



CABINET

28 March 2012

A Meeting of the CABINET will be held on Wednesday, 4th April, 2012, 6.00 pm in Committee Room 1 Marmion House, Lichfield Street, Tamworth

A G E N D A

NON CONFIDENTIAL

1 Apologies for Absence

2 Corporate Update

Title: Corporate Plan

Presenter: Anthony Goodwin

3 Minutes of the Previous Meeting (Pages 1 - 6)

4 Declarations of Interest

To receive any declarations of Members' interests (personal and/or personal and prejudicial) in any matters which are to be considered at this meeting.

When Members are declaring a personal interest or personal and prejudicial interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a personal and prejudicial interest in respect of which they do not have a dispensation.

5 Matters Referred to the Cabinet in Accordance with the Overview and Scrutiny Procedure Rules

None

6 Temporary Reserves, Retained Funds and Provisions (Pages 7 - 54)
(The Report of the Portfolio Holder for Corporate Services and Assets)

- 7 Development of the Landlord Handy Person Service 2012** (Pages 55 - 128)
(The Report of the Portfolio Holder for the Quality of Life)
- 8 Strategic Housing Service Development** (Pages 129 - 134)
(The Report of the Portfolio Holder for the Quality of Life)
- 9 Conservation Grant Application** (Pages 135 - 142)
(The Report of the Portfolio Holder for Economic Development and Enterprise)
- 10 Tamworth Community BMX Track (To Follow)**
(The Report of the Portfolio Holder for Corporate Services and Assets)

Yours faithfully

A handwritten signature in black ink, appearing to be 'A. Oates', written over a circular stamp or mark.

Chief Executive

People who have a disability and who would like to attend the meeting should contact Democratic Services on 01827 709264 or e-mail committees@tamworth.gov.uk preferably 24 hours prior to the meeting. We can then endeavour to ensure that any particular requirements you may have are catered for.

To Councillors: D Cook, R Pritchard, S Claymore, J Garner, M Greatorex and M Oates



MINUTES OF A MEETING OF THE CABINET HELD ON 14th MARCH 2012

PRESENT: Councillor D Cook (Chair), Councillors R Pritchard, S Claymore, J Garner, M Greatorex and M Oates

The following officers were present: Anthony E Goodwin (Chief Executive), John Wheatley (Deputy Chief Executive and Corporate Director (Resources)), Rob Barnes (Deputy Director (Housing and Health)), Robert Mitchell (Deputy Director (Communities, Planning and Partnerships)), Jane Hackett (Solicitor to the Council and Monitoring Officer), Tina Mustafa (Housing Operations Manager), Steve Pointon (Housing Strategy Manager), James Roberts (Economic Development and Enterprise Manager), Paul Weston (Head of Asset Management - Property Services) and Tracey Yeomans (Head of Customer Services)

135 APOLOGIES FOR ABSENCE

None

136 CORPORATE UPDATE

The Deputy Director for Housing and Health and the District Public Health Lead for Primary Care Trust gave a presentation on Health Reform.

137 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 22 February were approved and signed as a correct record.

(Moved by Councillor R Pritchard and seconded by Councillor J Garner)

138 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

139 MATTERS REFERRED TO THE CABINET IN ACCORDANCE WITH THE OVERVIEW AND SCRUTINY PROCEDURE RULES

The Chair of Corporate Scrutiny proposed five recommendations following the meetings of 8 February 2012 and 1 March 2012:

- (1) Cabinet be asked to increase the budget allocation to Arts and Small Grants to bring them in line with Sports Grants over time. Small Grants to be increased by £1300pa and Arts Grants be increased by £700pa over 10 years (total £2000pa over 10 years), and
- (2) Cabinet be asked to add a condition to the Sports Grants terms and conditions to ask Talented Individuals to contribute in the future if they turn professional by either repaying their grant or giving their time to help future talented individuals,
- (3) Cabinet be asked to actively support the establishment of a Local Education Board and gain a place upon it as a Representative,
- (4) Cabinet be asked to look at the quotation process for Conservation Grants and how they can maximise local content in locally funded procurement, and;
- (5) Cabinet to be asked to look at introducing lasting visual signage, so that Tamworth Borough Council can demonstrate its contribution to the local community through its Conservation Grants scheme.

RESOLVED:

That:

- 1 Cllr Claymore and Cllr Pritchard (Portfolio Holder and Cabinet (Grants) Sub Committee chair) go and analyse options.
- 2 Cllr Claymore and Cllr Pritchard (Portfolio Holder and Cabinet (Grants) Sub Committee chair) go and analyse options.
- 3 Cabinet agree in principle and ask the Chair to take this to the TSP, as they are already prioritising said subject. Tony Goodwin to submit a paper to the TSP.
- 4 Rob Mitchell is charged with looking at how we can weight scoring on grants to meet the scrutiny request.
- 5 Cabinet agrees to look at it as requested. D Cook to champion

(Moved by Councillor D Cook and seconded by Councillor R Pritchard)

140 HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME - VIREMENT OF BUDGETS

The Report of the Portfolio Holder for Quality of Life setting out the outturn forecast for the housing capital programmes and seeking approval for virements

within the budget to address various areas of under and over spends resulting from changes in the programme to meet demands and identifying an overall overspend across the whole capital programme, caused in the main by having to undertake essential works with a higher than anticipated asbestos removal costs predominately due to changes in legislation in year was considered.

- RESOLVED:** That:
- 1 The anticipated housing capital programme outturn be noted, and;
 - 2 The following virements be approved:
Increase Bathroom budget by £29,380
Reduce Electrical Budget by £105,980
Increase Kitchen Budget by £154,130
Reduce Roofing Budget by £6,690
Reduce Structural Budget by £27,000
Reduce Lift Installation Budget by £22,120
Reduce External Works Budget by £3,900
Increase Disabled Adaptations Budget by £72,580
Increase Insulation Budget by £3,630
 - 3 The anticipated overspend of £94,030 across the whole budget be noted.

(Moved by Councillor M Oates and seconded by Councillor J Garner)

141 HIGH RISE FIRE SAFETY

The Report of the Portfolio Holder Quality of Life setting out the Council's response to the latest guidance commissioned by the DCLG ensuring fire safety in high-rise and flatted accommodation was considered.

- RESOLVED:** That:
- 1 The actions taken so far to ensure the continued fire safety for residents of the high-rise and other flatted accommodation as set out in the action plan be supported, and;
 - 2 Un-planned expenditure of approximately £135,000 has been met from existing HRA repairs budget, and that the financial fore-cast at this stage is still predicting an under spend on the repairs budget be noted.
 - 3 The use of contingency (up to a maximum of £100,000) to meet this unplanned expenditure should there be a risk of an over spend as the final accounts are prepared, and full and final invoices are received at year end for the required works be approved.

(Moved by Councillor M Oates and seconded by Councillor D Cook)

142 HOUSING REVENUE ACCOUNT BUSINESS PLAN

The Report of the Portfolio Holder Quality of Life seeking approval for the HRA Business Plan was considered.

RESOLVED: That the HRA Business Plan be approved.
(Moved by Councillor M Oates and seconded by Councillor R Pritchard)

143 DEVELOPMENT OF THE COUNCIL'S APPROACH TO PRIVATE SECTOR HOUSING

The Report of the Portfolio Holder for Quality of Life seeking to approve changes in the way Tamworth Borough Council engages with and intervenes in the private sector to provide a wider choice of suitable housing options for those wishing to reside in the Tamworth area was considered.

RESOLVED: That:

- 1 The extension of the landlord accreditation scheme to include managing agents be approved, and;
- 2 The development of the advice and assistance service provided to empty home owners to include the provision of lists of approved landlords, managing agents and quality tradesmen be approved, and;
- 3 In principle the development of a social lettings agency to enable the Council to increase access to private sector accommodation be approved and that a further report be submitted during 2012/2013 for final approval for the development of a social lettings agency.

(Moved by Councillor M Oates and seconded by Councillor M Greatorex)

144 THINK LOCAL 4 BUSINESS: PROPOSAL TO INCORPORATE INTO A COMPANY LIMITED BY SHARES AND FOR THE COUNCIL TO BECOME A FOUNDER SHAREHOLDER

The Report of the Portfolio Holder for Economic Development and Enterprise seeking to obtain approval to proceed with the incorporation of Think Local 4 Business and to transfer the current assets of the project which are currently under the legal 'guardianship' of Tamworth Borough Council over to Think Local Limited, the proposed vehicle for the project's incorporation, and to also obtain approval for Tamworth Borough Council to become a Founder Shareholder in Think Local Limited and to take up the option of a seat on the company's Board of Directors was considered.

RESOLVED: That:

- 1 The incorporation and asset transfer (including one-off grant funding of £10,000) to the new company as soon as reasonably practicable be approved, and;
- 2 The Council to become a Founder Shareholder in the company and to take up a seat on the company's Board of Directors be approved.

(Moved by Councillor M Oates and seconded by Councillor M Greatorex)

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That members of the press and public be now excluded from the meeting during consideration of the following item on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraph 1 and 3, Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

145 REVIEW OF SHOP MOBILITY SERVICE

The Report of the Portfolio Holder for Corporate Services and Assets advising Cabinet of the outcome of the formal review undertaken regarding the external provision of the Shopmobility Service, and seeking approval for the recommendations outlined in the report was considered.

RESOLVED: That the recommendations as contained in the report be approved.

(Moved by Councillor R Pritchard and seconded by Councillor D Cook)

Leader

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4th April 2012**REPORT OF THE PORTFOLIO HOLDER FOR
CORPORATE SERVICES & ASSETS****TEMPORARY RESERVES, RETAINED FUNDS and PROVISIONS****EXEMPT INFORMATION**

None

PURPOSE

To seek Member approval for the establishment or retention of Temporary Reserves, Retained Funds and Provisions, to write back to balances those reserves that have been identified as no longer being required.

This is a key decision, as it would result in expenditure in excess of £50,000.

RECOMMENDATIONS

That Cabinet be asked to approve:

- 1. in principal the creation/retention of Temporary Reserves as detailed in this report and consider whether a spending plan against each of the individual reserves will be required;**
- 2. that should the actual outturn level adversely vary from the predicted outturn, adjustments will be made and Members may be asked to review the creation of these reserves;**
- 3. the write-back of reserves identified at APPENDIX D as no longer being required in the sum of £145,770 to General Fund Balances, to support the Medium-Term Financial Strategy.**

EXECUTIVE SUMMARY

In line with the approved policy, this report seeks approval for both the establishment of new reserves and retained funds to enable funds to be carried forward at the end of the current financial year. Due to the current economic and financial position, temporary reserves requests have only been considered for approval in exceptional circumstances. In all instances, the relevant manager has requested such approval and this report summarises those received.

Policy, Capital & Revenue Budget – Background

An updated Revenue Reserves Policy Statement governing the way in which reserves are created, maintained and utilised, was adopted by Cabinet on 1st December 2010.

Implications of the Report

A summary of the requests is provided in **Appendix A**.

The proposals in this report will result in the estimated establishment of,

Category	Projected Balance on Existing Reserves at 31 st March 2012	Proposed Transfer for Year	Proposals for Write-back	Balance Carried Forward into 2012/13
	£	£	£	£
Temporary Reserves	685,748	836,186	(30,770)	1,491,164
Retained Funds	1,594,816	436,728	(115,000)	1,916,544
Provisions*	127,781	(20,000)	-	107,781
Totals	2,408,345	1,252,914	(145,770)	3,515,489

*excludes Provisions Held for Bad Debts and is subject to year-end finalisation.

A review of existing reserves in February 2012 has identified that £145,770 is available for write back to General Fund Balances (shown at **APPENDIX D**). Cabinet are requested to approve the write-back of this sum to General Fund Balances to support the Medium Term Financial Strategy approved by Council on the 28th February 2012 and to approve that this sum is not available for additional revenue spending.

RESOURCE IMPLICATIONS

All financial resource implications are detailed in the body of this report

LEGAL/RISK IMPLICATIONS BACKGROUND

None arising directly from this report

SUSTAINABILITY IMPLICATIONS

None

BACKGROUND INFORMATION

A Revenue Reserves Policy Statement governing the way in which reserves are created, maintained and utilised, was adopted by Policy and Resources Committee on 23rd February 1999 and updated by Cabinet on the 1st December 2010.

Temporary reserves may be established to carry forward funding for a specific project from one year to the next (on one occasion only).

Specific Cabinet approval is required for creation of a Temporary reserve and any balances remaining at the end of the subsequent year will be returned to general balances and the reserve deleted unless specific approval has been sought to retain the reserve for a further year.

Retained Funds may be established to carry forward funding for a specific project, which has recurring but irregular expenditure patterns, where the annual budget is likely to be insufficient. These also require Cabinet approval from specified budgets.

Provisions may be established in accordance with CIPFA Code of Practice, Council policy and approval of the Corporate Director Resources, to set aside funds where expenditure/liability is unavoidable or virtually unavoidable but has not been formally committed.

This report seeks approval for the:

1. Establishment of temporary reserves to enable funds to be carried forward at the end of the current financial year.
2. Additional transfer of sums into Retained Funds, where appropriate.
3. Creation of Provisions.

Consideration

As part of the final account process, the Council's managers were requested to submit details of any funds that they would require to be carried forward into 2012/13 as Temporary Reserves, Retained Funds and Provisions, though temporary reserves requests have only been considered for approval in exceptional circumstances;

This report details the responses received and summarises the financial implications.

A summary of reserve requests, to be established or retained, is shown at **Appendix A**.

Individual request forms (detailing the reason, amount and anticipated completion date for each fund) are shown at **Appendix B**.

A summary of all reserves estimated to be held by the Authority at the 31st March 2012 before consideration of this report is shown at **Appendix C** for Members information.

Revenue Implications

- The majority of temporary reserves approved as at 31st March 2011 (by Cabinet on the 6th April 2011) have been transferred to the appropriate revenue accounts for monitoring purposes during the year and have therefore been reported within the quarterly Health Check reports. Others that were not called upon have been reviewed and have been either identified for retention for another year or are redundant and can therefore be returned to balances.
- All amounts requested in this report to be carried forward as reserves, retained funds or provisions, will be included as committed expenditure in the latest projected year end outturn forecast as at the end of February which will be available shortly.

The reserves included within this report have been prepared / proposed by Managers on basis that:

- 1) Budgetary provision exists to cover the creation of the reserve
- 2) The reserve is to meet the cost of an **unavoidable** commitment in 2012/13 (thereby restricting the transfer of potential savings to unjustifiably inflate budgets / spend in future years);
- 3) The creation of a reserve will not increase any projected overspend for individual Directorates;

and thereby allowing the creation of these reserves without adversely affecting the overall predicted outturn position of the Council.

This is to ensure that contingency reserves and balances remain at or above the levels contained within the 4-year budget, approved by Council on 28th February 2012.

Should the actual outturn adversely vary from the predicted outturn, then appropriate adjustments will be made and Members may be asked to review the creation of these reserves.

REPORT AUTHOR

Please contact Stefan Garner, Deputy Director Corporate Finance, Exchequer & Revenues, extension 242 or Phil Thomas, Financial Accountant Extension 239.

LIST OF BACKGROUND PAPERS

Background papers

- ◆ Revenue Reserves Policy Statement (Policy & Resources, February 23rd 1999)
- ◆ Revenue Reserves Policy Statement (Cabinet 1st December 2010)

APPENDICES

APPENDIX A - Reserves Requests Summary

APPENDIX B - Reserves Requests

APPENDIX C - Existing Temporary Reserves, Retained Funds & Provisions

APPENDIX D - Potential Write-Back to Balances

APPENDIX A

RESERVES REQUESTS SUMMARY

Establishment and Retention of Temporary Reserves, Retained Funds and Provisions						
Service/Description	Original use by Date	Balance @ 1st April 2011 £	Projected Balance @ 31st March 2012 £	Proposed Use by Date	Maximum Fund Level (Retained Funds) £	2011/12 Transfer to/from Reserve £
Temporary Reserves						
<u>New/Re-Justification</u>						
Chief Executive						
<i>Assistant Chief Executive</i>						
B.						
001 Shopmobility Contribution	na	0	0	Mar'13	na	5,000
002 Staffs Connects/CRM Contribution	na	0	0	Mar'13	na	40,000
003 Customer Insight	Mar'12	6,200	2,023	Mar'13	na	1,465
004 TBC Website/Internet	Mar'12	6,800	6,800	Mar'13	na	0
<i>Head of Organisational Development</i>						
005 Training & Development Competency Framework	na	0	0	Mar'13	na	10,000
006 HR Consultancy Fees - Policy Review	na	0	0	Mar'13	na	4,000
007 HR Independence Grievance Support	na	0	0	Mar'13	na	3,000
008 HR Staff Costs/Backfill	na	0	0	Mar'13	na	5,000
009 Training & Development Transforming Tamworth/EDRMS	na	0	0	Mar'13	na	10,000
010 Training & Development - WM Jobs Training	na	0	0	Mar'13	na	3,000
<i>Solicitor & Monitoring Officer</i>						
011 Electoral Process - Local Elections	na	0	0	Mar'13	na	27,000
012 Members Remuneration Panel	na	0	0	Mar'13	na	4,000
013 Review of Constitution	Mar'11	6,000	6,000	Mar'13	na	0
Corporate Director Resources						
<i>Corporate Director</i>						
014 Support Services Review		8,162	8,162	Mar'13	na	0
015 New Homes Bonus Grant.	na	0	0	Mar'13	na	22,668
<i>AD Business Processes</i>						
016 Application Software	na	0	0	Mar'13	na	15,000
017 ICT Transforming Tamworth /Corporate Change	na	0	0	Mar'13	na	13,106
<i>Head of Internal Audit</i>						
018 Computer Audit	na	0	0	Mar'13	na	4,560
<i>Head of Revenues</i>						
019 PAYE.NET Software Upgrade	na	0	0	Mar'13	na	7,000
Deputy Chief Executive & Corporate Director Community Services						
<i>DD Housing & Health</i>						
020 Community Events	na	0	0	Jun'12	na	4,600
021 DWP HB Reforms Transitional Funding	na	0	0	Mar'13	na	8,407
022 Homlessness Prevention	na	0	0	Mar'13	na	178,404
023 Homlessness Prevention Schemes	na	0	0	Mar'13	na	84,263
024 Housing Condition Survey	na	0	0	Mar'13	na	20,500
025 Housing Strategy Statement	na	0	0	Mar'13	na	10,000
026 Lets Work Together	na	0	0	Mar'13	na	8,000
027 Lifecheck	na	0	0	Mar'13	na	9,700
028 Morrisons 2009/10	Mar'11	51,000	51,000	Mar'13	na	0
029 Morrisons 2010/11	Mar'11	15,000	15,000	Mar'13	na	0
030 Implimentation of Orchard Housing, Finding Home Web Site & Transforming Tamworth	na	0	0	Mar'13	na	81,540
031 Thomas Hardy Court Heating	Mar'11	15,000	15,000	Oct'12	na	0
032 Smoking Cessation	Mar'11	15,000	15,000	Mar'12	na	0

<i>DD Assets & Environment</i>							
033	Environmental Training	na	0	0	Mar'13	na	4,000
034	Neighbourhood Services	na	0	0	Mar'13	na	6,840
<i>DD Communities, Planning & Partnerships</i>							
035	Digestation of Planning Records	na	0	0	Mar'13	na	20,000
036	Community Safety Projects	na	0	0	Mar'13	na	23,240
037	Conservation Contract	na	0	0	Feb'13	na	1,000
038	PAS Planning Improvement Programme	na	0	0	Mar'13	na	22,000
039	VR Saving - Casual post	na	0	0	Jan'13	na	4,000 est
040	Economic Development Shared Services	na	0	0	Mar'13	na	18,000 est
041	Think Local 4 Business	na	0	0	Mar'13	na	5,000 est
042	Community Safety Temp Staff Support	na	0	0	Mar'13	na	2,500
043	Forever Fund	na	0	0	Jly'12	na	4,000
044	Visitor Guide	na	0	0	Jun'12	na	2,342
045	Arts Grants	na	0	0	Sep'12	na	1,408 est
046	Grant for Ongoing Project (Donation)	na	0	0	Mar'13	na	107
047	Castle HLF	Mar'11	11,176	3,200	Mar'13	na	0 est
048	Conservation Grants - Committed	na	0	0	Mar'13	na	8,140 est
049	Apprentice Scheme	na	0	0	Oct'12	na	5,000 est
050	LSP Support	na	0	0	Jly'12	na	2,650
051	Olympic Torch	na	0	0	Jly'12	na	3,000 est
052	Participatory Budgeting	na	0	0	Sep'12	na	20,230 est
053	PCT Funded Cardiac Courses	na	0	0	Mar'13	na	14,000 est
054	Snow Dome Public Swimming Contract	na	0	0	Mar'13	na	20,000
055	Special Needs Fund	na	0	0	Sep'13	na	7,500
056	External Sportivate	na	0	0	Mar'13	na	4,020 est
057	Staffordshire Hoard	na	0	0	Mar'13	na	15,000
058	Stonydelph Activities	na	0	0	Mar'13	na	1,000
059	Conservation Grant Underspend	na	0	0	Mar'13	na	8,496 est
060	Planning for Climate Change	na	0	0	Mar'13	na	27,500
061	Habitat Assesment	Mar'11	23,117	23,117	Mar'13	na	0
062	Grant - Wall Project	na	0	0	Mar'13	na	5,000
sub-total			157,455	145,302		0	836,186
<i>Creation of and Changes to Retained Funds</i>							
<i>Corporate Director Resources</i>							
<i>Head of Benefits</i>							
063	DWP Recession Busting Grant	na	35,410	35,410	na	53,410	18,100
<i>Deputy Chief Executive & Corporate Director Community Services</i>							
<i>DD Housing & Health</i>							
064	Maintenance & Security Upgrades	na	na	na	na	30,000	8,500
<i>DD Assets & Environment</i>							
065	Cemeteries	na	182,348	182,348	na	250,000	25,000
066	Civil Parking Enforcement	na	120,000	120,000	na	200,000	0
067	Town Centre Markets	na	na	na	na	40,000	10,000
068	Turnberry Trees	na	18,222	18,222	na	20,000	0
069	Public Car Parks Maintenance	na	20,466	20,466	na	30,000	5,000
<i>DD Communities, Planning & Partnerships</i>							
070	Anti Social Behaviour Support Fund	na	5,546	0	na	10,000	4,890
071	ASB Residents (Grant Funding)	na	11,052	0	na	10,000	9,070
072	Gateway Project	na	na	na	na	10,000	9,423 est
073	Contingency for Career Break	na	na	na	na	7,000	7,000
074	VR Contingency	na	na	na	na	21,000	3,330
075	Inward investment	na	na	na	na	9,000	9,000
076	Legal Fees	na	na	na	na	9,000	1,600
077	Castle Structural Repaires	na	17,338	17,338	na	30,000	6,000 est

078	Local Development Framework	na	113,420	0	na	109,800	106,300 est
079	Community cohesion	na	49,177	0	na	34,505	33,505
080	Grants to Local Organisations	na	na	na	na	10,500	660
081	Locality Working	na	262,438	0	na	179,350	179,350
	sub-total		835,417	393,784		1,063,565	436,728
	TOTAL		992,872	539,086		1,063,565	1,272,914

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RESERVES REQUESTS

TEMPORARY RESERVES

B.001		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Chief Executive	
Service Area	Assistant Chief Executive	
Title for Reserve	Shopmobility Contribution	
Reserve Amount Requested	£5,000	
Reason for Creation/Retention of Reserve		
In accordance with the report to Cabinet requesting further assistance to enable MAP to continue to provide the Shopmobility service on behalf of the Council during 2012-13, £5k has been identified from current year underspends to mitigate the impact on the contingency budget next year of a further one-off grant payment. Future provision of the service and the potential impact on Council budgets will be further reviewed during 2012-13.		
Reserve Funded From	Cost Centre Code	Value
Health & Safety Training	GL0203 30263	£2,000
Democratic Services Equipment, Furniture & Materials	GL0301 30101	£2,000
Mayoralty Equipment, Furniture & Materials	GL0601 30101	£1,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	Assistant Chief Executive	

B.002		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Chief Executive	
Service Area	Assistant Chief Executive	
Title for Reserve	Staffs Connects/CRM Contribution	
Reserve Amount Requested	£40,000	
Reason for Creation/Retention of Reserve		
The budget for the 2011-12 contribution to Staffs Connects will underspend this year due to a reduction in the payment due. This underspend is required to transfer to reserve at year end to fund the contribution due in 2012-13 (reduced budgetary provision was approved via the policy change/budget process on the understanding that these funds would be available to carry forward).		
Reserve Funded From	Cost Centre Code	Value
Customer Services Staff Connects Contribution	GH0207 30318	£40,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	Assistant Chief Executive	

B.003		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Chief Executive	

Service Area	Assistant Chief Executive	
Title for Reserve	Customer Insight	
Reserve Amount Requested	£3,488	
Reason for Creation/Retention of Reserve		
This reserve was created from underspends on PR & Consultation budgets last year to fund Customer Insight activity. Part of the reserve was released during 2011-12 to purchase 'Mosaic' customer insight data - a two year agreement was entered into and this remaining reserve is required to carry forward to fund costs in 2012-13. £1,465 remains unspent from the consultation budget and is also required to be carried forward to fund costs in 2012-13.		
Reserve Funded From	Cost Centre Code	Value
Customer Insight reserve	PM1626 X0130	£2,023
Corporate Consultation	GH0203 30459	£1,465
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	Assistant Chief Executive	

B.004		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Chief Executive	
Service Area	Assistant Chief Executive	
Title for Reserve	TBC Website/Internet	
Reserve Amount Requested	£6,800	
Reason for Creation/Retention of Reserve		
This reserve was created from underspends on PR & Consultation budgets last year to fund improvements to the website/internet system. It has not been released during 2011-12 pending Transforming Tamworth review, however, it is required to be retained to assist with the review and implementation of new software in 2012-13.		
Reserve Funded From	Cost Centre Code	Value
Internet Reserve	PM1625 X0130	£6,800
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	Assistant Chief Executive	

B.005		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Chief Executive	
Service Area	Head Organisational Development	
Title for Reserve	Training & Development Competency Framework	
Reserve Amount Requested	£10,000	
Reason for Creation/Retention of Reserve		
A number of underspending budgets have been identified as available to fund the cost of a 'Competency Framework' package, however, this is not going to be progressed until 2012-13, therefore a reserve is required to carry these funds over into the new financial year.		
Reserve Funded From	Cost Centre Code	Value
Training & Development NVQ Training	GL0202 30239	£2,500
Training & Development Workforce Development	GL0202 30259	£2,500

Training & Development Member Training	GL0202 34068	£5,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	Assistant Chief Executive	

B.006		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Chief Executive	
Service Area	Head Organisational Development	
Title for Reserve	HR Consultants Fees - Policy Review	
Reserve Amount Requested	£4,000	
Reason for Creation/Retention of Reserve	<p>£8k was set aside during 2011-12 to fund external consultant review of HR/employment policies following the early release of a HR Advisor under voluntary redundancy arrangements. Some of the work required has been completed and paid for, however, the remainder will not be completed until later in 2012. These funds are therefore required to carry forward to pay for the work later in the year (no other budgetary provision exists).</p>	
Reserve Funded From	Cost Centre Code	Value
Human Resources Consultants Fees	GL0201 32050	£4,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	Assistant Chief Executive	

B.007		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Chief Executive	
Service Area	Head Organisational Development	
Title for Reserve	HR - Independent Grievance Support	
Reserve Amount Requested	£3,000	
Reason for Creation/Retention of Reserve	<p>A grievance has been received which requires investigation and potentially hearing by independently appointed consultants. This will minimise risk to the Council. However whilst the majority of the investigation will be carried out throughout March it is unlikely that the final report and a hearing (if one is required) can be held before 31st March and therefore cannot be goods received before the deadline. These funds are therefore required to carry forward to pay for the work following sign off of the report (no other budgetary provision exists).</p>	
Reserve Funded From	Cost Centre Code	Value
Prov of Occup Health Services	GL0201 30483	£3,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	Assistant Chief Executive	

B.008		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		

Directorate	Chief Executive	
Service Area	Head Organisational Development	
Title for Reserve	HR Staff Costs/Backfill	
Reserve Amount Requested	£5,000	
Reason for Creation/Retention of Reserve		
The staff health insurance budget is predicted to underspend this year, and it is being requested to transfer to reserve to fund additional hours/staff costs necessary to implement the new HR/Payroll system in 2012-13 (there is no other budgetary provision for additional hours/overtime).		
Reserve Funded From	Cost Centre Code	Value
Human Resources Staff Health Insurance	GL0201 02141	£5,000
Type of Reserve (Temporary / Retained)		
Temporary (will be used before 31/03/2013)		
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent		
31/03/2013		
Approval for release of reserve to be granted by		
Assistant Chief Executive		

		B.009
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Chief Executive	
Service Area	Head Organisational Development	
Title for Reserve	Training & Development Transforming Tamworth/EDRMS	
Reserve Amount Requested	£10,000	
Reason for Creation/Retention of Reserve		
The Transforming Tamworth budget was earmarked this year for a contribution to the implementation of the EDRMs system within HR, however, this has been delayed and is not now scheduled to commence until the new financial year. This budget is therefore requested to transfer to reserve to fund costs in 2012-13.		
Reserve Funded From	Cost Centre Code	Value
Training & Development Transforming Tamworth	GL0202 33192	£10,000
Type of Reserve (Temporary / Retained)		
Temporary (will be used before 31/03/2013)		
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent		
31/03/2013		
Approval for release of reserve to be granted by		
Assistant Chief Executive		

		B.010
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Chief Executive	
Service Area	Head Organisational Development	
Title for Reserve	Training & Development WMJobs Training	
Reserve Amount Requested	£3,000	
Reason for Creation/Retention of Reserve		
Funding was identified and planned to be spent on training on the WMJobs system before year end, however, this training has now been postponed until August/September and so the budget is required to transfer to reserve (training budgets have been reduced by £10k from 2012-13 onwards)		
Reserve Funded From	Cost Centre Code	Value
Training & Development Corporate Training	GL0202 30234	£3,000

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	31/03/2013
Approval for release of reserve to be granted by	Assistant Chief Executive

B.011		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Chief Executive	
Service Area	Solicitor & Monitoring Officer	
Title for Reserve	Electoral Process - Local Elections	
Reserve Amount Requested	£27,000	
Reason for Creation/Retention of Reserve		
<p>The local elections in May 2012 must be funded in total from base budgetary provision, as there are no joint elections and so no contributions receivable from County or Government to assist with meeting costs. In addition to this, we are required to hold elections for the Police Commissioner in November 2012, for which Government grant is expected but costs/amounts are as yet unclear. Underspends identified as a result of grant receivable for the Referendum in 2011 are therefore requested to carry forward in reserve to meet costs over and above base budget provision in 2012-13.</p>		
Reserve Funded From	Cost Centre Code	Value
Electoral Process - Rents	GL0303 12010	£11,000
Electoral Process - Postage	GL0303 33030	£6,000
Electoral Process - Election Staff	GL0303 42130	£10,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	Solicitor & Monitoring Officer	

B.012		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Chief Executive	
Service Area	Solicitor & Monitoring Officer	
Title for Reserve	Members Remuneration Panel	
Reserve Amount Requested	£4,000	
Reason for Creation/Retention of Reserve		
<p>£4k was included within the Member Services budget during 2011-12 to meet the costs of the Members Remuneration Panel, which is due to review members' allowances. This will now occur during 2012-13, however, only £1k remains in ongoing base budget from April 2013, and therefore this amount is required to carry forward to fund costs of the panel.</p>		
Reserve Funded From	Cost Centre Code	Value
Member Services - Members Remuneration Panel	GL0302 30385	£4,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	Assistant Chief Executive	

B.013

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Chief Executive	
Service Area	Solicitor & Monitoring Officer	
Title for Reserve	Review of Constitution	
Reserve Amount Requested	£6,000	
Reason for Creation/Retention of Reserve		
This sum is a balance from money retained to utilise legal expertise in amending the Constitution, which is required to be retained pending the outcomes of the Localism Act.		
Reserve Funded From	Cost Centre Code	Value
Legal Fees - Review of Constitution Reserve	PM1618 X0151	£6,000
Type of Reserve (Temporary / Retained)		
Temporary (will be used before 31/03/2013)		
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent		
31/03/2013		
Approval for release of reserve to be granted by		
Solicitor & Monitoring Officer		

B.014

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Corporate Director Resources	
Service Area	Corporate Director Resources	
Title for Reserve	Support Services Review	
Reserve Amount Requested	£8,162	
Reason for Creation/Retention of Reserve		
This reserve was created at the end of 2010-11 to support the review of support services which commenced during the year. To date it has been used to fund external consultancy review/options appraisal. The remaining funds are required to be retained to assist in supporting continuing projects/actions identified during 2012-13.		
Reserve Funded From	Cost Centre Code	Value
Support Services Review reserve	PM1605 X0130	£8,162
Type of Reserve (Temporary / Retained)		
Temporary (will be used before 31/03/2013)		
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent		
31/03/2013		
Approval for release of reserve to be granted by		
Corporate Director Resources		

B.015

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Corporate Director Resources	
Service Area	Corporate Director Resources	
Title for Reserve	New Homes Bonus Grant	
Reserve Amount Requested	£22,668	
Reason for Creation/Retention of Reserve		
Central Government has indicated that it is likely to make payments of grants in relation to the 2012/13 financial year before the end		

2011/12. Under current regulations any grant monies received have to be accounted for in the year they are received unless there are conditions attached to it. As there are no conditions attached to these grants they must be accounted for in 2012/12 unless the money is put into an earmarked reserve, .

Reserve Funded From	Cost Centre Code	Value
New Homes Bonus Grant	GC0501 81074	£22,668
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	Corporate Director Resources	

B.016		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Corporate Director Resources	
Service Area	AD Business Processes	
Title for Reserve	Application Software	
Reserve Amount Requested	£15,000	
Reason for Creation/Retention of Reserve	Expenditure on application software in 2011-12 has been restricted pending the outcomes of Transforming Tamworth reviews. With these reviews continuing into 2012-13 under the Corporate Change umbrella, including agile working and ED RMS implementation, this underspend is requested to transfer to reserve to meet potential costs of new systems/software and technology in support of these areas in 2012-13.	
Reserve Funded From	Cost Centre Code	Value
ICT Application Software	GH0201 33140	£15,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	AD Business Processes	

B.017		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Corporate Director Resources	
Service Area	AD Business Processes	
Title for Reserve	ICT Transforming Tamworth/Corporate Change	
Reserve Amount Requested	£13,106	
Reason for Creation/Retention of Reserve	A one-off revenue budget was established from underspent Transforming Tamworth funds and grant receivable from IEWM in support of the TT projects. This remaining amount is required to carry forward to support those projects continuing into 2012-13 under the Corporate Change programme.	
Reserve Funded From	Cost Centre Code	Value
ICT Transforming Tamworth Consultants Fees	GH0208 32050	£4,173
ICT Transforming Tamworth Training	GH0208 33150	£8,933
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	

If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	31/03/2013
Approval for release of reserve to be granted by	AD Business Processes

B.018	
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13	
Directorate	Corporate Director Resources
Service Area	Head of Internal Audit Services
Title for Reserve	Computer Audit
Reserve Amount Requested	£4,560
Reason for Creation/Retention of Reserve	
The computer audit review of Data Quality & Records Management work commenced in March 2012 but will not be fully completed until April 2012. Funding is therefore required to pay for the work on completion in the 2012/13 financial year. As there are funds already available in the Internal Audit External Support budget, it is proposed that the funds are carried forward to pay for the work.	
Reserve Funded From	Cost Centre Code Value
Internal Audit External Support	GN0201 32054 £4,560
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	30/06/2013
Approval for release of reserve to be granted by	Corporate Director Resources

B.019	
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13	
Directorate	Corporate Director Resources
Service Area	Head of Revenues
Title for Reserve	PAYE.NET Software Upgrade
Reserve Amount Requested	£7,000
Reason for Creation/Retention of Reserve	
This reserve was created at the end of 2010-11 to retain funding for the implementation of the upgrade from our current Moto payment taking system to Capita's latest version - Paye.net. The software is currently being tested but go live is not planned until later in 2012. Therefore this funding for the system is requested to transfer to reserve so that costs can be met in 2012-13.	
Reserve Funded From	Cost Centre Code Value
Cash Collection Payment Kiosks - 30183	GG0304 30183 £5,000
Cash Collection Payment Cards - 30319	GG0304 30319 £2,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	31/03/2013
Approval for release of reserve to be granted by	Head of Revenues

B.020	
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13	
Directorate	Community Services
Service Area	DD Housing & Health

Title for Reserve	Community Events	
Reserve Amount Requested	£4,600	
Reason for Creation/Retention of Reserve	Money gifted from Morrison for the 'Wish Upon a Star' initiative aimed at encouraging and promoting local community activity for tenants of Tamworth Borough. This money will be used for community events for quarter one, 2012/2013, to coincide with the environmental works and repairs launch.	
Reserve Funded From	Cost Centre Code	Value
Housing Revenue Account	HR3102 35232	£4,600
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	End of June 2012	
Approval for release of reserve to be granted by	DD Housing & Health	

		B.021
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Housing & Health	
Title for Reserve	DWP Housing Benefit Reforms Transitional Funding	
Reserve Amount Requested	£8,407	
Reason for Creation/Retention of Reserve	Resources have recently been made available to the Council to provide targeted support to help to meet the housing needs of claimants affected by HB reforms. For example, it can be utilised to prevent homelessness, enable negotiations with landlords, support people who need to move or provide appropriate money advice. As this funding has only just been received ideas for its use in Tamworth are currently being explored in line with the relevant guidance. The funds will therefore need to be reserved in order to fully develop the most appropriate manner in which to utilise the funds in Tamworth.	
Reserve Funded From	Cost Centre Code	Value
Government Grants	GS0406 81060	£8,407
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	DD Housing & Health	

		B.022
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Housing & Health	
Title for Reserve	Homelessness Prevention	
Reserve Amount Requested	£178,404	
Reason for Creation/Retention of Reserve	CLG Homelessness Grant is made available to the Council to support Homelessness Prevention activity in the Borough. The CLG Homelessness Grant is not ring fenced but has been specifically allocated for the purposes of preventing homelessness. It is anticipated that this funding will support the delivery of the refreshed Homelessness Strategy and further develop the approach to homelessness which is based on prevention that will enable the Council to achieve significant financial savings. Plans to allocate this reserve to specific projects and initiatives will be subject to Member approval at Cabinet in April.	
Reserve Funded From	Cost Centre Code	Value

Homelessness Prevention	GS0406 35167	£52,750
Homelessness Prevention (THEPP)	GS0406 00101	£8,000
Homelessness Prevention	GS0406 81060	£75,264
Homelessness Prevention (THEPP)	GS0406 81060	£6,666
Homelessness Prevention (Mortgage Rescue)	GS0406 81060	£35,724

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	31/03/2013
Approval for release of reserve to be granted by	DD Housing & Health

B.023

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Community Services
Service Area	DD Housing & Health
Title for Reserve	Homelessness Prevention Schemes
Reserve Amount Requested	£84,263

Reason for Creation/Retention of Reserve

Ring fenced grant and on going reserve to provide assistance to homeless households.

Reserve Funded From	Cost Centre Code	Value
Bond Scheme	GR060135170	£9,260
Spend to Save	GR060135212	£5,930
Repossession Fund	GR060135240	£51,400
Sanctuary Scheme	GR060136107	£17,673

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	31/03/2013
Approval for release of reserve to be granted by	DD Housing & Health

B.024

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Community Services
Service Area	DD Housing & Health
Title for Reserve	House Condition Survey
Reserve Amount Requested	£20,500

Reason for Creation/Retention of Reserve

The House Stock Condition Survey is normally undertaken bi-annually, the last time in 2009/10. It is recommended the budget is reserved so that the works can be commissioned in 2012/13 as planned. This is a key requirement for the HRA business plan to determine future investment profiles.

Reserve Funded From	Cost Centre Code	Value
Housing Revenue Account	HR2101 30128	£20,500

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	01/09/2012
Approval for release of reserve to be granted by	DD Housing & Health

B.025**RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13**

Directorate	Community Services	
Service Area	DD Housing & Health	
Title for Reserve	Housing Strategy Statement	
Reserve Amount Requested	£10,000	
Reason for Creation/Retention of Reserve		
Whilst CLG have stated that funding received in respect of developing and delivering the Housing Strategy is not "ring fenced" there is an expectation that these resources will be allocated to projects that will assist in the further development and delivery of the Healthier Housing Strategy. The new Strategy sets out the Council's approach to housing and related health issues and it would be expedient to reserve any underspend on the current budget to assist in the further development this approach with health colleagues and other key partners. This reserve will be utilised to support the delivery of key projects included in the Year 1 Strategy Action Plan, focusing primarily on the completion of feasibility studies concerning the potential to redevelop the Tinkers Green and Keria Centre areas of Tamworth.		
Reserve Funded From	Cost Centre Code	Value
Housing Strategy Statement	GS0405 31511	£10,000
Type of Reserve (Temporary / Retained)		
Temporary (will be used before 31/03/2013)		
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent		
31/03/2013		
Approval for release of reserve to be granted by		
DD Housing & Health		

B.026**RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13**

Directorate	Community Services	
Service Area	DD Housing & Health	
Title for Reserve	Lets work together	
Reserve Amount Requested	£8,000	
Reason for Creation/Retention of Reserve		
Represents saving from DPHL salary contribution and contribution from Fire Service (invoice to be completed) to be utilised for delivery of Lets Work Together project. This is a high profile multi agency project endorsed by the Tamworth Strategic Partnership.		
Reserve Funded From	Cost Centre Code	Value
LSP Project Funding	GY180130456	£4,000
Fire Service - to be invoiced	GY1801	£4,000
Type of Reserve (Temporary / Retained)		
Temporary (will be used before 31/03/2013)		
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent		
31/03/2013		
Approval for release of reserve to be granted by		
DD Housing & Health		

B.027**RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13**

Directorate	Community Services	
Service Area	DD Housing & Health	
Title for Reserve	Lifecheck	
Reserve Amount Requested	£9,700	

Reason for Creation/Retention of Reserve		
DOH funded project with ring fenced resources. Further activity planned 2012/13.		
Reserve Funded From	Cost Centre Code	Value
Lifecheck	GY180100101	£4,900
Lifecheck	GY180131517	£4,800
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	DD Housing & Health	

B.038		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Housing & Health	
Title for Reserve	Morrisons 2009/10	
Reserve Amount Requested	£51,000	
Reason for Creation/Retention of Reserve		
Dispute with value of Tamnonstandard works and over charges still not resolved and funding required to settle claim once independent adjudication has taken place.		
Reserve Funded From	Cost Centre Code	Value
Morrisons 2009/10 (existing reserve)	HM0853 X0151	£51,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	01/08/2012	
Approval for release of reserve to be granted by	DD Housing & Health	

B.039		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Housing & Health	
Title for Reserve	Morrisons 2010/11	
Reserve Amount Requested	£15,000	
Reason for Creation/Retention of Reserve		
Request carry forward of reserve funds for the following:- Resolving over charges and funding required to settle disputed items once formally agreed.		
Reserve Funded From	Cost Centre Code	Value
Morrisons 2010/11 (existing reserve)	HM0852 X0151	£15,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	01/08/2012	
Approval for release of reserve to be granted by	DD Housing & Health	

B.030**RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13**

Directorate	Community Services	
Service Area	DD Housing & Health	
Title for Reserve	Implementation of Orchard Housing, Finding a Home web site and Transforming Tamworth	
Reserve Amount Requested	£81,540	
Reason for Creation/Retention of Reserve	Request to reserve funding for the following projects, 1. Continue the funding to support the upgrade of the existing Housing Management IT Orchard, to the new updated version of Orchard housing. 2. Enhancements to Finding a Home web site after Choice Base Lettings impact assessment and government reforms to the Housing Allocations policies, 3 Transforming Tamworth Projects Electronic Document Management System (EDRM) and agile/home working. This is to support Housing and Health in the developing a 30 year HRA business plan. Required use of the budget will be for, Consultancy Support, Training, Application Software.	
Reserve Funded From	Cost Centre Code	Value
General Operations S/Ware Mtce & Imp	HR 2101 37021	£61,540
General Operations S/Ware Mtce & Imp	HR 2101 37021	£10,000
General Operations S/Ware Mtce & Imp	HR 2101 37021	£10,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	DD Housing & Health	

B.031**RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13**

Directorate	Corporate Director Resources	
Service Area	DD Housing & Health	
Title for Reserve	Thomas Hardy Court - Heating	
Reserve Amount Requested	£15,000	
Reason for Creation/Retention of Reserve	Request carry forward of reserve funds of 15k for the following works:- Heating system not working affectively and has been problematic for a number of years. For the last two years the system has suffered constant breakdowns and reactive repairs has managed to keep the system working to a limited degree. System now requires major overhaul to restore it to it's full working capacity and ensure it is working correctly and proving affective heating to the vulnerable residents of this complex. System requires full survey to identify works required, with recommended works taking place in the summer months.	
Reserve Funded From	Cost Centre Code	Value
Thomas Hardy Court - Heating Reserve	HM0857 X0151	£15,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	01/10/2012	
Approval for release of reserve to be granted by	DD Housing & Health	

B.032**RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13**

Directorate	Community Services
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Service Area	DD Housing & Health	
Title for Reserve	Smoking Cessation	
Reserve Amount Requested	£15,000	
Reason for Creation/Retention of Reserve		
Request carry forward of reserve funds of 15k. This is ring fenced funds provided by PCT for the purpose of implementing a smoking cessation action plan within Tamworth. Action plan now to be taken forward via TSP sponsored Task and Finish group.		
Reserve Funded From	Cost Centre Code	Value
Smoking Cessation Reserve	PM1638 X0151	£15,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	DD Housing & Health	

B.033

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Community Services	
Service Area	DD Assets & Environment	
Title for Reserve	Environmental Training	
Reserve Amount Requested	£4,000	
Reason for Creation/Retention of Reserve		
Temp reserve requested for essential training that is already committed to as part of a legislative requirement (food safety)		
Reserve Funded From	Cost Centre Code	Value
Environmental Training	GW0205	£4,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund	4,000	
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	DD Assets & Environment	

B.034

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Community Services	
Service Area	DD Assets & Environment	
Title for Reserve	Neighbourhood Services	
Reserve Amount Requested	£6,840	
Reason for Creation/Retention of Reserve		
Temp reserve requested for educational purposes and additional signage relating to the introduction of Dog Control Orders in Tamworth and for additional projects with regard to trade waste.		
Reserve Funded From	Cost Centre Code	Value
Neighbourhood Services	GP1001	£6,840

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)
If Retained Fund - Maximum Level of Fund	6,840
Temporary Reserve - Date it will be Fully Spent	31/03/2013
Approval for release of reserve to be granted by	DD Assets & Environment

B.035	
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13	
Directorate	Community Services
Service Area	DD Communities, Planning & Partnerships
Title for Reserve	Digitisation of Planning Records
Reserve Amount Requested	£20,000
Reason for Creation/Retention of Reserve	
Funds originally set aside re the redundancy of the Legal & Land Charges Officer, and for the costs of the Hoylake claim which are no longer required, have been identified (subject to approval) to fund the digitisation of historic planning records.	
Reserve Funded From	Cost Centre Code Value
TPO Tree Root Claim 4 Hoylake	PM4117 £10,000
Costs Associated with VR	PM4118 £10,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	31/03/2013
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships

B.036	
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13	
Directorate	Community Services
Service Area	DD Communities, Planning & Partnerships
Title for Reserve	Community Safety Projects
Reserve Amount Requested	£23,240
Reason for Creation/Retention of Reserve	
External grant funding through the Safer & Stronger Communities fund to deliver community safety has been reduced from £46K in 2011/12 to £23K in 2012/13. The following year it is known that this funding will cease with the funding going to the new policing and crime commissioner. It is proposed to create a reserve to enable community safety projects to continue to be delivered. Other partners in the Community Safety Partnership will be approached to make a contribution.	
Reserve Funded From	Cost Centre Code Value
Community Safety	GY1601 30418 £23,240
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)
If Retained Fund - Maximum Level of Fund	30,000
Temporary Reserve - Date it will be Fully Spent	31/03/2013
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships

B.037	
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13	

Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Conservation Contract	
Reserve Amount Requested	£1,000	
Reason for Creation/Retention of Reserve		
This is part of the saving that has been made through the agreement with Lichfield district council to provide conservation services to cover the career break of the conservation officer. This agreement covers Jan 12 to Jan 13 so straddles 2 financial years. This is the contribution for the contract from 2011/12		
Reserve Funded From	Cost Centre Code	Value
Conservation	GS0401 32050	£1,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	28/02/2013	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.038		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	PAS Planning Improvement Programme	
Reserve Amount Requested	£22,000	
Reason for Creation/Retention of Reserve		
This is a grant from the Planning Advisory Service, part of the Local Government Group and funded through CLG, for undertaking improvement work to the planning service. The grant is alongside peer support from PAS and by giving us the grant allows us to determine which aspects of consultancy advice are required. The grant is expected to be paid before year end, although the work will be undertaken in 2012/13.		
Reserve Funded From	Cost Centre Code	Value
External Support	GS0400 32054	£32,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.039		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	VR Saving - Casual Post	
Reserve Amount Requested	balance est £4,000	
Reason for Creation/Retention of Reserve		
When the business cases for VR were considered they were accepted on the basis that a proportion of the saving would be retained by the service to enable a 'war chest' to be established over 2-3 years for buying in additional resource if required due to increases in numbers of applications or significant large applications such as Anker valley, or for buying in additional resource to assist with other aspects of the service. This is a proportion of that saving and has been used to fund a casual post working in the development plans team on a town centre SPD - there remains work to undertake next financial year that this money has been allocated for.		
Reserve Funded From	Cost Centre Code	Value

Development Plan Local & Strategic	GS0404 00170	balance est £4,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	12/01/2012	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.040																
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13																
Directorate	Community Services															
Service Area	DD Communities, Planning & Partnerships															
Title for Reserve	Economic Development Shared Service															
Reserve Amount Requested	Full balance on cost centre GS0408 (estimated at £18k)															
Reason for Creation/Retention of Reserve																
<p>These budgets are the combined operational budgets of the economic development shared service with Lichfield District Council (LDC), primarily livered through the Business and Economic Partnership (BEP), and therefore 50% of any unspent balance would be due to be returned to LDC in any case. In addition, slower than anticipated progress by new LEPs in terms of developing its economic strategy and programmes of delivery has meant that for much of the current financial year the BEP had not been able to develop its own activities until these matters had become clearer. The BEP also spent much of last year concentrating on the development of the Economic Strategy for Tamworth and Lichfield. However, now that the BEP has agreed its strategy and priorities and that the LEP is close to finalising its economic strategy, as well as starting to develop programmes of delivery, the BEP has finally been able to develop a full spend plan for its unallocated budget for 2011-12.</p> <p>This is based on 3 priority areas for action:</p> <ol style="list-style-type: none"> 1. Supporting the Business Networks Forum (£1k); 2. BEP communications (£1.5k) 3. Marketing Tamworth and Lichfield as a business location (£7.5k). <p>In addition, the above amount includes £5,000 to contribute to a new Business Awards scheme being run in partnership with the Chamber of Commerce, which has been delayed due to the need to attract additional sponsorship from the business community, plus £1,500 vired over from inward investment to contribute to an ERDF enterprise programme in partnership with Solihull MBC, Cannock Chase DC and East Staffs BC. Monies have also earmarked for supporting Job Fairs and the Spring issue of the business brief.</p>																
Reserve Funded From	<table border="1"> <thead> <tr> <th></th> <th>Cost Centre Code</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>business and economic partnership</td> <td>GS0408 35221</td> <td>est £8k</td> </tr> <tr> <td>inward investment</td> <td>GS0408 35222</td> <td>est £5.4k</td> </tr> <tr> <td>business support projects</td> <td>GS0408 35223</td> <td>est £3.1k</td> </tr> <tr> <td>ERDF</td> <td>GS0408 42050</td> <td>£1.5k</td> </tr> </tbody> </table>		Cost Centre Code	Value	business and economic partnership	GS0408 35221	est £8k	inward investment	GS0408 35222	est £5.4k	business support projects	GS0408 35223	est £3.1k	ERDF	GS0408 42050	£1.5k
	Cost Centre Code	Value														
business and economic partnership	GS0408 35221	est £8k														
inward investment	GS0408 35222	est £5.4k														
business support projects	GS0408 35223	est £3.1k														
ERDF	GS0408 42050	£1.5k														
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)															
If Retained Fund - Maximum Level of Fund																
Temporary Reserve - Date it will be Fully Spent	31/03/2013															
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships															

B.041	
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13	
Directorate	Community Services
Service Area	DD Communities, Planning & Partnerships
Title for Reserve	Think Local 4 Business
Reserve Amount Requested	Full balance on cost centre GS0407 (estimated at £5K)
Reason for Creation/Retention of Reserve	
<p>These are the operational budgets of the Think Local 4 Business Partnership, comprising of the 8 districts of Staffordshire plus the County Council. All districts and the County currently contribute the funding for these budgets and TBC administers them on behalf of the partnership. The full balance of these funds need to be reserved as it is a partnership agreement which will be transformed in April 2012 to</p>	

the whole project. The full balances therefore need to be reserved as it is partnership money, which will be transferred in April 2012 to a new incorporated company which will run the project from this point (subject to Cabinet approval).

Reserve Funded From	Cost Centre Code	Value
Other expenses	GS0407 30340	est £5k
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	30/04/2012	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.042

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Community Safety Temp Staff Support	
Reserve Amount Requested	£2,500	
Reason for Creation/Retention of Reserve	To build capacity of Community Safety Team to cover maternity leave	
Reserve Funded From	Cost Centre Code	Value
Community Safety	GY1601	£2,500
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.043

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Forever Fund	
Reserve Amount Requested	£4,000	
Reason for Creation/Retention of Reserve	Contribution to the Tamworth Forever Fund - this will be tripled next year through funding. Grants Sub Committee are being requested to approve a contribution from retained fund PM1070 - Grants to Local Organisations	
Reserve Funded From	Cost Centre Code	Value
GS1005	34539	£2,000
PM1070	X0156	£2,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	01/07/2012	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.044

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Corporate Director Resources	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Visitor Guide	
Reserve Amount Requested	£2,342	
Reason for Creation/Retention of Reserve		
Income collected for the 2012/13 Visitor Guide. Guide will not be delivered till end of the month, so invoices will not be paid until after 1 April. Income to be put into expenditure code GY0202 34553.		
Reserve Funded From	Cost Centre Code	Value
GY0202	34553	£407
GY0202	83124	£1,935
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	01/06/2012	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.045

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Arts Grants	
Reserve Amount Requested	£1,408 or balance as at 31/3/12	
Reason for Creation/Retention of Reserve		
These are the balances for arts grants to the community		
Reserve Funded From	Cost Centre Code	Value
Arts Grants	GX061034537	£1,408
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	30/09/2012	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.046

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Grant for ongoing project	
Reserve Amount Requested	£107 or End of Year Balance	
Reason for Creation/Retention of Reserve		
Donation through friends and Artsmark scheme		
Reserve Funded From	Cost Centre Code	Value
Donation	GX0610 82521	£107
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/3.2013	

Approval for release of reserve to be granted by

DD Communities, Planning & Partnerships

B.047

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	PM1583 Castle HLF	
Reserve Amount Requested	£3,200 or balance as at 31/3/12	
Reason for Creation/Retention of Reserve	Heritage Lottery Fund external monies	
Reserve Funded From	Cost Centre Code	Value
	PM1583 X0151	£3,200
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.048

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Conservation Grant Committed	
Reserve Amount Requested	£8,140 or balance	
Reason for Creation/Retention of Reserve	<p>The conservation grant budget for 2011-2012 was £34,130, which was supplemented by a reserve budget from 2010-2011 commitments (£26,382), and a retained budget (£1511), giving a total budget of £62,023. At the time of writing (5/3/12), a total of £45,388 has been paid and £8139 committed resulting in £8496 unallocated.</p> <p>The £8139 currently committed is required to be reserved to pay for schemes which will not be completed by 31/3/12. However, this amount is likely to change by 31/3/12 as schemes are completed and authorised for payment and other schemes are included under commitments. Subsequently, the overall reserve request is uncertain.</p>	
Reserve Funded From	Cost Centre Code	Value
Conservation Grants committed	GS0401 30404	£8,140
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.049

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Apprentice Scheme	
Reserve Amount Requested	£5,000 or balance as at 31/3/12	
Reason for Creation/Retention of Reserve		

Allocated monies to fund the departments apprentices		
Reserve Funded From	Cost Centre Code	Value
Community Leisure	GY0801 00121	£5,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/10/2012	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.050		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	LSP Support	
Reserve Amount Requested	£2,650	
Reason for Creation/Retention of Reserve	As the TSP is now becoming established, two of the task and finish groups are having events in the spring. The reserve will be utilised for these partnership events. Lest work together and the Careers convention.	
Reserve Funded From	Cost Centre Code	Value
Partnership Support & Development	30477	£2,650
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	01/07/2012	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.051		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Olympic Torch	
Reserve Amount Requested	£3,000 or balance as at 31/3/12	
Reason for Creation/Retention of Reserve	Funds to support the 2012 Olympic Torch	
Reserve Funded From	Cost Centre Code	Value
Community Leisure	GY0801 35232	£3,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/07/2012	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.052		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Corporate Director - Community Services	

Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Participatory Budgeting	
Reserve Amount Requested	£20,230	
Reason for Creation/Retention of Reserve	This cost centre is made up funding provided by Staffs Police and LPSA to support Participatory Budgeting projects across locality areas. There is a project in place within Amington at present that will culminate in an events during March to determine a large part of the spend, decided through a public vote. In order to ensure that funds are used effectively a reserve is seen as the most appropriate option.	
Reserve Funded From	Cost Centre Code	Value
Public Participation	GS1004 30424	£20,230 or Balance
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2012)	
If Retained Fund - Maximum Level of Fund	£21,200	
Temporary Reserve - Date it will be Fully Spent	31/09/11	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.053

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	PCT Funded Cardiac Courses	
Reserve Amount Requested	£14,000 or balance as 31/3/12	
Reason for Creation/Retention of Reserve	External monies to fund wages for two cardiac programmes at the Castle grounds Gym	
Reserve Funded From	Cost Centre Code	Value
Pleasure Grounds	GX1101 32050	£7,000
	GX1101 00101	£7,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.054

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Snow Dome Public Swimming Contract	
Reserve Amount Requested	£20,000	
Reason for Creation/Retention of Reserve	To provide funds to support a one off contribution from Tamworth Borough Council to SnowDome Fitness. The contribution will part fund improvements to the public changing rooms used for swimming. The contribution will be paid on completion of a new contract for the continued provision of public swimming at the SnowDome Fitness pool. A separate Cabinet report will seek approval for the contract and associated costs.	
Reserve Funded From	Cost Centre Code	Value
Childred & Young People	GS0702 42040	£1,000
Partnership Support & Development	GS1005 30477	£3,000
Partnership Support & Development	GS1005 34539	£6,000

Community Leisure	GY080130444	£2,000
Community Leisure	GY080134532	£2,000
Play Development	GY170300101	£6,000

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	March 31st 2013
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships

B.055

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Community Services
Service Area	DD Communities, Planning & Partnerships
Title for Reserve	Special Needs Funds
Reserve Amount Requested	£7,500

Reason for Creation/Retention of Reserve

The county have donated the above for special needs summer playscheme. We were expecting that this money was not available but have now been advised that it was. We have raised the invoice to county . The amount we were expecting was £5000. As we were not expecting the amount we managed the account within this years budgets. This amount would help towards the cost of next years scheme. The money is specific for the Special Needs Playscheme and can not be used for any other purpose.

Reserve Funded From	Cost Centre Code	Value
Special Needs Playscheme	GY1705 82301	£7,500

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	30/09/2012
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships

B.056

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Community Services
Service Area	DD Communities, Planning & Partnerships
Title for Reserve	External Sportivate
Reserve Amount Requested	£4,020 or balance as at 31/3/12

Reason for Creation/Retention of Reserve

External monies to fund sporting programmes

Reserve Funded From	Cost Centre Code	Value
Sportivate	GY1709 82313	£4,020

Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	31/03/2013
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships

B.057

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Staffordshire Hoard	
Reserve Amount Requested	£15,000	
Reason for Creation/Retention of Reserve		
To support the development of an interim display including the purchase of a secure cabinet to display items (subject to a loan agreement)		
Reserve Funded From	Cost Centre Code	Value
Staffordshire Hoard	GX150730353	£15,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31st March 2013	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.058

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13

Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Stonydelph Activities	
Reserve Amount Requested	£1,000	
Reason for Creation/Retention of Reserve		
External monies from Police Joint operations Group to fund projects in Stonydelph		
Reserve Funded From	Cost Centre Code	Value
Community Leisure	GY0801 82313	£1,000
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent	31/03/2013	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.059

RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 201

Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Conservation Grant Underspend	
Reserve Amount Requested	£8,496 or balance	
Reason for Creation/Retention of Reserve		
<p>The conservation grant budget for 2011-2012 was £34,130, which was supplemented by a reserve budget from 2010-2011 commitments (£26,382), and a retained budget (£1511), giving a total budget of £62,023. At the time of writing (5/3/12), a total of £45,388 has been paid and £8139 committed resulting in £8496 unallocated and potentially representing an underspend. The £8469 currently unallocated is required to be reserved to pay for schemes which are currently being progressed but may not be committed and completed by 31/3/12. However, this amount is likely to change by 31/3/12 as schemes are included under commitments. Subsequently, the overall reserve request is uncertain.</p>		
Reserve Funded From	Cost Centre Code	Value
Conservation Grant	GS0401 30404	£ 8,496 or balance
Type of Reserve (Temporary / Retained)	Temporary (will be used before 31/03/2013)	

If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	31/03/2013

B.060	
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13	
Directorate	Community Services
Service Area	DD Communities, Planning & Partnerships
Title for Reserve	Planning for Climate Change
Reserve Amount Requested	£27,500
Reason for Creation/Retention of Reserve	
<p>These are funds from a Government grant to support planning for climate change. Part of the grant was used to produce the climate change strategy. The remainder was earmarked for developing a green and blue infrastructure strategy which represents a key piece of evidence which will support the delivery of the Core Strategy and will be required to prove its soundness at examination which has now slipped to 2013 due to changes in Government policy. Due to this slippage the production of the Green and Blue infrastructure strategy has also slipped into next financial year.</p>	
Reserve Funded From	Cost Centre Code Value
Climate Change-Abg	GS0404 30321 £27,500
Type of Reserve (Temporary / Retained)	
Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund	27,500
Temporary Reserve - Date it will be Fully Spent	31/03/2013
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships

B.061	
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13	
Directorate	Community Services
Service Area	DD Communities, Planning & Partnerships
Title for Reserve	Habitat Assessment
Reserve Amount Requested	£23,117
Reason for Creation/Retention of Reserve	
<p>This is a Government Grant which has been awarded to all English local authorities to support expenditure incurred with discharging their responsibilities in relation to implementing the Habitats Regulations Assessments and Climate Change Planning Policy Statement.</p> <p>For Tamworth; the Habitats Regulation Assessment (completed in 2012) identified the Anker Valley Sustainable Urban Neighbourhood proposal as requiring an assessment to consider potential impacts, arising from its development, on the Cannock Chase SAC. Subsequently, this reserve is required to support the production of an assessment to accompany the planning applications for Anker Valley which are anticipated to come forward during 2012/13.</p> <p>The Habitats Regulation Assessment also identified the importance of Suitable Alternative Natural Green (SANG) to be created in Tamworth to mitigate against any detrimental impacts on Cannock Chase SAC. The reserve is also required to contribute (£5000) towards Staffordshire Wildlife Trust's proposal for Broad Meadow to be designated as a SANG.</p> <p>This is identified, in the emerging Core Strategy, as representing a critical biodiversity opportunity for the borough. In addition, and aligned to this work is the need to allocate £595 to annually update Staffordshire County Council held Ecological Records for the borough. It is intended that any remaining monies from the grant be utilised to support the production of a Green and Blue Infrastructure Strategy for Tamworth, which will identify a strategy for delivering borough wide green and blue infrastructure such as SANGs and therefore assist in supporting Habitat Regulation Assessments.</p>	
Reserve Funded From	Cost Centre Code Value
Reserve Habitat Assessment	PM1598 X0151 £23,117
Type of Reserve (Temporary / Retained)	
Temporary (will be used before 31/03/2013)	
If Retained Fund - Maximum Level of Fund	
Temporary Reserve - Date it will be Fully Spent	31/03/2013

Approval for release of reserve to be granted by DD Communities, Planning & Partnerships

B.062		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Grant for ongoing project	
Reserve Amount Requested	£5,000	
Reason for Creation/Retention of Reserve		
Grant from Community Safety Fund to support the Wall Project		
Reserve Funded From		
	Cost Centre Code	Value
Arts Development Grant	GX0610 82301	£5,000
Type of Reserve (Temporary / Retained)		
Temporary (will be used before 31/03/2013)		
If Retained Fund - Maximum Level of Fund		
Temporary Reserve - Date it will be Fully Spent		
31/03/2013		
Approval for release of reserve to be granted by		
DD Communities, Planning & Partnerships		

RETAINED FUNDS

B.063		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Corporate Director Resources	
Service Area	Head of Benefits	
Title for Reserve	DWP Recession Busting Grant	
Reserve Amount Requested	£53,410	
Reason for Creation/Retention of Reserve		
<p>This reserve was established last year following the receipt of DWP grant funding awarded to local authorities to increase and sustain resources to enable the timely processing of HB/CTB claims, vastly inflated because of the recession that started in 2008. These funds are required to be retained to pay for casual staff cover and overtime payments to enable the service to cope with the increased number of claims and the impact of the staff redundancies which have taken place. In addition to this, the predicted underspend of £18k on the Benefits Staff Overtime budget is also requested to be carried forward, as administration grant allocated by the DWP has been significantly reduced in 2012-13 and no further additional grant will be awarded in future years. A retained fund is requested so that these funds identified are available for future years as required.</p>		
Reserve Funded From		
	Cost Centre Code	Value
DWP Recession Busting Reserve	PM1633 X0151	£35,410
Benefits Staff Overtime	GT0201 00110	£18,000
Type of Reserve (Temporary / Retained)		
Retained Fund		
If Retained Fund - Maximum Level of Fund		
£53,410		
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by		
Corporate Director Resources		

B.064	
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13	
Directorate	Community Services

Service Area	DD Housing & Health	
Title for Reserve	Maintenance & Security Upgrade	
Reserve Amount Requested	£8,500	
Reason for Creation/Retention of Reserve	The outsourcing of the call handling for the sheltered housing service results in income being able to be diverted from the grant funding to the maintenance and security upgrade programme. The council retain the obligation for upgrading the hard wired systems and this budget is required in 2012/13 to continue with the planned programme to meet BT21 and SP requirements	
Reserve Funded From	Cost Centre Code	Value
Housing Revenue Account	HR2710 10025	£8,500
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£30,000	
Temporary Reserve - Date it will be Fully Spent	01/09/2012	
Approval for release of reserve to be granted by	DD Housing & Health	

B.065		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Assets & Environment	
Title for Reserve	Cemeteries	
Reserve Amount Requested	£207,350	
Reason for Creation/Retention of Reserve	All surpluses retained for future use for the memorial testing programme and the new extension to Wigginton Cemetery.	
Reserve Funded From	Cost Centre Code	Value
Future Memorial Insp/Maint	PM1254 X0156	£182,348
GW1601	All account codes	£25,000 est
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£250,000	
Temporary Reserve - Date it will be Fully Spent	N/A	
Approval for release of reserve to be granted by	DD Assets & Environment	

B.066		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Assets & Environment	
Title for Reserve	Civil Parking Enforcement	
Reserve Amount Requested	£80,000	
Reason for Creation/Retention of Reserve	Following report to Council and under the principles of Civil Parking Enforcement the funding must remain outside of the General Fund of Tamworth Borough Council. Any underspend or surplus at the end of each year must be retained on an ongoing annual basis. Future surpluses will be shared in accordance with the model for CPE agreed by Cabinet	
Reserve Funded From	Cost Centre Code	Value
Civil Parking Enforcement	PM1622 X0156	£80,000
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£200,000	

Temporary Reserve - Date it will be Fully Spent	
Approval for release of reserve to be granted by	DD Assets & Environment

B.067		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Assets & Environment	
Title for Reserve	Town Centre Markets	
Reserve Amount Requested	£10,000	
Reason for Creation/Retention of Reserve		
The decision to award the tender for the operation of the town centre market to LSD Promotions Ltd from 1 April 2011, was agreed by Cabinet on 12 January 2011. It was further agreed that the £10,000 income received from LSD, payable to the Council to operate under the Charter should be retained and used for future specific town centre improvement projects. In light of the Mary Portas review and other major strategic projects, expenditure of this money has not yet been identified.		
Reserve Funded From	Cost Centre Code	Value
Town Centre markets	GP0701	£10,000
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£40,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	DD Assets & Environment	

B.068		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Assets & Environment	
Title for Reserve	Turnberry Trees	
Reserve Amount Requested	£18,220	
Reason for Creation/Retention of Reserve		
For future removal and replanting of trees in Turnberry, over the following two years. As agreed by the original Cabinet report.		
Reserve Funded From	Cost Centre Code	Value
Tree Maintenance Turnberry	PM1288 X0156	£18,220
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£20,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	DD Assets & Environment	

B.069		
RESERVE REQUEST - FUNDS TO BE CARRIED FOREWORD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Assets & Environment	
Title for Reserve	Public Car Park Maintenance	
Reserve Amount Requested	£25,466	

Reason for Creation/Retention of Reserve

As part of the town centre gateway project and in light of the Mary Portas review, a car parking strategy will be completed in 2012/13. This review will look at the location of car parks, signage, tariffs and upgrade to machine monitoring for the purposes of developing usage information and machine down time. The fund retained will be allocated for the development of this strategy and additional maintenance or investment

Reserve Funded From	Cost Centre Code	Value
Public Car Parks Maintenance	PM1287 X0156	£20,466
Public Car Parks	GP0601	£5,000
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£30,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	DD Assets & Environment	

B.070**RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13**

Directorate	Community Services
Service Area	DD Communities, Planning & Partnerships
Title for Reserve	Anti Social Behaviour Support Fund
Reserve Amount Requested	£4,890

Reason for Creation/Retention of Reserve

Funds have been allocated to the Community Safety Partnership from the CLG via Staffordshire County Council to carry out a range of interventions to tackle ASB. The funding received in December 2009 is not time limited and is needed to deliver ASB outcomes.

Reserve Funded From	Cost Centre Code	Value
Community Safety	GY1603 30306	£4,890
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£10,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.071**RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13**

Directorate	Community Services
Service Area	DD Communities, Planning & Partnerships
Title for Reserve	ASB Residents
Reserve Amount Requested	£9,070

Reason for Creation/Retention of Reserve

External grant funding through the CLG was received in 2010 to empower residents to decide how the funding should be spent to tackle anti social behaviour. An action has been agreed by residents where the project will be delivered in subsequent years. CLG funding is not time limited.

Reserve Funded From	Cost Centre Code	Value
Community Safety	GY1603 30323	£9,070
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£10,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.072**RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13**

Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Gateway Project	
Reserve Amount Requested	balance est £9,423	
Reason for Creation/Retention of Reserve		
These are s106 monies assigned to the Gateway project by Cabinet. A landscape architect has been appointed and is undertaking design work. It is envisaged that whilst some of the budget will be invoiced and spent before year end, there will be a residual that will need to be reserved to cover the costs of further work into next year.		
Reserve Funded From	Cost Centre Code	Value
Head of Strategic Planning Salaries	GS0400 32050	balance est £9,423
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£10,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.073**RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13**

Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Contingency for Jane Parry Career Break	
Reserve Amount Requested	£7,000	
Reason for Creation/Retention of Reserve		
Jane Parry was allowed to take a career break in October 2010 for 24months. On her return Jane could decide to make up her superannuation that she has missed in the period which would need to be matched by TBC. This reserve is therefore a contingency for that event occurring. Jane was replaced in January by a temporary post on a lower grade. The lower grade and the break in cover have contributed to a saving on salaries for the year and on car allowances.		
Reserve Funded From	Cost Centre Code	Value
Development Plan Local & Strategic Salaries	GS0404 00101	£6,000
car allowances	GS0404 25010	£1,000
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£7,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.074**RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13**

Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	VR contingency	
Reserve Amount Requested	£3,330	

Reason for Creation/Retention of Reserve		
When the business cases for VR were considered they were accepted on the basis that a proportion of the saving would be retained by the service to enable a 'war chest' to be established over 2-3 years for buying in additional resource if required due to increases in numbers of applications or significant large applications such as Anker valley, or for buying in additional resource to assist with other aspects of the service. Some of that saving has been used to support a casual post (subject to a further reserve request) the remainder is to be kept in a retained fund for the purposes specified earlier.		
Reserve Funded From	Cost Centre Code	Value
Development Control	GS0203 09001	£3,330
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£21,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

		B.075
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Inward Investment	
Reserve Amount Requested	£9,000	
Reason for Creation/Retention of Reserve		
Last year, a temporary reserve of £13.5K was created due to uncertainties around the partnership structures that might be set up through the new LEPs to deliver inward investment and general business place marketing activity. During the current financial year, there has been some discussion around the potential for closer working with Marketing Birmingham and other partners in the Greater Birmingham and Solihull LEP, although no firm proposals have yet been forthcoming. It is therefore proposed to retain the £9K unspent former InStaffs budget to build a 'war chest fund' to enable Tamworth Borough Council to fully shape and contribute to any joint initiatives on inward investment and place marketing for business that may emerge from further discussions within the Greater Birmingham and Solihull LEP, thereby securing maximum benefits to Tamworth.		
Reserve Funded From	Cost Centre Code	Value
GS0402 36083	GS0402 36030	£9,000
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£9,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

		B.076
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Legal Fees	
Reserve Amount Requested	£1,600	
Reason for Creation/Retention of Reserve		
Legal fees for ASB prosecutions can cost from £1000 to £8000+ per case. This reserve will increase for the annual fund to £4,600 which will enable to ASB team greater flexibility and capacity when determining how an ASB perpetrator should be dealt with.		
Reserve Funded From	Cost Centre Code	Value
Community Safety	GY1601 32040	£1,600
Type of Reserve (Temporary / Retained)	Retained Fund	

If Retained Fund - Maximum Level of Fund	£9,000
Temporary Reserve - Date it will be Fully Spent	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships

B.077		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	PM1283 Castle Structural Repairs	
Reserve Amount Requested	£6,000 or balance as at 31/3/12	
Reason for Creation/Retention of Reserve		
Castle Structural Repairs project for planned works		
Reserve Funded From	Cost Centre Code	Value
Castle Structural repairs	GC1501 10001	£6,000
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£30,000	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.078		
RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13		
Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Local Development Framework	
Reserve Amount Requested	balance est £106,300	
Reason for Creation/Retention of Reserve		
<p>The LDF budget was established to finance the production of the Core Strategy and subsequent LDF Documents. The software support licence budget was originally established to finance the Limehouse consultation software which assisted with engaging the community in the production of LDF documents. It was agreed to cease with Limehouse and use the budget to support consultation techniques when delivering stakeholder and community consultation on LDF Documents.</p> <p>The timetable for the Core Strategy has slipped in 2011/12 due to changes in government policy. There are some outstanding commitments and it is unknown if they will be able to be goods receipted before the end of 2011/12. Subsequently the overall reserve requested is uncertain at this stage. However, all of the budget is required to support the LDF; particularly the examination process which is likely to commence late 2012/early 2013. In addition to the actual costs of the examination process, the budget may be required, depending on the outcomes of both consultation on the Core Strategy and its examination, for further evidence to be commissioned.</p> <p>The budget will be required to support the production of several Supplementary Planning Documents which are set out in the Council's LDF programme for 2013/13. All of these documents will also require consultation and the element from the software support licences will be used for this, including the financing of a part time officer to produce consultation material for the Town Centre Supplementary Planning Document which is programmed to commence in early 2012 and further SDP's later in 2012.</p>		
Reserve Funded From	Cost Centre Code	Value
Local Development Framework	GS0403 30403	balance est £100,500
Software Support Licences	GS0403 30153	£5,800
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£109,800	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.079**RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13**

Directorate	Corporate Director - Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Community Cohesion	
Reserve Amount Requested	£33,505	
Reason for Creation/Retention of Reserve		
DCLG funding to support development of community cohesion. It is therefore proposed that this funding be reserved and utilised in future years to support ongoing activity to continue to address issues raised within the baseline and those identified through the mapping research. .		
Reserve Funded From	Cost Centre Code	Value
Consultants Fees	GS1004 32050	£12,030 Balance
Education/campaign/initiatives	GS1004 35058	£21,470 or Balance
Type of Reserve (Temporary / Retained)		
Retained Fund		
If Retained Fund - Maximum Level of Fund	£34,505	
Temporary Reserve - Date it will be Fully Spent	31/13/2013	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.080**RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13**

Directorate	Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Grants to Local Organisations	
Reserve Amount Requested	£660	
Reason for Creation/Retention of Reserve		
It is requested that the balance of this budget be transferred back to the retained fund PM1070 as the amount previously released has not yet been spent		
Reserve Funded From	Cost Centre Code	Value
Voluntary Sector	GS1002	£660
Type of Reserve (Temporary / Retained)		
Retained Fund		
If Retained Fund - Maximum Level of Fund	£10,500	
Temporary Reserve - Date it will be Fully Spent		
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

B.081**RESERVE BUSINESS CASE - FUNDS TO BE CARRIED FORWARD INTO 2012/13**

Directorate	Corporate Director - Community Services	
Service Area	DD Communities, Planning & Partnerships	
Title for Reserve	Locality Working	
Reserve Amount Requested	£179,350	
Reason for Creation/Retention of Reserve		
To support the Locality Working initiative, LPSA Reward funds have been attracted for a limited time to support activity across four neighbourhoods of Tamworth. Through prudent use of this budget it has been possible to establish 4 community hubs and commence partnership activity over the last 12 months. LPSA grant will no longer be provided after this year and therefore the budget reserve will be utilised in the coming year to continue and further develop this key area of work for TBC and our partners. This reserve will be used to cover all overhead costs associated with four outreach hubs and the project activity that will take place to further enhance multi-agency working within disadvantaged neighbourhoods. The figure is felt to be an accurate approximation of the balance of this cost centre to be reserved. It is anticipated that approximately 70k will be drawn down during 2012/13.		

Reserve Funded From	Cost Centre Code	Value
Locality Working Glascote	<i>GS1006 all</i>	<i>£85,000 or balance</i>
Locality Working Stonydelph	<i>GS1007 all</i>	<i>£14,800 or balance</i>
Locality Working Belgrave	<i>GS1008 all</i>	<i>£41,600 or balance</i>
Locality Working Amington	<i>GS1009 all</i>	<i>£37,950 or balance</i>
Type of Reserve (Temporary / Retained)	Retained Fund	
If Retained Fund - Maximum Level of Fund	£179,350	
Temporary Reserve - Date it will be Fully Spent	31/03/2012	
Approval for release of reserve to be granted by	DD Communities, Planning & Partnerships	

EXISTING TEMPORARY RESERVES, RETAINED FUNDS and PROVISIONS

TEMPORARY RESERVES, RETAINED FUNDS and PROVISIONS				
Reserve	Balance 01/04/2011	Released to Date	Estimated Balance @ 31/03/2012	Reasons for Retention / Use
	£	£	£	
Future Capital Expenditure				
Major Repairs Reserve	0	0	0	The fund is statutorily ring fenced to finance capital works on council housing, the balance being included in future capital resource projections.
Housing Capital Reserve	-391,316	-1,454,988	-1,846,304	To finance capital works on council housing, the balance being included in future capital resource projections.
Capital Fund	-1,219,770	-21,000	-1,240,770	To finance general capital works, the balance being included in future capital resource projections.
	-1,611,086	-1,475,988	-3,087,074	
Retained Funds				
Hsg Property Insurance Excess	-103,910	0	-103,910	The level of excess held on the property policy has been increased to £10k this has provided significant savings in premium costs but the cover for future payments will need to be financed from internal funds. The savings achieved in the current year are to be transferred to a retained fund to cover potential costs. The Property policy carries a stop loss amount of £150k which represents our maximum exposure before external funds are available.
Housing Condition Survey	-20,500	0	-20,500	In line with the Housing retention strategy this budget will best serve if it is added to future years budgets to allow a full stock condition survey to be completed in 2010. Proposal will include holding similar amounts in 2009/10 in reserve to be expended as a single project in 2010/11
B31 Comm Hlth Scheme Grant	-147,547	89,091	-58,456	To ensure compliance with statutory responsibilities & finance unforeseen issues. Reserve to be retained to allow for any unforeseen health & safety enforcements or changes to legislation
Castle Accession Fund	-14,664	0	-14,664	To enable acquisition of specimens for the museum. Maintained through the transfer of underspends at the year end from the revenue budget plus the reserve attracts interest annually. Member approval required.
Insurance-Third Party Excess	-469,056	38,885	-430,171	Maintained through insurance budgets in order to finance claims below the excess level on current policies. Enquiries are currently underway into using this reserve to 'self fund' some insurance risks, which could result in savings on insurance premiums.
Grants To Local Organisation	-12,832	3,465	-9,367	To provide financial support to local organisations/groups. Member approval required. Additional Information: Made in accordance with S137 LG Act 1972 - although requirement to hold fund is not statutory.
4 Future Memorial Insp/Maint	-182,348	0	-182,348	Funding for ongoing inspection, testing & maintenance of memorials, to be made through the transfer of annual budget surpluses from burial fees and charges (as reported to Cabinet on 15th November 2005).
5 Comm. Safety Consultant Fees	-5,500	0	-5,500	Contribution from Staffordshire Police BCU for Community Safety and ASB projects
5 Castle Structure Repairs	-17,338	0	-17,338	This budget is required for ongoing maintenance required at the Castle
Lifecheck/Pct Fund	-31,797	10,000	-21,797	External funding provided by DOH for delivery of Sustainable Community Strategy & LAA. TBC is the accountable body on behalf of the LSP.
Lpsa Reward	-27,839	0	-27,839	External funding provided as LPSA grant for delivery of Sustainable Community Strategy & LAA. TBC is the accountable body on behalf of the LSP
Car Parks Maintenance	-20,466	0	-20,466	Funds retained to ensure ongoing maintenance programme for outside car parks can be funded appropriately year on year.
Tree Maintenance Turnberry	-18,222	0	-18,222	To provide funding for further felling, removal and replanting of trees at the rear of properties in Turnberry as agreed by Cabinet in March 2007.
Lsp Admin Support Charge	-101,301	0	-101,301	External funding provided by DOH for delivery of Sustainable Community Strategy & LAA. TBC is the accountable body on behalf of the LSP.
Return On Investment	-122,469	12,000	-110,469	To support projects with a 'return on investment' arising from the work-stream reviews and for other unforeseen costs arising during the budget process
Corporate Finance Support	-15,000	0	-15,000	A retained fund is required to meet potential costs of staff overtime/external support associated with year end closedown/final accounts and producing Statement of Accounts to increasing levels of complexity, plus possible additional costs associated with the implementation of IFRS. This will be funded from existing reserves.
Support For Town Centres	-57,632	21,700	-35,932	The existing reserve of PM1603 should be held as a retained fund and the funds allocated for the visual identity £10,000 (GY0202 35023) should be added to it. This will enable the Council and the Place Steering Group to support the commitment made to GDA for the branding work and to allocate funds to the Place Plan as appropriate. There is no time limit to the funds which were part of an external grant for town centre improvements.
Vat(Fleming&Car Parking)Claims	-30,000	0	-30,000	Retained from the VAT monies received to meet a future potential requirement to repay HMRC. In addition, there is an ongoing claim regarding VAT on current and past car parking income - potential costs associated with supporting the progression of this claim are in the region of £10k
Civil Parking Enforcement	-120,000	0	-120,000	Under the principles of Civil Parking Enforcement in Staffordshire, the funding must remain outside of the general fund of Tamworth Borough Council. Future surpluses will be shared in accordance with the model for CPE agreed by Cabinet
Lpsa2 Grant Asb	-159,088	17,825	-141,263	External grant funding of £159,088 was received in 2010 through the LPSA2 reward grant which is ring fenced for tackling anti social behaviour. Cabinet has previously approved that £119,088 be held as a retained and that £40k of this grant to be used fund an ASB Victim Champion for 2 years commencing April 2011. Approval is sought to add the balance of £40k to the retained fund. This fund is not time limited.
Gf Property Insurance Excess	-3,700	0	-3,700	The level of excess held on the property policy has been increased to £10k this has provided significant savings in premium costs but the cover for future payments will need to be financed from internal funds. The savings achieved in the current year are to be transferred to a retained fund to cover potential costs. The Property policy carries a stop loss amount of £150k which represents our maximum exposure before external funds are available.

Gf Motor Insurance Excess	-5,000	0	-5,000	The level of excess held on the Motor policy has been increased to £500 this has helped to minimise the effect of a poor claims history on levels of the external premiums paid for motor cover. The cover for future payments within the increased excess will need to be financed from internal funds. Part of the General fund insurance savings achieved from the re-tender are to be transferred to a retained fund to cover the potential costs.
Academy Efficiency Software	-17,170	0	-17,170	The Benefits and Revenues teams have signed up to the Efficiency Version of Academy. This project is subject to some delay, meaning that it will not be available until later in 2011 (exact date not yet known). The monies have been procured from within the Benefits budgets, from DWP grant monies given to combat the recession and improve processing times. A reserve for the £17,170 is requested as this will pay for the Efficiency Version for 2011/2012/2013 and 2014.
Spend To Save (Grant Funded)	-7,626	6,160	-1,466	Funding received via homelessness grant from CLG for the purpose of preventing and relieving homelessness. Budget line agreed for the purpose of running a Spend to Save scheme.
Rate Refunds	-63,755	0	-63,755	Established by Cabinet 4th April 2007 - retained for potential NDR creditor refunds.
Tamworth Bond Scheme Pvt Rent	-29,181	10,000	-19,181	Ring fenced - Provision for guarantee of Bonds
	-1,803,942	209,126	-1,594,816	
Temporary Reserves				
Morrisons 2010/11	-15,000	0	-15,000	The final account adjustments will be made at year end for 2010/11. The estimated summary of credits and defaults with MFS is £15,000. This reserve is required in case of an ongoing dispute around these costs into 2011/12. Monies owed will be deducted from the April 2011 invoice for March's works.
Morrisons 2009/10	-51,000	0	-51,000	Members agreed, via a members book, that the council would seek to recover the above amount in April's invoice for March's work based on the financial position for 2009/10. However the risks identified may mean that MFS Ltd challenge this decision and independent arbitration / adjudication decides that it should be repaid. It is therefore prudent to hold this money in reserves until the financial position is finally decided.
Thomas Hardy Court - Heating	-15,000	0	-15,000	This reserve was created in 2010/11, however the system replacement was funded from the existing repairs budget. It has been subsequently identified that the works undertaken were not fit for purpose and it is requested that this reserve is retained to fund the required upgrade/improvements.
Castle Hlf	-4,600	1,400	-3,200	Castle H.L.F Lotto Funding Post
Habitat Assessment	-23,117	0	-23,117	This is a Government Grant and has been identified for use to finalise the LDF Core Strategy, in particular further work on Sustainability Appraisal and Habitat Regs Assessment. The timetable for the Core Strategy has slipped into 2011/12 due to changes in Government and changes in Government Policy.
Support Services Review	-15,000	6,838	-8,162	Funding for potential external advice to support the task & finish group in the delivery of the review. Following discussions at CMT on 7/3/11, to be funded from unspent balance on Shared Waste Management Service reserve.
Lg/fees-Review Of Constitution	-6,000	0	-6,000	This sum is a balance from money retained to utilise legal expertise in amending the Constitution. Further amendment will be necessary in the autumn arising from the Localism Act and the West Midlands Councils' decision relating to the pensions and Constitution.
Internet	-6,800	0	-6,800	To fund the continuation of the extended service agreement with Unified or similar with any replacement service provider for the Council's web system.
Customer Insight	-6,200	4,177	-2,023	To fund corporate consultation plan actions as part of the ongoing Corporate Consultation strategy and to fund any replacement for the Place Survey, as required by either Central Government or Tamworth Borough Council.
Internet Access & Security	-17,270	0	-17,270	Identified as no longer being required - to be written back to balances
Dwp Recession Busting Grant	-35,410	0	-35,410	Department for Work and Pensions grant monies received and held within the Benefits overtime budget and government grant income codes has been used for its intended purpose - to increase and sustain resources to enable the timely processing of HB/CTB claims, vastly inflated because of the recession that started in 2008. There is a possibility that no more monies will be received, yet caseloads remain inflated. The DWP grant monies should be used in 11/12 for its intended purpose. Also, with voluntary redundancies commencing in April 2011 for the Benefits Team, the need for extra hours for those left may arise, until Transforming Tamworth has concluded its observations and identified any waste processes that can be stripped out to enable more efficient working.
Tree Survey	-19,540	19,000	-540	Tamworth Borough Council has undertaken a survey of its trees. The work was tendered to a contractor and is due to be completed by September 2011, the inspection regime is currently underway but slightly behind schedule due to the bad weather and snow over the winter months, however the contractors have assured us that they will soon be back on target for a September completion.
Smoking Cessation	-15,000	0	-15,000	The PCT have provided funding to the council for delivery of activity relating to smoking cessation and control.
Arts Dev -Multicultural Wrkshp	-7,050	7,050	0	Fully released to revenue in year
Inward Investment	-13,500	0	-13,500	Identified as no longer being required - to be written back to balances
Icelandic Int/Imp 2010/11	-473,726	0	-473,726	Awaiting accounting treatment of Icelandic situation from CIPFA (LAPP notification)
	-724,213	38,465	-685,748	
Commutated Sums Reserves				
Commutated Sum Open Space S.9c	-669,154	0	-669,154	A separate report has been provided for S106's being held. S106 monies to be reviewed for balances being held and use thereof. This also links to the new policy for S106 requests that John Gunn is leading on which will pick up on how much money developers will be asked for, purpose of spend, length of spend. The use of aged balances currently held will be considered in relation to Open Space holding and impact to service delivery which has never previously been considered.
Recreational Facilities	-122,414	-1,932	-124,346	
Sec 106 Agreement C.S. C'Par	-102,293	19,000	-83,293	
Sec 106 Super'N Fee Highways	-424,594	0	-424,594	
Sec 106 C.S.- Highways	-173,053	-10,000	-183,053	
	-1,491,508	7,068	-1,484,440	
Repairs and Renewal Reserve				

Plant And Equipment	-255,720	-2,860	-258,580	The fund is retained to finance the future planned replacement of equipment and vehicles.
	-255,720	-2,860	-258,580	
Provisions (excl Bad Debts)				
Tpo Tree Root Claim 4 Hoylake	-85,000	26,500	-58,500	Provision for potential claim re tree root damage
Cost Associated With Vr	-583,470	514,189	-69,281	In accordance with Accounting concepts, the costs associated with the Voluntary Redundancy Scheme must be charged into the financial year in which they are identified, even though the actual payments will be made at a future date. The creation of a provision enables correct accounting entries for these costs.
	-668,470	540,689	-127,781	
Other Reserves				
Building Repairs Fund	-335,827	0	-335,827	Balance remaining within Building Repairs fund
	-335,827	0	-335,827	
Totals	-6,890,766	-683,500	-7,574,266	
NB - Does not included value of reserves available at 1st April 2011 which have been fully released to revenue within the financial year				

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Proposals for Write-Back of Unspent/Redundant funds to General Fund Balances

Responsibility	Purpose	Type of Reserve/Provision	Created	Original Reserve Value	Current Reserve Value	Proposed for Write-Back
				£	£	£
AD Business Processes	Internet Access and Security	Temporary	31/03/11	17,270	17,270	17,270
DD Communities, Planning & Development	Inward Investment	Temporary	31/03/11	13,500	13,500	13,500
DD Corporate Finance, Exchequer and Revenues	Insurance - Third Party Excess	Retained	31/03/01	34,160	437,171	30,000
DD Corporate Finance, Exchequer and Revenues	Return on Investment (Included VR costs)	Retained	01/10/10	874,099	122,469	30,000
DD Corporate Finance, Exchequer and Revenues	VAT (Fleming and Car Park Income) Claims	Retained	31/03/10	30,000	30,000	15,000
DD Assets & Environment	Civil Parking Enforcement	Retained	31/03/10	120,000	120,000	40,000
	Grand Total					145,770

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Agenda Item 7

CABINET

4TH APRIL 2012

REPORT OF THE PORTFOLIO HOLDER OF QUALITY OF LIFE

Development of the Landlord Handy Person Service and the Landlord Repairs Policy

EXEMPT INFORMATION

N/A

PURPOSE

- To set out the arrangements for the Landlord Handy Person Service as detailed in the Repairs Policy
- To agree the repairs policy following the principles agreed in January 2011 and used for the procurement process

RECOMMENDATIONS

Cabinet are recommended to:-

- Approve the Repairs Policy at Annex One
- Approve the implementation arrangements for the Handy Person Service contained within the report
- Approve the development of a Q&A leaflet, based on the proposals within the report, for all Sheltered Scheme Residents initially.

RESOURCE IMPLICATIONS

Costs involved in the delivery of a combined Repairs and Investment Contract have been reported separately.

There are no additional costs of delivering an estate based Handy Person Service, in fact it is anticipated that this will be a real example of invest to save. As part of the "added value" processes within the new repairs and investment contract, Mears are providing a salaried handy person, with a van, free of charge within the contract. Works will then be charged as materials only using the schedule of rates. This will represent value for money and officers' believe generate a reduction in costs which can be re-invested else-where in the repairs service. In 2011/12 around £160,000 was spent on minor works at Sheltered Schemes. The Council will see expect to pay for scheduled materials, but labour will be contained within the salary cost. Therefore it is envisaged that there will be around a £100,000 that can be used to meet other repairs costs.

LEGAL/RISK IMPLICATIONS BACKGROUND

The delivery of a Repairs Service is a statutory and contractual obligation. The raft of legislation reported in January 2011 remains in force. Cabinet will recall that the Tenancy Agreement has also been reviewed to set out and clarify landlord and tenant obligations in relation to repairs, this took effect from 16th January 2012.

Members should note that whilst this is good news and a service improvement, there are risks around managing expectations. To start with the resources will involve 1 handy person and this will mean they spend either a morning or afternoon at each scheme, each week, so until demand can be assessed it will be a limited service initially.

The other risk is managing tenants' own expectations, the handy person is there to

complete minor repairs only and will not be offering a one stop solution for all repairs - across all trades.

SUSTAINABILITY IMPLICATIONS

The HRA Business plan, approved by Cabinet in March, clearly set out the Council's ambitions, as a stock retained landlord, in relation to developing the Decent Homes Standard as well as focusing on the wider commercial ambitions around estate regeneration. The level of investment will clearly provide an opportunity to create well balanced and sustainable estates that have positive community outcomes.

A robust Repair and Investment Service clearly contributes to the Council's corporate and strategic objectives in relation to being healthier and safer. There are also contract promises around Mears and Morrison's investing and supporting in the local economy by developing relationships with small businesses, recruiting apprenticeships and setting up schemes such as the handy person.

BACKGROUND INFORMATION

Cabinet approved the principles within the Repairs Policy in January 2011. These principles and details were further enshrined in the tender documentation that formed part of the repairs procurement process. Cabinet approved successive reports that culminated in the Contract award to Mears in December 2011.

The Repairs Policy is attached and shown at annex one. Stakeholders have exposed this to a new Health & Community Impact Assessment. This is attached at Annex three. This policy summarises the arrangements going forward. The policy document has been updated to include both Mears (Repairs and Investment) and Morrison's (Gas) logos and contact details.

The policy will be developed as opportunities are realised through self – financing and the council, as a landlord, will seek to set out how environmental improvements, introduction of the Tamworth Standard and improvement works at sheltered and flatted estates will be delivered.

THE LANDLORD HANDY PERSON SERVICE

Mears have committed to providing a Handy Person Service. As part of the contract realisation plan they have agreed to deliver this service to all Sheltered Housing Residents from May 2012 and extend it to all vulnerable residents by the end of 2013.

Basically the handy person service will consist of an operative who is multi-skilled and will visit each of the 11 sheltered schemes, on a rota, to undertake low level, minor repairs. Typically they will be no longer than 1hr and the operative will be skilled in customer service as well as having the right technical ability. The repairs will not normally be emergency repairs, although the handy person will be trained on how to report all levels of repairs, should that be necessary, recognising that some repairs can't be completed there and then.

Tenants, who are defined as vulnerable, within the policy, will receive the handy person service and continue to benefit from a full repairs service and the Council will continue to undertake minor repairs. Vulnerability is defined as

- Living in sheltered accommodation
- Being over 75yrs and living alone
- In receipt of DLA, Attendance Allowance of War Disablement Pension
- Or at the Director of H&H discretion

It is likely the handy person will undertake a whole range of minor repairs, but for illustrative purposes are likely to do:-

- Renewing toilet seats, plug chains and tap washers
- Putting up shelves, curtain rails, picture hooks
- Minor decoration works such as basic tiling around a sink
- Helping to relay a floor covering (where allowed)
- Replacing faulty window and / or door catches
- Checking battery smoke alarms
- Seasonally - Turning on and testing heating to determine if repairs are required prior to the winter months

THE KEY BENEFITS

Providing a regular and consistent service has a range of benefits including:-

- Improvements in overall customer satisfaction in that a local relationship is developed and services are provided outside of the normal repairs policy, i.e. putting up a shelf, curtain rail
- Demonstrable commitment to “right first time” in that customers will have direct access to the workforce and be-able to seek advice on a range of housing related matters
- Saves money in that it reduces avoidable contact, potentially reduced reported response repairs and allows for a more planned approach to work
- Supports vulnerable clients and illustrates how services are tailored to the health and well-being needs of customers

Members should note that in the 2011 Status Survey, overall satisfaction in sheltered schemes was 92%, which is already high. Benchmarking data from House mark, and recent best practice, shows that those tenants who have access to a handy person services are likely to be at least 10% happier with their landlord. House mark recently published Marches Housing Association scheme, which was launched in 2011 and have reported 100% satisfaction with the service after the first year.

IMPLEMENTATION ARRANGEMENTS

To help manage expectations and to stage the implementation it is recommended that the service is staged in terms of its implementation.

Service	Implementation Date
Handy Person Service at All Sheltered Housing Schemes	May 2012
Handy Person Service offered for All Vulnerable tenants	By April 2013
Handy Person Service Offered to All including bi-annual Property MOTs	B April 2014

Customers, at the Sheltered Schemes, will be able to access the service directly by contacting the Handy Person on the day they are due at their scheme. The Independent Living Manager will keep a record to pass to the handy person when they arrive on site. If approved the Housing Options Manager will develop a rota in

consultation with the schemes and Mears.

Any emergency, urgent or planned repairs will continue to be reported (using the usual channels) through MEARS call centre and will not be completed by the handy person. The Handy Person will only complete minor repairs.

REPORT AUTHOR

Tina Mustafa ext 467

APPENDICES

Annex one – Repairs Policy 2012

Annex Two – Proposed Q&A for the implementation of the handy person service to be developed

Annex Three – Health Impact Assessment

Landlord Services Repairs Policy



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1. Context

The purpose of this document is to set out Tamworth Borough Council's Repairs Policy. A repairs policy is a contractual and statutory requirement and replaces the 2004 version.

The Council's response and investment service is delivered via a managed contract with Mears. The arrangements were fully market tested in 2011 and the new contract starts in April 2012.

This repairs policy also gives effect to the Home Standard, currently laid down by the Tenants Services Authority. This requires all landlords to provide a cost-effective repairs and maintenance service that meets all health and safety requirements while offering choice and tailoring repairs services to individual needs, in relation to access and supply.

This policy provides a summary statement about the repairs service and about looking after your home. Specific advice and information can be obtained from us using the contact details below.

This policy should be read in conjunction with:

Your tenancy agreement (New Tenancy Agreement taking effect from 7/11/11)

The repairs handbook

Policies named in this document

General Service Standards set out under the National Federation of Rates (6), used for repairs and investment contracting purposes from 1/4/12.

These documents can be found at www.tamworth.gov.uk or by contacting us:

by telephone: 01827 709709 or by email: enquiries@tamworth.gov.uk

2. Purpose and objective of policy

The aims of this policy are to:-

- Meet all our landlord obligations to you in relation to repairing your property
- Ensure our approach to Health and Safety meets best practice and all our contractual and legislative obligations
- Clarify your tenant responsibilities in relation to the tenancy agreement
- Set out the service standards clarifying what you can expect when you report a repairs and how work is delivered
- What you can expect from the repairs contractors commissioned to deliver the gas servicing, repairs and investment service
- Ensure that the repairs service is access and delivered in accordance with your individual needs and having regard for all matters relating to equality and diversity



This policy sets out how we will meet our obligations as a landlord and ensure we fulfil legislative requirements contained in the following legislation:-

Section 11 of the Landlord and tenant act 1985

Public Health Act 1963

Housing act 1985

Environmental protection act 1990

Tamworth Borough Council's Tenancy Agreement

Secure Tenants of LAs (Right to Repair) Regulation 1994

Disability Discrimination Act 2005 (Disability and Equality Act 2010)

Leasehold Reform, Housing and Urban Development Act 1993

Commonhold and Leasehold Reform Act 2002

Secure Tenants of LAs (Compensation for Improvements) Regulations 1994 S.I. 1994 No.613

Gas Safety (Installation and Use) Regulations 1998

Fire reform Regulations 2010 Guidance specifically the Regulatory Reform (Fire Safety) Order 2005

The Control of Asbestos Regulations 2006

Health and Safety at Work etc Act 1974

The Management of Health and Safety at Work Regulations 1999

Control of Substances Hazardous to Health Regulations 2002 (as amended)

Water Supply (Water Fittings) Regulations 1999

Specifically the policy ensures regulatory compliance with the Tenant Services Authority Home standard, which covers two areas:-

- Quality of accommodation
- Repairs and maintenance

Quality of accommodation

We will ensure that tenants' homes have meet the standard set out in section 5 of the Government's Decent Homes Guidance by 31 December 2010. We will continue to maintain our homes to at least this standard after this date.

Meet the standards of design and quality that applied when the home was built, and were required as a condition of publicly funded financial assistance, if these standards are higher than the Decent Homes Standard

In agreeing a local offer, ensure that it is set at a level not less than these standards and have regard to section 6 of the Government's Decent Homes Guidance

Repairs and maintenance

We will provide a cost-effective repairs and maintenance service to homes and communal areas that responds to the needs of, and offers choices to, tenants, and has the objective of completing repairs and improvements right first time

We will meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes

We shall co-operate with relevant organisations to provide an adaptations service that meets tenants' needs.

3. One Tamworth - perfectly placed

This year, The Council's Cabinet and partners endorsed a new single shared vision – “One Tamworth, Perfectly Placed.” To achieve this the focus is on two strategic priorities:-

To Aspire and Prosper in Tamworth

To be Healthier and Safer in Tamworth.

In addition to these long term priorities, the day-to-day delivery of public services designed around the needs of the communities, in particular the most vulnerable, remains at the heart of the organisation.

Delivering a highly effective repairs and investment service directly supports these strategic aims. Having a decent, well-repaired and maintained home is part of the fabric of a sustainable and balanced community. It is accepted that having a decent and energy efficient home has positive health outcome.

Local Offers

In 2010/11 Tenants were consulted on the Home Standard and the local offers published. Tenants also adopted a mission statement for Landlord Services “Every Tenant Matters”. This reflected a need for an integral approach to supporting vulnerable tenants in communities and this tailored approach is reflected in the Standard.

Links to other Policy Documents

Not only does the repairs policy contribute to the delivery of corporate objectives but it also links to a range of other housing related policies and practices including:-

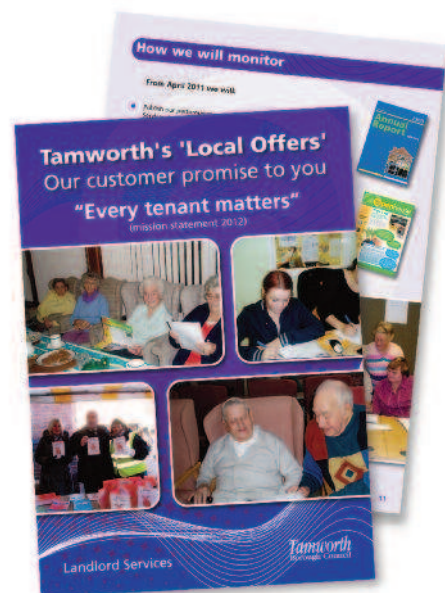
Housing & Health Strategy (2012-2016)

Tenancy Agreement and Policy

Landlord Anti Social behaviour Policy

Allocations Policy including Finding a Home

Garage Tenancy Management Policy



4. Who is responsible for what repair?

Colour key to the repairs table



Bathrooms and Plumbing



Heating



Smoke Detectors



Electrical



Telephone



Garden and Outdoor (including garages and communal areas)



Buildings - Interior



Buildings - Exterior



Doors and Keys



Television



Kitchen



Gas



Infestation

Ref No.	Repair (Alphabetical order)	Comment	Us	You	Golden Ticket (Us)
1	Baths and basins see page 16 of repairs handbook This is the bath / basin itself, for taps, plugs etc please see individual items listed eg item 4 for plugs	Except unblocking wastes see page 19 of repairs handbook and cleaning of heavy soiled or lime scale damaged baths or basins.	●		
2	Bathroom fixtures and fittings eg. sinks, pedestals, WC pan, cistern, tiles.	Except where damage has been caused by tenants See page 18 of repairs handbook.	●		
3	Carpentry eg. door frames, window frames, stairs, stair rails, steps, weather boards.	Except where damage has been caused by tenants. See page 18 of repairs handbook.	●		
4	Chains and plugs on any sink, bath or basin	On basins, baths and sinks.		●	●
5	Chimneys	Including sweeping where required.	●		
6	Communal areas	Including the testing of all equipment to these areas. The Council would carry out any repair required to a communal area.	●		
7	Decoration external.	This would be undertaken at the frequency published by The Council but is typically every 5-7 years for previously painted surfaces.	●		
8	Decoration internal To include painting of common parts but not to individual tenants properties.	To include painting of common parts but not to individual tenants properties.		●	
9	Domestic appliances	Such as cookers, fridges, washing machines, dish washers unless supplied by The Council and not gifted to the tenant.	●		
10	Doors	Internal and external including frames, hinges, locks, door jambs and thresholds, letterboxes and handles.	●		

Ref No.	Repair (Alphabetical order)	Comment	Us	You	Golden Ticket (Us)
11	Fences and gates See page 28 of repairs handbook	Unless bordering a recognisable hazard eg. railway line, water way, main road. The assessment of a fence meeting these criteria. would be made following an inspection by the Council or a representative of the Council. The Council may choose to add the repair to a planned programme of works rather than do as a response repair.		●	
12	Fires grates and surrounds	Only where surround was in place at commencement of tenancy.	●		
13	Fixtures and fittings	Such as coat hooks, curtain rails.		●	●
14	Floor boards	Unless broken due to carpeting.	●		
15	Floor covering	Including adapting doors to accommodate carpets. Unless vinyl laid as part of welfare adaptation.		●	
16	Front door lock	We will replace all defective locks through normal wear and tear.	●		●
17	Garages See page 26 of repairs handbook	Except where garage has been sold. Excludes locks to garage doors.	●		
18	Garden Maintenance	Including dustbins and refuse areas within your own garden. Dustbin and refuse areas in common parts will be maintained by the Council.		●	
19	Gas	Except problems with meters where National Grid (Gas) are responsible.	●		
20	Glazing	If criminal damage or broken by others, the Council will replace but you must get a crime number before the works are started.		●	
21	Gutters and external rainwater goods See page 30 of repairs handbook	Except cleaning and clearing.	●		

Ref No.	Repair (Alphabetical order)	Comment	Us	You	Golden Ticket (Us)
22	Fuse Board / Consumer Unit See page 48 of repairs handbook.	Unless resetting trip switches / RCD's which should be checked before reporting.	●		
23	Hand basins For taps, plugs etc see individual items	Except blockages.	●		
24	Heating See page 32 of repairs handbook	Including storage heaters and fitted electric fires. Except bleeding radiators which is your responsibility.	●		
25	Hot water heaters	Including cylinder jackets.	●		
26	Immersion heaters		●		
27	Infestations	Of any kind, to include, mice, cockroaches and bed bugs. The Environmental Health Department will be able to offer advice on dealing with infestations.		●	●
28	Internal door locks			●	●
29	Kitchen	Except domestic appliances	●		
30	Letter boxes and plates	Including internal draft flap/cover		●	
31	Light fittings See page 22 of repairs handbook	Except light bulbs, dimmer switches, fuses, fluorescent tubes and starters	●		
32	Lock of any type	The council will repair any defective lock	●		●
33	Loss of keys	Including repairs to forced entry if you get locked out		●	●
34	Paths	Including steps, footpaths and ramps that provide access to your front, rear or side door	●		
35	Plaster	Except minor plaster cracks up to 10mm wide and repair of small holes	●		

Ref No.	Repair (Alphabetical order)	Comment	Us	You	Golden Ticket (Us)
36	Plumbing repairs and leaks to any part of the dwelling. See page 36 of repairs handbook.	Except for tap washer replacements washing machines and dishwasher taps/hoses and bleeding radiators	●		
37	Porches	Except glazing and porches that have been erected by the tenant and are therefore not the councils responsibility	●		
38	Relighting pilot lights	Including the setting of any heating controls or programmers		●	●
39	Washer taps	To include kitchen, bathroom or WC taps		●	
40	Roofs	See page 38 of repairs handbook	●		
41	Sealants eg around bath, basins and sinks			●	
42	Showers (electric or mixer)	Except shower curtain railtrack/rail	●		
44	Sinks For taps, plugs etc see individual items	Except blockages	●		
45	Sink units	Except blockages	●		
46	Skirting boards	Except where damaged by tenant	●		
47	Smoke detector / CO2 detector See page 54 of repairs handbook.	Hard wired detectors will be maintained by the Council, Battery operated detectors will be maintained by the tenant including replacement of batteries.	●		
48	Stairs See page 22 of repairs handbook	Including treads, nosing, unless damaged by the fitting/removal of carpets	●		
49	Switches and sockets See page 22 of repairs handbook	Except dimmer switches or switches fitted by tenants	●		

Ref No.	Repair (Alphabetical order)	Comment	Us	You	Golden Ticket (Us)
50	Telephone points	Including the installation of telephone lines where one has not been installed previously.		●	
51	Toilets / WC and associated plumbing See page 40 of repairs handbook	Except blockages caused by tenant.	●		
52	TV aerials,sockets, and cabling.	Unless communal		●	●
53	Walls and Ceilings See page 42 of repairs handbook	Unless damaged caused by water leak or defective plaster	●		
54	Washing lines	Unless communal		●	●
55	Waste blockages	Including basin, bath and WCs		●	●
56	WC / Toilet seats			●	●
57	Windows and frames See page 44 of repairs handbook	Except catches and sash cords	●		
58	Worktops		●		

5. Leasehold repairs

What are the Council repairing obligations?

We are responsible for the repairs and maintenance of the structure and common parts of your building and for all repairs to the external fabric of the building excluding doors and windows and we are entitled to recover the costs of these works.

We are responsible for the repairs and maintenance of the main structure of your building, which includes the foundations, roof, external walls, communal doors and communal window frames. We are also responsible for all aspects of communal areas excluding flat doors. Included within the structure we are responsible for the floor slab in the case of solid floors and for the joists in the case on timber floors. We are responsible for shared drainage and communal TV aerials where supplied. Any repairs to blocks with leasehold flats are chargeable with each flat being liable for an equal proportion of the cost of the works. Where external consultants are used we will charge for their costs. Formal notices will comply with the Leasehold and Commonhold Reform Act.

Depending upon your lease repairs may also include communal areas such as communal lighting, door entry system, lifts, stairs, chutes and pathways. We also are responsible for repainting the exterior of the building and the common parts.

What are the leaseholders repair obligations?

You have the right to redecorate the internal parts of your property and replace fittings such as bathroom and kitchens. According to the terms of your lease you are responsible for keeping in good order internal walls and doors, service pipes, cables, wires, domestic heating systems, baths, sinks, toilets and all other such fittings in your property. Specifically you are responsible for ensuring your gas appliances are safe and we recommend a yearly gas safety inspection and regular servicing of your appliances. The gas, electric and water services are the responsibility of the leaseholder. Where a water supply is shared the Council are responsible up to the point where it enters the property or the stop tap whichever occurs first. Leaseholders are responsible for any drainage that serves only their property and drainage from their property up to the point where it enters the shared drains.

Right of entry into my property?

According to the terms of your lease you have to permit entry into your home which includes entry by our contractors, who may need to inspect, investigate, maintain and repair a fault, if it is our responsibility to do so. In such a circumstance we will give you reasonable notice, although this may not be possible in cases of emergency.

Can leaseholders use the Council contractors to carry out repairs for leaseholders?

Our partnering contractors for reactive repairs and gas servicing are therefore familiar with the unique construction and layout of our properties and buildings can undertake works for you. Payment for these works must be paid in advance of the works being undertaken.

Please contact us for more information.

6. Golden ticket

We are introducing a 'golden ticket' for vulnerable customers to provide an enhanced responsive repairs service. Where a golden ticket is issued some repairs that are defined as being tenants responsibilities will be carried out by Tamworth Borough Council.

It is recognised that tenants have differing needs. As part of the enhanced repairs offer to customers, it is proposed that all repairs will be carried out if the tenant is either

- living in Sheltered Accommodation
- or over 75years and living alone, or a household with no-one under the age of 75years, who can assist with the repairs listed above and
- in receipt of DLA, Attendance Allowance or War Disablement Pension
- or at the discretion of the Deputy Director of Housing and Health

By increasing the wider obligations for tenants, this will allow for an improved service for those vulnerable residents who require it most. The Golden Ticket will be used as a flag on the IT systems for those households who require an enhanced and improved service.

For more information on your eligibility to receive this enhanced service please refer to the Handy person policy.

7. Right to repair

Where an Order is covered by the Right to Repair Regulations, the Response Period is determined by those Regulations.

The prescribed Response Periods under the Right to Repair Scheme are set out in the table on the next page.

For details of councils obligations under right to repair please visit www.direct.gov.uk or please contact the Council directly

If you report a repair which falls within these categories and the repair is not completed within the prescribed timescales please contact us by telephone or email using the details contained in Section 1.

8. Right to buy

Only Emergency repairs and Right to Repair repairs will be carried out by the Council whilst a Right to Buy application is being processed and all planned or improvement works will be suspended.

Should your right to buy not proceed, or you withdraw your application, then any planned improvement works may be done at a later date, possibly within the next 3-5 years.

For further details please contact the Councils legal department on **01827 709257**.



Repair	Prescribed period in working days
Total loss of electric power	24 hours
Partial loss of electric power	5 working days
Unsafe power, lighting socket or electrical fitting	24 hours
Total loss of water supply	24 hours
Total or partial loss of gas supply	24 hours or 5 working days*
Blocked flue to open fire or boiler	24 hours or 5 working days*
Total or partial loss of heating	24 hours or 5 working days
Blocked or leaking foul drain, soil stack or toiletpan (if only one toilet in dwelling)	24 hours
Toilet not flushing (if only one toilet in dwelling)	24 hours
Blocked sink, bath or basin	5 working days
Tap which cannot be turned	5 working days
Leak from water or heating pipe, tank or cistern	24 hours
Leaking roof	5 working days
Insecure external window, door or lock	24 hours
Loose or detached banister or handrail	5 working days
Rotten timber flooring or stair tread	5 working days
Door entry phone not working	5 working days
Extractor fan in internal kitchen or bathroom not working	5 working days

* Dependant upon time of year and extent of problem.

9. What should you expect from our contractors?

The Council have adopted a model code of conduct and service standards for all its contractors, including sub contractors. The following summarises the code and the complete version is available on request.

Summary

- All contractors must comply with the Council's equality and diversity policy
- The contractor must report, wherever applicable, to the tenant, leaseholder or person in charge of the property, before they start work.
- The contractor must wear any uniform that applies and show a photo identity card which has been approved by our client contract administrator.
- The contractor must explain the work they will do.
- The contractor must also report to you each time they leave the property and when they finish the work.
- The contractor must be polite to tenants, leaseholders and staff and behave in a proper and professional way at all times.
- The contractors staff, sub contractors and agents must not work under the influence of alcohol or drugs.
- The contractors staff must not play or use a radio without the tenants permission.
- The contractor must make as little mess and disruption as possible and take care of the tenant's belongings.
- The contractor must keep safe all materials and equipment used on site and take care to avoid causing danger to tenants and visitors.
- The contractor must reconnect and test services such as water, electricity and gas at the end of each working day and pay tenants for any gas, electricity and metered water used.
- The contractor must clear any rubbish and trade waste from inside and outside the property at the end of each working day.
- The contractor must keep the tenants home secure at all times.

Tenants should note that our repairs and investment contractor takes all repairs, planned and improvement related calls and will either issue them directly. This will be to either one of their skilled operatives, an approved sub contractor or to another specialist partner such as a gas engineer. They will keep you informed as necessary on progress.



10. How to report a repair?

Every tenant should have a copy of our Repairs Handbook. This gives full details on how to report a repair and helpful illustrations to help diagnose the required repair.

Before contacting us to report your repair please refer to section 4 of this policy to ensure the repair is a repair we will carry out and also please refer to the repairs handbook. This will help us diagnose the repair accurately and provide excellent service.

The contractor will provide an out of hours emergency service (24hrs/365 days per year).

During working hours the contractor will make appointments for repairs where possible.

11. Rechargeable repairs

Each year the Council spends a considerable sum of money on cleaning, clearing and repairing its properties due to neglect and damage caused by its residents, their families and their friends. This is money that could be better spent on enhancing properties and the environment. In order to provide excellent value for money we need to ensure that all aspects of the tenancy are enforced, thereby maximising income from rechargeable works and minimising expenditure in managing and maintaining our properties and estates.



We will recharge costs in these circumstances

- Rechargeable repair - where works are required due to a resident, their family or visitors deliberately or accidentally damaging any fixtures or fittings in their home or any communal fixtures or fittings owned by the landlord e.g. walls, footpaths, seats, lights, which are provided by the landlord and are the responsibility of the resident to replace or repair if lost and /or damaged.
- Unauthorised alterations where we cannot grant retrospective consent – any works that are required to bring a property back up to an acceptable standard as dictated by the landlord, and to ensure Health and Safety of residents and the property.
- Clearance of property and gardens at the end of a tenancy - all properties should be left clean tidy and empty.
- Costs associated in clearing and repairing a filthy or verminous property during the course of a tenancy – these terms are defined under the Public Health Act 1936 (Section 83 as amended by section 35 of the Public Health Act 1961).
- Vandalism – where damage has occurred and the Court has prosecuted the culprit, or where the individual has admitted the damage.
- Repairs that are the responsibility of the tenant – such as a broken window or blockage of waste pipes through misuse.
- Repairs to private ownership dwellings that are causing damage to the Council's own property when necessary.
- Storage of goods following eviction. – the property should be left in a clean, tidy and empty condition. If goods are left in the property the Council is legally obligated to store the goods for 28 days before disposal.
- Recharge for the replacement of lost or broken door entry key fobs.
- Costs of obtaining a court order to gain access to tenanted properties. The tenancy agreement states that we carry out a gas safety check each year. We also carry out periodic tenancy checks to ensure the tenant is keeping the property in good order. If we are denied access we have to obtain a court order to fulfil our obligations as landlord.
- Gas servicing and contract works to leasehold properties. The Council's leases state that the leaseholders are liable for the repair and maintenance of their properties. We have extended our contracts to leaseholders to assist them in keeping their properties in good repair, and to benefit from the cost efficiency savings of buying into a large contract. Please contact the Repairs and Investment Contractor who will advise you of the costs and your responsibilities for payment if you choose to take advantage of this service.
- Clearance of bulky items from housing land, which result in a recharge to the Council
- Missed appointments - the Council may charge you for confirmed missed appointments unless cancelled with at least 24 hours prior notice. The contractor will record if there is any missed appointment and the Council will then invoice you the cost.
- Recovery of any costs associated with putting right damage to neighbouring properties resulting from any defect that would otherwise be the tenant responsibility (for example damage caused to flat below by leaking washing machine).

12. Repairs priorities and appointments

Previously there have been six response categories. We have simplified this to three:

Emergency repairs

These will be attended to and made safe within two hours. The repair will then be completed as soon as possible thereafter or during the emergency call if possible.

Emergency works include repairs to resolve a situation:-

- That is actually or potentially dangerous.
- That poses a serious risk to the health and safety of the occupants or to the structural stability of the property.
- Where immediate action will prevent serious damage occurring to the property.

Types of situations could include:-

- Burst pipes.
- Gas Leaks (National Grid gas should be contacted immediately).
- Broken WC Pan – or not flushing (where property only has one WC).
- Burst tank or cylinder.
- Glazing (where there is a risk of injury).
- Securing of property.
- Total loss of power or services (electric, gas, water).
- Blocked or leaking drain (excluding rain water drains).
- Faulty / damaged lock to external doors.
- Total loss of heating (November – April) In this instance we may only be able to provide temporary heating facilities until a full repair can be completed.
- Make safe any external fault (i.e. dangerous wall).

Appointed repairs

These will be completed within 5 working days or temporary works undertaken until an effective repair can be completed under a planned programme.

Appointed repairs will include:-

- Blocked sink, bath or wash basin (where handyperson could not clear).
- Partial loss of power or services.

- Repairs to heating and hot water supply.
- Tap which can't be turned on.
- Faulty stair tread or flooring.
- Refix wash basin.
- Leaking roof.
- Loss of or Loose handrail or banister.
- Door entry services.
- Extractor units in kitchen / bathroom.

Planned repairs

Previously known as 26 and 130 day jobs - these would be better packaged by area and/or by job to improve overall efficiency. It is anticipated that these would be done within 90 days and include:-

- Repair or ease internal windows.
- General repairs to flooring.
- Replace bath, basin, sink.
- Remedy defective plastering.
- Minor kitchen repairs (re-hang door fronts.)
- Renew taps.
- Renew / repair guttering.
- Roof repairs.
- Re-building dangerous walls.
- Replace rotten doors.
- Partial kitchen replacement.

Capital works

These are not revenue response repairs, but where work is carried out as part of a regular cycle, such as painting, kitchen and or bathroom replacements. It will be classified as cyclical maintenance and published on the web as part of the overall capital and investment programme. This is in addition to the 3 response repairs categories.



13. Handy Person service

Tamworth Borough Council will offer a handy person service in conjunction with the repairs and investment contractor. The handy person service will include:-

- Property MOTs. This will include undertaking minor repairs and checking the general condition of the property.
- Services to those in receipt of a 'golden ticket'
- Garden clearance and support to vulnerable tenants
- Piloting a 'Move In' service entitling new tenant to services from the handy person to help them settle in, i.e. unpacking boxes, clearing rubbish. This will incur an extra charge.

Tenants will be contacted with details of the handy person service and you should refer to the separate handy person policy.

14. Voids / Empty property repairs

When a property becomes vacant and the keys returned to us, we will instruct our contractors to undertake repairs and improvements to the property to bring the property to the standards as defined in the lettable standard.

This standard is available by request and given to all new tenants who move into a council property. A sample of void properties are checked by tenant inspectors.

On occasions planned works such as replacement kitchens or bathrooms will be identified as being needed in the near future. These are not always replaced while the property is empty but a date will be given to the new tenant of when the works will be completed.

When the property becomes void tenants are expected to return the property to Tamworth Borough Council in the condition it was let to them in. A £50 void incentive scheme is being offered to encourage tenants to leave the property clean, tidy, free of rubbish and hand keys in on time, thereby passing the property exit inspection.

During the exit interview Tamworth Council will identify repairs that are tenant's responsibility and these will be notified to the tenant. Repairs that are the tenant's responsibility and not completed may be recharged to the tenant.



15. Pre and Post Inspections – All repairs

On occasions it may be necessary for the repairs and investment contractors inspector to visit a tenant to assess the required repairs. This is known as a pre inspection. If required a pre inspection will be carried out within 5 working days of the repair being reported . The inspector before leaving the property will inform the resident of the works that will be carried out and by which date the repairs will be completed or provide clear details of the actions that will be taken by the Council as a result of the inspection.

Post inspections are carried out to assess the quality of the works carried out by repairs contractors. A sample of all works are post inspected by The Council for your added re-assurance. If a tenant has a concern regarding the quality of the works undertaken they may request a post inspection by contacting the Council.

16. Improvement works

Tamworth Borough Council is committed to ensuring that all of its homes meet the requirements of the Governments Decent Homes Standard. This standard will be subject to regular review and consultation.

All homes will be wind and watertight, free from structural defects, free from significant health and safety risks, will have adequate heating and insulation. All properties will have a kitchen that is in a good state of repair and that is less than 20 years old and a bathroom also in a good state of repair and less than 25 years old.

The Council will assess the condition of its homes by using survey data and this will be used as the basis for future planned investment works. This will also be linked to budgetary provision affected by council housing finance reform.

Typical works included in the Capital and Planned Works programme will be the installation of new kitchens and bathrooms, major roofing works and renewals, installation of new heating systems, replacement of windows, electrical upgrades, external decoration and decoration of communal areas,.

Each year a programme of works will be produced to reflect the findings of the condition survey but confined by the limitations of the budget available, the programme will generally be confirmed in March/April. The key aim of the programme will be to prevent homes from falling below standard. Once a home has been identified for inclusion on the programme the tenant will be informed in writing, the letter will confirm what work is to be done, when the work is due and which contractor has been assigned to complete the work. Contact details for the Property Services Team will also be provided. Details will also be published on our website and will be available to all of our Customer Services Team. Due to budgetary constraints it is not possible to add new homes into the programme once it has been agreed.

No planned works will be carried out on any property with a live Right to Buy application pending. When a Right to Buy application is withdrawn the property will be added back into the programme for the following financial year.

Typical work Content

Consultation is underway on the future investment priorities linked to the HRA business planning process. At the moment, typical content for the programmes includes:-

- Kitchen – renewal of base and wall units, worktop, sink, taps, vinyl flooring, electrical upgrade, extractor fans, limited amount of tiling. Decorations are not included.
- Bathroom – renewal of bath, washbasin, toilet, taps, limited tiling over the bath and washbasin. Decoration, flooring and fitting of showers are not included.
- Windows – Single glazed timber windows will take priority, followed by single glazed PVCu windows. Doors are not included within the programme.
- Heating – Heating systems will generally be gas boilers with radiators. Priority will be given to heating systems that are in poor condition. Change from storage heaters to gas central heating will be considered a low priority.
- Decorating/Planned Maintenance – We aim to carry out decoration work every 7 years, the work will include the painting of any external woodwork, cleaning and repairs to guttering, painting of communal areas.
- Environmental Works – Items such as fencing will only be included if additional finance is available.



The Council provide Disabled Facility Adaptations for council tenants. There is a separate policy detailing how this can be accessed, a copy can be obtained from

The Housing Options Co-ordinator, Marmion House, Tamworth **01827 709496**.

In summary should you require an adaptation then a referral will be made to The Councils jointly funded occupational therapist who will determine your level of priority and needs.

Any minor works, assessed as less than £1000, will be completed within 90 days. This is based on a care assessment from the occupational therapist and typically would include things like

- Additional grab rails
- Lever action taps
- Half steps
- Shower over bath

Any further adaptation, such as a level access shower or stair lift, would have to be assessed by medical professionals and could take between one to three years to complete.

18. Complaints, Complements, Comments and Compensation

Tamworth Borough Council is committed to providing best value and the best possible level of service to its customers. We will actively encourage people to tell us about our services. Comments on our services, to pass on a compliment or make a complaint can be made by filling in the Tell Us form online or at any of our offices.

Suggestions, feedback complaints or compliments can also be made by texting THE COUNCILTELLUS, followed by your comment, to **88020**.

The Council will then assess how the complaint is handled. If the complaint is about the policy then the Council will respond. If the complaint is about the repair or a related service delivery issue then the contractor will be expected to investigate in the first instance. Should you remain unhappy with their response and have exhausted their complaints process, then The Council will review this decision on your behalf.

If anyone is unhappy about with the way the Council is dealing with a complaint it can be referred to the Local Government Ombudsman who may decide to investigate the matter further. However the Ombudsman may ask that the Council's procedures are completed before carrying out his or her own investigation.

Council consultations

The Council regularly publishes consultations for local residents, business and visitors to get their opinions on a wide range of issues. Details of past, present and future consultation activity can be found on our web site under The Council and Democracy Section or by clicking on the 'Consultations' link . A copy of our complaints procedure is available on request.

19. Customer satisfaction and customer care

Key Performance Indicators

Tamworth Borough Council has a robust programme of mechanisms in place to consistently compare tenants' satisfaction with housing services received. We endeavour to keep up-to-date with tenant opinion as well as maximising our understanding of overall tenant satisfaction and expectation.

Through our Customer Satisfaction calendar, this allows us to identify areas for service improvement and compare satisfaction with services over time, specifically with the results of previous surveys of tenant satisfaction. The calendar is available to view on our web site or available by request.

Customer satisfaction is collected in a number of ways. These may include postal and telephone surveys and by the completion of a survey on a handheld mobile device known as a PDA often used by our contractor partners.

We also collect data on how satisfied our customer customers are when undertaking pre or post inspections. The collection of this data is very important to us and helps us understand how well we have delivered our services and our KPIs can be viewed on the live dashboard on our website.

20. Key Performance Indicators

Our performance on the service we provide will be monitored against an agreed set of key performance indicators. These indicators will be reviewed a minimum of annually in consultation with our residents.

Key performance indicators will also be used to benchmark our service against our peers both locally and nationally.

Our performance against our key performance indicators will be published in newsletters or can be viewed via our live dashboard available on our website.

Targets for all key performance indicators will be in line with current best practice, published recommended targets and SMART (Specific, Measurable, Achievable, Relevant and Time bound)

Key performance indicators will include:-

- Customer Satisfaction – overall % satisfied with the repairs service
- Quality Control – number of defects identified on post inspections
- Time taken to complete priority repairs on time
- Time taken to turnaround empty homes and ensure they meet the lettable standard and are ready to let
- Right first time and time taken to complete a repair end to end
- Appointments made and kept to
- Call handling capability and response times to calls received

21. Access and security

Security

We recognise that the security of residents is essential. All contractors and staff carry identification cards which should be shown before they enter any property. If an individual does not have an identification card they should not be allowed into any property. All Identification should bear the person's name, the organisation they represent and their photograph.

To check the identification of a member of staff or contractor our call centre can be contacted:

To check identification of the Contractor call **0800 1830044**.

To check identification of a Council Employee call **01827 709709**.

We also utilise the use of passwords to give tenants added levels of security and peace of mind should the circumstances of that resident dictate the need for added levels of security.

Access

On occasions Tamworth Borough Council may require access to undertake essential repairs and maintenance. An example of this will be to undertake a gas safety inspection each year. Access must be given and is detailed in tenancy agreements and leases.

Failure to grant reasonable access may result in one or more of the following actions:-

- Tenancy could be put at risk by the serving of a notice seeking possession
- A forced entry by a blue light service
- The Council seeking a warrant from the courts to force entry
- Specific measures to interrupt utility supplies, such as gas disconnection devices
- No repairs or improvement works carried out until access for essential repairs have been completed (i.e. gas service)

22. Alterations and improvements

Permission for tenants' own improvements or alterations

If you are a secure council tenant you can carry out improvements/alterations to your home as long as permission has been granted.

We will refuse permission for the following reasons:

- The work would reduce the value of the property;
- The work would make the property less safe;
- The work would result in additional cost to us;
- Alterations to any heating/hot water system;



- You cannot demonstrate the work will be carried out by suitably competent and qualified persons/contractors and/or there may be a breach of health and safety legislation;
- You are removing amenities within the property that we have provided to make the property suitable for occupants with specific medical needs i.e. removal of level access shower to fit a bath;
- The works are of a structural nature i.e. removal of walls or erection of a conservatory;
- Shared access rights to amenities, services or equipment will be compromised.

Before carrying out improvement/alteration works you will need to:

- Provide details of proposed alterations / improvements;
- Agree to comply with and special conditions i.e. electrical works must only be carried out by NICEIC registered person and copy of test certificates must be provided;
- Request details from ourselves of the location of any hazardous materials, if any providing records are available;
- Provide details of any specialist contractors you propose to use for the removal of any hazardous materials etc.
- Obtain our written consent.
- Apply for planning and building control approval. (Where approval is not required obtain a letter confirming)

To apply for permission

Please write with your request for permission to: Tamworth Borough Council, Marmion House, Lichfield Street, Tamworth, Staffordshire B79 7BZ

We have several guidance leaflets which explain in more details about certain types of improvements, for example, driveways, fences and sheds.

Before we give you permission we may need to see full plans and / or a specification of what work you plan to do. This must include the following:

- The type of improvement or alteration;
- The name of the person or company doing the work;
- A full specification of the materials that will be used;
- When the work will be carried out.

Sometimes we may need to carry out an inspection before we give permission particularly if the work is likely to disturb or damage any hazardous material.

How long will it take?

We will acknowledge receipt of your letter requesting permission within 24 hours, and we aim to provide a decision within 5 days of us receiving all the information that is required, but this may take

longer if we need to carry out an inspection.

If we cannot make our decision within this time we will contact you and tell you why there is a delay.

What will it cost?

We do not charge current tenants to obtain our permission for an improvement/alteration.

What will happen next?

You must not start any work until you have received our written permission. We will only approve your request after all of the documentation relating to your request and any additional information we have requested has been received.

We will not be responsible for any costs connected with the works you are asking permission to carry out. We will not be held responsible for any damage caused while the work is being done, or for any personal injury or other claims made as a result of you carrying the work out.

Please note you will also be responsible for the cost of removing any hazardous material and providing a copy of the certificate of safety/compliance and any waste transfer notices.

Once you have finished the improvement/alteration you must tell us so we can inspect the work. We can instruct you to remove/put back or make good any improvement or alteration that we have not approved and/or which does not meet our standards. We can also put right the work ourselves and recharge you the cost of this work.



What if my request is refused?

If we refuse your request you can appeal against our decision by contacting our Customer Services team on **01827 709709**.

Do you maintain any improvements or alterations I have made?

All improvements/alterations will remain your responsibility to repair and maintain for the first 12 months. However others may remain your responsibility especially if you have installed items with parts that are difficult to obtain.

We will tell you when we give you permission:

- If we will maintain your improvement/alteration subject to the availability of parts;
- If you will qualify for compensation if you leave your property.

After the first 12 months Tamworth BC may inspect the condition of any alterations/improvements and advise if we will take on the future maintenance. If we agree to this it will be confirmed in writing and will be on the condition that once replacements are required they will be of a type and standard we would normally fit.

For example: A pine or oak internal door that requires replacing would not be renewed on a like for like basis and our standard internal door would be fitted.

Can I get compensation for any improvements I have made?

If you end your tenancy you may be able to get compensation for certain improvements. This depends upon:

What type of improvement it is (see list below);

When the work was carried out;

If you have receipts for the work;

If we gave you permission to do the work;

It has been properly maintained and is to an acceptable standard;

You must apply for compensation within 14 days of your tenancy ending.

How much compensation will I receive?

If you are entitled to compensation, we will work out the amount by following Government guidelines.

What if I have carried out alterations/improvements without permission?

If the works are sub-standard or do not comply with current legislation or codes of practice that relate to the type of work you have carried out, we will:

- Issue a written notice for you to bring the work up to an acceptable standard within a specified timescale;
- Advise you that a house move or exchange will not be approved whilst notice is in force;

- Advise you that if works are not brought up to an acceptable standard we may remove or complete the works and you will be liable for all costs involved.

If you complete the works to the required standard you will be responsible to maintain for the next 12 months.

If the works are up to an acceptable standard and comply with current legislation and / or codes of practice we will:

- Grant retrospective permission;
- Advise that you are responsible to maintain for the next 12 months.

If the works fall into the category where permission would not be granted we will:

- Issue notice to remove the alterations/improvements and reinstate the property to its original condition;
- Advise you that failure to do this will put your tenancy at risk;
- Undertake to remove the alterations/improvements and recharge for the costs involved if you refuse to carry out the work.



23. Gas related works

The repairs and investment contractor will handle all calls related to gas and ensure they are tracked and progressed with the specialist gas contractor. In summary for all Council properties tenants should note that:

- All work will be carried out on Landlord gas appliances and fittings by a Gas Safe registered engineer.
- Rooms with a an open flued appliance (i.e. gas fire / back boiler) should not be used for sleeping.
- The person / tenant responsible for the property shall not use nor permit to be used any known faulty gas appliance.
- A person / tenant carrying out works to a property shall ensure that the safety of the gas appliances and supply is not affected.
- Where there is an escape of gas the person, occupier, landlord or agent shall take reasonable steps to ensure that the escape is minimised or shall immediately inform the gas company. The Emergency Gas telephone number is **0800 111999**.
- The Council is required to complete an ANNUAL SAFETY CHECK. Gas appliances and flues in rented accommodation must be checked for safety within 12 months of being installed and thereafter at least every 12 months by a competent engineer (i.e. Gas Safe registered).
- Tenant's appliances:
Appliances owned by the tenant are defined as those appliances which the tenant is entitled to take away upon terminating the tenancy. It is not the landlord's duty to have the tenants appliances tested, however where they are found to be defective then they will be disconnected
- A GAS CERTIFICATE is provided - a copy of the safety check record or certificate is given to the new tenant before the tenant occupies the premises. Also a copy of the new record must be given to the existing tenant within 28 days of the check.
- The maximum penalty imposed in a Magistrates Court for non-compliance with these standards is a fine of £5,000. Tenants should note,note that where injury or death occurs due to the non-compliance an unlimited fine and or custodial sentence can be imposed.
- It is a condition of the tenancy agreement to allow entry to properties to undertake a gas safety check and is for tenant's safety.
- The Council will also maintain and undertake safety checks for solid fuel and calor gas serviced properties.



If you would like this document in a different language or format, for example audio cassette, large print or Braille, please contact **01827 709709**.

Cantonese

如果您覺得用自己的語言和我們交談比較容易，請找一個會說英語的朋友或親戚致電我們，電話是：0800 183 0454。我們可以安排翻譯人員與您聯繫，討論您需要的翻譯服務。

Greek

Αν προτιμάτε να μιλήσετε στη γλώσσα σας ζητήστε από έναν φίλο ή συγγενή σας να επικοινωνήσει στο 0800 183 0454. Μπορούμε να σας κανονίσουμε έναν διερμηνέα.

Gujarati

જો તમને અમારી સાથે તમારી પોતાની ભાષામાં વાતચીત કરવી સરળ લાગતી હોય તો અંગ્રેજી બોલી શકતા એક મિત્ર અથવા સગાને કહો કે તેઓ 0800 183 0454 ઉપર અમારો સંપર્ક સાધે. અમે એક ઈન્ટરપ્રિટરની વ્યવસ્થા કરી શકીશું કે જેથી તમને જરૂરી ભાષાંતર વિષે ચર્ચા કરી શકાય.

Mandarin

如果您认为以自己的母语与我们交谈更容易的话，请让一位讲英语的朋友或亲属与 0800 183 0454 联系。我们可以安排一个翻译人员与您联系，讨论所需的翻译事宜。

Polish

Jeśli łatwiej Ci będzie rozmawiać z nami we własnym języku, poproś tego z krewnych lub przyjaciół, który włada językiem angielskim, by skontaktował się z nami pod numerem 0800 183 0454. Możemy skierować do Ciebie tłumacza, który omówi z Tobą, jakiego rodzaju tłumaczeń będziesz potrzebować.

Punjabi

ਜੇਕਰ ਤੁਹਾਨੂੰ ਸਾਡੇ ਨਾਲ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿਚ ਗੱਲ ਕਰਨਾ ਅਸਾਨ ਲੱਗਦਾ ਹੈ ਤਾਂ ਆਪਣੇ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਬੋਲਣ ਵਾਲੇ ਮਿੱਤਰ ਜਾਂ ਰਿਸ਼ਤੇਦਾਰ ਨੂੰ 0800 183 0454 'ਤੇ ਸੰਪਰਕ ਕਰਨ ਲਈ ਆਖੋ। ਅਸੀਂ ਦੁਬਾਰੀਏ ਦੀ ਵਿਵਸਥਾ ਕਰ ਸਕਾਂਗੇ ਜੋ ਤੁਹਾਡੇ ਲੜੀਏ ਤਰਜਮੇ ਦੇ ਬਾਰੇ ਗੱਲਬਾਤ ਕਰਨ ਲਈ ਤੁਹਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰੇਗਾ।

Urdu

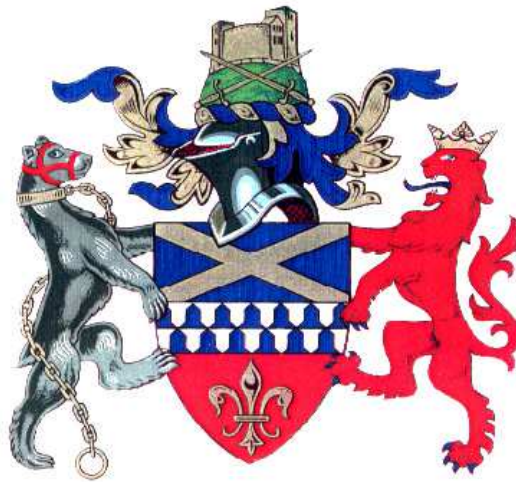
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LANDLORD SERVICES REPAIRS POLICY

Health Impact Assessment



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INTRODUCTION:

A Health Impact Assessment (HIA) is required for all new policies and the following assessment has been completed for the introduction of a new Landlord Services Repairs Policy. The author recommends that a broader evidence base would be needed to support the HIA if significant health impacts were found.

Based on the systematic review a table of synthesised findings indicating the expected health effects of housing improvements / repairs is included. The author also reviewed observational data of housing associated health risks to highlight the key impacts to consider when completing this assessment. Consultation with local stakeholders has taken place and incorporated in the final assessment

In addition this HIA presents the findings of the systematic review highlighting the type of outcomes observed after specific housing improvements/repairs (Table 1). A systematic review of a broader evidence base of observational research is included to produce evidence informed guidance on what health effects to expect.

Scope of the review

The literature reviewed relates to housing conditions and does not specifically include furniture interventions or interventions to reduce home accidents, falls, or fires or impacts of area regeneration. Four systematic reviews covering these topics and a comprehensive review on homelessness were identified but are outside the scope of this paper. Literature on radon, lead, and carbon monoxide were also excluded as there are already measures in place to protect residents from those hazards.

Existing evidence of health and social effects of housing improvements

Table 1 shows the main effects of different types of housing improvements on six main broad health and social outcomes. The findings are a synthesis of the data from the intervention studies reviewed and indicate the strength of evidence for each finding.

Table 1

Evidence from controlled and uncontrolled intervention studies of specific health impacts of housing						
Impacts on outcomes measured	General health or wellbeing	Symptoms/illness and health service use	Respiratory	Mental health	Mortality	Social
Re-housing/refurbishment plus relocation from slum area or community regeneration						
	↔ Unclear impact on measures of general health	↔ Unclear impact on symptoms or illness episodes ++ ↔ Unclear effects on health service use +	↔ Conflicting findings from four studies	↑ Consistent improvement in mental health ++	↓ Increased+	↑ Numbers of smokers reduced+ ↑ Increased community involvement, social support, sense of belonging and feeling of safety. Reduced fear of crime and sense of isolation+ ↓ Increased rents led to reduced income to buy adequate diet+
Medical priority re-housing (MPR)						
	↑ Improved objective measure and self reported health+	↔ Unclear impact on health service use+		↑ Improved objective measure and self-reported health ++		
Energy efficiency measures						
	↑ Improved objective measure of health+	↔ Unclear impact on general symptoms+	↑ Reduction in respiratory symptoms+	↔ No significant difference in emotion and mental health+		↑ Less school time lost due to asthma but not other symptoms+
Direction of effect. ↑ Improvements to health or reduction in illness; ↔ no clear effect on health or illness indicators; ↓ reduction in health or increase in illness. Strength of evidence +++ strong association: evidence from prospective controlled studies with good levels of follow up; ++ moderate association: evidence from at least one prospective controlled studies; + weak association: evidence from uncontrolled studies.						

General physical health and illness episodes

Thirteen studies were identified that assessed changes in general health after housing improvement and repair works. Measures used included self reported wellbeing, activity, symptoms or illness episodes, and health service use. Two of the studies used a validated general health measurement. Ten studies found some health improvements and five studies found no difference in some measures. Some studies found mixed effects.

Three studies of re-housing and community regeneration reported adverse effects on general health. One study found increases in reported illness episodes (+56%), though this was in part attributed to a flu epidemic. In a further study, age standardised mortality rates increased for all ages, except infants, five years after re-housing from a slum area.

Mental health

Half the studies identified used a measure of mental wellbeing (including the Hospital Anxiety and Depression Scale (HADS), self reported mental health and hypnotic prescribing levels). These studies assessed the health impacts of Medical Priority re-housing, energy efficiency improvements, refurbishment/repair, re-housing, and area regeneration. All of these studies, except one study of central heating installation, found improvements one month to five years after the housing improvements were completed. In one large, prospective controlled study the degree of improvement in mental health was directly related to the extent of housing improvement, demonstrating a dose-response relation. This consistent pattern of improvements in mental health would suggest that improving housing would generate mental health gains.

Respiratory health

Four studies looked at changes in respiratory symptoms. Measures used included self reported symptoms and respiratory prescribing. Three of these studies were of re-housing and area regeneration; two of the studies reported increases in respiratory symptoms. One study found an increase in chronic respiratory conditions (+12%) among adults five years after the move while the other study found reductions (-11%) in bronchial and asthmatic symptoms one to four years after the move. The study of routine respiratory prescribing data found no significant changes, though the use of routine data that are not linked to individuals is not easy to interpret.

In the fourth study, children's respiratory symptoms improved and fewer days were lost from school because of asthma three months after installation of central heating.

Other effects of housing improvements

Social context

Four studies measured changes in a range of social outcomes and each found improvements after the housing improvement. Residents reported a reduced sense of isolation, reduced fear of crime, increased sense of belonging and feelings of safety, increased involvement in community affairs, greater recognition of neighbours, and improved view of the area as a place to live. These are important changes and may effect resident's satisfaction with their house, however, it is not known if improvements in such measures translate into health improvements.

Increased rents

Two studies of re-housing and area regeneration provide good examples of the potential for unintended adverse effects because of increased rents. One study reported increases in standardised mortality rates in the re-housed residents. This was attributed to a doubling in rents, which in turn affected the households' ability to buy an adequate diet. More recent research also reported that rents in the new houses increased by an average of 14.8%, and some residents reported this as a barrier to employment opportunities. Some residents reported economising on food to accommodate the increase in rent.

Using other sources of evidence on housing and health

The strongest research evidence of health gains generated by housing investment is most likely to come from completed intervention studies. However in the absence of this, it is necessary to consider other data sources. The following sections provide a selective review of observational and qualitative literature that has linked poor housing conditions to health.

Observational evidence in housing

There are many housing characteristics that have been strongly associated with poor health using observational data. A comprehensive, expert review of the associated risks and health hazards in domestic buildings identified hygrothermal (moisture absorption and temperature change) conditions, radon, falls, house dust mites, environmental tobacco smoke, and fires as the highest health risks. The main housing factors associated with health variation and that are commonly part of or aspects associated with housing improvements are listed below and these should be considered in an HIA of housing improvements / repairs.

Main housing factors that have been associated with health variation and targeted as part of common housing improvements

- Indoor air quality;
- House dust mite and allergens;
- Dampness and hygrothermal conditions;
- Temperature and warmth;
- Home ownership;
- House type and design, for example, flat or house.

Other issues associated with housing improvement

- Moving and relocation;
- Displacement;
- Area effects;
- Housing costs.

Indoor air quality

In a recent expert review of the health effects of exposure to airborne particles in the home, the findings of observational, human, epidemiological, and toxicological animal studies were reviewed. The most common airborne particles arise from environmental tobacco smoke, cooking, certain heating appliances, and human activity. The level of indoor particles is strongly correlated with outdoor levels and

raises personal exposure substantially. Short-term increases in ambient particles are strongly associated with increased mortality and morbidity; acute cardiopulmonary impairment being the predominant impact and vulnerable groups such as the elderly people and people with asthma being most at risk.

Dampness and hygrothermal conditions

No recent systematic reviews of associations between dampness, mould, and health have been identified. In a review of studies of the associations between damp and mould and respiratory health the author concluded that if the home was damp or moldy the increased risk of respiratory symptoms was small, and recommended that new build housing, improvements works, repairs and upgrading is designed to prevent the proliferation of indoor allergens.

Allergens

The most important allergen in house dust comes from the house dust mite. A systematic review of the effectiveness of house dust mite control measures in the management of asthma has been carried out. Measures used included vacuuming and acaricidal (for killing mites or ticks) chemical measures. There is evidence to suggest that current chemical and physical measures to reduce exposure to house dust mite allergens seem to be ineffective in the management of asthma. This is partly because asthma sufferers are often sensitive to other allergens as well as house dust mite.

Temperature and warmth

There is considerable seasonal variation in mortality in the UK that is strongly related to reductions in outdoor temperatures. Recent analyses suggest that the seasonal variations are related to indoor rather than outdoor temperature, and that this annual variation could be reduced by helping residents protect themselves from cold weather conditions.

Housing tenure

Home ownership has been independently associated with improved health. It is thought that home ownership may generate a degree of security and control, though the direction of the relation needs further investigation. However, home ownership is not always health promoting. Nettleton and Burrows' study of the health impacts of mortgage arrears suggested that those living on the margins of home ownership suffer increased insecurity and detrimental mental health impacts. In addition, cultural variations in rates and meaning of home ownership may give rise to international variation.

Housing design

Flat dwelling has been linked to factors associated with stressful living conditions such as increased social isolation, crime, reduced privacy, and opportunities for safe play for children. However, there are many factors related to flat dwelling that may confound findings of surveys and there are no conclusive data that height of home from ground level is associated with reduced health or satisfaction with housing. A recent review of epidemiological surveys showed a consistent pattern of decreased levels of mental health associated with housing height and multiunit dwelling. It is unclear how these studies were selected for review and the author points out it is not possible to draw conclusions of a causal link because of the poor quality of research in this area.

Other considerations in housing improvement/repair programmes

Moving and relocation

Moving house is considered to be a stressful, health damaging life event. In the field of social housing this has been attributed to lack of opportunity to negotiate with the housing authority regarding control around the move. Housing relocation has also been associated with loss of community, uprooting of social networks, and unsatisfied social aspiration that may counteract satisfaction with improved housing. The meaning and context of housing varies between people and it may not be possible to detect tangible or consistent health effects of moving and relocation.

Residents' satisfaction with their neighbourhood and dwellings has also been used as an indicator of quality of life and as an ad hoc measure of the success of housing investment. However, prioritising improvements in factors associated with high dissatisfaction may not maximise the incremental well being of residents; residents who are dissatisfied with the local neighbourhood may prioritise housing improvements before neighbourhood improvements. Consultation with residents included in proposed housing improvements/repairs is important.

Displacement

Some area and housing regeneration projects can lead to displacement of original residents. This may result in misleading shifts in routine social and health statistics that will not be identified unless a more detailed analysis of individual data is performed. It is therefore necessary to identify reasons and potential for displacement in advance.

Area effects

The socioeconomic characteristics of a neighbourhood may have an effect on a person's health status. Ongoing research looking at the health effects of relocation from areas of deprivation to improved housing indicated opportunities, education, and social integration were improved. The suburban movers attributed increased employment to increased job vacancies, increased neighbourhood security, and less local gang activity. The most recent report from a similar project demonstrated that households in the intervention groups experienced improved health among household heads, and children in the experimental group were less likely than the control group children to experience an asthma attack.

Housing costs

Research supports the potential for rents to impact on residents' lives. In housing, rent subsidies have been used as a way of offering public housing tenants more control and choice in where they live and of promoting more integrated public housing tenancy. In one survey of child growth and nutrition, children whose family were on the waiting list for housing subsidy were over eight times more likely to have low growth indicators than similar children whose families already received a housing subsidy.

Evidence for health impacts after housing improvement/repairs derived from a systematic review of intervention studies

- Mental health likely to show some improvements.
- Possible small improvements in general physical health and wellbeing— though three studies of re-housing and regeneration showed adverse effects.

Points to consider for housing services repairs policy HIA, informed by evidence from intervention studies, observational, and qualitative data reviewed

- What are the specific housing changes/improvements/repairs that are proposed?
- Are there other housing changes not detailed in the proposals that may occur?
- What is the evidence that these changes will affect health and any specific symptoms?
- Are there vulnerable groups (for example, elderly, asthmatic people) who may benefit particularly from the proposed changes?
- When can health gains be realistically expected?
- Will the improvement be too marginal to detect?
- Are there going to be any changes in housing costs?
- Is there any other change that may affect living costs—transport, food, access to amenities?
- Was there sufficient consultation about the housing improvements?
- What is residents' baseline satisfaction level with their housing?
- What levels of displacement can be predicted over the period of improvement?
- What explanations might there be for displacement?

The purpose of health impact assessment of proposed housing interventions may be to recommend changes to maximise the health benefits arising, or to prioritise areas of housing investment. By acting on the findings of this HIA and considering both the potential positive and negative impacts of housing improvements/repairs, the health benefits of housing can be maximised.

Data from qualitative studies has been used however; it cannot be assumed that by reducing the exposure to a known housing risk the adverse effects of poor housing can be reversed.

The difficulties in developing and using evidence base for HIA has been recognised and a framework for different levels of HIA has been advocated. These levels range from a desktop exercise reliant on readily available information, to detailed assessment that included synthesis of existing research. Currently there is insufficient evidence to fully support a detailed HIA to predict the health impacts of housing improvement/repair. However, it is important that absence of evidence is not confused with evidence of absence.

**LANDLORDS SERVICES (Repairs and Improvements)
Background**

Tamworth Borough Council's repair and improvements service objectives are:

- To fulfil statutory and regulatory responsibilities for repairs and maintenance
- To aim to achieve customer satisfaction within the repairs service
- To work towards improving the housing stock directly provided by Tamworth Borough Council
- To involve tenants in the management of the repairs service

- To use the resources within the repairs service to best effect
- To deliver value for money

Tamworth Borough Councils repair and maintenance responsibility extends to all tenants of council owned properties and to leaseholders of flats and maisonettes, where Tamworth Borough Council owns the freehold.

Where a flat or maisonette has been sold, Tamworth Borough Council remains responsible for the repair and maintenance of the structure and common areas of the building. Maintenance of the interior and fixtures are the responsibility of the leaseholder.

Tamworth Borough Council has a responsibility in accordance with the Public Health Act 1963 and the Housing Act 1985 to keep in repair its properties to ensure that they are fit for occupation.

The definition in Section 604 (1) of the Housing Act 1985 is:

‘In determining for any of the purposes of the Housing Act whether premises are unfit or fit for human habitation, regard shall be had to their condition in relation to the following matters:

- Repair Condition
- Structural Stability
- Freedom from dampness
- Internal arrangements
- Natural lighting
- Ventilation
- Water supply
- Drainage and sanitary conveniences
- Facilities for the preparation and cooking of food and for the disposal of waste water

Premises shall be deemed to be unfit if, they are defective in one or more of these matters so that they are not reasonably suitable for occupation.’

Tamworth Borough Council is committed to providing a repair and maintenance service to ensure that these requirements are fulfilled. Failure to do so may result in tenants taking action under Section 82 of the Environmental Protection Act 1990, contending that the condition of their dwelling is prejudicial to health or is a nuisance. They may also institute proceedings in the county court under Section 11 of the Landlord and Tenant Act 1985 contending that Tamworth Borough Council has breached its statutorily implied covenant relating to the condition of the structure, the exterior, the installations for the supply of water, gas, electricity and for sanitation and for space, heating and heating water.

Landlord Services Repairs Policy Health impact Assessment

Health Impact Assessment (HIA) is part of the mandatory 'Impact Assessment' required by Government for all relevant policies for developing better, evidenced-based policies by careful consideration of the impact on the health of the population. Key stages undertaken in this process are indicated in the table below:

Key stages of the health impact assessment undertaken

- **Screening** The first stage is selection proposals within the repairs policy that should be subjected to HIA.

- **Getting the HIA team together** HIA needs input from a team of people to provide different perspectives and areas of expertise.
- **Scoping** This means setting the boundaries of the HIA: the geographical scope, the population groups whose health is considered, and the timescale over which to predict impacts.

- **Identifying impacts** This means identifying possible health consequences of the proposal.

- **Assessing impacts** This means assessing the identified impacts, in order to inform recommendations to improve the health consequences.

- **Making recommendations** The HIA should include recommendations to adjust the proposal to maximise positive and minimise negative health impacts.

- **Monitoring impacts** Once the proposal is implemented, the health impacts that arise in practice should be monitored.

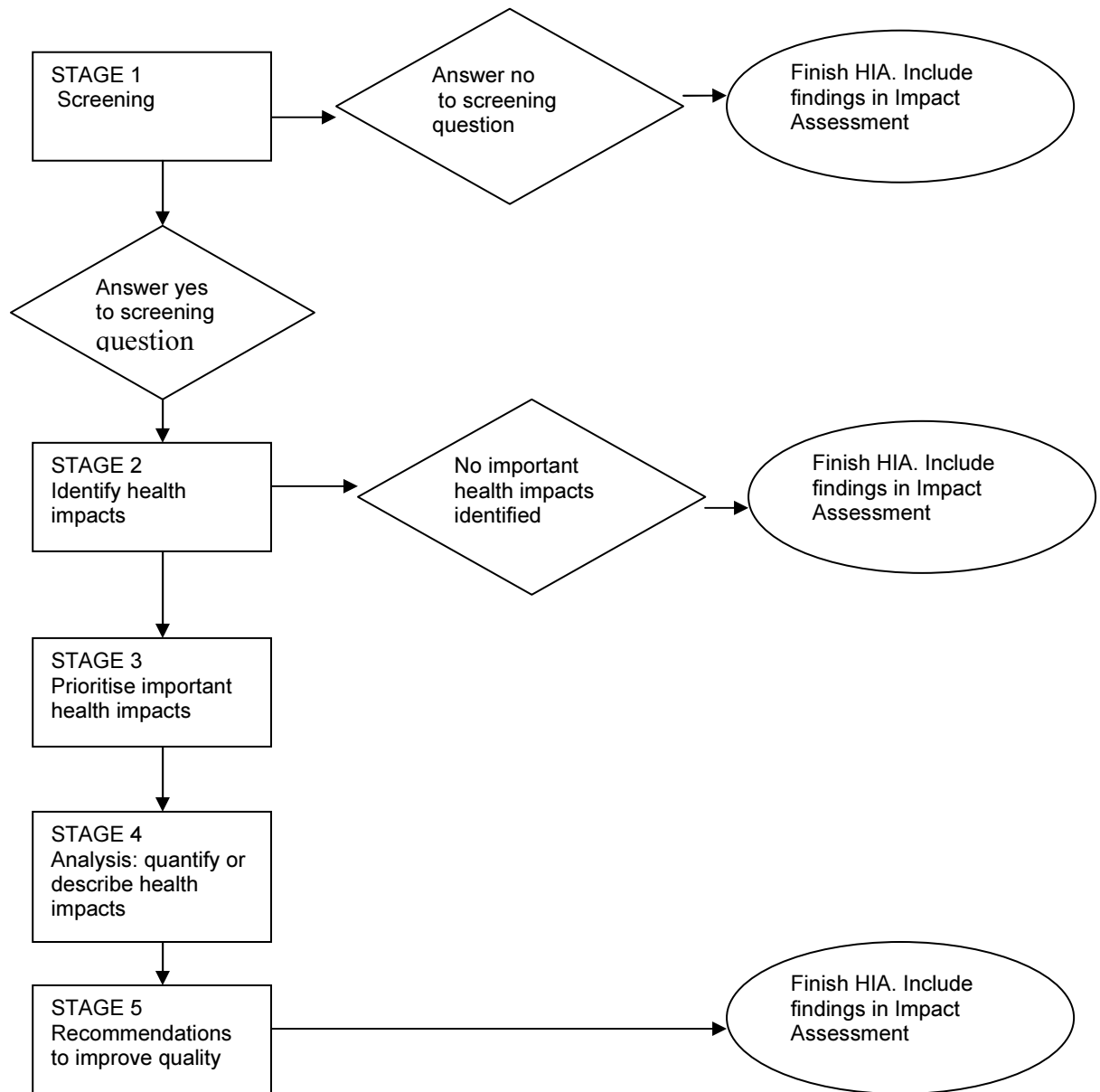
Note:

In may be necessary to return to an earlier stage when when/if more information becomes available. For example, impacts may affect a larger population than first thought, so it will be necessary to re-define the population scope of the HIA.

Screening

In order to complete the HIA a review of the possible health impacts has been undertaken which considers the size and importance of the proposed Landlords Services Repairs Policy impact.

The diagram below gives an overview of the Health Impact Assessment process used, and the rest of this section explains the content of each of the 5 stages of HIA.



FRAMEWORK FOR HIA

Table 1. Stage 1 Screening

Screening Questions	No If there will be no health impact provide a brief explanation for your response	Yes If there will be health impact(s) provide a brief explanation
<p>Will the proposal have a direct impact on health, mental health and wellbeing? For example would it cause ill health, affecting social inclusion, independence and participation? You should consider whether any socioeconomic or equalities groups* will be particularly affected.</p>	Yes	Repairing responsibility may have impact on living conditions if tenants do not carry out repairs they are responsible for. Linked to Golden Ticket and property MOT
<p>Will the policy have an impact on social, economic and environmental living conditions that would indirectly affect health? For example would it affect housing, transport, child development, education, good employment opportunities, green space or climate change? You should consider whether any socioeconomic or equalities groups* will be particularly affected.</p>	Yes	Improved living conditions with increased insulation and affordable heating. Reduction in carbon emissions. Healthier living conditions
<p>Will the proposal affect an individual's ability to improve their own health and wellbeing? For example will it affect their ability to be physically active, choose healthy food, reduce drinking and smoking? You should consider whether any socioeconomic or equalities groups* will be particularly affected.</p>	Yes	Improved living conditions and lower running costs for heating and hot water. May help with additional disposable income to engage in activities and healthier life style
<p>Will there be a change in demand for or access to health and social care services? For example: Primary Care, Hospital Care, Community Services, Mental Health and Social Services? You should consider whether any socioeconomic</p>	No	Properties maintained to high standard should lead to healthier living conditions which

or equalities groups* will be particularly affected.		is linked to better health
Will the proposal have an impact on global health?	No	Unlikely to impact globally.
*Equalities groups such as race, gender, health, disability, sexual orientation, age, religion or belief.		

Scoping

The HIA is specifically targeted to the introduction of a Landlords Services Repairs Policy for repairs and improvements to landlord owned housing stock in the geographical area of Tamworth, within which are 4545 properties split into 13 districts/wards as listed below:

- Amington;
- Belgrave;
- Bolehill;
- Coton Green;
- Dosthill;
- Fazeley;
- Gillway;
- Glascote;
- Kettlebrook;
- Leyfield;
- Spittle;
- Town Centre &
- Wilnecote

These properties are split into the following groups:

Dwelling Type	Number
Bungalow	232
Ground floor bedsit	4
Ground floor maisonette	68
Ground floor flat	386
High rise flat	313
House	2545
Sheltered	373
Upper floor flat	503
Upper floor maisonette	117
Upper floor bedsit	4
Total	4545

The population groups of the above properties whose health has been considered is indicated below:

Age Group	Number
18 – 25	223
26 – 55	2494
56 – 65	856
Over 65	2227
Total	5909

Of these:

Disability	Number
No recorded disability	5194
Some form of disability	715
Total	5909

Ethnicity	Number
White British	4350
Unknown	1435
Other ethnic groups	124
Total	5909

The timescale over which to predict impacts is considered to be over the life of the tenancy, as clearly some tenants will make more use of the repairs/improvements service than others.

TABLE 2. Stages 2 and 3 Identify and Prioritise health impacts

Stage 2 Identify Health Impacts	Answering yes to these questions indicates that this is an important health impact					Stage 3 Prioritise health impacts
Describe the Health Impacts	Will the health impacts affect the whole population or will there be differential impacts within the population? You should consider whether any socioeconomic or equalities groups* will be particularly affected.	Will the health impacts be difficult to remedy or have an irreversible impact?	Will the health impacts be medium to long term?	Are the health impacts likely to generate public concern?	Are the health impacts likely to generate cumulative and/or synergistic impacts?	Combining the answers, on balance will the health impacts have an important positive or negative impact on health. Provide a brief overview of the reason for your decision on prioritisation
People with physical or mobility impairments	Limited number and would affect Access, Repairs/Maintenance, Decent homes service standards. Aids and adaptations.	Support can be provided to vulnerable tenants	Can be long term dependant on disability	Unlikely	Possible dependant on how symptoms progress and ongoing support required	Likely to have positive impact on quality of life with improved access to enhanced service delivery
People with sensory impairments (hearing / speech)	Limited number and would affect Access , Customer care, Tenant involvement— Tenants can't hear/can't hear clearly, hear what you are saying-telephone contact needs to be supplemented , update Tenant profile reference preferred methods contact, repairs staff good examples of local knowledge of the	Support can be provided to vulnerable tenants by arranging tenant liaison officer to liaise with carers, support services and staff. Tenant base being utilised to arrange and carry out repairs and servicing.	Can be long term	Unlikely	Possible dependant on how symptoms progress	Dependant on information being available a positive impact with service tailored to meet individual needs

People who use mental health services	Limited number and persistent complainants, generally cross, without considering whether there is a need for mental health support or whether this is already being given. We do not know /share enough detail about this user group.	Support can be provided to vulnerable tenants by arranging tenant liaison officer to liaise with carers, support services and staff. Check supporting people plans	Link age to dementia possibilities	Unlikely	Possible dependant on how symptoms progress and ongoing support required	Likely to be limited information available but where tenant profile indicates service can be tailored, it is likely to be positive impact
People with learning difficulties	Limited number and use of local knowledge from area office staff, repairs staff, tenants surveys identifies where tenants have literacy problems-use of face to face contact is maintained.	Support can be provided to vulnerable tenants by arranging tenant liaison officer to liaise with carers, support services and staff	Likely to be long term	Unlikely	Possible	Reliant on local knowledge but where known impact is likely to be positive
People who have non visible difficulties such as diabetes or epilepsy.	As above					

*Equalities groups such as race, gender, health, disability, sexual orientation, age, religion or belief.

Table 3. Stage 4 Analysis: quantify or describe important health impacts

<p>This section brings together (triangulates) the evidence from all the data collected from the different sources and by using different (multiple) methods. It identifies and characterises the potential impacts of the new Repairs Policy describing where possible:</p> <p>Health impacts – the health determinants affected and the subsequent effect on health outcomes;</p> <p>Direction of change – health gain (+) or health loss (-);</p> <p>Scale – the severity (mortality, morbidity and wellbeing) and magnitude, where possible (size/proportion of the population affected);</p> <p>Likelihood of impact – definite, probable, possible or speculative based on the strength of the evidence and the number of sources.</p> <p>Latency – when the impact may occur.</p> <p>For the purpose of impact analysis, a hierarchy of evidence from level I to 5 has been defined describing the relative strength of evidence for a causal relationship between health determinants and health outcomes; this includes evidence from the literature, key informants and stakeholders. Stakeholders provide a different type of evidence based on, e.g., their knowledge, experience and perceptions; this evidence provides a more detailed picture of the potential range of health determinants affected by the policy as well as an insight into how this may affect health outcomes and who may be affected most or least. Finally it helps in the prioritisation of impacts.</p> <p>Where evidence collected from multiple research methods converges, this adds extra strength to the evidence and the likelihood of impact. Definition of the likelihood of the impacts is described in the following qualitative terms. The likelihood of the impact is based on the assessed strength of evidence. It should be noted that lower levels of evidence (speculative) are still relevant and may be valid; this evidence should not be ignored.</p> <p>Definite Will happen. Overwhelming strong evidence from a range of data sources collected using different methods (level I)</p> <p>Probable Very likely to happen. Direct strong evidence from a range of data sources collected using different methods (levels 2/3)</p> <p>Possible More likely to happen than not. Direct evidence but from limited sources (level 4)</p> <p>Speculative May or may not happen. No direct epidemiological evidence to support (level 5)</p> <p>Primary categories of health outcome</p> <p>The potential health outcomes associated with housing can be summarised as follows:</p> <p>Injuries and acute poisoning -- associated with falls, fires, burns, electric shocks, scalds, collisions, cuts and strains, carbon monoxide and other gases.</p> <p>Chronic medical conditions associated with cold, damp, allergens and mould, chronic poisoning with asbestos, lead, tobacco smoke or solvents and fixatives.</p> <p>Acute medical conditions associated with excess cold or excess heat.</p> <p>Mental illness and psychosocial disorder associated with crowding, noise, poor living conditions, disruption, loss of control, and fear of crime.</p> <p>Infectious diseases associated with crowding, food safety, personal hygiene and water supply. The effects of crowding include exposure to infectious agents such as TB,</p>

scabies and lice.

Wellbeing associated with good housing in good neighbourhoods, stable family life, empowerment and recognition and reduction in anti-social behaviour.

The analysis considered the effect of the housing repairs/improvement programme on each of these outcomes.

Transition

The housing repair/improvement programme represents a transition for the tenant that has 4 main stages.

Before the works -- when the tenant is living in a poor physical environment that may be cold, damp and unsafe. This may be accentuated by anxieties such as poverty and fear of crime. The tenant may be disabled and awaiting housing adaptation. This is a time of anticipation and delay. The tenant may be offered choices with regard to colour and design of fixtures and fittings and consulted about other potential home improvements; tenant involvement in decision making may have a positive impact on their health.

During the works -- when the tenant is disrupted and there are new, temporary, environmental hazards including dust and solvents. The disruption to tenants will be repeated during the different phases of the works. This will prolong the negative impacts of disruption while reducing the severity of impacts when compared to a single larger scale intervention.

Early post-works -- when the tenant first experiences the improved home environment and the associated sense of improved wellbeing and euphoria. If the works themselves have had a major disruptive effect, then the stress may continue into this phase. There will also be raised concentrations of volatile organic compounds and some snagging and defects await correction.

Late post-works -- when the tenant has ceased to feel a sense of improved wellbeing and euphoria because the repairs/improvements have become part of everyday life. The determinants of some chronic medical conditions have been permanently improved and the home environment is safer and warmer; however other confounding factors may not have been addressed, e.g., outdoor air quality. At this stage, breakages and maintenance may go unattended because there is no, or limited funding stream for maintenance. Tenants own repairing responsibilities may not be carried out. The effect of climate change during the summer months may produce conditions of excess heat. The physical and social environment outside the home and the social situation of the tenant may remain just as before. Rises in rent and energy costs may have eroded any financial improvements.

Many of the housing repairs/improvements are permanent and should lead to permanent reductions in the risk of injury and poisoning. For example, increased thermal efficiency is expected to reduce the incidence of hypothermia associated with excess winter cold. Adequate safe storage for cleaning products will help to reduce incidents of poisoning. Certain conditions will not be addressed by any housing repairs/improvement programme -- such as crowding. Other improvements may be transitory.

Evidence suggests that improvements in physical comfort alone produce transitory improvements in wellbeing and happiness. Sustained improvements depend on being a valued member of a supportive community as well as having a minimum standard of housing. This would require interventions that are outside the scope of home improvement and require "joined-up thinking" and partnership working.

For a tenant with good physical health and mental wellbeing, full employment and a stable family life, the transition should be relatively easy compared to vulnerable tenants. There will be a relatively minor disruption during the works and a small risk of injury from intrusion on work areas. The housing repair/improvement programme will provide increased wellbeing that complements the tenants existing relative good fortune. For a tenant with chronic medical conditions, disability, mental ill-health or psychosocial disorder, the outcome may be different and the health impacts more severe.

The following models the effect of this transition on various health outcomes and suggests that positive changes could be transitory in some cases. The strength of evidence is variable but similar issues have been reported elsewhere. For example, one study noted that "levels of stress associated with the redevelopment process are significantly associated with poorer health and in the short term appear to counterbalance the benefits of improved living conditions". The disruption experienced during major works can spill over into the early post-works period. Other studies have suggested that there is a "halo effect" and "optimism about the future" that reduces over time.

The conclusion from this analysis of the transition is that identification of vulnerable residents, additional interventions and improvement of the external environment, partnership working and joined-up thinking will be needed to maintain many of the health gains associated with housing improvement.

There are two possible approaches to carrying out the works: the phased approach, and a single phase approach, where all works are carried out together. The first approach produces many small disruptions and repeated uncertainty. The second approach produces a single major disruption and may require decanting. Decanting is particularly stressful for the elderly infirm. Each approach is likely to have different health impacts. In both cases, accurate knowledge of tenant vulnerabilities provides the first step towards managing impact.

Injury and acute poisoning

Rates of accidental poisoning and falls are notably low in Tamworth and an unknown proportion of these are associated with unsafe homes. The housing repairs/improvements are specifically designed to reduce certain injuries and provided safer storage of household goods.

Chronic medical conditions

There are tenants who have chronic conditions, such as asthma, whose medical adviser may have prescribed home improvement as a necessary part of treatment. Others may have disabilities and await housing adaptations. The delay in implementation of the appropriate home improvement represents a negative impact on health, while prompt action following the prescription represents a positive impact on

health.

Tenants experience to date has been of high quality home improvements and attention to the needs of disabled residents.

Acute medical conditions

There is strong scientific evidence that excess cold during winter leads to excess winter deaths. The provision of affordable warmth during the winter months will reduce this risk. There is strong scientific evidence that high summer temperatures increase respiratory admissions and early deaths. As the effects of climate change become more apparent and the population ages, the impact is expected to increase. There is strong evidence that the solvents and fixatives used in building works can increase respiratory illness in vulnerable groups. The effect may last for up to one year. Some tenants had already experienced this.

Mental illness and psychosocial disorder

There is evidence from stakeholders and studies of other improvement programmes that extensive works can cause stress, confusion, loss of control, fear, anxiety, disrespect, noise, dirt, theft and associated concerns. Some residents may be vulnerable because of their disabilities or life circumstances. Some may have general difficulties with change, planning, and organization skills. Residents believe that home improvements may lead to subsequent improvements in mental health.

Infectious disease

Infectious diseases associated with food safety are likely to occur at higher than average rates in poorly maintained, unhygienic and crowded living conditions. The programme improvements are likely to make the maintenance of hygiene easier. Over the longer term, climate change will lead to high summer temperatures which are conducive to the survival and rapid multiplication of infectious agents, although the increase in relative risk may be insignificant in the short term.

Wellbeing

Evidence from the literature, including other HIAs, shows that tenants' wellbeing is affected by factors in the external physical environment such as graffiti, litter, anti-social behaviour, fear, intimidation, dangerous dogs and crime. Workshop participants prioritised these issues and expected the home improvements to have a positive impact on some of them. They identified an extra risk of criminals entering their homes during the works. Residents appreciate involvement in planning and "having a say" and believed this had a positive impact on wellbeing. They identified disruption during Works as a negative impact that would vary between different communities. There is a need to recognise vulnerable people. Uncertainties about timing and process of works can cause anxiety with trust and communication being important determinants. Residents reported feeling safer once doors and windows had been replaced and being more likely to invite friends to their homes. The improvements and consultations increased their self-esteem and aspirations. There is evidence that housing interventions improve self perceived health.

Table 4. Stage 5 Recommendations to improve quality

Identification

TBC should know who its tenants are and whether they have any special needs. It should transmit this information systematically to its contractors. It should maintain a risk register.

The register should flag which tenants require special care from the contractors. The special care may arise either because the tenants represent a hazard to the workforce or because the works, and the workforce, represent a hazard to the tenants.

Preparation of such a register will require collaboration with in-house staff, contractors and possible social services/NHS. The register will require updating frequently. Communication of the register to officers and contractors and especially front-line staff, will require appropriate confidentiality clauses in contracts and conformity to the data protection act.

Categories of at-risk tenants may need further discussion to quantify but may include the following:

- Certain chronic illnesses, including asthmatics and those with severe allergenic reactions.
- Registered disabled (physical or learning).
- People with mental health problems, including people with significant planning, organising, or coping skills deficits.
- Older people.
- Families with infants and young children (under 5s).
- People with certified medical needs.
- Registered drug users and people undergoing alcohol treatment.
- People in receipt of services (adult or children's)
- Violent offenders.

The register should indicate the following:

- Tenants requiring respite care during works.
- Tenants requiring priority home improvements because of medical needs.
- Tenants requiring multiple services.
- Tenants who are potentially dangerous to the workforce.

TBC should ensure all frontline staff has access to, and training in use of, the flagging system in Orchard that is, for example, used to identify potentially dangerous residents.

TBC contractors should consider how staff are trained to identify vulnerable tenants and pay attention to the identification of vulnerable residents who are currently missed, for example, those with coping, organisational and mental wellbeing issues.

An associated management system may be required that runs in parallel with the normal home improvement programme management system.

This system would need to:

- Deliver one-off home improvements to individuals with severe medical conditions whose homes need adaptation and repair as a medical priority.
- Deliver respite care to vulnerable tenants during refurbishment work.
- Deliver hypo-allergenic products to sensitive individuals, such as paints and kitchen work surfaces with low VOC emissions.

The management system needs to be supported by an improved information management system.

Information management system

The analysis and other recommendations above have identified the need for TBC and its contractors to have more detailed information about the residents who are tenants of its properties. This information will enable improved management decisions to be made in order to identify residents with special needs or who are vulnerable.

Improvements to the existing Orchard computer-based information management system are indicated. This will require joined-up thinking and a partnership approach between TBC, Contractors, and other elements where required.

There are, no doubt, issues of confidentiality and data protection that require resolution. Residents should have an opportunity to express free prior informed consent to being included in a register of medical priority and vulnerability.

TBC should consider the inclusion of new information from the current tenant/profiling survey exercise. Geographical data mapping systems currently in use by TBC may become part of the information management system

Communication

There are number of frequently asked questions (FAQs) concerning health and housing repair/improvement. For example, some residents wish to know how the asbestos in their homes is being managed; others wish to know if the recession will affect the programme of upgrades and repair works. Lack of knowledge creates stress and uncertainty as well as a perception of risk or unrealistic expectations. The questions, and the answers, could be collected and distributed via website, newsletter and other leaflets. The existing newsletter could be utilised for this.

Tenants and sheltered housing managers need 2-4 weeks warning of major works commencing. Communication needs to be in different formats for different groups, including videos and leaflets. Face-to-face communication remains very important. The experience of tenants whose homes have been refurbished would be very reassuring to those awaiting refurbishment. They could be asked to volunteer to talk to other tenants and participate in open days.

This HIA report should be made available to interested individuals such as contractor's customer care officers and tenant representatives. A plain English summary should also be available on the website with reference to the detailed report.

New staff need opportunities to get to know each other. Retrospective induction

programmes may be needed and additional training on operating processes may be required.

The whole of communication requires a champion who understands the issues, obtains the feedback, and implements solutions.

Continue tenant control and involvement

The existing system of tenant involvement should continue with focus on the new repairs policy along with general health and wellbeing issues.

Support

Consider a more systematic approach to providing support to vulnerable tenants, including personal support for tenants with literacy or emotional support needs. Female liaison officers may be more reassuring to some tenants. TBC should form links with other agencies, e.g. PCT/social services for advice on the support needs of vulnerable tenants. The needs of tenants may vary according to their particular vulnerability.

Links

TBC should maintain links with the Primary Care Trust in order to maximise the health benefits of this and future home repair/improvement programmes.

There are numerous agencies that tenants may need to access for their health and social care. A joined-up model is required to ensure that tenants can access the services they need from one point. This will require coordination between TBC and the other agencies.

Construction safety

Safety campaigns are conducted prior to major construction work but are focused on the tenants and not the neighbours. The safety campaigns should be open to the entire neighbourhood regardless of their kind of tenure.

Building materials

It is good practice that TBC contractors should use low emission paints. However, the use of other building materials, such as solvents and sealants, may be harmful to health. The use of all materials should be considered with a view to reducing potentially harmful emissions where practical.

Improvements to occupational health, wellbeing and safety

Extend awareness of the safety issues relating to construction / repair works to the general neighbourhood. Children and teenagers are one of the main concerns, they can also play an important role in disseminating information to the wider community; construction safety awareness campaigns are commonly delivered in schools in areas within and surrounding the programme areas. This can be complemented by leaflets to houses in the general neighbourhood (not just TBC tenants).

Occupational wellbeing and health and safety improvements are required to ensure an even better service delivery. These include:

- Improvements to information management system (see above) for identifying hazardous tenants and dogs;
- Adequate front-line staff to improve staff-tenant communication;
- Opportunities for staff to get to know each other;

- Retrospective induction programmes;
- Better use of communication systems i.e. email;
- Clarification of procedures, including communication between departments;
- Ensure use of clear identity badges for TBC staff and a publicity campaign to help tenant's spot imposters.

HHSRS

The HHSRS data that is collected and compiled by TBC should form part of future reports on the success of housing repair/improvement works and should be linked to the health impact.

Climate change

In view of the increasing importance of climate change, all new projects should be considered from the perspective of carbon reduction. The hazards associated with excess summer heat are likely to increase.

Some of the components of the housing improvement programme will make significant contributions to the reduction of greenhouse gas emissions. However, reducing emissions should be an explicit goal of the programme and this should be manifest in an explicit strategy to reduce greenhouse gas emissions. An environmental management system/s (EMS) could also be used to reduce the ecological footprint of TBC as an organisation while potentially providing long-term savings to TBC and subsequently to tenants.

Some of the components of the housing repair / improvement programme will make a contribution to the prevention/avoidance of excess summer heat. However, the appropriateness, both in the short and long term of these and any other measures should be considered with the explicit goal of avoiding/reducing excess summer heat.

Additional home improvements

Some tenants may wish to make additional home improvements which may bring added value to the positive health impacts. TBC should consider ways of helping tenants to make additional home improvements, through information and advice.

Lifetime homes

Design home improvements to take account of future needs of an ageing population. This should not be limited to adaptations for the disabled or for people when they become elderly, but included within the design of improvements to all homes wherever practical.

General physical environment

The external environment of people's homes also has impacts on their health. This includes the periphery, the broader built environment and views of and access to green spaces. Maintenance and improvement of the external environment should be planned in order to consolidate the gains to health and wellbeing obtained from improvement of the internal home environment.

Develop and implement a coherent plan to improve the general physical environment in conjunction with partners (public, private and voluntary) and tenants, for example the regeneration of garage sites.

Improvements to the general physical environment together with home improvements may have a more profound impact on community wellbeing when delivered in combination.

Greenspace improvement works, for example community gardens, that include hands on involvement of tenants may have additional benefits to community activity/cohesion and levels of physical activity.

Phasing of works

Ensure that the phasing of works is designed, as far as practical, to minimise frequency and severity of disturbance for tenants for the lifetime of the programme. This may require different schedules for different tenants.

Temporary hostel accommodation

People living in temporary accommodation experience significantly more health problems than the general population. People who have been sleeping rough have far poorer health than other members of the community. TBC should, therefore, be aware of the high level of health problems (physical and mental) experienced by people living in temporary (hostel) accommodation. These tenants may require additional support when works are carried out in hostels.

Implementation of recommendations from the HIA

Develop an implementation/management plan for the recommendations of the HIA. The implementation of recommendations should, in part, be based on a detailed consideration of available resources (financial and personnel capacity).

Each of the recommendations above should be either accepted or rejected with the reasons for acceptance or rejection being recorded

Equality Impact Assessment Template

Name of policy/ procedure/ practice to be assessed	Landlord Services Repairs Policy		Date of Assessment	10/11/11	
Is this a new or existing policy/ procedure/ practice?	Update of existing policy	Officer responsible for the Assessment	John Murden	Department	Housing Services
1. Briefly describe the aims, objectives and purpose of the policy/ procedure/ practice?	To deliver an effective repairs and improvement service to ensure properties are in a fit state of repair in line with the Housing Health & Safety Ratings System (HHSRS).				
2. Are there any associated policy/ procedure/ practice which should be considered whilst carrying out this equality impact assessment?	Financial Regulations Housing Renewal Grants Regulations 2008 (CLG) Possible review of how contractors are appointed and by whom. Affordable Warmth programme. Renewable energy. Private Sector strategy. Corporate Objective – Improving Housing Standards in Tamworth; Improving Health & Education Standards; Create & Maintain a Clean & Green Environment.				
3. Who is intended to benefit from this policy/ procedure/ practice and in what way?	Service delivery aimed at tenants to ensure homes are properly maintained and satisfy as a minimum the standard described within the HHSRS document, namely properties are wind and water tight and free from major defects.				

<p>4. What are the desired outcomes from this policy/ procedure/ practice?</p>	<p>Homes properly maintained and provide safe, healthy environment for tenants and their visitors. Homes are brought up to the minimum standard described within the HHSRS document, namely properties are wind and water tight and free from major defects.</p>
<p>5. What factors/ forces could contribute/ detract from the outcomes?</p>	<p>Housing Finance Reform Available budgets. Tenants repairing responsibilities Increase in demand – outstrips available resources. Better publicity around service. VFM and alignment with our objectives.</p>
<p>6. Who are the main stakeholders in relation to the policy/ procedure/ practice?</p>	<p>Tenants Low income households Local suppliers Contractors TBC – other policy contributors</p>

7. Which individuals/ groups have been/ will be consulted with on this policy/ procedure/ practice?	Tenants. Tenants groups Stakeholders. Members	
8. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact on racial groups?		N Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise). Knowledge of potential service users. Communication methods need to be accessible to all. Could certain areas of the community lose out due to not being able to access the service
9. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact due to gender?		N Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise). Communication methods need to be accessible to all. Knowledge of potential service users.
10. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact due to them being transgender or transsexual?		N Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise). Communication methods need to be accessible to all. Knowledge of potential service users.
11. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact due to disability?		N Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise). Communication methods need to be accessible to all. Policy allows for aids and adaptations Knowledge of potential service users.

<p>12. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact due to sexual orientation?</p>		<p>N</p>	<p>Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise). Communication methods need to be accessible to all. Knowledge of potential service users.</p>
<p>13. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact due to age?</p>		<p>N</p>	<p>Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise). Communication methods need to be accessible to all. Knowledge of potential service users.</p>
<p>14. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact due to religious belief?</p>		<p>N</p>	<p>Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise). Communication methods need to be accessible to all. Knowledge of potential service users.</p>
<p>15. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact on Gypsies/ Travellers?</p>		<p>N</p>	<p>Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise). Communication methods need to be accessible to all. Knowledge of potential service users.</p>
<p>16. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact due to dependant/caring responsibilities?</p>		<p>N</p>	<p>Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise). Communication methods need to be accessible to all. Policy allows for aids and adaptations Knowledge of potential service users.</p>

<p>17. Are there concerns that the policy/ procedure/ practice <u>could</u> have a differential impact due to them having an offending past?</p>		<p>N</p>	<p>Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise). Communication methods need to be accessible to all. Knowledge of potential service users This question isn't asked and doesn't form any part of the assessment.</p>
<p>18. Are there concerns that the policy/ procedure/ practice could have an impact on children or vulnerable adults?</p>	<p>Y</p>		<p>Please explain, your reasoning, giving details of existing evidence (either presumed or otherwise). Communication methods need to be accessible to all. Knowledge of potential service users. Increased level of service available for vulnerable i.e. golden ticket</p>
<p>19. Does any of the differential impact identified cut across the equality strands (e.g. elder BME groups)?</p>		<p>N</p>	<p>Please explain Communication methods need to be accessible to all. Knowledge of potential service users.</p>
<p>20. Could the differential impact identified in 8 – 19 amount to there being the potential for adverse impact in this policy/ procedure/ practice?</p>		<p>N</p>	<p>Please explain Communication methods need to be accessible to all. Knowledge of potential service users.</p>

<p>21. Can this adverse impact be justified:</p> <ul style="list-style-type: none"> • on the grounds of promoting equality of opportunity for one group? • For any other reason? 		N	<p>Please explain for each equality heading on a separate piece of paper (questions 9 – 20). Communication methods need to be accessible to all. Knowledge of potential service users.</p>
<p>22. As a result of carrying out the equality impact assessment is there a requirement for further consultation?</p>		N	<p>Please explain No further consultation required</p>
<p>23. As a result of this EIA should this policy/ procedure/ practice be recommended for implementation in it's current state?</p>	Y		<p>Please explain Policy fit for purpose</p>

Equality Impact Assessment Action Plan

Complete the action plan demonstrating the changes required in order to meet TBC's commitment to equality and diversity. The action plan must contain monitoring arrangements, the publishing of results and the review period required for this policy.

ACTION/ ACTIVITY	RESPONSIBILITY	TARGET	PROGRESS
Monitoring arrangements:		Data collected quarterly	
Publication:			
Review Period:		Reviewed 12 monthly unless otherwise stated	

Expand as appropriate

Signed

(Completing Officer).....

Date

**Signed
(Head of Department)**

Date

**Signed
Corporate Diversity/ Equality**

Date

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DATE OF COMMITTEE

4th April 2012**REPORT OF THE PORTFOLIO HOLDER FOR QUALITY OF LIFE****TITLE OF REPORT****Strategic Housing Service Development****EXEMPT INFORMATION**

None

PURPOSE

The purpose of this report is to seek Member approval to utilise identified resources to support activity to bring empty homes back into use.

The proposals in this report will build on previous work in this area to enable the delivery of a high profile project with Waterloo and other key partners that will utilise additional Government resources for empty properties that have recently been secured for Tamworth.

The proposals in this report will further strengthen the Council's approach to bringing empty properties back into use and widen housing choice for local people.

Additionally, the proposals will deliver a value for money project that will assist in the delivery of priorities identified by the Tamworth Strategic Partnership and within the Council's Healthier Housing Strategy.

RECOMMENDATIONS

That Cabinet approve the use of £90,000 from the Coalfields regeneration funds to support the delivery of a defined Empty Homes Project with Waterloo Housing Group, the County Council and the Homes and Communities Agency.

EXECUTIVE SUMMARY

Work to bring empty properties back into use has been developed to ensure the Council is well positioned to increase the supply of housing via this route to help meet the needs of Tamworth residents. The proposed use of resources to further develop and deliver work on empty homes represents a value for money means by which to complement increasing housing supply on new build sites. Value for money will be achieved as the Council will secure 20 additional units of affordable housing via use of the £90,000 Coalfields regeneration funding whereas it would cost approximately £2million to build 20 new build affordable homes.

The Council's approach to empty homes has been recognised further afield by the Homes and Communities Agency and this has proved to be beneficial as the Council now has the opportunity to work with Waterloo Housing and others to utilise Government funding to bring empty properties back into use for affordable housing to meet a range of identified need.

RESOURCE IMPLICATIONS

The continuation of work on empty homes will require the utilisation of the Coalfields regeneration funding. Members have previously approved the use of £70,000 for this purpose. This is consistent with the intended use of these resources for housing renewal purposes.

As part of this approach it is proposed that an additional £90,000 of the Coalfields regeneration funding should be utilised to assist in the delivery of a project with Waterloo Housing Group to deliver 20 units of affordable housing in Tamworth. Waterloo have recently been successful in securing Government funds for empty homes. The project will demonstrate excellent value for money as it will attract additional investment into Tamworth and will ensure 20 units of affordable housing are delivered utilising substantially less resources than would be the case to build 20 new affordable homes.

Additionally, the project will assist in the prevention of homelessness by increasing the supply of housing in the Borough and reducing the need to utilise temporary accommodation. By implementing an approach to homelessness which is based on prevention the Council is able to achieve significant financial savings. For example during 2007/08 before an embedded homelessness prevention approach was in place the Council spent £186,968 on bed and breakfast accommodation costs. During 2010/2011 when prevention approaches had been adopted the cost of such expenditure was £28,798.

The Government and Homes and Communities Agency recognise the added value of pooling resources to achieve positive outcomes relating to work on empty homes and the success of the Waterloo bid supports this approach and will potentially raise the profile of the Council nationally in this area of work.

LEGAL/RISK IMPLICATIONS BACKGROUND

The empty homes project with Waterloo and other partners will be fully risk assessed and will be required to comply with Homes and Communities Agency guidelines.

SUSTAINABILITY IMPLICATIONS

Working with key partners to develop further the Council's ability to bring empty properties back into use will assist in increasing the supply of much needed decent and affordable housing in Tamworth.

Additionally, delivery of the empty homes project will contribute to improved health, educational and economic outcomes for local residents and towards the delivery of key priorities identified by the Tamworth Strategic Partnership and adopted by Tamworth Borough Council.

BACKGROUND INFORMATION

Use of Coalfields regeneration funding

The Council secured funding for private sector housing renewal following involvement with a sub-regional research project that explored the implications for housing following the demise of the coal mining industry. These funds were to be used to facilitate housing projects that would bring about housing renewal and regeneration locally.

To date, Members have approved the use of £70,000 Coalfields regeneration funding to bring empty properties back into use. This activity forms part of the broader approach to private sector housing and will build on the work that has been undertaken to date to increase the supply of housing in Tamworth.

In addition to utilising these resources to deliver additional homes via the Council's existing policy and procedures, it is proposed £90,000 is set aside to support the delivery of the successful bid made by Waterloo Housing Association for available Government funds to tackle empty homes. Waterloo secured £785,700 to be utilised in projects across 5 local authority areas. Of this total amount, £154,000 will be allocated for use in Tamworth (this equates to £7,700 per empty home).

The Council, Waterloo Housing Association, Staffordshire County Council and the Homes and Communities Agency have worked together for a number of months to formulate a credible and successful bid for Government funding that will be specifically targeted on Tamworth to bring 20 empty properties back into use as affordable housing (details of how the scheme will operate are attached at **Appendix A**). As the Council cannot currently manage empty homes in the private sector that have been brought back into use, it was considered the proposed scheme would deliver additional units of affordable housing that would be effectively managed and maintained by one of the Council's preferred development partners.

Within the bid submission, it was proposed each organisation would pool resources and combine this with the Government allocation to deliver additional affordable homes to meet a range of identified housing need. Of the 20 units proposed in Tamworth, 5 will be used to meet the needs of disabled residents identified by the County Council. In order to facilitate this, the County have given initial approval to match fund the Borough Council and allocate £90,000 to this project.

The inclusion of a financial contribution from both the Borough and County Council and the proposed collaborative approach were considered essential if the bid was to be value for money and ultimately successful. The combined funds totalling £334,000 will deliver 20 units of affordable housing which is considerably less than the £2million (approximately £100,000 per unit) it would cost to achieve the same outcome via a new build scheme. This approach, and the success of the bid, will not only increase the supply of much needed affordable housing in Tamworth but also enhance the reputation of the Council nationally by having worked with partners to secure limited Government resources.

REPORT AUTHOR

Steve Pointon

LIST OF BACKGROUND PAPERS

APPENDICES

- **Appendix A: Waterloo Empty Homes Project**

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Appendix A Waterloo Empty Homes Project

Introduction:

Following Waterloo's successful 2011-2012 Empty Homes allocation the Group are looking to build upon this success and roll out the programme across key areas in the East and West Midlands where a significant need has been identified, these include, Lincoln, Warwick, North Warwickshire, Tamworth and the Derbyshire Dales. In all of these areas regular meetings and discussions have been on going with relevant officers of the Local Authority.

Waterloo feel that the diverse urban and rural settings they are looking to work in will require innovative approaches to bringing empty properties back into use which will provide valuable and unique case studies to the Homes and Communities Agency.

As part of the overall empty homes programme Waterloo Housing Group are committed to using local apprentices and the provision of training and employment opportunities for local people where ever possible, as detailed in their pilot HCA allocation in Lincoln.

Summary of Waterloo's Approach:

- A project group with each Local Authority will be set up to deliver the programme and to ensure regular communication between all partners and value for money.
- Properties will be identified in partnership with the relevant local authority through various routes including Council Tax data, LA Empty Homes Officers, survey information and private landlord forums.
- Properties will be leased from the owner on a minimum of a 5 year lease (initial discussions with owners from the pilot project indicate this would be their preferred length of lease).
- Once a landlord has been identified the property will be surveyed and the extent of refurbishment work needed will be established. There will be a minimum requirement to meet the Decent Homes Standard.
- Additional energy grants will be explored including the 'Green Deal'.
- Refurbishment works will be carried out.
- Tenants will be identified from the local waiting list or choice based lettings system.
- The property will then be let at an Affordable Rent. Management and maintenance will be carried out by Waterloo Housing Group's local housing management teams.

- The landlord will receive a proportion of the rental income over the lease period.
- At the end of the lease period the property will be returned to the landlord in good repair, still at a lettable standard.
- There is the opportunity for the landlord to continue to rent the property through a private sector leasing scheme or social lettings agent.

Tamworth:

- A significant need has been identified by the Council with 147 empty properties across the Borough.
- The bid forms part of a wider project and commitment to tackling empty homes by Tamworth Borough Council and Staffordshire County Council.
- Both Authorities will be making capital contributions towards the project, as detailed in the bid template to the HCA (£90,000 per authority).
- In 2011-2012 Tamworth were successful in bringing 40 properties back into use.
- A project team has been in operation for the last 6 months which consists of Waterloo Housing Group, Southwark Habitat for Humanity, Staffordshire County Council and Tamworth Borough Council.
- The project aims to bring 5 empty properties per year (over a 3 year period) back into use for General Needs housing and in addition another 5 properties over the course of the 3 year programme as supported housing for people with physical or learning disabilities.
- Where identified additional adaptations to properties will be made to cater for vulnerable adults, such as walk in shower rooms and handrails etc.

The project will work in partnership with a voluntary sector group called Southwark Habitat for Humanity who engage with young people aged 17-24 who are not in education and employment to gain work experience, skills and training opportunities.

4th April 2012**REPORT OF THE PORTFOLIO HOLDER FOR ECONOMIC DEVELOPMENT AND
ENTERPRISE****CONSERVATION GRANT APPLICATION****EXEMPT INFORMATION**

N/A

PURPOSE

For Members to consider and approve one grant application.

RECOMMENDATIONS

That Cabinet Approve a grant of £6,141 in respect of 110 Lichfield Street, Tamworth from the conservation budget subject to the normal grant conditions.

EXECUTIVE SUMMARY

This application has been referred to Cabinet because it would result in a grant from the Council of more than £5,000.

The application property is a two-storey mid-terrace positioned on the northern side of Lichfield Street in Tamworth Town Centre. Adjacent properties are in retail use whilst to the rear is a car dealership in the same ownership as the application site. The property is finished in white render, brick and plain tiles with the lower shop front entrance and window boarded up. The existing windows are also in a non-traditional style that is inconsistent with the historic character of the building. The property has been empty for a number of years but has historically been used as a shop on the ground floor with a residential flat at first floor. The building is within the Town Centre Conservation Area and has a statutory grade II listing with the adjacent property at no. 111.

The Conservation Grant will be utilised towards renovation works which will significantly enhance the character and appearance of the listed building and its setting within the Town Centre Conservation Area. The works will facilitate the re-use of the property for a commercial and residential purpose; will ensure the reinstatement of shop windows to the Lichfield Street elevation and the removal of the existing modern and unsympathetic windows and their replacement with windows of a traditionally subdivided timber variety appropriate to a listed building. The works to restore and replace the existing oak beams and brick panels and door are also deemed to constitute acceptable works.

This will significantly improve the character of the area within which the building sits whilst the internal renovation works will reinstate features befitting a Grade II listed property.

It is therefore considered that the work will assist in retaining the character of an important gateway listed building in the conservation area and that a grant should be offered.

The total cost of the works is £12,292 based on the lowest quotation. In keeping with the approved policy a grant rate of 50% would apply, which would result in a grant of £6,141.

RESOURCE IMPLICATIONS

There is adequate provision in the Borough Council’s conservation grant as can be seen below:

Conservation grant budget available 2011/2012	£34,130
Temporary Reserve	<u>£27,890</u>
	£62,020
Minus actual and committed to date	£52,163
Minus grant proposed at 110 Lichfield Street	<u>£6,141</u>
Balance remaining if report is approved	£3,716

LEGAL/RISK IMPLICATIONS BACKGROUND

If the windows, beams and panels are not replaced, the building may suffer from future structural damage and loss of energy efficiency.

SUSTAINABILITY IMPLICATIONS

The existing front elevation shop windows are currently boarded up whilst both the existing rear windows and beam supports and brick panels are in poor condition. The installation of replacement shop windows and timber replacement windows and works to the beams and brick panels will both enhance the traditional character of the building and the conservation area.

BACKGROUND INFORMATION

The conservation grant scheme is available to all statutorily listed buildings, locally listed buildings and non-listed historic buildings within the Borough’s seven conservation areas, for works that would improve the condition and appearance of those buildings.

The policies and procedures for the grant scheme were endorsed by Cabinet in July 2006. These set out the types of buildings that the grant applies to, levels of grant assistance, which are dependent on the type of work and building, maximum amount of grant, conditions and detailed matters of procedure. The policy was subsequently amended in July 2008 to include locally listed buildings.

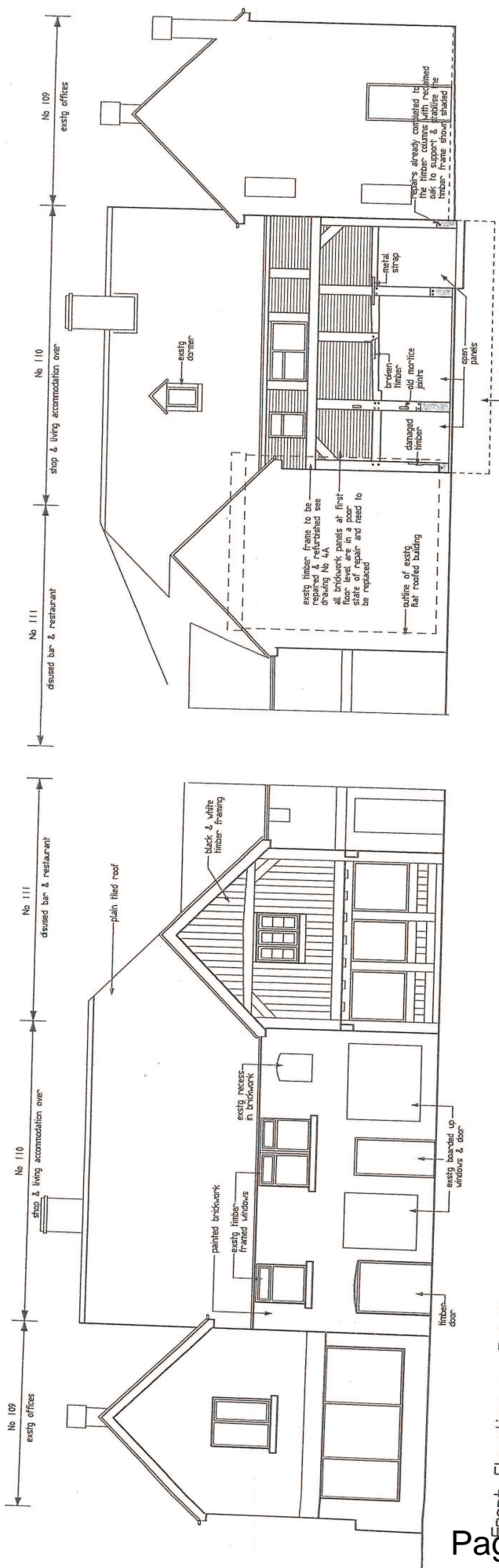
This application has been referred to Cabinet because it would result in a grant from the Council of more than £5,000.

REPORT AUTHOR
Jon Lord

LIST OF BACKGROUND PAPERS
N/A

APPENDICES
The proposed and existing plans are attached as Appendix 1.

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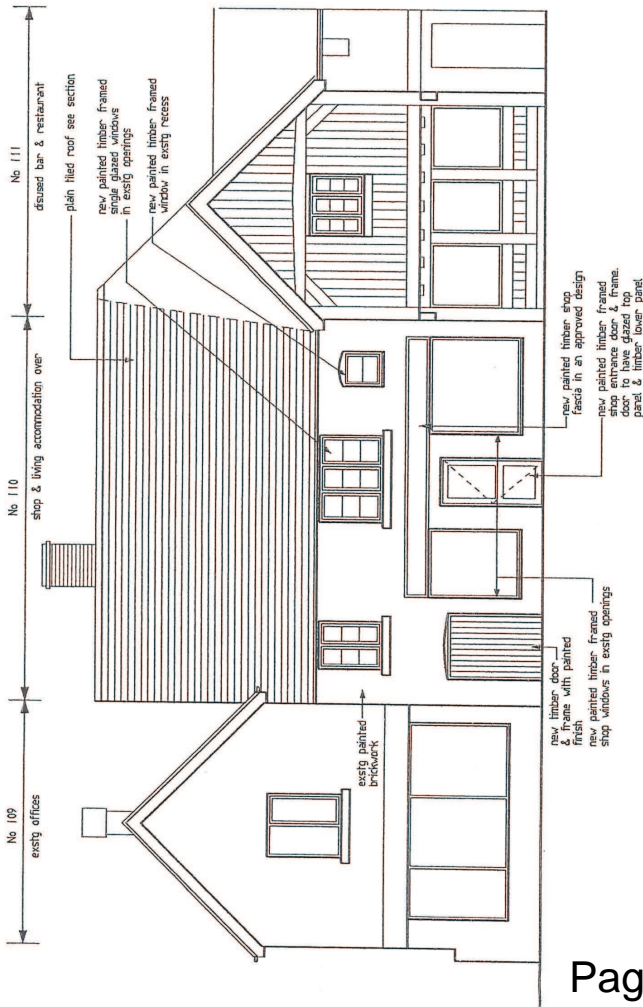
Front Elevation as Existing

Rear Elevation as Existing

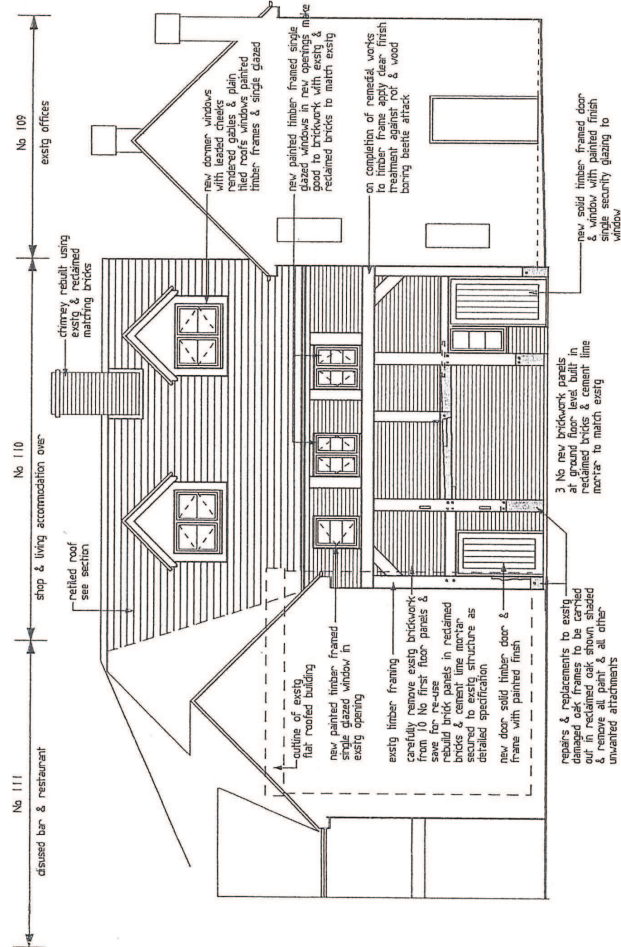
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Elevations as Existing	
Scale:	Date
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Job No.	Drawing No.
	NB 02A

Revision A April 2011
 amendments to incorporate matters discussed
 at site meeting on 21 April 2011

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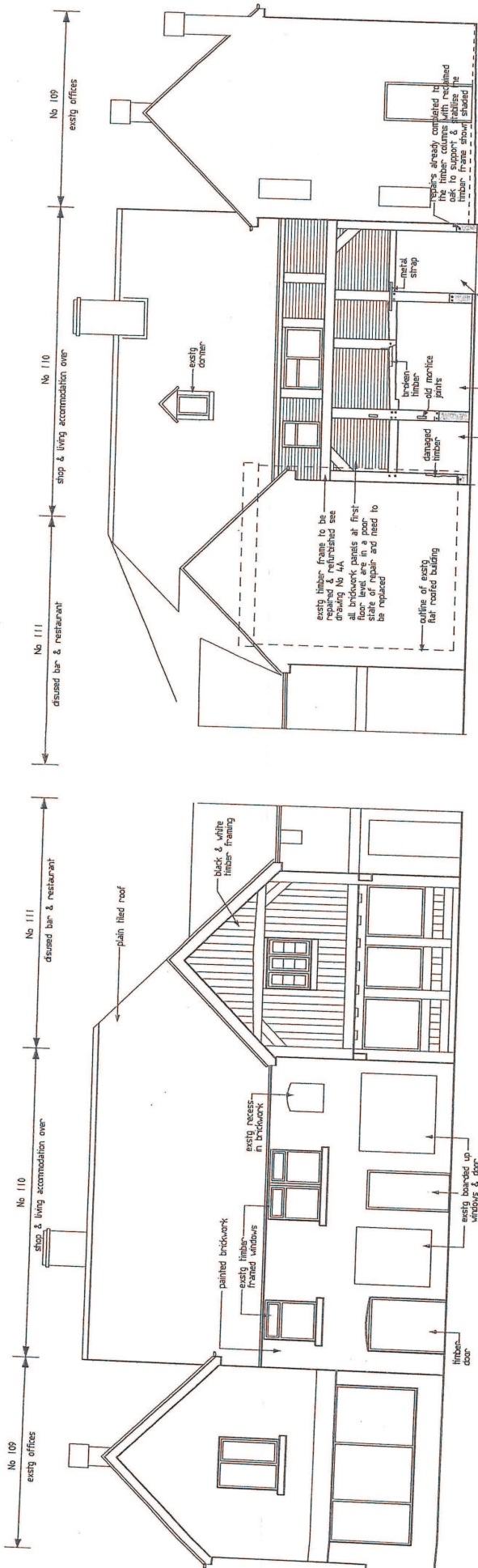
Front Elevation as Proposed



Rear Elevation as Proposed

<p>Croft Consulting Ltd 87 Amington Road Bolehall Tamworth B77 3LN 07957662436</p>	
<p>Project: Norris Brothers Garage 109 to 110 Lichfield St Tamworth</p>	
<p>Drawing Title: Elevations as Proposed</p>	
Scale:	Date: December 2010
Job No.:	Drawing No. NE 04A

Revision A April 2011
amendments to incorporate matters discussed
at site meeting on 21 April 2011



Front Elevation as Existing

Rear Elevation as Existing

Croft Consulting Ltd 87 Amington Road Bolehall Tamworth B77 3LN 07957862436	
PROJECT:	Norris Brothers Garage 109 to 110 Lichfield St Tamworth
Elevations as Existing	
Scale:	Date
1:100	December 2010
Job No.	Drawing No.
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Revision A, April 2011
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