – he was concerned that if a shared service was set up now it would need to be unravelled before any future outsourcing solution could be imposed. He and his Committee remained concerned about dual responsibility for the service.

Councillor William Huntington-Thresher emphasised that the service was focussed on policy aims of keeping road traffic flowing and modifying driver behaviour while at the same time not penalising residents unnecessarily. His Committee considered that the current proposals would enable the Council to make quick savings while still providing an opportunity to consider outsourcing an established and larger service in the future.

The members of the Executive considered the report and the various representations, concluding that the Council should push ahead with the proposals and achieve the savings. They considered that the questions around financial risk and management structure had been dealt with, and that there should be no further delay, agreeing with the approach of establishing the new service before making any decisions on outsourcing. The greater scale of the shared service would provide better opportunities for outsourcing. However, they requested that the Collaboration Agreement should come back to Members for approval.

RESOLVED that

- (1) The responses received from staff and their representatives with regard to entering a shared parking service with LB Bexley be noted.**
- (2) The proposal for a shared parking service between the boroughs of Bromley and Bexley to be established on the basis set out in the report be approved.**
- (3) A further report be made as soon as possible for the formal Shared Services Collaborative Agreement between LB Bromley and LB Bexley for the provision of parking services to be considered and approved.**
- (4) An assessment of the opportunities for externalisation of the service be brought forward once the shared service has been successfully established.**

92 LOCAL GOVERNMENT OMBUDSMAN REPORT
Report RES12201

The Local Government Ombudsman had recently found maladministration causing injustice in a complaint against the Council concerning delays in the implementation of a young person's statement of special educational needs. It was recommended that the Council accept the recommendations of the Ombudsman and authorise payment of compensation totalling £7,000.

RESOLVED that the findings of the Ombudsman's report be accepted and payment of the suggested compensation to the complainant be authorised.

93 CARBON REDUCTION COMMITMENT (CRC) SCHEME: 2011/12 ANNUAL REPORT
Report ES12123

The Executive received annual reports on the Carbon Reduction Commitment (CRC) scheme, which was a significant corporate financial liability; the report set out activity during 2011/12 including the purchase of carbon allowances to cover 2011/12's emissions. The Leader confirmed that the Council had pressed for academies to become responsible for the financial liabilities relating to their own carbon emissions, and the Director of Environmental Services agreed to pursue this again.

RESOLVED that

(1) The need for sustained action to continue to improve data quality and reduce energy use and carbon emissions in order to reduce the Council's financial liabilities under the CRC scheme be endorsed.

(2) A further annual report be received next year setting out scheme compliance, emissions and allowance costs for 2012/13 together with a four year forecast of the Council's financial liabilities.

94 CARBON MANAGEMENT PROGRAMME: PROGRESS REPORT 2011/2012
Report ES12122

The Council's Carbon Management Programme (CMP) and Carbon Management Fund (CMF) had been established by the Executive in October 2008 to help reduce energy costs and carbon emissions. This was now the fourth annual report, summarising the Council's progress in reducing its energy consumption and carbon footprint in 2011/12.

It was noted that emissions from Bromley Mytime buildings had increased between 2010/11 and 2011/12, but it was confirmed that these costs were recovered from Mytime.

RESOLVED that

(1) The contribution of all Council departments in achieving an 18% reduction (6,637t) in emissions and £389k avoided spend over the past four years (against the 2006/2007 baseline) be noted.

(2) Continuing action to reduce emissions and costs be approved with the aim of achieving:

- (a) the 25% emissions reduction target by the end of March 2013;**
- (b) future efficiencies (as in section 3.34 of the report), as advised by the Programme Board.**

(3) An annual progress report be received in one year's time, detailing 2012/13 performance and how the Council ultimately performed against its five-year, 25% reduction ambition.

95 FORMAL CONSULTATION ON OUTLINE SERVICE PROPOSALS AND PROCUREMENT STRATEGY: CUSTOMER SERVICES
Report RES12204

The report summarised the options for the future provision of customer services, which included Bromley Knowledge (web services), Reception Services and the Contact Centre. It was proposed to make substantial savings by outsourcing these services to a private contractor, and it was recommended that officers should negotiate with Capita and Liberata to explore this.

The Chairman invited Glenn Kelly, Staff Side Secretary, to address the meeting on behalf of the staff involved. He emphasised that the Customer Service Centre was the face and voice of the Council and set the tone for residents' perceptions of the organisation. Staff were trained and experienced, with detailed local knowledge – these services could not be provided so effectively from other parts of the country. With £185k of savings already removed from the budget, it was difficult to see how a private contractor could maintain standards and create a profit. Bromley had the highest proportion of people over 80 years old in London, and these people needed to be able to speak directly to staff who could assist them. He also criticised the large clientside shown in the proposals, and the failure to use the Council's reserves to maintain services and standards. He concluded that staff would ballot for industrial action if the proposals went ahead.

Members recognised that this was a well-run service that was highly regarded by residents. The Leader emphasised that the recent public meetings had demonstrated that residents wanted the Council to examine all options for delivering services more efficiently. All options should be considered and market tested, whether in-house or outsourced, but it was important to retain the local knowledge provided by a largely locally-based staff.

The Director of Resources confirmed that it would be possible to engage with both Capita and Liberata without having to go through a formal procurement process, which would be required if other providers were to be considered.

RESOLVED that the Director of Resources be asked to explore opportunities with suitable providers for Customer Services as outlined in the report, noting the importance of maintaining service standards and recognising the need for well-trained staff with local knowledge.

96 CONSIDERATION OF ANY OTHER ISSUES REFERRED FROM THE EXECUTIVE AND RESOURCES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

There were no other issues to be reported from Executive and Resources PDS Committee.

97 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006 AND THE FREEDOM OF INFORMATION ACT 2000

RESOLVED that the Press and public be excluded during the consideration of the items of business referred to below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.

**The following summaries
refer to matters
involving exempt information**

98 EXEMPT MINUTES OF THE MEETING HELD ON 24TH OCTOBER 2012

The exempt minutes of the meeting held on 24th October 2012 were confirmed.

99 AWARD OF STREET LIGHTING MAINTENANCE AND IMPROVEMENTS CONTRACT AND STREET LIGHTING INVEST TO SAVE INITIATIVE

The Executive awarded contracts for street lighting maintenance and improvements for an initial ten year period and agreed invest to save proposals to replace the Council's older street lighting stock.

100 STREET WORKS TENDER REPORT (NRSWA)

The Executive awarded a new contract for inspection of streetworks to commence on 1st April 2013 for an initial period of three years, with the option to extend for a further two or four years.

The Meeting ended at 8.46 pm

Chairman

COUNCILLOR QUESTION FOR WRITTEN REPLY

From Councillor William Huntington-Thresher of the Education Portfolio Holder

You will have probably have seen the press coverage of the Decision by St Olave's School to terminate the use of the Scout Hut in Goddington Lane by the Scouts and other community groups. It is thought that the school is looking to sell the site rather than keep it for an educational use. The future of the scout group is a big concern to Orpington residents and there does not appear to be alternative suitable venue:

- (a) As the school has not yet become an Academy does it require LBB's approval to dispose of part its grounds or otherwise terminate educational use of the part of the site?
- (b) If it did, would the Council be inclined to permit the sale & termination of educational use?
- (c) Would the council be willing to write to St Olave's highlighting its concerns over the closure of the scout group and the loss of educational use of the grounds provided by the council to St Olave's on behalf of the local community for educational use?

Reply:

- (a) The school does not require any consent to terminate the lease of the scout hut – that is a matter of landlord and tenant law between the school and the scouts. The school would have to notify Bromley in writing if they intended to dispose of the land, stating how much they expected to get for the land and what capital project they were going to spend the proceeds on. Bromley then would have 6 weeks to respond. If Bromley objects to the sale/use of the proceeds it must give reasons and the parties should discuss the matter with the aim of reaching agreement. If no agreement can be reached either party may refer the matter to an Adjudicator.
- (b) Any decision would depend on the information provided by the school as to the purpose of the sale and proposed use of the sale proceeds.
- (c) We would be happy to write to the school suggesting that whatever plans the school had in the medium term they consider making a portion of land available elsewhere on their site for this scout group, recognising as we do the important work the scout association does in working with young people.

However, with regard to any potential loss of land for educational use, we understand the school intends to use the proceeds for a major redevelopment of the site to allow expansion of the school and improvement of facilities for teaching.

EXECUTIVE

Minutes of the meeting held on 6 December 2012 starting at 8.30 am

Present:

Councillor Stephen Carr (Chairman)
Councillors Graham Arthur, Robert Evans, Peter Morgan
and Colin Smith

Also Present:

Councillor Eric Bosshard and Councillor Russell Mellor

102 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Tim Stevens and Stephen Wells.

103 DECLARATIONS OF INTEREST

There were no declarations of interest reported.

104 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006 AND THE FREEDOM OF INFORMATION ACT 2000

RESOLVED that the Press and public be excluded during the consideration of the item of business referred to below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.

**The following summary
refers to a matter
involving exempt information**

105 ACQUISITION OF 98, 101 AND 107-109 HIGH STREET, BROMLEY

The Executive discussed a report proposing the purchase of three commercial properties in Bromley High Street as part of the Regeneration/Investment Fund initiatives agreed last year (Minute 61 – 7th September 2013 refers).

Executive
6 December 2012

Having considered the implications both for and against the proposed purchase, the Executive fully agreed to proceed on the basis that this would enable better returns to be gained on the Council's assets for the future.

Chairman

The Meeting ended at 9.03 am

Decision Maker: Executive

Date: 9th JANUARY 2013

Decision Type: Non-Urgent Executive Key

Title: **MATTERS ARISING FROM PREVIOUS MEETINGS**

Contact Officer: Lynn Hill, Democratic Services Officer
Tel: 020 8462 7700 E-mail: lynn.hill@bromley.gov.uk

Chief Officer: Director of Resources

Ward: N/A

1. Reason for report

- 1.1 The Executive has adopted a similar style to the PDS Committees of having a report on matters arising on the minutes from previous meetings. Appendix 1 updates members on matters arising from previous meetings.
- 1.2 To confirm the appointment of a replacement member on the Special Educational Needs (SEN) Working Party.
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2. **RECOMMENDATION(S)**

- 1) **The Executive is invited to consider progress on recommendations made at previous meetings; and**
- 2) **Confirm the appointment of Councillor Roger Charsley as a member of the SEN Working Party in place of Councillor Nicky Dykes.**

Corporate Policy

1. Policy Status: Existing Policy: The Executive receives an update on matters arising from previous meetings at each meeting.
 2. BBB Priority: Excellent Council
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Financial

1. Cost of proposal: No Cost:
 2. Ongoing costs: N/A
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £320,320
 5. Source of funding: Existing 2012/13 budgets
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Staff

1. Number of staff (current and additional): There are 8 posts (7.22 fte) in Democratic Services
 2. If from existing staff resources, number of staff hours: Monitoring the Executive's matters arising takes at most a few hours per meeting.
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Legal

1. Legal Requirement: Non-Statutory - Government Guidance:
 2. Call-in: Not Applicable:
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for the benefit of Executive Members
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? N/A
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

At its meeting on 23rd May 2012 the Executive confirmed the appointment of various Working Parties including the SEN Working Party when Councillor Nicky Dykes was appointed as a member. The Leader of the Council appoints the Executive members to serve on the Working Party and invites other Councillors to serve on it. Councillor Dykes has recently resigned from the Working Party and a replacement member, Councillor Roger Charsley, has been invited to take up membership which the Executive is requested to confirm.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Executive Minutes

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<u>Minute Number/Title</u>	<u>Executive Decision</u>	<u>Update</u>	<u>Action by</u>	<u>Completion Date</u>
16th June 2010				
40 Review of Service Proposals and procurement strategy – Transportation, Highways & Engineering Consultancy Services Contract	Agreed recs and to review the suitability of the arrangements at the end of the trial 18 month period. Report back to Executive.	The Environment PDS Committee on 17 th April 2012 received a progress report and the Portfolio Holder subsequently agreed to continue with the current contract arrangements until November 2013.	Director of Environmental Services	November 2013
20th July 2011				
43 Norman Park Multi-Hub site	Approval given to continue to develop proposals and a further updating report back to R&R PDS Cttee/ PH; Environment PDS Cttee/PH and Executive.	The R&R PDS Committee on 13th November 2012 received a report on the outcome of tendering. Further report to February 2013 PDS Committee meeting.	Director of Renewal and Recreation	
19th October 2011				
81 Proposed Governance of Crystal Palace Park	Recommendation s agreed for the establishment of the Crystal Palace Park Management Board	The Management Board has met on 2 occasions and met on 24 th October prior to the Community Conference which was held on 26 th October 2012. A further meeting of the Project Board is being arranged for January 2013.	Director of Renewal & Recreation	Updating report to Executive following Community Conference
82 Treasury Management and Annual Investment Strategy - Mid Year Review 2011/12	Agreed to recommend Council to approve the proposed increase in the investment limit for the part-nationalised banks, subject to being implemented after 3 months.	Council agreed on 24 th October 2011:- “That the proposed increase in the investment limit for the part-nationalised banks, Lloyds TSB and the Royal Bank of Scotland, from £40m to £60m be approved, subject to this being potentially implemented after 3 months time and a report back to the Executive.” The Finance Director advised at the Executive meeting on 25 th July 2012 this matter would be covered in the Annual Review of the Treasury Management Strategy due to be reported to the Executive in February 2013.	Finance Director	2012

<u>Minute Number/Title</u>	<u>Executive Decision</u>	<u>Update</u>	<u>Action by</u>	<u>Completion Date</u>
16th November 2011				
98/1 Extension of Waste Management Contract	Agreed recommendations - further report on possible savings in the Waste Service to be submitted back to the Executive.		Director of Environmental Services	
14th December 2011				
107 Community Infrastructure Levy – Consultation and Draft Regulations	Proposed response agreed – further report to Executive on preparations of the Bromley CIL.	The Local Development Framework Advisory Panel is overseeing the preparation of the Bromley Local Plan as part of requirements under the National Planning Policy Framework. Preparation of the Bromley CIL is running parallel to the Local Plan and a report on this is expected around Spring/Summer 2013.	Chief Planner	2014
11th April 2012				
171 Council Tax Support: Technical Reforms of Council Tax	Noted Government consultations – agreed to make representations to local MPs highlighting concerns over the proposals.	Letters have been sent by the Leader to local MPs. See reference below – Minute 35 25 th July 2012	Finance Director	Due to start April 2013
172 Local Government Resource Review – Proposals for Business Rates Retention	Noted proposals and lack of detail. Members raised concerns and agreed that representations be made to local MPs. Updates to Members when draft regulations issued.	Letters have been sent by the Leader to local MPs.	Finance Director	Due to start April 2013
179 Internal Audit Investigation Report	Noted report and requested further report.		Director of Renewal & Recreation	

<u>Minute Number/Title</u>	<u>Executive Decision</u>	<u>Update</u>	<u>Action by</u>	<u>Completion Date</u>
23rd May 2012				
186 NHS Social Care Funds Investment Plan – Learning Disability Health Facilitator	Approval given to allocation of half of the funding for the 2 posts, subject to a further report on progress to Executive.		Asst. Director Commissioning	2013/14
192/1 Opportunity Site G, High Street, Bromley – Churchill Place	Noted outcome of market testing and agreed next steps to be taken. Quarterly updating reports to be submitted back to Executive.	Updating report to October 2012 Executive – see below – Minute 80/1 – 24 th October 2012.	Director of Renewal & Recreation	
20th June 2012				
28/1 46 Green Lane, Penge	Agreed to proceed with negotiations for the lease of the ground floor of this property. To report back to Executive on the outcome of consultations.	Report to be submitted to the February 2013 Executive meeting.	Director of Renewal & Recreation	
25th July 2012				
33 Proposals for Biggin Hill Heritage Centre	Request for the release of funding (£23,000) subject to the outcome of the meeting with the Trust representatives and information submitted on progress with fund raising.	The meeting took place on 30 th July 2012 and subsequently approval was given to release the funds by the Director of Renewal and Recreation – a key decision was issued informing members of the action taken. Since then the Leader has had several meetings with the Trust who share the concerns of the Council over the fund raising issue. Updating report early 2013.	Director of Renewal & Recreation	January 2013

<u>Minute Number/Title</u>	<u>Executive Decision</u>	<u>Update</u>	<u>Action by</u>	<u>Completion Date</u>
34 The Priory Museum – Lottery Application	The first stage application to the Heritage Lottery Fund had been successful and approval was given to proceed to the second stage application by July 2013.	Details of whether the second stage application is successful will be known in October 2013.		Estimated completion date June 2015
38 Development of Autistic Spectrum Disorder – Secondary Provision at Glebe Special School	Approval given in principle to the expansion of Glebe School and subject to the outcome of the statutory consultation and the submission of additional activity information.		Director of Education and Care Services	2013/14
12th September 2012				
53 Active Citizens Working Group	Approval given in principle to the recommendation except 2d) and 2e) which were referred to the New Technology Working Group. Progress report in due course on how to take forward proposals.		Chief Executive	
54 Business Improvement District Proposal for Orpington	Proposals for the Orpington BID were agreed and authority to hold a ballot in February 2013.		Director of Resources/ Director of Renewal & Recreation	
58 Office Accommodation Strategy	Approval given for supplementary capital allocation. Audit Sub-Ctte to fully examine the reasons for the project overrun and report back to Executive.	Report was considered by the Audit Sub-Committee on 14 th November 2012.	CE/Dir of Renewal & Recreation	

<u>Minute Number/Title</u>	<u>Executive Decision</u>	<u>Update</u>	<u>Action by</u>	<u>Completion Date</u>
59 Update: Draw Down of Funding for Tackling Troubled Families	Approval given for the draw down of funding. Report back on how targets were measured and outcomes achieved.		Assistant Director, Safe-guarding & Social Care	Work to be completed by 31 st March 2013
24th October 2012				
66 Matters Arising – Government Planning Proposals	Reported meeting with the Planning Minister and would make further representations.	The Chairman wrote again to the Secretary of State and a copy was circulated for Member's information.		
80/1 Churchill Place, Bromley (Opportunity Site G) – Procurement Update	Agreed selection of Development Partners and to proceed to the next stages of the process.	Update every 3 months.	Director of Renewal & Recreation	
28th November 2012				
93 Carbon Reduction Commitment (CRC) Scheme 2011/12 – Annual Report	Agreed recommendations – further annual report next year		Director of Environmental Services	Annual Report December 2013
94 Carbon Management Programme – Progress report	Agreed recommendations – further progress report next year		Director of Environmental Services	Annual Progress Report December 2013

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Agenda Item 5

Report No.
RES13011

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE

Date: 9th JANUARY 2013

Decision Type: Urgent Executive Key

Title: COUNCIL TAX SUPPORT/REDUCTION

Contact Officer: John Nightingale, Head of Benefits
Tel: 020 8313 4858 E-mail: john.nightingale@bromley.gov.uk

Chief Officer: Finance Director

Ward: (All Wards);

1. Reason for report

To advise Members of the results of the public consultation exercise and seek approval of the scheme to be forwarded to Full Council for approval.

For Members to note the content of the Equality Impact Assessment undertaken on this change (attached as Appendix 2)

2. **RECOMMENDATION(S)**

1, Members to note the responses to the public consultation exercise

2, Members to note the amount of additional Government funding made available for 2013/14 and the criteria that needs to be met to access the funds.

3, Members to decide as to whether Option 1 or Option 2 be forwarded for adoption at the Full Council meeting on the 21 January 2013

4, Members to note the content of the Equality Impact Assessment (attached as Appendix 2)

Corporate Policy

1. Policy Status: New Policy:
 2. BBB Priority: Not Applicable:
-

Financial

1. Cost of proposal: – The adoption of Option 1 will entail a shortfall in 2013/14 of £811k and £25k surplus from 2014/15 between the indicative Government funding figures and the projected level of subsidy that would have been received had the Council Tax Benefit scheme not be abolished.
The adoption of Option 2 would produce a surplus to the Authority of £25k per annum
 2. Ongoing costs: See point 1 above
 3. Budget head/performance centre:
 4. Total current budget for this head: £
 5. Source of funding: If option 1 adopted the funding shortfall for 2013/14 to be met from the surplus in the collection fund.
-

Staff

1. Number of staff (current and additional):
 2. If from existing staff resources, number of staff hours:
-

Legal

1. Legal Requirement: Statutory Requirement
 2. Call-in: Applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 21,100 (current number of households in receipt of Council Tax Benefit) of which approximately 12,650 are of working-age
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

3.1 Introduction

The current means for households to receive assistance with their Council Tax is the Council Tax Benefit (CTB) scheme. CTB is a national scheme, with very limited local discretion. The entitlement is based on 100% of a household's liability, with approximately two-thirds of those receiving CTB in Bromley having their full Council tax met. Currently approximately 22,000 households in Bromley receive Council Tax Benefit, with an annual value of approximately £19.6m.

Initial details of the proposed changes were reported to the July 2012 meeting of The Executive; however for ease of reference they have been repeated below:

From the 01 April 2013 the current national scheme for providing assistance with Council Tax (Council Tax Benefit) ceases to exist and is to be replaced by a local authority designed scheme for those claimants of working-age. This is to be known as Council Tax Support/Reduction (CTS/R). For those of pensionable age the scheme will continue to be based on national rules and regulations.

Under the proposals contained in the current Local Government Finance Act the Council has full discretion over the design of the new CTS/R scheme for working-age claimants.

In respect of pensioners the national scheme applies and this will be almost identical to the current Council Tax Benefit scheme, with the undertaking that the claimants will not be worse off than if CTB had continued.

Included in the consultation document issued by the Department for Communities and Local Government (DCLG) was the statement that funding would be set at the level of 90% of that awarded by way of subsidy to Council Tax Benefit (covering pensioners and working age). However, when the indicative funding figures were received from the DCLG they showed a reduction of almost 13%. The reason given for the variance was the expectation that the numbers eligible for assistance would reduce, non-dependant deductions would increase and funding towards overpayments was withdrawn.

Should a scheme not be adopted by Members before the 31 January 2013, a default scheme would be imposed. This scheme would be widely in line with the current CTB scheme and as a result not bring about savings in the entitlement awarded resulting in the Council fully meeting the loss of grant of £2.23m without direct compensatory savings.

3.2 Consultation

At the 25 July 2012 meeting of The Executive a decision was made to undertake consultation on CTS/R being based on 75% of the households Council Tax Liability. The consultation exercise closed on the 12 October 2012 by which time just over 1,000 responses had been received.

For ease of reference I have listed below the headlines that emerged:

- The majority of people favour basing the proposed CTS/R scheme on the current Council Tax Benefit (CTB) scheme
- Strong support from non-claimants and pensioners for working age claimants to contribute towards their Council Tax; far fewer working age claimants agree this is fair
- The proposal to set money aside to help claimants facing exceptional circumstances is very well supported
- If a contribution has to be made, working-age claimants suggest a minimum of 15%. This was the lowest of the options provided
- The balance of opinion favours the retention of the £16,000 savings threshold
- Phasing in of the scheme over 2 years to reduce the immediate impact is supported

The GLA responded to Bromley's consultation on the 12th October. In the main their communication was just reiterating the content of our proposed scheme; however they did include the following statement:

"The GLA considers that in formulating the council tax support scheme each billing authority should both consider and address how it intends to take advantage of the technical reforms. The additional revenues could be used to partly offset the Council's forecast council tax shortfall and potentially allow Bromley to increase the maximum level of assistance to households in respect of their council tax liability."

A report containing more detailed information on the consultation responses is attached as Appendix1.

3.3 Additional Government Funding

The July 2012 report to The Executive informed of the indicative funding figures advised by the DCLG. However, on the 15th October Baroness Hanham announced that the DCLG was making available an additional £100 million funding to Councils for supporting them in developing well-designed schemes and maintain positive incentives to work. The funding takes the form of a transition grant and is available for one year only.

In order to access the additional funding, the scheme to be adopted would need to fulfil the following criteria.

- Those who are currently receiving 100% support under the current CTB arrangements pay no more than 8.5% of their council tax liability;
- The taper rate does not increase above 25%
- There is no sharp reduction in support for those entering work – for claimants currently entitled to less than 100% support, the taper will be applied to an amount at least equal to their maximum eligible award; and

In allowing flexibility over aspects of the scheme, the Government would not expect LA's to impose large additional increases in non-dependant deductions.

Figures released by the DCLG indicate that once only funding of £352k would be available (£416k including GLA element).

Council's will need to make an application for funding after the 31 January 2013 (date by which local schemes need to be adopted) with any sum due being paid in March 2013.

3.4 Caseload Variations

At the time of the July report to "The Executive", Bromley's Council Tax Benefit (CTB) caseload was increasing. This was built into the calculations when advising of the changes that would need to be made in order for expenditure under the proposed CTS/R scheme to be fully met by the reduced level of Government funding.

Since July, the number of households receiving CTB together with the corresponding expenditure has reduced to April 2012 levels, thereby reversing the upward trend that has been in place since 2008. The figures included in this report have therefore been revised to reflect the updated position.

3.5 Options

As a result of the changes detailed in paragraph 3.4 and having taken into account the making available of a £100k discretionary fund for those facing exceptional circumstances, CTS/R would need to be based on 81% of liability to meet the funding gap.

All options relate to applying a minimum Council Tax liability to working-age claimants only, with claimants of pension credit age being protected from being worse off under the new scheme.

Below are detailed 2 options for consideration, the first of which would result in Bromley qualifying for the additional government funding (parag 3.3) of £352k (excluding the GLA element).

Option 1

Working-age claimants would be required to contribute a minimum of 19% towards their Council Tax liability. However, in respect of 2013/14 only transitional protection would be applied, limiting the minimum contribution to 8.5% of their Council Tax liability. This option would enable the Authority to qualify for the additional Government funding (LBB £352,327 and GLA £109,013)

Option 2

Working-age claimants would be required to contribute a minimum of 19% towards their Council Tax liability, with the full sum becoming liable from Year 1 (2013/14)

3.6 Appeals

Confirmation has now been received that appeals will be considered by the Valuation Tribunals. Limited details are currently known but we have been advised that further information will be released in January 2013. However, it appears that there will be a requirement to draft 2 submissions and attend 2 hearings where a claimant is asking for review of his HB and CTS/R. Also, the responsible body would potentially have to consider the merits of a case against rules/regulations of 300+ LA's.

3.6 Software

Capita, the council's benefits software provider has advised that they will be able to revise the current computer system to accommodate both of the options contained in this report. However, the time between the release of the revised software and the annual Council Tax billing for 2013/14 is limited, therefore we are in regular contact with our provider in order to minimise the chance of slippage.

4. POLICY IMPLICATIONS

The scheme adopted by the Authority can be changed in future years; however dependant on the scale and nature of the planned revision it may be necessary to undertake a further consultation exercise and/or grant transitional protection for those adversely affected.

5. FINANCIAL IMPLICATIONS

After revising the savings requirements in the light of the reduction in CTB expenditure and caseload, the CTS/R scheme would need to produce savings of £2.235m in order to cover the reduction in Government funding. When adding in the £100k intended for the granting of discretionary awards this makes the shortfall £2.335m.

If all working age claimants were required to contribute a minimum of 19% towards their Council Tax liability, expenditure would be reduced by approximately £2.36m.

The Council will receive in the year surplus on the collection fund of £1.8m which could be used to support the cost of any phasing of changes to the system

Option 1

Working-age claimants are liable to pay a minimum of 8.5% of their council tax liability in year 1 (2013/14) and 19% thereafter. The additional funding would be received from the Government, with the remaining shortfall in the first year being met from the surplus on the collection fund which currently stands at £1.8m. Detail of the collection fund surplus is reported elsewhere on the agenda.

Option 1	Reduction in funding + £100k discretionary fund	Less additional Govt. funding	Net reduction in funding	Less reduction in expenditure through minimum liability.	Net cost / deficit to be funded from collection fund
	£000's	£000's	£000's	£000's	£000's
2013/14 – 8.5%	2335	461	1874	1063	811
2014/15 – 19%	2335	0	2335	2360	-25

Option 2

Working-age claimants are liable to pay a minimum of 19% of their council tax liability from the commencement of the new scheme

Option 2	Reduction in funding + £100k discretionary fund	Less additional Govt. funding	Net reduction in funding	Less reduction in expenditure through minimum liability.	Net cost / deficit to be funded from collection fund
	£000's	£000's	£000's	£000's	£000's
2013/14 – 19%	2335	0	2335	2360	-25
2014/15 – 19%	2335	0	2335	2360	-25

Impact on Collection

It is inevitable that collection rates will fall for the affected claimants and although the final outturn will not be known for at least 3 years the results will be affected by the view of magistrates considering court summonses as well as the impact of welfare reform. The impact of any changes and collection levels will need to be reflected in the Council's four year financial forecast.

6. LEGAL IMPLICATIONS

As is outlined in the report the council carried out a detailed consultation exercise following on from the Executive decision in July. At that point, details of government support for the changes hadn't been released. Consideration has been given as to whether further consultation was needed before putting option 1 forward. The conclusion is that as no-one from a group with protected characteristics would be disadvantaged by this option and as there would not be a material impact on other services through a one off use of surpluses in the collection fund then further consultation was not required.

Members in making their decision must have regard to the consultation outcome and the equality impact assessment.

If a scheme is not agreed by Council before 31 January 2013 then the default scheme will apply.

Non-Applicable Sections:	Personnel Implications
Background Documents: (Access via Contact Officer)	[Title of document and date]

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Council Tax Support

Consultation Findings

October 2012



THE LONDON BOROUGH
www.bromley.gov.uk

Introduction

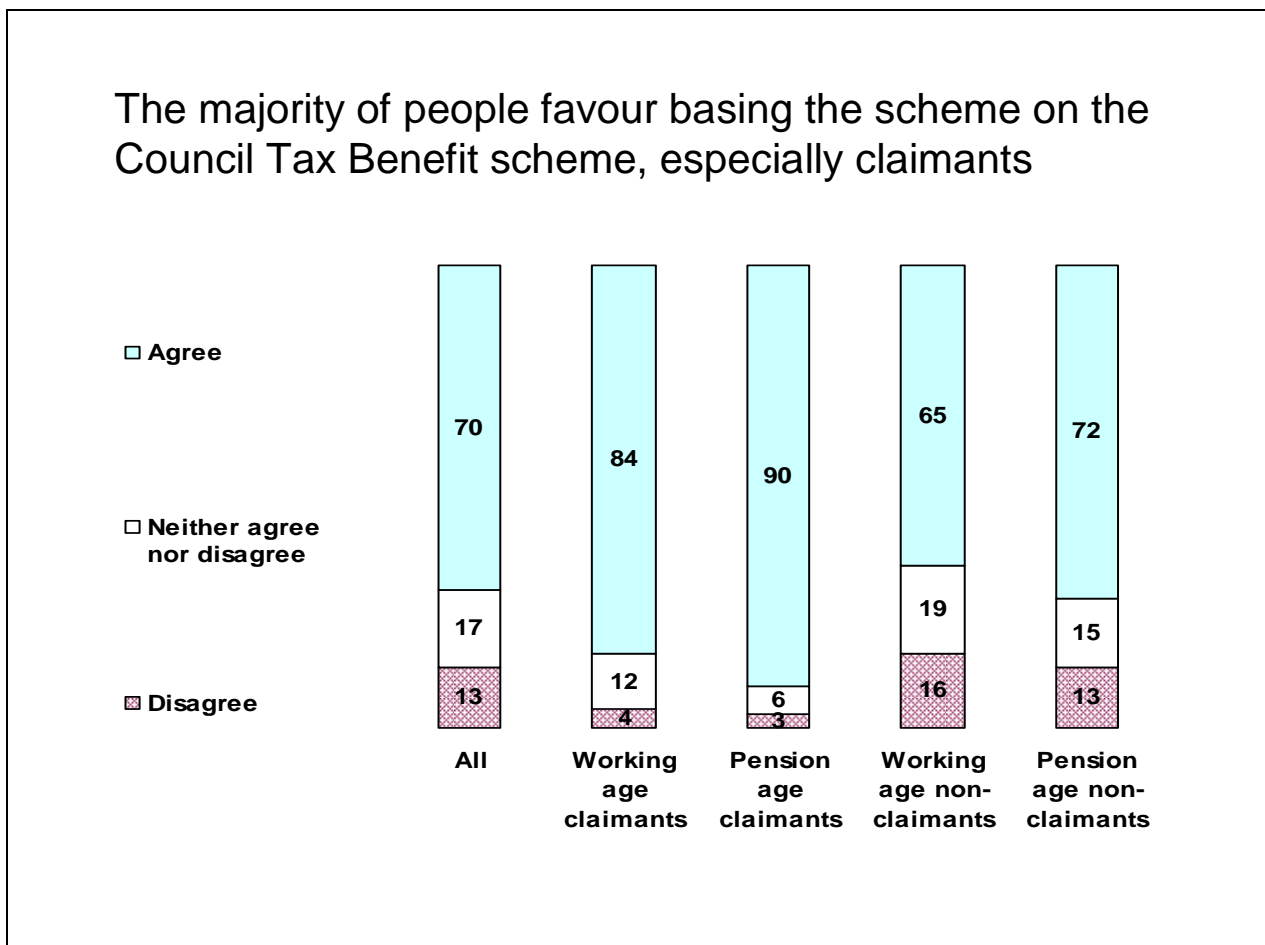
These are the main findings from the Council Tax Support consultation exercise. The report covers the feedback from stakeholders to the key principles of the proposed new scheme and possible adaptations to it, and includes comments received. Details of the consultation methodology and response rates are available at the end of the report.

NB: Some of the percentages in the charts add up to 99% or 101% due to rounding.

Basing the scheme on the current Council Tax Benefit scheme

A key principle of the proposed scheme was that any change should be as predictable as possible for everyone affected. Therefore it was proposed that eligibility for Council Tax Support would continue to be calculated by comparing the income and savings of the person(s) claiming Support against the minimum amount of money the government says a claimant can live on. Bromley also proposes to maintain the current way in which Council Tax Benefit is calculated.

A clear majority of people favour the proposal to base the scheme on the current Council Tax Benefit scheme, and this is particularly so for claimants of both working and pension age.

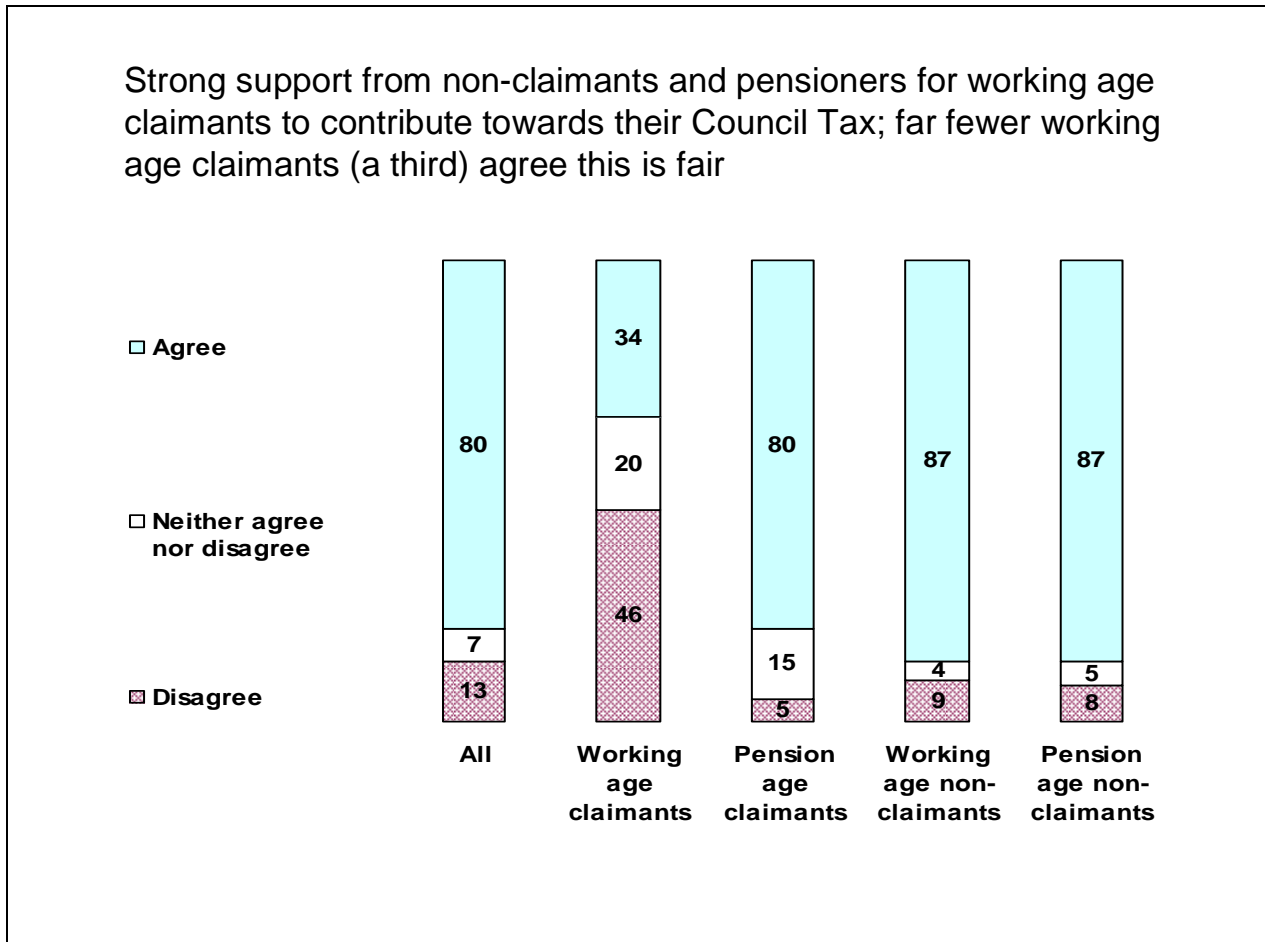


The online survey responses endorse this approach.

Everyone should pay something

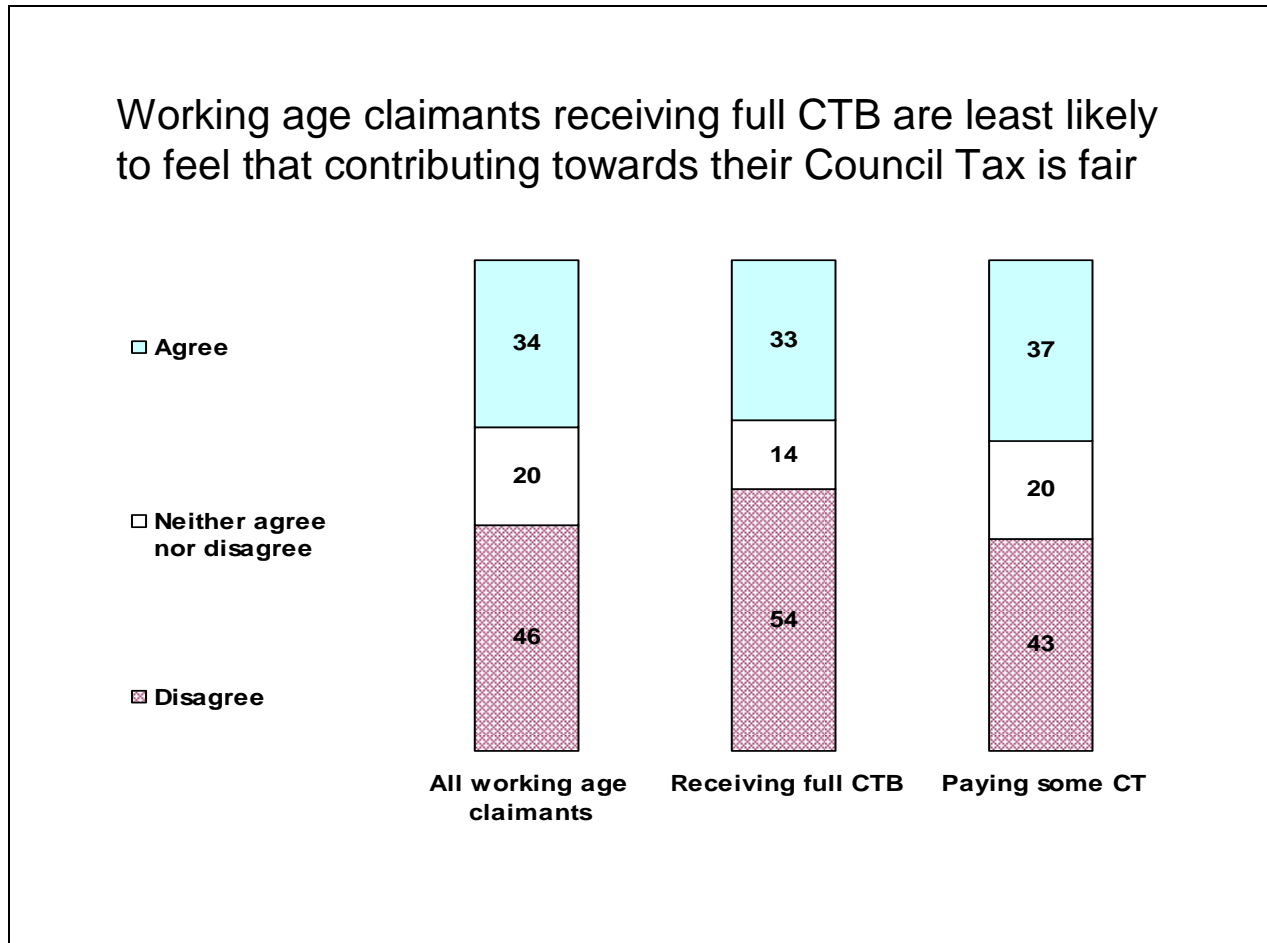
It was proposed that all claimants of working age pay at least 25% of their Council Tax bill, with the existing benefit calculations applying to the remaining 75%.

Pensioners and non-claimants are very clearly in favour, but only a third of working age claimants feel it is fair that they should make a contribution of this magnitude towards their Council Tax.



The overall response online is more divided, reflecting the fact that approximately half of those responding were Council Tax Benefit claimants. On balance though, the number agreeing with the premise outweighs the number disagreeing.

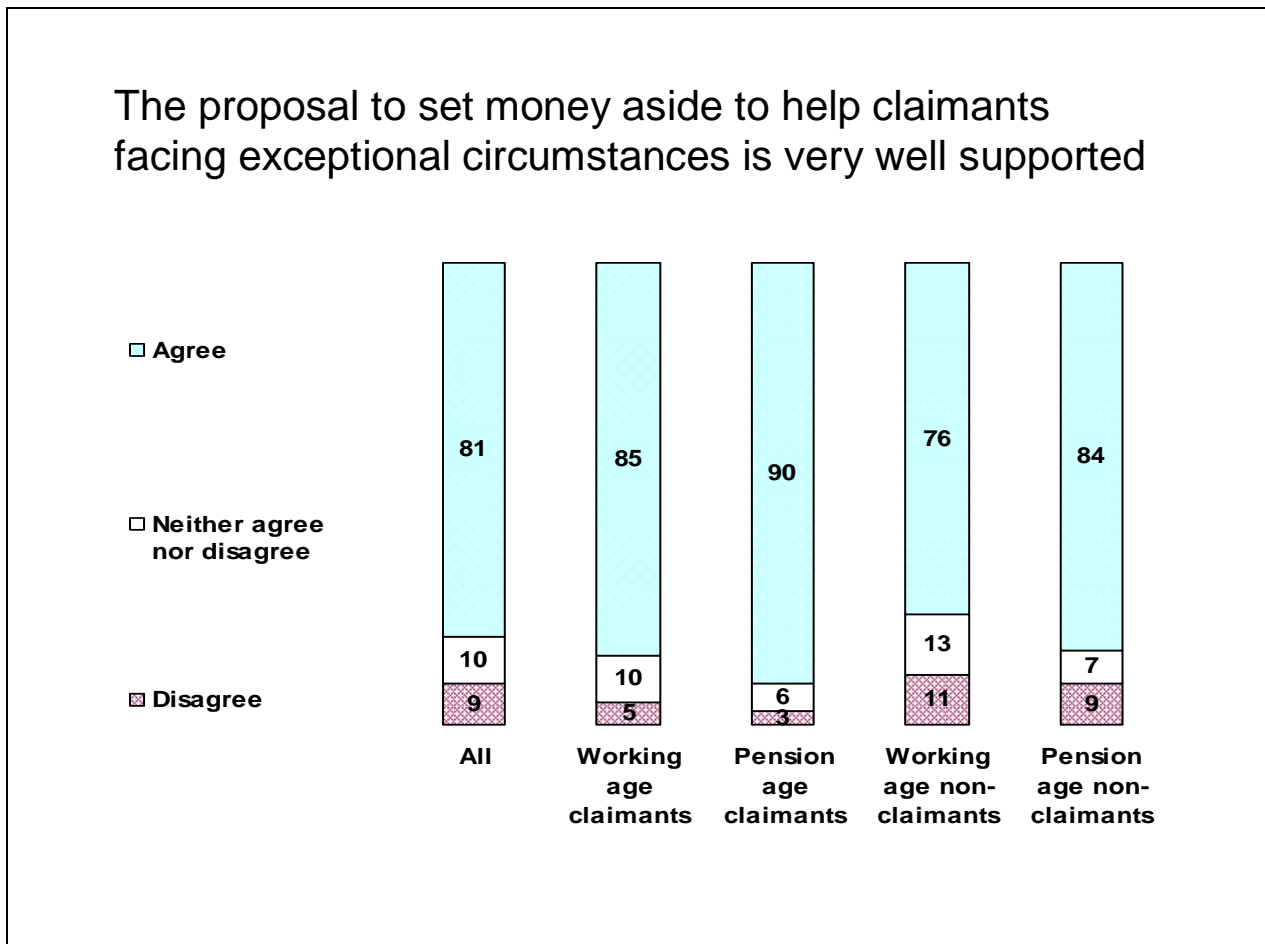
Among working age claimants, those receiving full Council Tax Benefit are somewhat more likely to feel it is unfair that they should have to make this level of contribution (54%), compared with 43% of those who currently pay some of their Council Tax.



Further assistance in exceptional circumstances

The Council proposed to give further assistance to those facing exceptional hardship or circumstances.

This proposal is very well supported, both by claimants and non-claimants (though supported particularly enthusiastically by claimants and pensioners).

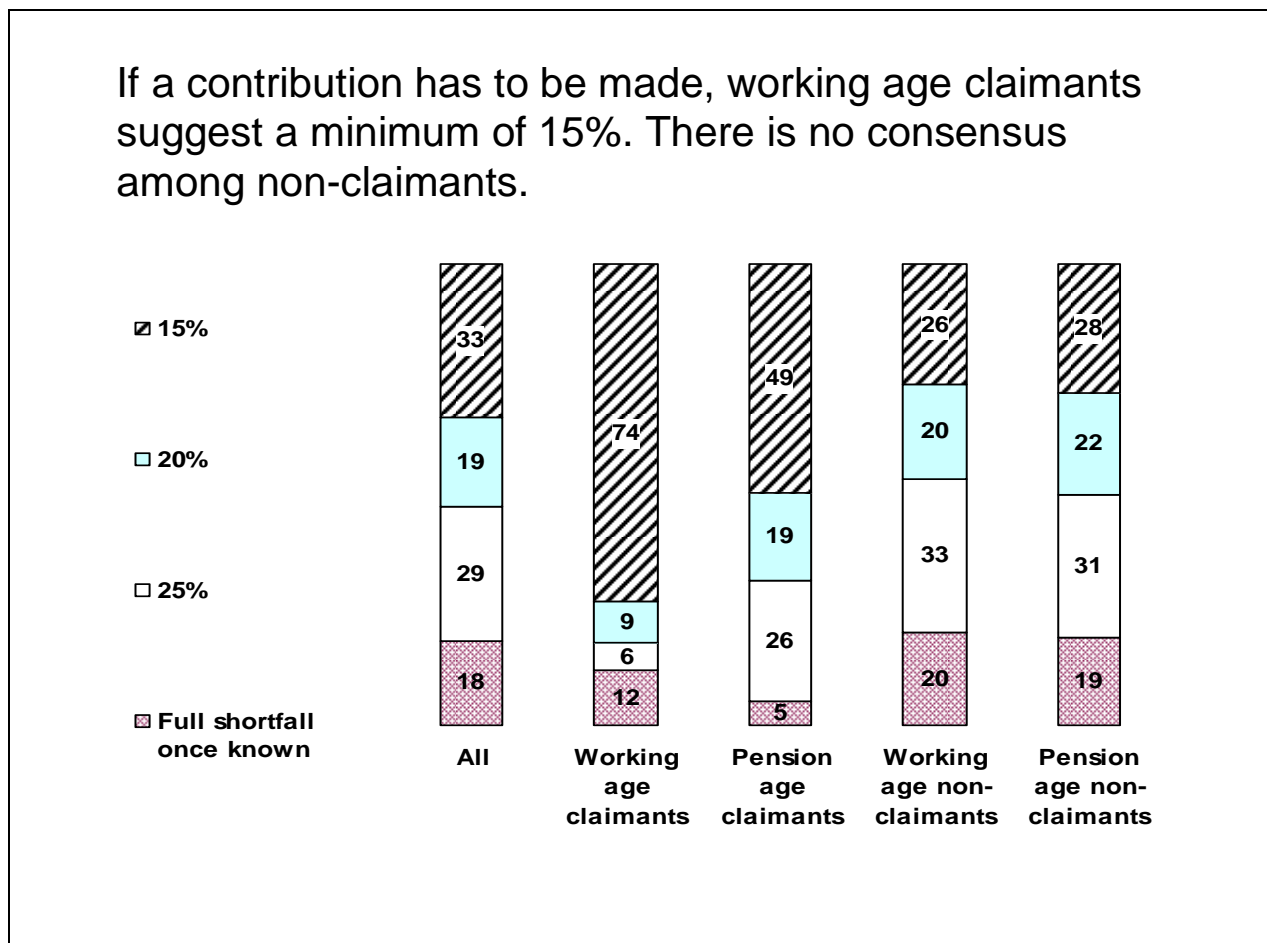


Those responding online are equally supportive.

The minimum amount a household should contribute

While the scheme proposed at least 25% contribution, survey participants were asked to select the minimum amount they believed a household should pay towards their council tax. This question was asked with the proviso that any benefit expenditure incurred in excess of the government grant would result in less money being available for other Council services. To provide context, the amount that each option would generate towards the shortfall in funding was shown (15% equating to £1.95m, 20% to £2.59m and 25% to £3.27m).

A substantial majority of working age claimants chose the 15% level of contribution, and pension age claimants were also more supportive of this option than the higher ones. The opinions of non-claimants spanned the whole range of options, with no clear view emerging. While a third of them selected the 25% option, half chose the smaller contributions of either 15% or 20%.

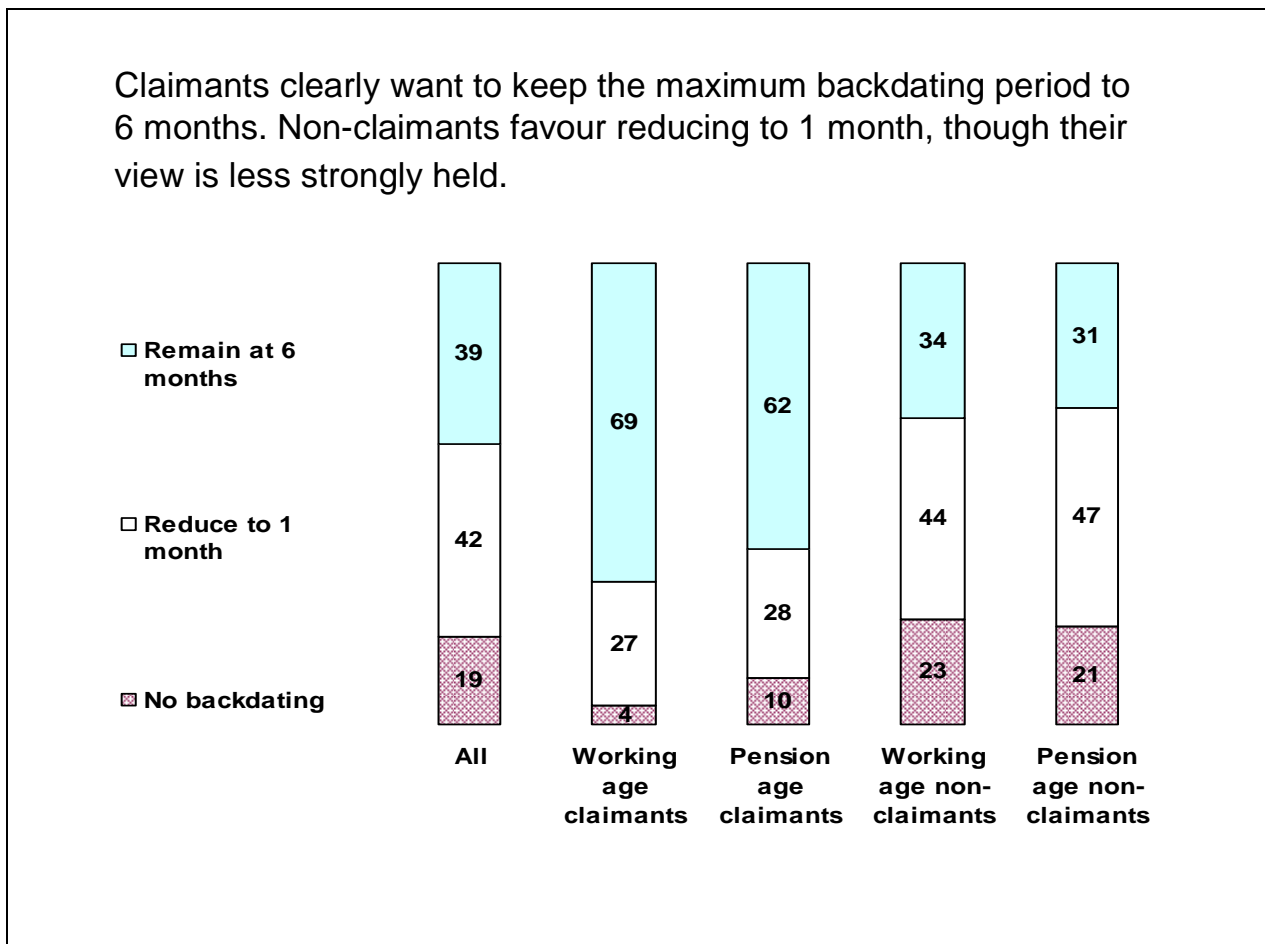


The online feedback generally favoured the 15% contribution.

Backdating

Several possible adaptations to the scheme were put forward so that stakeholders could comment. Each option was accompanied by an estimate of the amount that would be generated, to give real context to the question. One of adaptations cited was a reduction in the period for which backdated benefit could be granted. Under the current Council Tax Benefit arrangements, working age claimants can request that any Benefit be backdated for a period of up to 6 months. This is awarded subject to set 'good cause' criteria. The options put forward were no backdating (resulting in additional income of £60k), a reduction to one month (£30k), or keeping the existing six month period.

Both working age and pension age claimants favour retaining the six month limit. Non-claimants were more likely to select the one month option, with a third of them wanting to keep the existing limit. The least favoured option among all groups is no backdating.

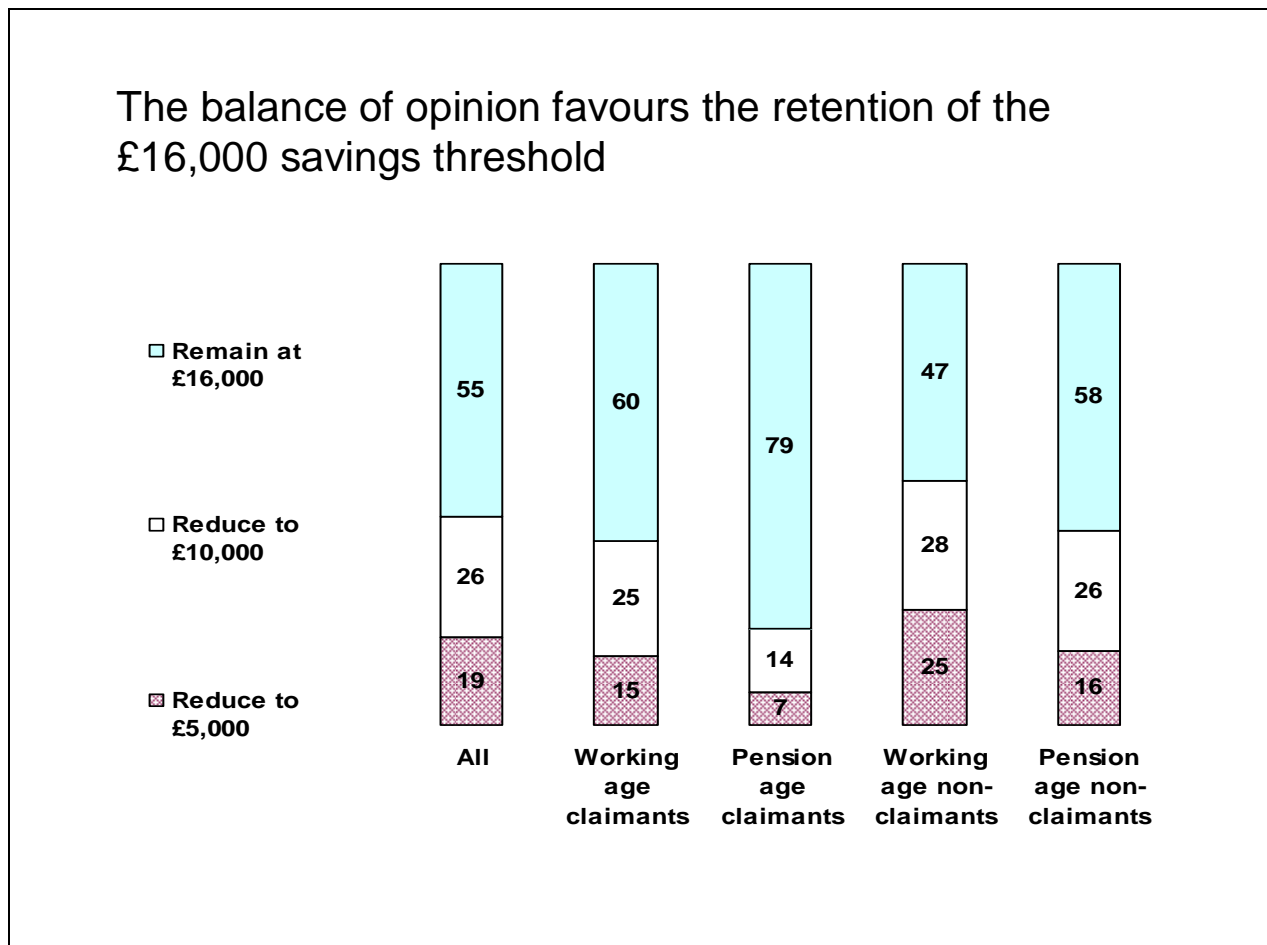


No backdating is also the least favoured option online; on balance the preference is to retain the current six month limit.

The £16,000 capital savings threshold

Currently those with any savings or capital above £16,000 are ineligible to claim Council Tax Benefit. Survey participants were asked whether they thought it would be better to retain this level, or to reduce it. Reducing the threshold to £10,000 would generate £40k, and to £5,000 would generate £160k.

The balance of opinion supports retaining the current limit, although almost half of households would be prepared to see it reduced. Working age non-claimants were the least wedded to the existing threshold, but even so the £16,000 option was the one most frequently chosen.

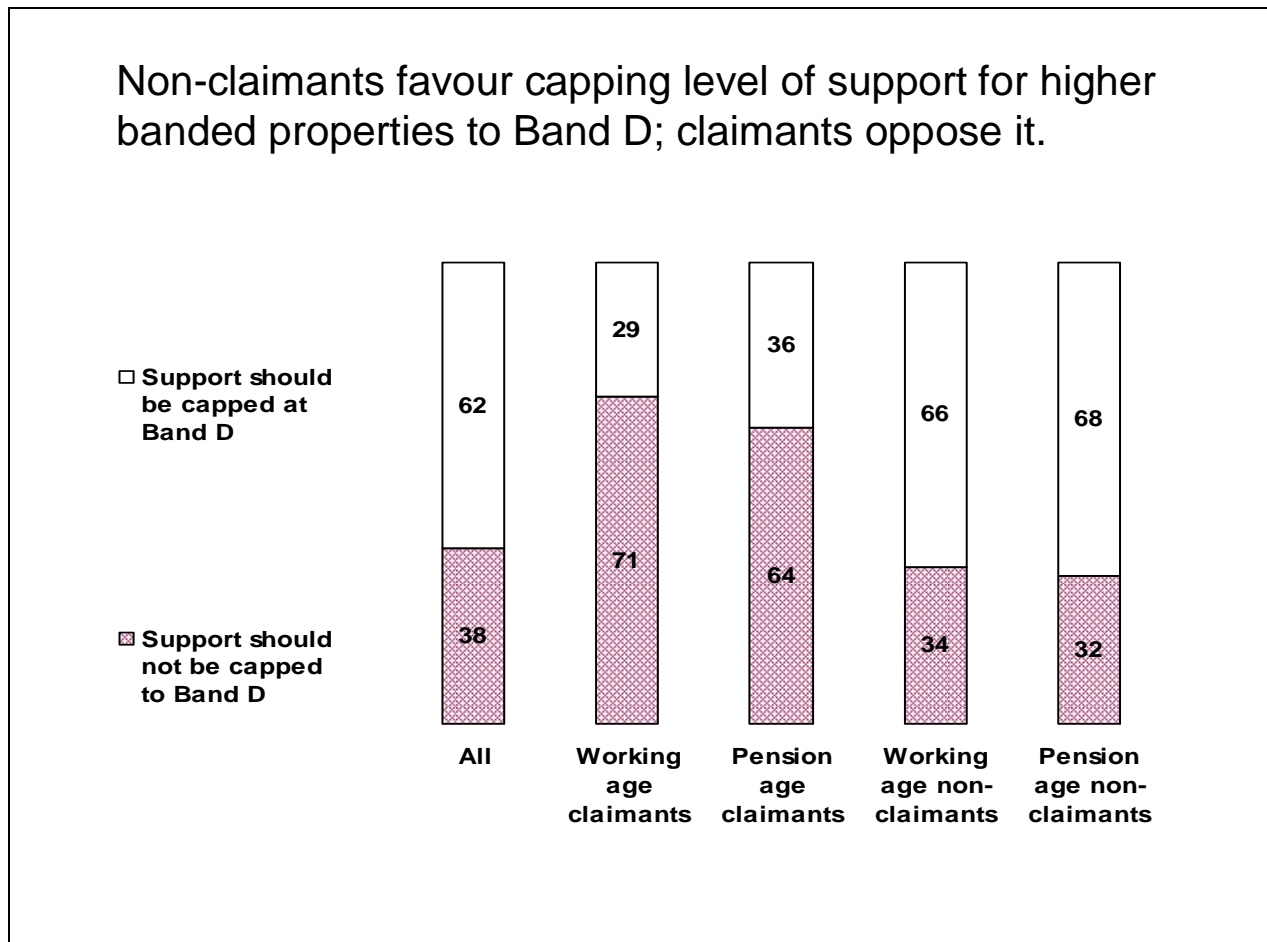


Those responding online were also divided as to whether the limit should remain or be reduced, but they too were most likely to select the £16,000 option.

Limiting the amount of support according to property band

A possible adaptation could be to limit the amount of support to Band 'D' level (so that, for instance, someone in a Band 'F' property could only claim as though they lived in a Band 'D' property). This option would generate approximately £400k.

Claimants are against capping, but non-claimants broadly support it.



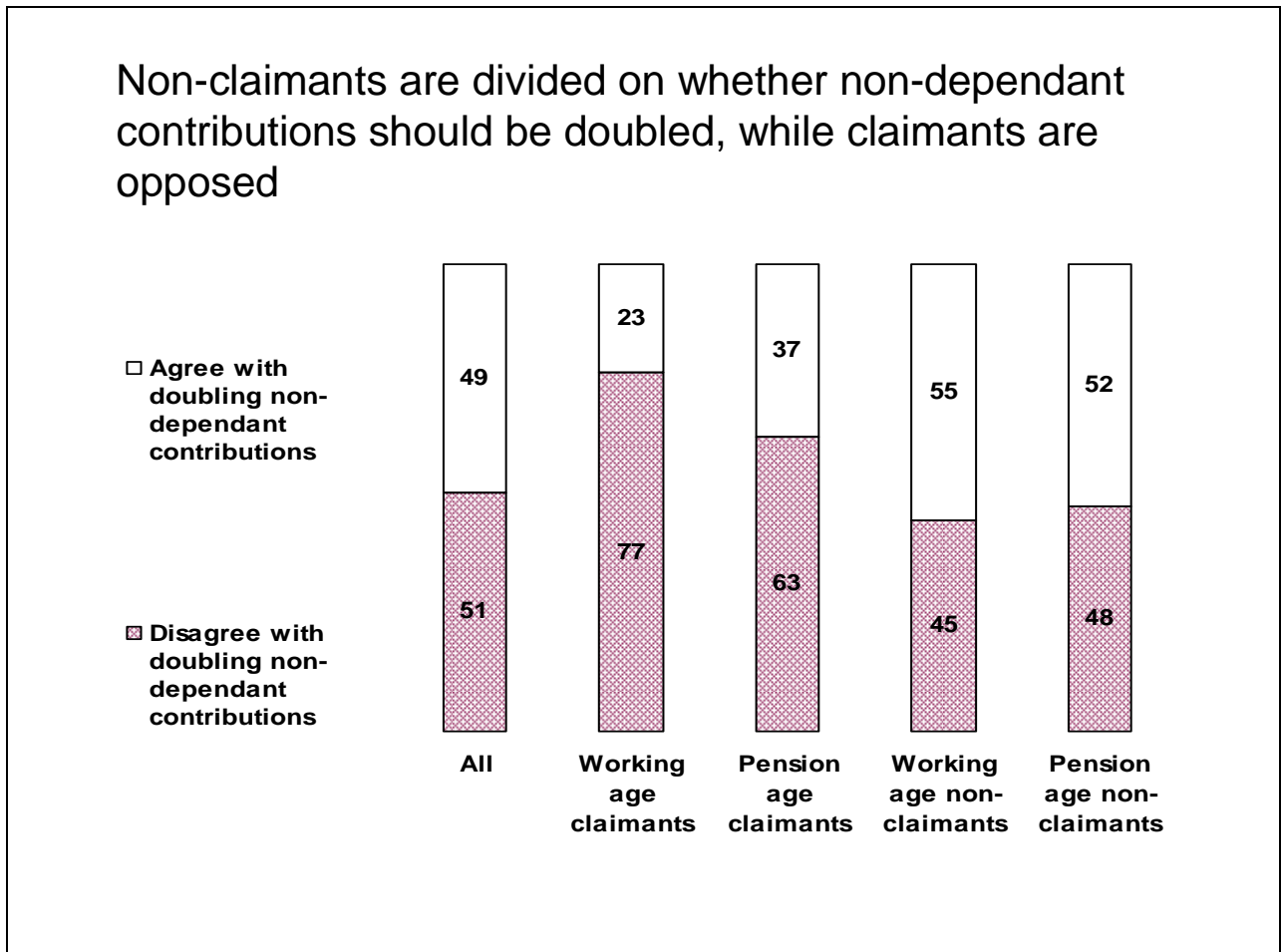
The online feedback was divided on this issue.

Non-dependants

After a claimant's own eligibility is calculated, the amount of Council Tax Benefit currently awarded is reduced to take account of an expected contribution towards the Council Tax bill from any other adults in the household, for example an adult son or daughter aged over 18. The amount of reduction in benefit entitlement is in line with the number of non dependants and the amount of income they receive.

Doubling the level of non-dependant deductions compared with the current Council Tax scheme would generate an estimated £160k.

Claimants, particularly of working age, are against this idea. Non-claimants are divided on the issue (the difference between those agreeing and disagreeing is not statistically significant).

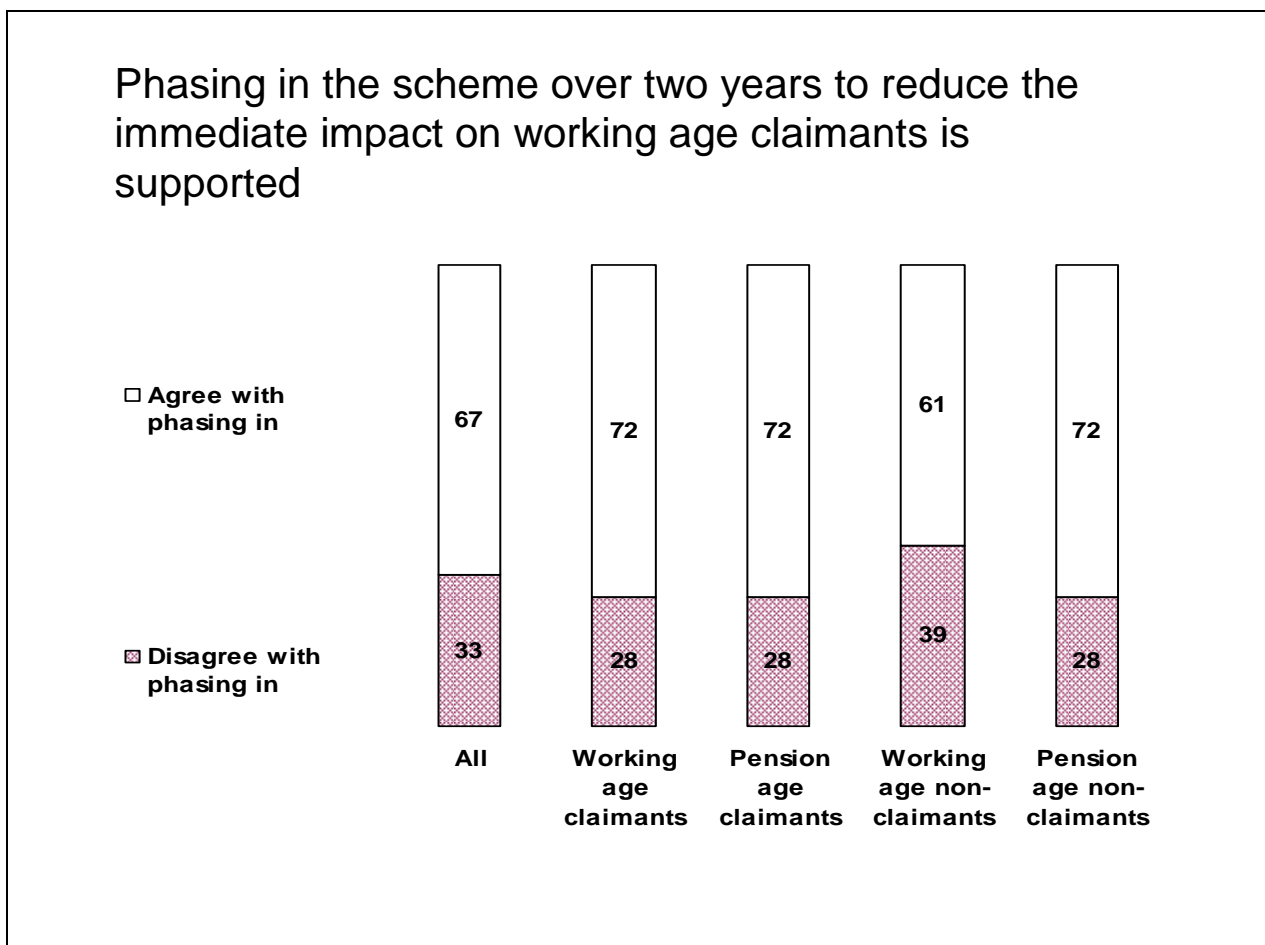


The opinions of those responding online were also divided.

Phasing in the scheme

Participants in the survey were asked for their views on the idea of phasing in the scheme over a period of two years, given the financial impact the change will have on working age households currently receiving assistance with their Council Tax. They were reminded that until the proposed scheme was fully implemented, less money would be available for other Council services.

Taking this into account, the majority of claimants and non-claimants alike support phasing in the scheme.



The online survey echoes this view.

Comments received

Everyone who participated in the consultation was asked to comment on whether they felt that the proposed changes will affect particular individuals or groups more than others. Just over a quarter of the respondents to the postal questionnaire chose to comment. The main themes to emerge were:

- People with disabilities/vulnerable people/pensioners will be most affected (mentioned by 25% of those making any comment)
- People on low incomes should not be punished (11%)
- All types of households will be affected (10%)
- Need a system fair to all/system needs a big shake up/check all claims (8%)
- People on benefits will struggle (7%)
- Families/one parent families will struggle (5%)

People were also given the opportunity to make any further comments about the proposals, and about one in five did so. The main themes were:

- Everyone should pay something (11%)
- These changes will cause much greater hardship (7%)
- Tax the high earners (5%)

In the online survey responses to these questions included:

- Particularly affected or most in need of help are low income families/low income families not on income support/families with young children receiving full Council Tax Benefit/young single unemployed/those with severe disabilities who cannot work/the elderly/vulnerable people/those in private rented accommodation who cannot get social housing
- An apparently small amount of money is a lot when you do not have any/any reduction will make lives very difficult especially as cost of living is rising/will push people into poverty, debt and despair
- People on higher income should pay more/means test single occupants/increase Council Tax
- The administration of the Council Tax Benefit scheme could be made quicker/more cost efficient by doing more by email/online rather than by paper/post
- Reduce senior staff pay

The main themes to emerge from consultation with representative organisations were:

- Claimants, especially those on full Council Tax Benefit, are already struggling/receiving handouts from food banks/burden on the poorest is disproportionately high/changes will exacerbate stress and hardship/increase in homelessness and debt/possible demonstrations as happened over poll tax
- Enforcement and recovery – cost of collecting likely to outweigh amount Council hopes to raise/extra court costs/difficulty in getting money from those without bank accounts/part time workers who change jobs frequently will be time consuming to deal with
- People on benefits think they will be unaffected/need to publicise the changes more widely eg at job centre

A response was also received from the GLA to Bromley's proposed scheme. In summary this made the following points:

- The determination of Council tax Support schemes is a local matter, and should be specific to local circumstances.
- The GLA suggests the Council consider the challenges in collecting relatively small sums of money from claimants on low incomes who cannot pay by direct debit or other automatic methods. Given the low awareness of the changes there is a significant risk that collection rates will be lower for councils in the first year of the new system.
- The additional revenues from the technical reforms could be used to reduce the amount to be recovered from working age claimants.
- The GLA and London authorities should work towards a consensus on how instalment payments to the GLA may be varied to take account of lower than expected collection rates or higher than expected demand for Council Tax Support.

The following section provides an account of the consultation methodology and survey response rates.

Consultation Methodology

The postal questionnaires were sent to 8,000 Bromley households. 4,000 of these were sent to working age claimants as they are the group most affected by the proposals, and a robust sample of these was required. The other 4,000 were sent to other groups (working age non-claimants and pensioners) as it was felt that they should also be given the opportunity to respond to an issue of such importance, and that even if they are not directly affected, their views should be taken into account. Within these groups, samples were selected on a random basis in order to attain as representative a result as possible.

The Council's website featured an online survey throughout the consultation period which contained questions mirroring the postal questionnaire. The online survey was widely promoted through a borough wide poster and leaflet campaign, and offered the opportunity to anyone to express their views. The views of these additional respondents are important, but they are self selecting, and they have therefore not been added together with the postal respondents and are instead shown separately.

The consultation exercise also intended to engage with as many interested stakeholders - including hard to reach groups - as possible. Bromley arranged a number of sessions for local voluntary and welfare organisations to provide a briefing on the new Council Tax Support arrangements and to provide a forum for feedback into the process.

The Council also made available a dedicated phone number and email address.

Response Rates

Despite the publicity the response rate from working age claimants to the postal questionnaire was lower (at 11%) than from those who will be unaffected (15%). This disparity has also been reported by other councils undertaking surveys as part of their consultation on this issue.

In total enough questionnaires were received back to allow us to analyse the views of each of these groups: working age claimants, pension age claimants, working age non-claimants and pension age non-claimants.

If these sub groups were added together they would not give an accurate reflection of the views of Bromley households, due to the high proportion of working age claimants in the sample. Therefore, to give us the best of both worlds, the data for 'all households' has been statistically weighted to correct for this, and therefore to be a more accurate reflection of what Bromley residents eligible to pay Council Tax think.

Replies were received from all age groups from age 18 upwards, though most, as might be expected, were from those aged 30 and over. As is the case with postal surveys generally the response rate was higher among pensioners.

The responses represent a wide range of views, including those of families with children, single parents, single person households, couples with no children and households with full or part time workers. They also cover households that include someone who is disabled, and this includes various forms of impairment (physical, sensory, mental, learning and long-term health conditions). In keeping with the profile of the borough, the majority of the feedback came from white British residents, with responses also received from a variety of other ethnicities.

The online survey replicated the postal survey as far as possible. As other councils have found, response to the online survey has been low (35 responses despite the publicity and despite appearing on the front page of the website for much of the time). A very few comments from members of the public were also received by email or post, and these have been merged in with the online survey comments.

The findings of the online survey and feedback by email are reported here for completeness, but it should be remembered that the findings of the postal questionnaire will be much more robust and reliable.

Comments made by representative organisations, and also by the Greater London Authority, are identified separately.

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Equality Impact Assessment for Council Tax Support

London Borough of Bromley

Part 1: Description of policy change and its relevance to equality

Category of trigger for Equality Impact Assessment (EIA): A change to existing policy

Proposed change

From 31 March 2013 Council Tax Benefit (CTB) has been abolished. The Local Government Act replaces CTB for working age claimants with a scheme designed by each local authority. Funding will no longer be demand led. It will be based on an estimate of Borough caseloads, with an overall budget 10% lower than that of CTB.

Residents who meet the state pension credit age will be eligible for a separate national scheme which will “leave them no worse off than they are now”.

Reason for the service change

Every billing authority in England must design a scheme specifying the reductions which are to apply to amounts of Council Tax payable in respect of dwellings in its area.

Currently, CTB is a national scheme to assist those who are on a low income to meet their Council Tax liability. Individuals apply for CTB and if their income is below a certain level, which takes account of their circumstances, they are eligible for a reduction on their Council Tax bill. The council receives a grant to pay for this.

The Government has announced that expenditure on the scheme must be reduced by 10% from 1st April 2013 and it will be for local Councils to determine how to manage that funding reduction.

Bromley must design a new support policy. The scheme must be in place by 31 January 2013 or the Government default scheme modelled on the current Council Tax Benefit scheme will be imposed. The “default scheme” will, by design, not meet the shortfall in funding. This would mean that the borough and its preceptors would have to find the shortfall from elsewhere.

Information about the changes

Bromley has the option of not designing a local scheme and allowing the cost of the shortfall to fall on the Council's general budget for supplies and services, or of designing a revised scheme.

Following consultation with the Greater London Authority, the Council undertook a two month consultation on proposals for a local scheme which closed on the 12 October 2012.

Equality Relevance:

The Department for Communities and Local Government (DCLG) has completed an Impact Assessment for the implementation of local support for Council Tax nationwide:

<http://www.communities.gov.uk/publications/localgovernment/lgfblocalisingcounciltax>

Part 2 – Collection of Evidence – what do we know?

Description of data used

In order to assess the impact of this policy change, Bromley has used information from a variety of different sources including:

- Data collected from records from the Council Tax and Housing Benefit systems;
 - Consultation responses - including equality monitoring data;
 - Census 2011 first release data;
- Bromley's Budget Strategy & other financial information about the service.

General Information - Bromley's population and evidenced inequality

The most up to date information about Bromley's population from the Census 2011 first release can be found here:

http://www.bromley.gov.uk/info/200088/statistics_and_census_information/322/census/2 - 17k

Bromley's draft equality objective can be found at:

http://www.bromley.gov.uk/download/downloads/id/1275/draft_equality_objective

Financial information and Impact

The impact of this proposed scheme will affect all future and current claimants of working age. The proposed scheme purports to recover the estimated funding gap from working age claimants. The amount of Council Tax claimable for current claimants would be reduced by 19% under the proposals, with the existing benefit calculations applying to the remaining 81%. However, transitional protection is being considered and if applied, for the first year (13/14) the level of reduction would be restricted to 8.5%. All current working-age Council Tax Benefit recipients would therefore have their assistance based on 91.5% of the council tax liability on the property (following the applying of discounts) in 2013/14 and 81% of their Council Tax thereafter.

Table 1 below shows the assumed impact of a reduction in Council Tax Support for those of working age based on a reduction of 8.5% (based on the current rates of Council Tax) and 19%

Table 1 – financial impact of introduction of local scheme

	Liability	Maximum assistance under CTB	Maximum assistance under proposed CTS - 91.5%	Minimum weekly amount to pay under CTS - 8.5%	Maximum assistance under proposed CTS – 81%	Minimum weekly amount to pay under CTS - 19%
Band A – full charge	£865.35	£865.35	£791.80	£1.41	£700.93	£3.15
Band A – with 25% discount	£649.01	£649.01	£593.84	£1.06	£525.70	£2.36
Band B – full charge	£1,009.58	£1,009.58	£923.77	£1.65	£817.76	£3.68
Band B – with 25% discount	£757.19	£757.19	£692.83	£1.23	£613.32	£2.76
Band C – full charge	£1,153.08	£1,153.08	£1,055.07	£1.88	£933.99	£4.20
Band C – with 25% discount	£864.81	£864.81	£791.30	£1.41	£700.50	£3.15
Band D – full charge	£1,298.03	£1,298.03	£1,187.70	£2.12	£1,051.40	£4.73
Band D – with 25% discount	£973.52	£973.52	£890.77	£1.59	£788.55	£3.55
Band E – full charge	£1,586.48	£1,586.48	£1,451.63	£2.59	£1,285.05	£5.78
Band E – with 25% discount	£1,189.86	£1,189.86	£1,088.72	£1.94	£963.79	£4.34
Band F – full charge	£1,874.93	£1,874.93	£1,715.56	£3.06	£1,518.69	£6.83
Band F – with 25% discount	£1,406.19	£1,406.20	£1,286.66	£2.29	£1,139.01	£5.12
Band G – full charge	£2,163.38	£2,163.38	£1,979.49	£3.53	£1,752.34	£7.88
Band G –with 25% discount	£1,622.54	£1,622.54	£1,484.62	£2.65	£1,314.26	£5.91
Band H – full charge	£2,596.06	£2,596.06	£2,375.39	£4.23	£2,102.81	£9.46
Band H –with 25% discount	£1,947.05	£1,947.05	£1,781.55	£3.17	£1,577.11	£7.09

Breakdown of current claimants

In order to understand how the proposed changes will impact on different protected groups Bromley has examined data, where available, based on the current benefit caseload. Data is available on the following: age, gender and disability which are noted in Table 2. There is very limited data available on the ethnic breakdown of current claimants as only 3,042 claimants have completed the appropriate section on the benefit application form and of that 1,735 declined to disclose the information.

Table 2 - Breakdown of current claimants – Council Tax Benefit

Type	Total	Female	Male	Disabled	Disabled female	Disabled male	DLA Income
Working age (equalisation definition) – Passported							
Single no child dependent	3782	1744	2038	1094	533	561	1093
Single with child dependent	3734	3567	167	239	222	17	424
Couple no child dependent	343	127	216	111	47	64	153
Couple with child dependent	758	373	385	113	44	69	228
Working age - Non Passported							
Single no child dependent	1389	762	627	453	198	255	450
Single with child dependent	1755	1669	86	70	61	9	127
Couple no child dependent	155	51	104	48	19	29	56
Couple with child dependent	888	385	503	42	15	27	121
Total working age	12804	8678	4126	2170	1139	1031	2652
Pensioner – Passported	5573	3591	1982	1385	953	432	786
Pensioner - Non Passported	2709	1552	1157	538	293	245	323

Total Pensioner	8282	5143	3139	1923	1246	677	1109
Overall Total	21086	13821	7265	4093	2385	1708	3761

The table below provides some additional evidence by protected characteristic that has been used to complete this EIA.

Protected Characteristic	Evidence																																																							
Age	<p>Please see table 2 for detailed breakdown</p> <ul style="list-style-type: none"> 12804 (60.7%) of current claimants are under Pension Credit age and will be affected by the proposed change in policy. <i>Data based on October 2012 caseload. Caseload numbers may fluctuate on a daily basis.</i> The data demonstrates that 5489 (42.9%) of current working-age claimants are single parent families with child dependents 																																																							
Disability	<p style="text-align: center;">Bromley's population</p> <p>The following table shows the number and percentage of working-age residents in receipt of benefits, including those related to sickness and disability.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Bromley (numbers)</th> <th>Bromley (%)</th> <th>London (%)</th> <th>Great Britain (%)</th> </tr> </thead> <tbody> <tr> <td>Total claimants</td> <td>22,400</td> <td>11.2</td> <td>14.6</td> <td>15.0</td> </tr> <tr> <td colspan="5" style="text-align: center;">By statistical group</td> </tr> <tr> <td>Job seekers</td> <td>6,250</td> <td>3.1</td> <td>4.3</td> <td>4.1</td> </tr> <tr> <td>ESA and incapacity benefits</td> <td>8,500</td> <td>4.3</td> <td>5.9</td> <td>6.5</td> </tr> <tr> <td>Lone parents</td> <td>3,100</td> <td>1.6</td> <td>1.9</td> <td>1.5</td> </tr> <tr> <td>Carers</td> <td>1,770</td> <td>0.9</td> <td>1.0</td> <td>1.2</td> </tr> <tr> <td>Others on income related benefits</td> <td>600</td> <td>0.3</td> <td>0.4</td> <td>0.4</td> </tr> <tr> <td> Disabled</td> <td>1,800</td> <td>0.9</td> <td>0.8</td> <td>1.1</td> </tr> <tr> <td> Bereaved</td> <td>370</td> <td>0.2</td> <td>0.2</td> <td>0.2</td> </tr> <tr> <td>Key out-of-work benefits[†]</td> <td>18,460</td> <td>9.3</td> <td>12.6</td> <td>12.5</td> </tr> </tbody> </table> <p style="text-align: center;">Source: DWP benefit claimants - working age client group</p> <p>Key out-of-work benefits include the groups: job seekers, ESA and incapacity benefits [†] parents and others on income related benefits. See the Definitions and Explanations for details</p> <p>Note: % is a proportion of resident population of area aged 16-64</p> <p style="text-align: center;">Breakdown of current claimants</p> <p>Please see table 2 for detailed breakdown of information on our current claimants</p> <ul style="list-style-type: none"> 2170(16.9%) of current claimants below pension credit age have declared a disability <ul style="list-style-type: none"> 2652 (20.7%) are receiving DLA <p style="text-align: center;">Consultation responses¹</p> <ul style="list-style-type: none"> 993 (95.1%) of the responses to the consultation included equality monitoring data on disability. Of those that responded – 30.4% advised of an impairment and of those: <ul style="list-style-type: none"> 28% declared a physical impairment; 21% declared a sensory disability; 		Bromley (numbers)	Bromley (%)	London (%)	Great Britain (%)	Total claimants	22,400	11.2	14.6	15.0	By statistical group					Job seekers	6,250	3.1	4.3	4.1	ESA and incapacity benefits	8,500	4.3	5.9	6.5	Lone parents	3,100	1.6	1.9	1.5	Carers	1,770	0.9	1.0	1.2	Others on income related benefits	600	0.3	0.4	0.4	Disabled	1,800	0.9	0.8	1.1	Bereaved	370	0.2	0.2	0.2	Key out-of-work benefits [†]	18,460	9.3	12.6	12.5
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¹ Un-weighted totals used

	<ul style="list-style-type: none"> - 21% declared a mental impairment; - 7% declared a learning disability. <p>The high percentage of respondents indicates a particular interest in this policy from residents that that have a disability.</p>
Sex	<p style="text-align: center;">Bromley population</p> <p>According to Census 2011 Bromley's population is 52% female and 48% male.</p> <p style="text-align: center;">Breakdown of current claimants</p> <p>Please see table 2 for detailed breakdown of information on our current claimants</p> <ul style="list-style-type: none"> • 67.8% of current claimants under pensionable age are female – indicated that women are over represented amongst our CTB claimants. <p style="text-align: center;">Consultation responses</p> <ul style="list-style-type: none"> • 980 (93.9%) of those who responded included equality monitoring data on gender (4% of which marked “prefer not to say”); • 56% of respondents were male and 40% of respondents were female.
Gender reassignment	The Council does not anticipate this policy will have a particular equality impact on this protected group.
Pregnancy & Maternity	No specific evidence. We do not anticipate this policy will have a particular equality impact on this protected group.
Race	<p style="text-align: center;">Bromley population Current claimants</p> <p>There is very limited data available on the ethnic breakdown of current claimants as only 3,042 current claimants have completed the non-mandatory section since the information commenced being collected. Out of those completing the section 1,735 households declined to give information on their ethnicity.</p> <p style="text-align: center;">Borough wide information</p> <p>With only around 9% of its population “non-white”, Bromley also has a far less ethnically diverse population than most other London boroughs, although a distinctive group within the borough is a settled traveller community in Crays Hill in the east of the borough. With an estimated 2,000 members, this is the largest such community in Britain and one of the largest in Europe. The BME population is expected to grow to 16% by 2036.</p> <p style="text-align: center;">Consultation responses</p> <ul style="list-style-type: none"> • 923 (88.4%) of those that responded provided equality monitoring data on their ethnicity (includes 5% who annotated they would prefer not to say). <ul style="list-style-type: none"> • Of those that responded: <ul style="list-style-type: none"> - 86% were white British - 9% were BME <p>Although 9% is inline with our anticipated BME population, it is below the expected level when taking into account the settled traveller community. That being said it provides reasonable confidence that we</p>

	have views from a cross section of Bromley's population. The number of respondents from this protected group is too small to be able to meaningfully differentiate between the views of those who share or do not share a particular protected characteristic. (I.e. to differentiate the views between ethnicities).
Religion & Belief	No specific evidence. We do not anticipate this policy will have a particular equality impact on this protected group.
Civil Partnerships & Marriage	No specific evidence. We do not anticipate this policy will have a particular equality impact on this protected group.
Sexual Orientation	No specific evidence. We do not anticipate this policy will have a particular equality impact on this protected group.

Part 3 – Consultation and engagement – what do those affected think?

Process

Following publication of the draft scheme, a formal consultation period ran between 15 August 2012 and 12 October 2012. The scheme forwarded for consultation was significantly different to that now being proposed; this report apart from the areas advising as to the consultation process and the subsequent results relate to the revised scheme.

An 8 week consultation period was undertaken which reflected the complex nature of the proposals and the short timetable the borough faced for implementing the new scheme. To mitigate the shorter consultation period the Council wrote directly to a large number of claimants to obtain their views.

Postal questionnaires were sent to 8,000 Bromley households in total to help inform the process. Of these, 4,000 were sent to a random sample of the working age claimants. An online survey regarding the new arrangements was publicised and made available on the Council's website. Leaflets and posters advising of the consultation were distributed across the Borough.

The consultation exercise was designed to engage with as many interested stakeholders - including hard to reach groups - as possible. Bromley arranged a number of sessions for local voluntary and welfare organisations to provide a briefing on the new Council Tax Support arrangements and to provide a forum for feedback into the process.

Summary of Consultation Responses

A total of 1019 postal questionnaires were returned. This represents 12.7% of those surveyed. A number of online questionnaires have also been completed and feedback has been obtained through the stakeholder forums and the dedicated telephone number and email address.

In total, enough questionnaires were received to allow the views of each of the following groups to be analysed separately: working age claimants, pension age claimants, working age non-claimants and pension age non-claimants. The response rate from working age claimants to the postal questionnaire was considerably lower (at 10.85%) than from those unaffected (14%). This disparity has also been reported by other Councils undertaking surveys as part of their consultation on this issue.

Not surprisingly responses differed between working-age claimants receiving CTB, pension-age claimants and those not receiving benefit. With the difference being particularly stark in the responses to the question as to whether all working-age claimants should contribute towards Council Tax.

In the comments area of the postal questionnaire people were asked to comment on whether they felt that the proposed changes would affect particular individuals or groups more than others. Of those that chose to comment, 25% stated that people with disabilities/vulnerable people/pensioners would be most affected. Those answering the same question on the online survey cited a wide range of groups including low income families, families with young children, young single unemployed, those with severe disabilities, the elderly and those in private rented accommodation who cannot get social housing.

The main themes to emerge from consultation with representative organisations were that those on benefits are already struggling and the proposals would increase stress and hardship. It was also observed that many of the people on benefits did not realise that the change would affect them.

Networking sessions with other local authorities indicate that, despite their best efforts, the message that all claimants will have to make a contribution toward their Council Tax next year is not well understood. As a result, the Council plans to undertake a major awareness exercise once the final decision has been made. This will include publicity, direct mailing and an invite to “drop in” sessions.

The number of respondents from protected groups was too small to be able to meaningfully differentiate between the views of those who share or do not share a particular protected characteristic.

As advised earlier in this document, the proposals that were included in the consultation exercise varied significantly to those now being proposed. The scheme originally proposed was for all working-age claimants to pay a minimum of 25% of their Council Tax liability from 01 April 2013; therefore the responses need to be considered in that light.

As a result of responses to the consultation, changes to caseload, the provision of additional Government funding (if certain criteria met) and receipt of the final Government funding figure; it is now proposed that working-age claimant pay a minimum of 19% of their Council Tax liability. As advised earlier in the report, it is currently being considered as to whether transitional protection be applied in the first year (2013/14), restricting the minimum liability to 8.5%

Part 4 - Analyse of evidence and description of the impact

Characteristic	Actual or likely impacts (negative/positive/no impact) and justification	Actions to be taken to mitigate potential negative impacts (include name of lead and estimated date of completion)
Age	<p>Neutral impact for pension age claimants as the Government has stipulated this group must have their claims assessed as they are now.</p> <p>Given the large number of CTB claimants that are single parent families with dependent children the change in policy may have a negative impact on levels of child poverty. There is insufficient evidence to be certain what this impact will be.</p> <p>Justification</p> <p>This policy is being introduced in response to a national Government requirement and includes the stipulation to protect those of pension age.</p> <p>Like other councils throughout the country, Bromley's financial position remains challenging. Reduced Government funding has put significant pressure on the Authority's finances. As such it is not considered financially sustainable to maintain the current model of support provided to those claiming help with their Council Tax.</p>	<p>It is proposed a hardship fund be retained for those faced with exceptional circumstances. It is further planned to retain all aspects of the current CTB scheme that provides assistance by way of disregards of income and increased allowances.</p> <p>The Council will monitor the impact on this Client group through monitoring of communications, complaints, appeals, request for discretionary awards and applications for the Local Welfare Provision.</p> <p>Responsible Officer(s) Head of Revenues & Benefits – Monitoring to commence 1/4/13</p>
Disability	<p>Responses to the consultation indicate that residents with a disability are particularly interested in this policy change.</p> <p>The policy change will have a negative impact on some current and future disabled CTB claimants as working age claimants will have to contribute more towards their council tax bill than they have had previously.</p>	<p>The current Council Tax Benefit scheme allows for the complete disregard of certain income types such as Disability Living Allowance and the award of Disability premiums in the benefit calculation. These will be retained to mitigate the impact on those who are disabled. The planned availability of a hardship scheme for those faced with exceptional circumstances will</p>

	<i>Justification – please see above</i>	further alleviate any impact on the disabled. Responsible Officer(s) Head of Revenues & Benefits – Monitoring to commence 1/4/13
Sex	<p>Females are disproportionately represented amongst current CTB claimants.</p> <p>The policy change will have a negative impact on current and future working age CTB claimants (regardless of gender) as claimants will have to contribute more towards their council tax bill then they have had previously.</p> <p>Although the policy change is applied universally (i.e. men and women will both face the same reduction in CTB) our evidence makes clear that a greater proportion of current CTB claimants are women and therefore as a protected group women will feel the impact of this policy change in greater numbers.</p> <p><i>Justification – please see earlier response</i></p>	<p>Monitoring of the impact on women who claim Council Tax Support will be undertaken from April 2013. In order to mitigate impact it is proposed that the scheme retains the income disregards and allowances that are predominately received by females for example allowances in respect of child care costs. The planned availability of the hardship scheme will provide a further safeguard for those faced with exceptional circumstances.</p> <p>Responsible Officer(s) Head of Revenues & Benefits – Monitoring to commence 1/4/13</p>
Gender reassignment	No specific impact identified other than all claimants will have to contribute more towards their council tax bill	
Pregnancy & Maternity	No specific impact identified other than all claimants will have to contribute more towards their council tax bill	
Race	<p>The policy change will have a negative impact on current and future CTB claimants (regardless of race) as some claimants will have to contribute more towards their council tax bill then they have had previously.</p> <p>There is very limited evidence available to quantify if there may be any differentiated impact of the policy change on different</p>	<p>In order to mitigate any adverse impact is proposed that a hardship fund is retained for those faced with exceptional circumstances.</p> <p>Responsible Officer(s) Head of Revenues & Benefits – Monitoring to commence 1/4/13</p>

	<p>ethnicities.</p> <p>There is evidence to indicate that BME communities are more likely to be unemployed than their white counterparts and, therefore, possibly more reliant on CTB. However, there is insufficient evidence on current claimants to demonstrate this is in fact the case.</p>	
Religion & Belief	No specific impact identified other than all claimants will have to contribute more towards their council tax bill	
Civil Partnerships & Marriage ²	No specific impact identified other than all claimants will have to contribute more towards their council tax bill	
Sexual Orientation	No specific impact identified other than all claimants will have to contribute more towards their council tax bill	

² Only applies to aim one of the PSED

Part 5 – Completion and authorisation

Officer completing assessment	John Nightingale, Head of Revenues and Benefits
EIA completed	November/December 2012
Officer responsible for monitoring impact	John Nightingale
Date EIA is scheduled to be reviewed	March 2014

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Agenda Item 7

Report No.
CEO 1212

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Executive

Date: 9th January 2013

Decision Type: Non-Urgent Executive Key

Title: WINTER HEALTH PROJECT - Department of Health Funding

Contact Officer: Ade Fowler, Assistant Director, Public Health
Tel: 020 8313 4938 E-mail: ade.fowler@bromley.gov.uk

Chief Officer: Nada Lemic, Director of Public Health
Tel: 020 8313 4220 E-mail: nada.lemic@bromley.gov.uk

Ward: All Wards

1. Reason for report

This report provides information on the Winter Health Project (WHP) which seeks to address the Excess Winter Deaths in Bromley in 2012/13. This work is part of the Department of Health's Cold Weather Plan.

In October 2012, The Department of Health invited Local Authorities to submit bids for the Warm Homes Healthy People Fund to identify, assist and support vulnerable groups of people at risk of ill health in the winter months.

This report sets out the activities for which the funding is proposed to be spent and is a request to Executive to draw down the funds for these purposes.

2. **RECOMMENDATION(S)**

That the Executive:

Confirm their agreement for the drawing down of funds to allow Public Health to lead on the implementation of the Winter Health Project during December 2012 to March 2013.

Agree the process for managing and reporting on the activities of the project.

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: Supporting Independence.
-

Financial

1. Cost of proposal: Estimated cost Department of Health has allocated London Borough of Bromley £74,817 to deliver a programme of work .
 2. Ongoing costs: Non-recurring cost. This is a one-off grant from DH to implement the project proposal. There are no ongoing costs.
 3. Budget head/performance centre: Doug Patterson, Chief Executives Department
 4. Total current budget for this head: £3,550,510
 5. Source of funding: One-off funding from Department of Health
-

Staff

1. Number of staff (current and additional): 1 part-time Project Manager and project support on a consultancy basis
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Non-statutory - Government guidance. .
 2. Call-in: Call-in is not applicable.
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Through the various partner agencies involved in the project, it is expected that 5,000 people will be reached and become better informed
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: none

3. COMMENTARY

Public Health Importance of Excess Winter Deaths

- 3.1 Similar to other European countries, England experiences a higher mortality rate in the winter period; this is referred to as Excess Winter Deaths (EWD). It is the excess winter deaths expressed as a ratio of the expected deaths based on the non-winter deaths i.e. EWD Index (EWDI).
- 3.2 Nationally, 80% of excess winter deaths occur in people over the age of 75 and people at risk are those with underlying long term conditions, e.g. circulatory diseases and respiratory diseases.
- 3.3 The rate of excess winter deaths in Bromley is higher than the national average – 26.0 for Bromley compared to 18.7 for the England average. Latest figures from the Health Profile Bromley (2012) show that this equates to 208 excess winter deaths per year.
- 3.4 Research evidence suggests that a proportion of winter deaths could be avoidable. Excess seasonal mortality has the most impact on those on low incomes, those living alone, older people, disabled people and also on women due to their longer life expectancy.

Evidence also shows that not only cold housing and fuel poverty have an impact on winter deaths, but also that policies aimed at improving thermal efficiency of homes and reducing fuel poverty can reduce avoidable mortality and morbidity.

The action plan

The Winter Health Project builds on the same programme of work developed in 2011/12 – The Cold Weather Action Plan. Following the success of its Warm Homes Healthy People Fund last year, the Department of Health is operating the fund again for winter 2012/2013. Funds are to support initiatives that:

- § Deliver energy efficiency and heating improvements to the most vulnerable people
- § Provide residents with benefits advice
- § Ensure better public awareness of the impacts of cold weather

The Winter Health Project is a collaborative project which includes many stakeholders including LBB Home Improvement Team, Age UK, Bromley Healthcare, Primary Care professionals and Community Links Bromley. (See *attached Project Proposal*)

The project aims to contribute to efforts to:

1. Reduce winter mortality – To avoid winter deaths through *raising public awareness and triggering actions by those in contact with people known to be vulnerable* to cold related illness and death.
2. Reduce winter morbidity – To reduce the preventable exacerbations of existing illness and development of new cold related ill health. This will be done through *engaging health and social services in the action plan and raising awareness of the negative effects* caused by cold weather.
3. Reduce health system pressures – A secondary positive outcome is the potential for reduced pressures on the health and social care system at the busiest months of the year, through *better anticipatory actions with vulnerable people*.

Funding

- 3.7 The Department of Health has stated that the sum of proposals was significantly higher than £20m available in the Warm Homes Healthy People Fund. As such, all successful bids were reduced by around 19%. The London Borough of Bromley has been offered a grant, therefore, of £74,817 as against the original request of £92, 000.
- 3.8 As a result of the reduced funding, there will be some amendments to the original outline attached. It is envisaged that direct services to the public will remain unchanged, but more reductions will take place in supporting areas e.g. communications and consultancy.

Governance process

- 3.32 The Staying Healthy Partnership Board will be asked to maintain oversight of the WHP funding and appoint the Assistant Director, Public Health to oversee the process. It is anticipated that partner agencies will be allocated their funds as agreed with the Director of Public Health.
- 3.33 A project management approach will be taken and each agency will be monitored for the delivery of agreed milestones and outcomes within the required timeframe for the Winter Health Project.
- 3.34 An update on project funding and how funds have been spent will be presented to the Staying Healthy Partnership Board mid project in February 2013 and at the end of the project in March/April 2013.

4. POLICY IMPLICATIONS

- 4.1 This work is in relation to the Department of Health's Cold Weather Plan for England 2012.

5. FINANCIAL IMPLICATIONS

- 5.1 The one-off grant is for the sum of £74, 817

6. LEGAL IMPLICATIONS

- 6.1 N/A

7. PERSONNEL IMPLICATIONS

- 7.1 This is a short term project (December 2012 to March 2013) and is designed for delivery this winter. A project manager will be recruited to Public Health to ensure delivery of the project plan. Additional specialist input may be required, but this will be arranged on a daily consultancy basis, therefore no personnel implications are anticipated.

7.2

Non-Applicable Sections:	[List non-applicable sections here]
Background Documents: (Access via Contact Officer)	Cold Weather Plan for England 2012 – Protecting health and reducing harm from severe cold

Warm Homes Healthy People fund 2012-13 APPLICATION FORM

Please note: the full application will need to be submitted by 5pm, Friday, 5th October 2012 by email to: warmhomesfund@dh.gsi.gov.uk

SECTION 1

1.1 Applicant Details	
Name of Local Authority	London Borough of Bromley
Name of contact within the Local Authority	Dr Ade Fowler Public Health, Bromley
Address	Public Health Civic Centre Stockwell Close Bromley, BR1 3UH
Telephone Number of contact	020 8313 4938
Email address of contact	Ade.fowler@bromley.gov.uk Ade.fowler@bromleypct.nhs.uk

1.2 Please list all **partner organisations** (especially community and voluntary organisations) participating in the project.

Organisation	Named Contact
a. Age UK (Bromley and Greenwich)	Maureen Falloon
b. Snow Friends Volunteer Project	Louise Simpson
c. Bromley Healthcare	Kerry Bott
d. Ethnic Communities Programme	Lulu Pearce
e. Community Links Bromley	Colin Maclean
f. Home Improvement Team	Steve Habgood
g. Public Health Bromley	Dr Ade Fowler

Proposal Details

1.3 Proposal Title Winter Health Project

1.4 Proposal Summary – Describe the proposal and what it will achieve/who will it benefit (in no more than 300 words).

The proposal is designed to identify, assist and support vulnerable groups of people at risk of ill health in the winter months, with professionals, community groups, voluntary groups and the public working in partnership. Support available will include local loans and grants for home improvement, immediate temporary heating and vouchers for the purchase of urgent items.

The proposal includes the following:

- § Identification of vulnerable people by health, care professionals and volunteers, including community health teams.
- § Age UK (Bromley & Greenwich) will act as central hub to receive referrals and calls. They will also provide information and advice and forward on

cases for specific and timely action. They will provide a shopping service and after care hospital discharge service.

- § The London Borough of Bromley's Home Improvement Team will accept referrals and provide advice and assistance to ensure adequate home heating and energy efficiency. The Snow Friends Volunteers will also provide support.
- § Bromley Healthcare will raise awareness of staff treating patients with Long Term Conditions and contribute to the identification of vulnerable people. Assessment and review documentation will be adapted to address warm housing.
- § A new scheme will be piloted in which volunteers will be recruited and trained as health champions to provide further assistance to vulnerable people.
- § Engagement events will be held in practices with Patient Participation Groups to raise awareness of the effects of cold weather on health and encourage self help. Further Community Engagement events will be held with Black and Ethnic Minority Groups, especially in the deprived areas of the Borough.
- § Training will take place for professionals and community groups to improve their knowledge of the health risks during the winter and actions that need to be taken.

SECTION 2

2.1 Project Aims: Describe how the proposal will address the aims and meet the criteria of the Warm Homes Healthy People fund. Please 'bullet point' key aims to be achieved. (no more than 200 words)

The project aims to identify vulnerable people, particularly those with Long Term Conditions and provide them with timely assistance to ensure that their homes are adequately and efficiently heated during the winter months. The outcome of this will be a reduction in excess winter illness and deaths due to cold weather. The project will:

- § Provide funding for home heating improvements through the council's small grant scheme.
- § Provide information on energy efficiency and assistance with access to subsidised or free insulation complementing the existing RE:NEW programme.
- § Provide residents with benefits advice and assistance.
- § Through an identified point of contact refer people on to the Housing Improvement Team.
- § Ensure better public awareness of the impacts of cold weather through organised community engagement events and health talks with practice Patient Participation Groups, targeting the most vulnerable groups e.g. Black and Ethnic Minority Ethnic (BME) group older people and people living in deprived areas.
- § Deliver training on fuel poverty/cold weather awareness to health professionals, support staff and volunteers.

The Public Health Team in the Local Authority will lead a whole health economy approach, working in partnership with all health and care professionals in Bromley as well as Council departments.

2.2 STAKEHOLDER ENGAGEMENT: Describe how your proposal has been developed and will be delivered with local partners – especially in the voluntary and community sector - (No more than 200 words)

This proposal has been developed following wide discussion between partners, who together have a long history of joint working. We will be building on our experiences of our successful, joint 2011/12 Cold Weather Action Plan and expanding our partnership with the inclusion of Community Links Bromley, the Ethnic Communities Programme in Bromley, Bromley Healthcare and other healthcare providers. The key agencies involved are:
Age UK (Bromley and Greenwich)
Community Links Bromley
The Ethnic Communities Programme
Bromley Healthcare

NHS Bromley and Primary Care
 Bromley Healthcare
 The Snow Friends volunteers
 It is anticipated that further engagement will take place over time with Bromley Clinical Commissioning Group and other voluntary sector groups e.g. Carers Bromley and Faith Groups.

Delivery of the project will take place using a project management approach with partners in agreement on the completion of their responsible areas. Public Health Bromley will be responsible for monitoring and reporting to the Bromley Staying Healthy Partnership Group.

2.3 Targeting: From the list below, please select the keywords that best describe the beneficiaries of the proposal. : Targetting

Over 75 years old	<input checked="" type="checkbox"/>
Frail	<input checked="" type="checkbox"/>
Pre-existing cardiovascular or respiratory illnesses and other chronic medical conditions	<input checked="" type="checkbox"/>
Severe mental illness	<input type="checkbox"/>
Dementia	<input type="checkbox"/>
Learning difficulties	<input checked="" type="checkbox"/>
Arthritis, limited mobility or otherwise at risk of falls	<input checked="" type="checkbox"/>
Young children	<input type="checkbox"/>
Living in deprived circumstances	<input checked="" type="checkbox"/>
Living in homes with mould	<input type="checkbox"/>
Fuel poor (needing to spend 10% or more of household income on heating home)	<input checked="" type="checkbox"/>
Elderly people living on their own	<input checked="" type="checkbox"/>
Homeless or people sleeping rough	<input type="checkbox"/>
Other marginalised groups (please identify): BME Groups	<input checked="" type="checkbox"/>
Gypsy Traveller Groups	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

2.4 Strategic Fit: Describe how your proposal contributes to your local implementation of the Cold Weather Plan for England and builds on, and is consistent with local assessment of need (eg JSNA) and existing local programmes (No more than 200 words)

The proposal addresses Level 1 requirements of the Cold Weather Plan, building on the capacity and relationships developed in our year round programme for 2011/12.

Preparation of staff will include raising healthcare staff awareness to ensure a shared understanding of excess winter deaths and ongoing partnership working between professionals and community groups and the public.

Health professionals, community groups and volunteers will identify vulnerable people, provide information and advice and refer eligible people on to the Home Improvement Team where they can access funds to improve their home heating and insulation.

Staying Healthy messages to raise awareness will be delivered to community groups and Patient Participation Groups through a series of Public Health Talks in targeted practices. Health promotion messages will include winter health, healthy eating, keeping active and flu vaccination aimed at building the resilience of vulnerable people.

Benefits advice and energy efficiency information will be provided by health professionals, voluntary sector partners and home improvement support will be delivered by the Home Improvement Team.

Contributions to the JSNA will be made through community engagement events where further needs will be identified.

Contingency plans for Level 2 actions include identifying additional staff capacity in the event of severe weather.

2.5 Delivery: Who will deliver this project? The project must be completed by 31st March 2013. Describe briefly who will deliver it and what will have been achieved by that date. (Section 3 asks for specific details of funding)

The project will be delivered by Project Partners working in collaboration to an agreed project plan.

Public Health Bromley will oversee the project and provide leadership.

Achievements will be:

4 community engagement events held and 12 public health talks delivered to targeted Patient Participation Groups in GP practices. These will raise public awareness and provide information and advice.

Public Health will have established links with primary and secondary care professionals to allow for further identification of older vulnerable people with coexisting chronic health conditions.

Age UK (Bromley and Greenwich) – 10 ½ day outreach sessions delivered at the Princess Royal University Hospital and supermarkets. 5 (2 hour) awareness sessions delivered to minority groups in deprived parts of the borough. Leaflets will be distributed and sent to approximately 5000 groups/individuals.

They will act as the central hub for referrals onto the Home Improvement Team. For the advocacy, home visiting and casework service up to 30 visits per month.

Community Links Bromley – Completed recruitment and training of 5-10 volunteers to act as 'Health Champions' in deprived areas.

Working with Public Health, the Gypsy Traveller community is a targeted group and a specific, culturally appropriate engagement event will be held with them.

Bromley Healthcare – All adult and older people's team informed and aware of the Winter Health Project and its requirements.

A question on warm homes included in assessment and reviews of patients with Long Term Conditions. These patients will have received written information.

Further information will be provided via their website, intranet and through newsletters.

London Borough of Bromley - 2 or 3 Adverts placed in the Newshopper fitting in with cold weather raising awareness of the effects of cold weather and practical support available.

Assessment of referrals and support provided to eligible individuals, 50 approx. in the 12 week period. Grants/loans available for up to 35 people. Snow Friends volunteers (LBB) – Volunteers providing support to vulnerable people keeping the streets snow free and assisting with shopping and other neighbourly acts of support.

Development of a community scheme to encourage young people e.g scouts, to become volunteers and thereby support grandparents and elderly neighbours.

SE2 Training Service – Delivery of 10 ½ day sessions for up to 20 delegates at each session and each provided with written material. Staff are made aware of fuel poverty and support available.

Community Energy Action - Additional elements to the existing RE:NEW programme – home visits to 100 identified vulnerable people providing tailored practical advice and information.

For long term sustainability, a 'train the trainer' event will be delivered to allow for cascade training to suitable staff. 10-12 people will receive this training. Our partnership working will ensure professionals have a shared understanding of excess winter deaths and knowledge of information and support available to patients and the public.

Agenda Item 9

Report No.
CS12058

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE

Date: Wednesday 9 January 2013

Decision Type: Non Urgent Executive Key

Title: REDUCING TEMPORARY ACCOMMODATION INVEST TO SAVE PROJECT (BELLEGROVE)

Contact Officer: Sara Bowrey, Assistant Direct, Housing Needs
Tel: 020 8313 4013 E-mail: sara.bowrey@bromley.gov.uk

Chief Officer: Executive Director of Education & Care Services

Ward: (All Wards);

1. Reason for report

This report advises on the invest-to-save requirements for the proposed use of Bellegrove, a formal residential home, as temporary accommodation to enable the Council to meet its statutory housing duties and to assist towards reducing the significant cost incurred by the Council as a result of the increased use of nightly paid accommodation to meet statutory duties.

2. **RECOMMENDATION(S)**

2.1 The Executive are asked to formally approve:-

- (i) The use of Bellegrove as temporary accommodation to meet the Council's statutory housing obligations under the homelessness legislation.
- (ii) The invest-to-save bid, as previously approved by the Members Strategic Asset Management Group, for the refurbishment and associated fees to bring Bellegrove to a suitable standard for this purpose.
- (iii) The use of Orchard & Shipman to oversee the project through the planning and refurbishment process, and then to lease and manage Bellegrove as temporary accommodation under the existing leasing scheme agreement which was approved by the Executive in December 2010.

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Children and Young People Quality Environment Safer Bromley Supporting Independence: Further Details
-

Financial

1. Cost of proposal: Fees - £40K, refurbishment work £360K:
 2. Ongoing costs: Non-Recurring Cost: These are one off costs which would be recouped through the rental stream during the life of the project.
 3. Budget head/performance centre: Sara Bowrey – Housing Needs, temporary accommodation.
 4. Total current budget for this head: £2, 516,190 approved controllable budget for Housing Needs
 5. Source of funding: Invest to save (the preparatory at risk work leading to planning application is currently being underwritten through the housing capital budget to enable progression of the project)
-

Staff

1. Number of staff (current and additional): 4.5 FTE in relation to temporary accommodation
 2. If from existing staff resources, number of staff hours: This relates to the existing work in relation to temporary accommodation. The project management of this scheme will be included within the overall workloads relating to temporary accommodation within the service.
-

Legal

1. Legal Requirement: Statutory Requirement: The Council has a number of statutory obligations in relation to homelessness, including the provision of temporary accommodation. The suitability and standard of accommodation provision is also set out in statute.
 2. Call-in: Applicable: Further Details
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 4000+ households approach annually for housing advice and assistance. More than 2000 of these face potential imminent homelessness. A significant proportion of these applicants will require temporary accommodation under the provisions of the homelessness legislation, either as a short interim measure or until longer term settled accommodation can be secured to discharge the full statutory rehousing duty. There are currently just under 700 households in all forms of temporary accommodation, with approximately 50% of these being accommodated in properties which have had to be secured through costly nightly paid rates.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: Ward councillors for the area in which Bellegrove is situated were contacted at the initial analysis stage to provide a briefing of the potential use of

the property. This has been further detailed through the Members housing working group. There has been overall support provided for the proposal given the current need for accommodation, with reference made to ensuring that good levels of housing management are in place for the units. More detailed consultation with ward councillors and local residents will obviously take place during the planning process.

3. COMMENTARY

Background

- 3.1 As previously reported, due to the current economic and housing market situations there has been a dramatic rise in statutory homelessness.
- 3.2 The homeless prevention and housing options approach which succeeded in achieving year on year reductions in homelessness and temporary accommodation use in Bromley, simply cannot keep pace with the current level of housing need. The position is particularly acute given the current restrictions on accessibility to owner occupation and social housing and spiralling private rental prices. This has resulted in a lack of available affordable housing supply across all housing sectors.
- 3.3 The overall impact has been a significant increase in the use of temporary accommodation being reported by all London boroughs, and in particular the use of expensive nightly paid accommodation (NPA) arrangements – with the cost of this accommodation essentially reflecting the difference between local housing allowance/temporary accommodation subsidy levels and what landlords are able to obtain when letting on the open market.
- 3.4 This has caused cost pressure of around £1.2m (FYE) which is likely to increase further as the impact of welfare reform is felt. There are also a number of associated additional workloads and resource pressures arising from the volume of invoices, visiting and accommodation charge collection associated with the increased use of nightly paid accommodation. This position is likely to be further exacerbated as a result of the forthcoming welfare reform changes.
- 3.5 It is therefore necessary to urgently source alternative, more cost effective temporary accommodation units to reduce this overall cost pressure and meet statutory duties.
- 3.6 The Bellegrove proposal forms one of a number of identified actions to secure more cost effective temporary accommodation and also a range of longer term settled housing solutions. Bellegrove was identified following analysis of vacant units to assess suitability in terms of location and potential to refurbish for this use.
- 3.7 This proposal has been approved by the divisional management team. It has also been approved by the Members Strategic Asset Management Group and supported by the Portfolio Holders for ECS and R&R and the leader of the Council through a range of briefing and housing related meetings.

Proposal details:

- 3.8 The proposal is for the use of Bellegrove as short term, good quality temporary accommodation. The principle aim of the proposal is to provide a relative speedy alternative to costly nightly paid accommodation (NPA) placements arising from increased statutory homelessness, and thus reduce the current budget pressures being faced by the steep rise in nightly paid placements to meet our statutory rehousing responsibilities
- 3.9 The business case not only seeks to reduce the current budget pressure by reducing the level of NPA placements, but also assumes that the refurbishment costs would be met in full through the income stream during the life of the project.
- 3.10 It is hoped that the temporary use of Bellegrove will not only allow time for the housing market to settle, but also for a number of the proposed longer term housing options currently being explored to be put in place thus reducing the overall homelessness pressure and need for use of emergency and short term units.

- 3.11 The refurbishment works would be kept to a minimum to reduce overall expenditure, and also to allow the scheme to be brought on line quickly. As ownership would be retained by LBB, this would allow for disposal or alternative use at a future stage. Given the current position of the property market, the relative value of the building is likely to be improved if disposed of in a few years rather than now.
- 3.12 The proposals include the intention to install interconnecting doors between most of the existing rooms to enable maximum flexibility of use (and optimise savings potential) due to the constant varying profile of the size of households requiring temporary accommodation. Consequently the lease income figure is based on an average of 34 household occupancy. This figure may vary up and down slightly, however the financial modelling has been completed to show a minimum figure. This also takes into account the forthcoming changes arising from welfare reform including the changes to temporary accommodation benefit subsidy levels ensuring that accommodation charges comply with the necessary regulations.

Use of Orchard & Shipman

- 3.13 In light of current housing benefit and forthcoming welfare reform changes, the number of providers working within temporary accommodation is reducing significantly. In addition extreme difficulty is being experienced in securing temporary accommodation units within the temporary accommodation subsidy levels on the private market – resulting not only in a shortfall in units but also requests from providers for the Council to provide a financial top-up for schemes.
- 3.14 In preparation for such a scheme all registered provider partners currently involved in the provision of temporary accommodation in the area were approached and asked whether they would be prepared to work with the Council on such a scheme. Orchard & Shipman were the only partner agency who responded positively.
- 3.15 There is already an existing contract in place with Orchard & Shipman for the procurement, lease and management of temporary accommodation on behalf of the Council. When the contract was signed it was noted that Orchard & Shipman, whilst a private provider, had applied for register provider (housing association) status which has now been granted enabling them to continue to operate the full range of leasing scheme opportunities. The lease and management would therefore fall within the scope of the existing contract with the only variation being the need to cover the fees incurred by Orchard & Shipman to undertake the preparatory work required to take this project through the planning process and oversee the refurbishment work. The leasing partner will then be responsible for all management, maintenance, security, insurance, rental collection and so on.
- 3.16 The use of Orchard & Shipman is proposed due to the urgency with which the project needs to advance, given both the current budget and pressures and fact that as Bellegrove is now vacant there is an associated financial cost to secure the building until work can commence. As Orchard & Shipman are able to proceed with immediate effect and already have a contract in place with the Council to manage and maintain these units, this offers both the most cost effective and expedient way of progressing the project.

4. POLICY IMPLICATIONS

- 4.1 The Council has a published homelessness strategy which sets out the approved strategic policy in terms of homelessness. This includes temporary accommodation provision and reducing any reliance on nightly paid accommodation. The Council already works with a number of providers for the provision of temporary accommodation including a current leasing scheme contract with Orchard & Shipman.

4.2

5. FINANCIAL IMPLICATIONS

5.1 Paragraphs 3.8 – 3.12 of this report provide a summary of the project costs, together with the projected savings of reduced NPA use against the overall current temporary accommodation budget pressures. This project forms one of a number of key actions identified to reduce the overall cost pressure being faced.

5.2 The annual revenue savings to the council based on the latest B&B average costs are shown in the table below:-

Cost of B&B Placements

	No of units	Weekly cost (net of subsidy) £	Annual cost £
1 Bedroom	19	94.51	93,631
2 Bedroom	13	97.69	66,219
3 Bedroom	2	156.49	16,319
	<u>34</u>		<u>176,169</u>

Alternative Accommodation at Bellegrave

Expenditure

Management Fee	70,720
24 hour staffing cover and CCTV	78,800
Voids 15% of overall rental income	41,375
Repairs and maintenance provision	15,000
	<u>205,895</u>

Income

£155.76 wk *34*52 wks	-276,136 **
	<u>-70,241</u>

Revenue Saving to LBB

246,410

**The income of £155.76 in the table above is based on the single room rate for leasing/NPA schemes which applies to these types of units when leased via a registered provider/housing association

5.3 As set out in the table above the revenue savings that will be generated from using Bellegrave for temporary accommodation is estimated to be in the region of £246k p.a.

5.3 The use of this asset for temporary accommodation means that the council will have forgone the opportunity of generating a capital receipt which was last estimated to be in the region of £1.75m. This money invested at 2% would have generated income of £35,000 p.a., therefore the net revenue saving after loss of interest earnings will be £211k p.a.

5.4 There will be one off funding required for the refurbishment of Bellegrave which will be around £400k. This funding will cover the cost of the refurbishment work required to bring the property to a suitable letting standard and also the associated cost of Legal and surveyor fees, the planning application process and project management of the refurbishment work.

LEGAL IMPLICATIONS

5.4 The council has a statutory responsibility to offer advice and assistance to prevent homelessness, or to assist in securing alternative accommodation wherever possible. Where

this is not possible, the Council has a range of statutory rehousing responsibilities to a number of prescribed groups. This includes the provision of temporary accommodation.

- 5.5 Failure to meet these statutory duties due to lack of, or inappropriate temporary accommodation presents significantly increased risk of costly legal challenge and Judicial Review, involving powers not only to order the acquisition of accommodation, but also compensation and so on.

Non-Applicable Sections:	Personnel Implications
Background Documents: (Access via Contact Officer)	Executive report December 2010: PSL leasing scheme Homeless Strategy 2012 -2017 – Sara Bowrey Half year and annual performance reports to the Portfolio Holder & ECS (formerly ACS) PDS.

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Agenda Item 12

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Agenda Item 13

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Agenda Item 14

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