



CABINET

30 June 2021

A meeting of the CABINET will be held on Thursday, 8th July, 2021, 6.00 pm in Council Chamber, Marmion House, Lichfield Street, Tamworth, B79 7BZ

A G E N D A

NON CONFIDENTIAL

- 1 Apologies for Absence**
- 2 Minutes of Previous Meeting (Pages 5 - 12)**
- 3 Declarations of Interest**

To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.

When Members are declaring a pecuniary or non-pecuniary 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 pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.

- 4 Question Time:**

To answer questions from members of the public pursuant to Executive Procedure Rule No. 13

- 5 Matters Referred to the Cabinet in Accordance with the Overview and Scrutiny Procedure Rules**
- 6 Quarter Four 2020/21 Performance Report (Pages 13 - 82)**

(Report of the Leader of the Council)

- 7 Sculpture Trail** (Pages 83 - 84)
(Report of the Leader of the Council)
- 8 Capital Outturn Report 2020/21** (Pages 85 - 96)
(Report of the Portfolio Holder for Finance and Customer Services)
- 9 Write Offs** (Pages 97 - 106)
(Report of the Portfolio Holder for Finance and Customer Services)
- 10 Dry Recycling Contract renewal** (Pages 107 - 116)
(Report of The Portfolio Holder For Economy And Waste)
- 11 Welcome Back Fund** (Pages 117 - 172)
(Joint Report of the Portfolio Holder for Economy and Waste and the Portfolio Holder for Environment and Leisure)
- 12 Local Development Scheme and Local Plan Timetable** (Pages 173 - 186)
(Report of the Portfolio Holder for Regulatory & Community Safety)
- 13 CIL Discretionary Social Housing Relief** (Pages 187 - 200)
(Report of the Portfolio Holder for Regulatory & Community Safety)
- 14 Homelessness and Allocations Policy Update** (Pages 201 - 294)
(Report of the Portfolio Holder for Social Housing and Homeless Prevention)

Yours faithfully



Chief Executive

Access arrangements

If you have any particular access requirements when attending the meeting, please contact Democratic Services on 01827 709267 or e-mail democratic-services@tamworth.gov.uk. We can then endeavour to ensure that any particular requirements you may have are catered for.

Filming of Meetings

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If a member of the public is particularly concerned about being filmed, please contact a member of Democratic Services before selecting a seat.

FAQs

For further information about the Council's Committee arrangements please see the FAQ page [here](#)

To Councillors: J Oates, R Pritchard, M Bailey, D Cook, S Doyle and A Farrell.

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MINUTES OF A MEETING OF THE CABINET HELD ON 17th JUNE 2021

PRESENT: Councillor J Oates (Chair), Councillors R Pritchard (Vice-Chair), M Bailey, D Cook, S Doyle and A Farrell

The following officers were present: Andrew Barratt (Chief Executive), Paul Weston (Assistant Director Assets) and Tracey Pointon (Legal Admin & Democratic Services Manager)

1 APOLOGIES FOR ABSENCE

No apologies were received

2 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 8th April 2021 were approved as a correct record

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

3 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

4 QUESTION TIME:

QUESTIONS FROM MEMBERS OF THE PUBLIC. NO. 1

Under Schedule 4, 13, Mr H Loxton will ask the Portfolio Holder for Finance & Customer Services, Councillor M Bailey, the following question:-

“What arrangements are in place to reopen the offices of Tamworth Borough Council so members of the public can access face to face help, and when can we expect them to be reopened?”

Councillor Marie Bailey gave the following reply:-

“Tamworth Borough Council through our Officers and Elected members are working hard to protect staff, services and the people of Tamworth ensuring our most vulnerable residents remain a high priority.

Since the pandemic began the Council has continued to deliver services to all of our residents albeit sometimes needing to deliver them in a different way due to the restrictions. We have listened to our customers and where they have not been able to access services in the way they normally did we have adapted our processes so that we were able to fulfil their requirements. We are pleased to announce that no formal complaints from customers have been received regarding access to services during these unprecedented times.

Data on how customers access services has been collected and analysed and there is a clear trend that residents are increasingly accessing our services via email, and other digital means and in the last year the number of web chats with customers has increased by 304%, emails increased by 71% with telephone calls decreasing by 6.4%. In addition the Repairs Contact Centre handled 24,153 telephone calls and 4,639 email enquiries.

As a council we are committed to providing a face to face service for our residents and will do so in line with government guidance. Given the PM's announcement on Monday 14th June Tamworth Borough Council will continue to deliver the services in the way we have since the pandemic began, however, officers are currently reviewing the way we will deliver front facing customer service in the very near future."

Mr Hoxton asked the following Supplementary Question:

"It seems wrong that I can come into the Council offices tonight to this meeting yet a homeless person cannot come into the Council Offices to get help with homelessness advice.

Could you not be offering a face to face appointment where they book it through email or over the phone and can you confirm that the Tamworth Advice Centre which is obviously Citizens advice which is based in the offices offer face to face appointments to those vulnerable residents that you speak about."

Councillor Marie Bailey gave the following reply:-

"At the minute appointments can be made but through contact through the customer services centre. With regards to the other question I will come back with a written response within 2 – 3 days. "

The following written response was sent to Mr Loxton.

Dear Mr Loxton

I am writing to respond to the supplementary question you asked at Cabinet on 14th June 2021 in respect of the Tamworth Advice Centre and the Councils Homelessness Service throughout the pandemic. Please accept my apologies for the delay in responding to you the Officers have been speaking to the services in order to give you as full a response as possible and unfortunately this has taken a little longer than expected.

As you will be aware Tamworth Advice Centre (TAC) are an independent organisation who operate from Marmion House. At the onset of the pandemic they continued the service entirely remotely, the team did however return to

Marmion House for a short period of time between lockdowns, in September and October and until the second lockdown came into force in early November. There was provision during this short time for face to face appointments and clients were seen in Marmion House. However, in many cases clients still preferred telephone or email contacts and continued to use this method.

The service reports that activity overall was not impacted by the pandemic and actually increased year on year. The data shows there's a clear shift from face to face to telephone and other technologies such as email, the client contacts can be summarised as follows:

- Overall client contacts increased slightly and were 105% of the previous year
- Phone contacts were 205% higher
- Email contacts were 261% higher
- Face to face contacts reduced to just 6% of the previous year
- Letter contacts reduced to 50% of the previous year
- Video calls were used as a means of contact for the first time in the latter months of 2020/21

Throughout the pandemic the Homeless Service has been operating with no reductions in the level of service, team members have interacted with clients via emails, telephone and WhatsApp and also met clients on a face to face basis regarding temporary accommodation issues where absolutely necessary (ensuring appropriate Covid health and safety measures were taken). Our officers have been approached for assistance 916 times in the 15 months from March 2020 to May 2021 which is just slightly less than client levels before the pandemic.

I hope my response answers your query.

Yours sincerely

Cllr Marie Bailey

QUESTIONS FROM MEMBERS OF THE PUBLIC NO. 2

Under Schedule 4, 13, Mr Tony Madge will ask the Leader of the Council the following question in three parts:-

With regard to the recent Traveller encampments on Stonydelph I would like to ask, why when the Council had a section 61 notice to enforce, the removal this was not carried out with Police assistance and instead another costly court case was initiated which also delayed for the local residents the removal of the Travellers?

A cost of £100,000 has been mentioned for the clean up of the site and surrounding area, does this amount include the legal cost and also where is this

money coming from and what services will be at risk with this large amount of money having to be spent in cleaning up the after the Travellers?

Finally if the money was in reserve for such instances, why can we not look at using it for a low cost effective method of stopping egress onto open land owned by TBC, wooden posts that are not obtrusively high but high enough to disable access onto open land by caravans etc., yet still allow small maintenance and grass cutter vehicles access. These posts can be concreted into the ground making removal difficult and if they are damaged to aid removal this would be an offence of criminal damage under Section 1(1) **Criminal Damage Act 1971** Will the Council look at this request including any other methods of deterrent so that illegal parking and traveller encampments can be stopped, giving not only peace of mind to residents but also to save valuable resources and the high cost of clearing up after they have moved on?

Councillor Jeremy Oates gave the following reply:-

“Thank you Mr Barratt and please pass on my thanks to Mr Madge for asking the question.

Section 61 of the Public Order Act 1994 gives the Police discretionary powers to remove trespassers from land, but there are strict conditions on when this power is used and the Council cannot require the Police to use these powers.

I was in a meeting earlier and heard an example of a nearby authority where a section 61 was served by the police service against 20 vehicles who left that particular site and set up 5 other unauthorised encampments within the same Borough so all of a sudden they went from a single site to manage to 5 separate ones. So there is various feedback on those.

Each time the Council deals with an illegal encampment, we liaise closely with our Police colleagues and establish whether they are able to use these powers. In relation to the recent encampments at Stoneydelph, the Police were not able to use Section 61, and after carrying out mandatory welfare checks, the Council issued a direction to the encampments to leave the land by a designated time and date under Section 77 of the Criminal Justice and Public Order Act 1994. Where this was not complied with, the Council then had to make an application to a Magistrates court to secure a court order and unfortunately this process can take some time as we have secure a court hearing and serve a summons on the encampment. Once a court order was secured this was immediately served on the encampment and we then worked with our bailiffs and police colleagues to enforce the court order.

The second point that is raised around the cost of £100 thousand pounds I would like to know where that figure came from. We are not aware of where that figure come from or the source of that figure. The clean-up of the Lintly site took 2 days and 5 members of staff and 4 vehicles to clean the site, approximately 5 tonnes of waste was removed from that site, a further 2 members of staff were used to jet wash and sanitise the area

The total cost of the clear up of Lintly was £1987 which is of Street scenes time this is included in our normal operating budget. The members of staff involved in the cleaning of that site would have been in other areas of the town so it was a shift of resources rather than an additional cost.

Legal costs associated with the court hearing and paperwork etc. are covered within our existing budgets as part of our shared services we have for legal services with South Staffordshire and we are still awaiting the costs from the Bailiff's as we haven't yet had the invoice from them.

In terms of the last part of the question it does relate to the figure that was perceived to have been spent

We have been reviewing our open spaces and we are going to be having a comprehensive review related to unauthorised encampments. And a further discussion how we can better manage the process in future. I assume there is no supplementary Mr Barratt."

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

There were no matters referred to Cabinet but Councillor Simon Goodall Chair of Infrastructure Safety and Growth Committee attended the meeting to speak at agenda item 6 - Future High Street Fund: Terms of Reference.

6 FUTURE HIGH STREET FUND: TERMS OF REFERENCE

The of the Report of the Leader of the Council to seek to create a governance arrangement for the Future High Street Funds, Terms of Reference that is clear in terms of decision making and the application of financial guidance, the purpose of which is to allow decisions to be taken quickly and at the appropriate level of seniority within the authority.

Councillor Simon Goodall updated Cabinet on the full discussion that took place at Infrastructure, Safety & Growth Scrutiny on Tuesday 15th June.

Councillor A Farrell joined the meeting at 6.16pm

Cllr Goodall updated on:

The work programme – once the programme was completed the progress would be reported back to committee, against the baseline Plan.

College funding- clarified the status of the college funding, where that was and the impact on the programme as a whole.

Requested confirmation that reporting on the progress of the programme would be reported to IS&G on a quarterly basis depending on the information available at the time.

Committee was also interested how skills as a wider topic with regards to the college could be impacted by the Council and this could be something that would be included on a wider Scrutiny agenda through one of the Scrutiny Committee's

Committee also checked that the archaeology was being looked after and some input was being given from the County archaeologist to provide some guidance.

RESOLVED: That Cabinet

1. approved the report and;
2. approved the indicative Programme Timeline in accordance with the Terms of Reference.

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

Committee thanked officers for their hard work on this project and the ongoing work that is still being delivered

7 COUNCIL HOUSING GARAGE SITES

The Report of the Portfolio Holder for Environment and Leisure that sets out a series of proposals relating to the various council housing garages sites dispersed around the housing estate areas of Tamworth. This report builds on a proposed programme set out by the Portfolio Holder for Assets & Finance and the Portfolio Holder for Communities. The report identifies each site and provides costed proposals for consideration of the future of the site.

The report seeks to inform and guide Elected Members of the options available, and to devise a programme for delivery of the preferred options.

RESOLVED: That Cabinet

1. Approved the programme for refurbishment of retained garages sites as set out in the table at Appendix 1 using capital budgets approved for 2021/22 – 2022/23 (£1.5m in total)
2. Agreed to entering into negotiations with an EV charging point company to explore and if possible, implement the installation of EV charging points
3. Approved development of a programme during 2021/22 to further explore those sites identified for purposes other than retained garages/parking
4. Approved the creation of an additional temporary post to manage the decant, consultation and re-letting of garages

included within the programme with costs being capitalised against the project in 21/22 and 22/23, subject to approval through the Appointments and Staffing process and;

5. Approved reviewing the lettings policy for garages to allow more flexible use with the implementation of the final policy being delegated to the Portfolio Holder for Communities.

(Moved by Councillor R Pritchard and seconded by Councillor S Doyle)

8 TAMWORTH COMMUNITY SAFETY PARTNERSHIP PLAN 2020-2023 (2021 UPDATE)

The report of the Portfolio Holder Community Safety and Regulatory Services to ask Cabinet to endorse the annual refresh of the Tamworth Community Safety Partnership Plan.

RESOLVED: That Cabinet

1. Considered and endorsed the Tamworth Community Safety Plan 2021 Refresh

(Moved by Councillor S Doyle and seconded by Councillor M Bailey)

Committee thanked Jo Sands, Assistant Director - Partnerships for all the work in producing this plan.

Leader

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Thursday 8th July 2021**Report of the Leader of the Council****Quarter Four 2020/21 Performance Report****Exempt Information**

None

Purpose

To provide Cabinet with a performance update and financial Healthcheck. The report was considered by Corporate Scrutiny Committee at their meeting on 23rd June 2021

Recommendations

It is recommended that:

- Cabinet endorses the contents of this report.

Executive Summary

This report contains the following sections:

- Corporate projects summary,
 - General fund – actual spend summary,
 - Universal credit summary,
1. Corporate plan actions and corporate risks,
 2. Impact of welfare benefit reforms on Council services,
 3. Medium term financial strategy monitoring,
 4. Financial health-check.

Resource Implications

There are none.

Legal/Risk Implications Background

There are none.

Equalities Implications

There are none.

Sustainability Implications

There are none.

Report Author

John Day,– Knowledge, Performance and Insight Co-ordinator,

Appendices

Quarter four 2020/21 performance report

Sections in the report

1. Corporate plan actions and corporate risks,
2. Impact of welfare benefit reform.
3. Medium term financial strategy,
4. Financial health-check.

List of appendices

Appendix 1 2019 to 2022 Corporate Plan actions update,

Appendix 2 Corporate Risk Register 2020/21,

Appendix A General Fund & Housing Revenue Account main variances,

Appendix B Capital programme monitoring,

Appendix C Additional information requests from Corporate Scrutiny Committee and areas that should be brought to Cabinet's attention

Corporate Projects Summary

Corporate Project	Due Date	RAG Status	Commentary
Review of Corporate Capital Strategy	31st March 2021		Review of Asset Management Strategy incorporating Stock Condition Survey – it was intended that a draft strategy would be available by March 2021 but this has been dependent on the contractor gaining access to properties to complete survey work which has been restricted due to ongoing Covid 19 measures. This delay will also impact on the Review of the BRF and development of a planned approach; and Review of Commercial Property and performance monitoring to be established – completed in part but further work needed. Target dates around this element of the project, and the development of a Corporate Asset Management risk register, have been re-scheduled to June 2021
Priority Review - Cleaners	TBA (was 30th April 2020)		Implementation phase of the project has been delayed due to COVID-19. Further review will be required as part of the COVID-19 recovery phase.
Priority Review - Leisure Services	31st October 2022		
Risk Management Strategy	31st July 2020		CMT decided to push back the development of the new reporting layout until 1st Quarter report of 2021-22.
Implement Customer Portal	31st July 2021		CMT considered on 21 Jan 2021 and agreed the option to plan resources with Civica to deliver remainder of project from week commencing 10th May 2021.
ICT Strategy			ICT Strategy approved by Cabinet in April 2021 and published in May 2021. Project now completed
Organisational Development Strategy	31 st December 2021		
Completion of new council housing at Tinkers Green and Kerria	31st December 2020		Project completed
Welfare Reform	31st December 2021		
Leisure Strategy	30th December		

Corporate Project	Due Date	RAG Status	Commentary
	2022		
Town Centre Programme	31st March 2022		

Key to Symbols

RAG Status	Overall Project Status
	Project on track and in control
	Project not on track but in control
	Project not on track

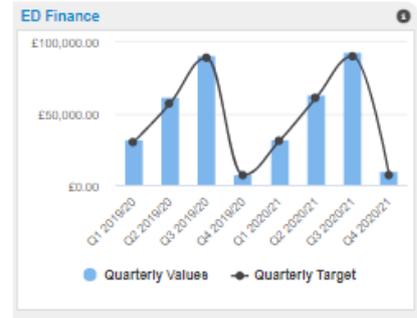
General Fund – Actual Spend



Underspend re Joint Waste Arrangements



Minor overspend



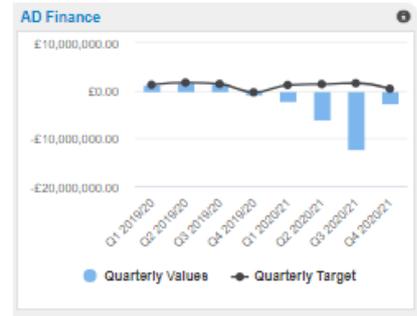
Minor overspend



Increased Staffordshire County Council reverse agency works and shortfall in Cemeteries income.



Underspend IT software maintenance



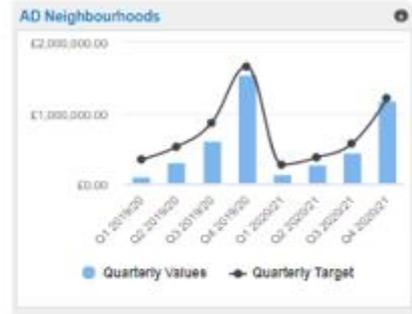
S31 Grant Covid 19 retail relief, Covid 19 income support grant



Shortfall in Car Parking income, other fees & charges



Increased rental income



Community Wardens vacant posts

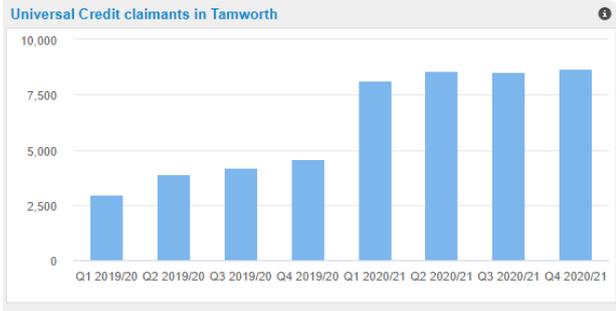


Vacant posts

Key

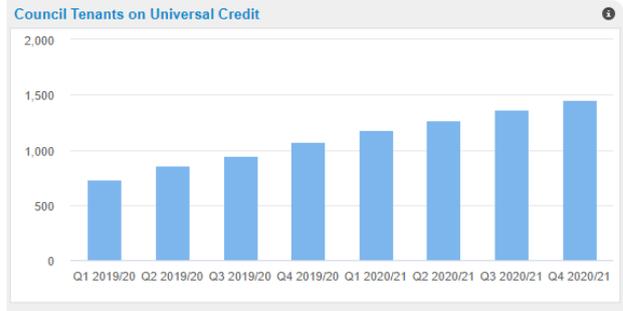
Quarterly Value is the year to date position
 Quarterly Target is the year to date budget

Universal Credit Summary



Commentary

There are 8,687 universal credit claimants in Tamworth.



Commentary

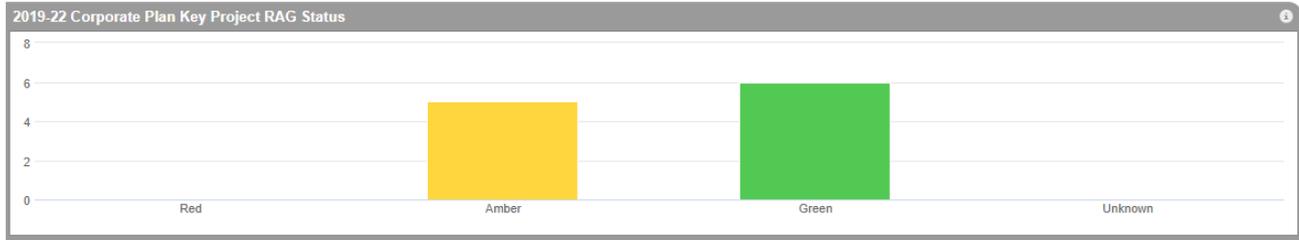
There are 1,449 council tenants on universal credit

1. Overview of corporate plan actions and corporate risks

The Executive Leadership Team identified projects from the Corporate Plan, the monitoring of which would form the basis for this section of the quarterly performance report.

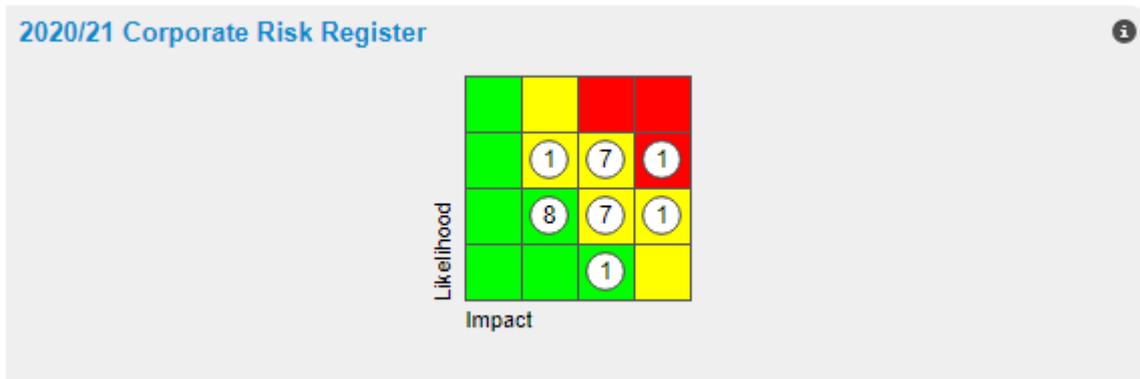
Project highlight reports for each of these are included at **Appendix 1**.

Current RAG status of the key projects



Details on the Corporate Risk Register are included at **Appendix 2**

Corporate Risk Register 2020/21 heatmap



2. Impact of Welfare Benefit Reform on Council services

Quarterly updates are presented to monitor the impact of welfare benefit reform changes on Council services including customer demand via monitoring of calls/contacts together with the financial impact of collection and demand for benefits and effect on income streams such as rent, council tax and business rates.

This update also outlines the impact for the period since 1st April 2020, following implementation of the measures to counter the Covid-19 pandemic.

Benefits

A small reduction in the number of Discretionary Housing Payment (DHP) claims is reported but DHP claims paid are higher at £172k (£47k higher than March 2020) with 236 successful claims from 336 applications (compared to 243 successful claims from 361 applications at March 2020). There is a one week backlog (one week as at March 2020) of claims still to be processed.

Local Council Tax Reduction Scheme (LCTS) claims are at a higher level than 2019/20 (5,462 claimants as at March 2021 compared to 5,351 at March 2020 – although the

working age claimants proportion is 5% higher) but have seen a projected cost increase across all claims within the scheme of £0.4m to £4.5m.

Live caseload figures are 254 higher than 2019/20 – currently 5,628 (following a reducing annual trend – at March 2020 caseload was 5,374 which was 140 lower than the previous year). The average time taken to process new Housing Benefit/Council Tax Benefit claims and change events was 6.4 days to March 2021 (5.2 days to March 2020).

The Benefits team have seen increased claims and change of circumstances during the year due to the effects of the pandemic (arising from the furlough scheme and further Universal Credit (UC) claimants) and should be commended for their hard work in managing the increased demands and also providing support to the most vulnerable affected by the pandemic through test and trace grant payments to 259 individuals as at 31 March 2021.

Revenues

The Revenues Team have reported a remarkable income collection performance for the 2020/21 year, given the current circumstances – 97.4% for Council tax, 97.7% for Business Rates and 95.8% for Sundry Debt – which supports the budget for the Council and its preceptors like the Government, Staffordshire County Council and the Police and Fire Services.

Their hard work is acknowledged in achieving those high returns, as well as supporting local residents and businesses through the payment of nearly £40million in business support grants and additional reliefs during the year.

NNDR

Due to the pandemic, recovery actions were suspended for quarter one with a recovery plan implemented during July – starting with reminder letters being issued and negotiations regarding payment undertaken according to individual circumstances.

Reminders (501 at March 2021) are therefore at lower levels than 2019/20 levels (630 at March 2020) with summons and liability orders at lower levels than 2019/20 as the Courts were not able to take cases until December 2020. There have been 87 summons and 52 liability orders (compared to 147 and 95 respectively at March 2020). There have been 18 enforcement agent referrals (61 referrals to March 2020).

Collection performance is subsequently below target - current year collection levels are at 97.7%, below target by 1.4% at 31 March equating to additional arrears of just £0.25m (from £18m due to 31 March), despite the added pressures faced during the year. Court costs are £1k below the anticipated level of £5k.

Arrears collected for 2019/20 are 61.3% compared to a target of 50%.

Council Tax

Due to the pandemic, recovery actions were suspended for quarter one until the full impact on individuals was known - with a recovery plan implemented during July, starting with reminder letters being issued and considering each individuals circumstances on a case by case approach to further support the most vulnerable.

During this period we continued to engage with our customers and depending on their individual circumstances the following arrangements have been undertaken:

- Deferral of instalments;
- Flexible payment arrangements being made;
- Ensuring that they make an application for any qualifying benefits which includes Local Council Tax Support.

Reminders are 4,364 lower than 2019/20 levels (8,830 at March 2021 compared to 13,194 at March 2020) with summonses, liability orders, attachment of earnings (c.50% reduction) and enforcement agent referrals also at lower levels (68 referrals to March 2021 compared to 1,619 at March 2020).

Current year collection levels at 97.4% are lower than the target of 98% for the 2020/21 financial year, equating to additional arrears of just £0.24m (from £39m due to 31 March 2020). Court cost income is lower than anticipated by £167k at £109k. Arrears collection for 2019/20 of 37.6% is below the target of 50%.

As at March 2021 there were 1,975 live Council Tax UC cases. The collection rate for UC cases was 79.6% (of a £562k collectable debit) compared to our overall collection rate of 97.4%. The difference shows UC collection approximately £100k behind where it would be if it reflected the overall figures.

Direct Debit take up for live UC cases is 26.6% compared to 70.3% overall. In addition, 54% of UC cases have been sent a reminder (25% overall). 13% of live UC cases have received a summons for non-payment, compared to a figure of 4% overall.

Housing

Summary information provided below explains numbers in receipt of Universal Credit:

Indicator	Qtr 4 2019/20	Qtr 1 2020/21	Qtr 2 2020/21	Qtr 3 2020/21	Qtr 4 2020/21
Number of Council Tenants on Universal Credit	1,072	1,179	1,269	1,363	1,449
Number of Council Tenants on Universal Credit in Rent Arrears	663	777	877	980	680
Percentage of Council Tenants on Universal Credit in Rent Arrears	61.8%	65.9%	69.1%	71.9%	46.9%
Number of Council Tenants on Universal Credit not in Rent Arrears	409	402	392	383	769
Percentage of Council Tenants on Universal Credit not in Rent Arrears	38.2%	34.1%	30.9%	28.1%	53.1%

Bad debt is forecast to increase in the future as more cases of Universal Credit come on board.

It should be recognised that despite pressures with working from home, increases in benefit take-up, moving to telephone based contact and putting in place new government guidance around court processes – rent collection and arrears recovery levels at 100% remain top quartile when compared with others and best in class.

Total Rent arrears (excluding former tenants) at 31 March 2021 were £481k compared to £507k at 31 March 2020 – a reduction of £26k (compared to an increase of £13k as at 31 March 2020).

Total arrears (including former tenant arrears, recharges, court costs and garages etc.) are £1.8m at 31 March 2021, compared to £1.84m at 31 March 2020, a reduction of £64k (compared to an increase of £6k between 31 March 2019 and 31 March 2020).

Total arrears (including former tenant arrears, recharges, court costs and garages etc.) were £1.84m at 31 March 2020, compared to £1.84m at 31 March 2019, an increase of £6k (compared to a £155k increase between 31 March 2018 and 31 March 2019).

There were no evictions during 2020/21 (9 to Quarter 4 of 2019/20), due to COVID-19 court action for evictions being on hold. The following measures have also been put in place.

Covid19

There was minimal impact on rent arrears levels in the first half of the year but this position has been continually kept under review. Outstanding rents may be reclaimed, but over a significantly longer period because of the commitment the Council made, in accordance with government announcements, not to evict any tenants in which rent arrears could be contributed to COVID19.

Hardship Fund

The Hardship Fund, within the Income budget, had not been used for a period of time prior to the pandemic outbreak. During 2020/21 the team was able to access this fund and try and help some tenants that had been directly affected by COVID-19 and were suffering financial hardship as a consequence.

The purpose of the scheme is:

- To assist tenants affected financially by the COVID-19 pandemic lockdown
- To help alleviate poverty and stress
- To reduce the temptation for tenants to use illegal money lenders
- To sustain tenancies

As at 31.03.2021

Total number of Hardship Fund Applications	Apps approved	Apps rejected	Apps cancelled	Apps waiting on supporting evidence	New Apps waiting to be assessed
25	11	2	2	10	2
<ul style="list-style-type: none"> • Annual Hardship Fund Budget: £20,000 • Monies spent following a review of the Hardship Fund Policy in 2020: £5,946.41 					

Write Offs

The Assistant Directors and Heads of Service are responsible for the regular review of debts and consider the need for write off and authorise where necessary appropriate write offs in line with the Corporate Credit Policy.

The position for the financial year is shown below.

Type	01/04/20 – 31/03/21 £
Council Tax	£112,269.74
Business Rates	£215,814.66
Sundry Income	£151.44
Housing Benefit Overpayments	£26,516.48
Housing	£102,399.13

In these unprecedented times the pandemic has affected people in a number of ways. Many of our residents/customers continue to be financially impacted by the crisis.

Therefore a decision was made to suspend recovery action for quarter one. Action recommenced with a recovery plan implemented during July – starting with reminder letters being issued and negotiations regarding payment undertaken according to individual circumstances on a case by case approach to further support the most vulnerable.

Whilst reported collection rates are marginally behind target and income levels reduced, it is too early to know what effect the pandemic will ultimately have on the economy and residents ability to pay in the future.

Magistrates Courts are now considering cases and it is hoped that this will encourage outstanding payments together with engagement from, and identification of, customers who require further support. This situation will be closely monitored and reviewed in the coming months.

It should be noted that at present we would not consider the write off of debts unless we have pursued them to the fullest extent (and as a last resort).

The Council is committed to ensuring that debt write offs are kept to a minimum by taking all reasonable steps to collect monies due. There will be situations where the debt recovery process fails to recover some or all of the debt and will need to be considered for write off in accordance with the schemes of delegation prescribed in the Corporate Credit Policy.

The Council views such cases very much as exceptions. Before writing off debt, the Council will satisfy itself that all reasonable steps have been taken to collect it and that no further recovery action is possible or practicable. It will take into account the age, size and types of debt together with any factors that it feels are relevant to the individual case.

Authorisations are needed to write off debt:

Authority	Account Value
Executive Director/Assistant Director (or authorised delegated officer)	up to £5,000
Executive Director Finance	£5,001 - £10,000
Cabinet	over £10,000

*These limits apply to each transaction. **Page 24**

Universal Credit

With regard to the roll out of universal credit, the current indicators show:

Indicator	Qtr 4 2018/19	Qtr 4 2019/20	Qtr 1 2020/21	Qtr 2 2020/21	Qtr 3 2020/21	Qtr 4 2020/21
live caseload figure	5,514	5,374	5,671	5,601	5,518	5,628
Number of Universal Credit claimants in Tamworth	2,682	4,594	8,132	8,594	8,537	8,687
Number of Council Tenants on Universal Credit	645	1,072	1,179	1,269	1,363	1,449
Number of Council Tenants on Universal Credit and in Rent Arrears	443	663	777	877	980	680
Percentage of Council Tenants on Universal Credit and in Rent Arrears	68.7%	61.9%	65.9%	69.1%	71.9%	46.9%
Number of Council Tenants on Universal Credit and not in Rent Arrears	202	409	402	392	383	769
Percentage of Council Tenants on Universal Credit and not in Rent Arrears	31.3%	38.2%	34.1%	30.9%	28.1%	53.1%
Number of Council Tax Payers on Universal Credit	745	1,254	1,655	1,723	1,826	1,975

Number of Council Tax Payers on Universal Credit and in arrears with Council Tax payments	261	388	N/A*	N/A*	161	263
Percentage of Council Tax Payers on Universal Credit and in arrears with Council Tax payments	35.0%	30.9%	N/A*	N/A*	9%	13.3%
Number of Council Tax Payers on Universal Credit and not in arrears with Council Tax payments	484	866	N/A*	N/A*	1,665	1712
Percentage of Council Tax Payers on Universal Credit and not in arrears with Council Tax payments	65.0%	69.1%	N/A*	N/A*	91%	86.7%
Number of Universal Credit claimants nationally	1,736,431	2,933,218	5,275,248	5,688,095	5,830,557	6,038,764
Discretionary Housing Payments made – Year to date	140,303	135,782	45,860	91,883	120,879	171576
Amount of Discretionary Housing Payments made	82,001	102,688	34,480	68,556	94,145	148625

to Universal Credit claimants - Year to date						
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* As court action was suspended until December, these figures are not available.

3. Medium Term Financial Strategy 2020/21 to 2025/26 monitoring

When Council approved the 2020/21 Budget and Medium Term Financial Strategy (MTFS) on 25th February 2020, future levels of funding for the Council were uncertain pending the most significant changes in Local Government funding for a generation. The reforms were planned to be in place by 2020/21 but were deferred until 2021/22. The Government has confirmed that the longer-term reforms for the local government finance system (including the move to 75% Business Rates Retention and Fairer Funding Review of Relative Needs and Resources) will be deferred again as a result of the Covid-19 pandemic, although no timescales have been released. In addition, the next planned national Business Rates Revaluation, planned for 2021 has now been deferred to 2023.

With regard to the Housing Revenue Account (HRA), a five year MTFS was approved by Council including significant investment in regeneration projects to meet future housing needs and sustain the HRA in the longer term.

On 21st July 2020, the Chancellor launched the 2020 Comprehensive Spending Review (CSR). The aim of the review, which was to have been published in the autumn, was to set out the government's spending plans for the parliament – UK Government departments' resource budgets for the years 2021/22 to 2023/24 and capital budgets for the years 2021/22 until 2024/25, and devolved administrations' block grants for the same period. However, on 21st October, the Treasury formally announced that the Spending Review would be narrowed in scope to cover one year only, setting departments' resource and capital budgets for 2021/22. The NHS, schools, and 'priority infrastructure projects' (e.g. HS2 and hospital building) will still be fully funded for multi-year resource settlements.

Previously, the Chancellor confirmed that departmental spending (both capital and resource) would grow in real terms across the CSR period and that the government would deliver on the commitments made at Budget to level up and invest in the priorities of the British people. Given the impact COVID-19 has had on the economy, the Chancellor was clear there would need to be tough choices in other areas of spending at the review. As part of their preparations for the CSR, departments were asked to identify opportunities to reprioritise and deliver savings. Departments were also required to fulfil a series of conditions in their returns, including providing evidence they are delivering the government's priorities and focussing on delivery.

The Government had previously said it would keep an open dialogue with the local authorities about the best approach to the next financial year, including how to treat accumulated business rates growth of £2m p.a. (pending the planned business rates baseline reset) and the approach to the 2021/22 local government finance settlement. It was announced as part of the Spending Review, and has now been confirmed as part of the settlement, that there will be no reset for 2021/22 however, no papers were published but the Secretary of State confirmed a commitment to the Fair Funding Review and the business rates reset; but in answering questions from MPs he indicated only that there "may be an opportunity next year" to bring forward proposals for reform and he confirmed that he did not know when reform would be implemented.

It is also the Government's intention to look again at the New Homes Bonus for 2022/23 and explore the most effective way to incentivise housing growth. They are consulting on proposals prior to implementation. In the longer-term, the Government remains committed to reform and want to take time to work with local authorities to make sure that the approach is right following the planned reviews.

As a nation we are likely to feel the consequences of the Covid-19 pandemic, and the measures to contain and mitigate its effects, for years to come.

The extraordinary events we are living through follow a decade of austerity, triggered by the financial crisis of 2008/09, which had already placed considerable strain on local authorities' finances.

Increased demand for many local public services, directly related to the outbreak of the virus, placed immediate pressure on authorities' cash flows and expenditure budgets. The longer-term consequences of recession and unemployment on demand for services have yet to be experienced.

At the same time, several important sources of local authority income including Council Tax, Non domestic (business) rates, fees and charges, rents and investment returns have, to a greater or lesser extent, been subject to reduction or suspension.

In light of the projected impact of Covid-19 on the Council's Medium Term Financial Strategy, an immediate suspension of all non-essential spending was approved by Cabinet on 9th July and that Managers review their budgets and identify all non-essential spending for 2020/21 as part of the quarter 1 projections at 30 June 2020 - and approval sought for the budget to be revised to remove these.

No one can know what the effect of the Covid-19 crisis will have on the economy and ultimately the impact for the Council's finances. It will be many months before we have a clearer idea on how the economy has been affected – including any lasting effects for individual businesses and their employees. Social distancing measures continue and were in place for most of the financial year – impacting mainly on the Council's ongoing income receipts.

Measures taken to control Covid-19 are leading to heavy economic losses and this has and will continue to affect collection rates, as some individuals and businesses experience financial effects of the pandemic. The uncertainties created by the pandemic have also significantly increased volatility and uncertainty in markets. This applies not only to non-current operational and non-operational property assets held by authorities, but also to investment properties, financial assets and many assets held by pension funds.

Government has provided additional funding of c. £1.25m and the Local Government Association (LGA) and the Society of District Council Treasurers (SDCT) will continue to lobby and provide evidence to MHCLG of the income and expenditure pressures that Councils face. Ministry of Housing, Communities and Local Government (MHCLG) receive monthly financial updates from Councils including information on Housing Revenue Account pressures.

Financial resilience is, and has been, the key requirement for local authorities at any time, but in the current crisis it has assumed unprecedented importance. Perhaps the biggest difficulty with the pandemic is that it is impossible to draw any conclusions about how long any effects will last.

During the crisis the Council has lost income which will significantly impact on the potential sustainability of the organisation, as will be the case across many Local Government organisations. It will be necessary for the Council to take an accelerated approach towards the development and implementation of an effective sustainability strategy, linked to an overall vision for the organisation. Cabinet on 22nd October 2020 approved the Recovery and Reset programme which aims to consider how we can tackle the financial challenges

facing the council as a result of the coronavirus pandemic. This will include reviewing services, reducing waste demand on services (basically this is any action or step in a process that does not add value to the customer), exploring opportunities for income generation and identifying any further savings.

The overriding goal is to make sure our organisation remains fit for the future, while protecting services to the most vulnerable in our community. The Recovery and Reset programme outlines that this work be split into seven projects.

In light of the financial situation facing the Council during 2020/21, Managers were tasked with identifying low level non-essential budgets for removal from the budget – bringing down the savings target of c. £2m per annum and limiting the cuts that would otherwise be needed to balance the MTFS in the future.

The budget review identified savings of £1.2m towards the projected lost income anticipated from the impact of Covid-19. In addition to the unringfenced grant of £1.25m, it is also expected that in excess of £1.2m will be received from the projected fees and charges income support grant.

The review included a robust challenge / re-justification process for all vacant posts with a requirement to investigate alternative options including restructuring to fill vacancies / looking at what we can stop doing – with £0.5m savings identified.

Following receipt of the Local Government Finance Settlement and the updated forecast in February 2021, the projections now identify General Fund balances of £0.5m over 3 years – with a shortfall of £3.3m by 2024/25 and £7m over the 5 years to 2025/26, including the minimum approved level of £0.5m.

For the HRA, no major impact of the pandemic are forecast over five years at present, the current projections for the impact of Covid-19 on rent income levels is manageable within existing balances.

General Fund

	General Fund						
MTFS Projections 2019/20 - 2025/26	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Projected Balances per MTFS Council February 2020	(6,644)	(5,570)	(3,139)	(506)	2,850	6,423	-
Revised Forecasts:							
Revised Forecast Balances - July 2020	(6,882)	(5,673)	(2,787)	27	3,585	7,476	-
Revised Forecast Balances - October 2020	(6,882)	(6,413)	(4,219)	(1,854)	1,123	4,417	8,144
Revised Forecast Balances - January 2021	(6,882)	(6,413)	(6,083)	(3,666)	(632)	2,721	6,514
Revised Forecast Balances - February 2021	(6,882)	(6,753)	(6,548)	(3,846)	(526)	2,790	6,544

On 20th August 2020, Cabinet approved the budget setting process (& project plan) for 2021/22.

On 10th September, Cabinet considered an update to the MTFS for the General Fund (GF) and Housing Revenue Account (HRA) - as part of the agreed process to provide an update the MTFS on a quarterly basis within the Quarterly Performance Report.

In line with the approved timetable, work on the preparation of the detailed five year budget / forecast progressed in order to inform the Base Budget Forecast for Cabinet on 3rd December and the draft MTFS for Cabinet and Joint Scrutiny Committee in January 2021. The Budget and MTFS for 2021/22 was approved by Council on 23rd February 2021.

As a result the updated forecast, the forecast projections identify General Fund balances of £0.5m over 3 years (compared with forecast balances at Quarter 3 of £0.6m) – with a shortfall of £3.3m to 2024/25 increasing to £7m over 5 years, including the minimum approved level of £0.5m.

Further savings of around £1.4m p.a. will be required over the next 5 years (based on annual £5 increases in Council Tax). On an annualised basis this would equate to a year on year ongoing saving of £0.5m over 5 years.

The forecast has been updated to include:

Change:

Savings / increased income

- The revised projected outturn underspend of £947k for 2020/21 (as at Period 9);

Budget Impact

£(341)k for 2020/21 only

Change:**Budget Impact**

- Reduced Business Rates levy following revised forecast January 2021 £(250)k for 2021/22 only
- Section 31 Grant income for Business Rates, Council Tax and Sales, Fees and Charges compensation schemes £(587)k for 2021/22 only
- Section 31 Grant income for Business Rates Reliefs £(953)k for 2021/22 only
- Final recharge and inflationary adjustments £(44)k p.a. (£220k over 5 years)

Additional costs / reduced income

- Reduced business rates – following revised forecast January 2021 £1.471m for 2021/22 only
- Forecast Collection Fund deficit 2020/21 - Business Rates, £783k spread over 3 years £261k p.a. for 3 years from 2021/22
- Forecast Collection Fund deficit 2020/21 – Council Tax, £190k spread over 3 years (offset by surplus b/fwd of £91k) £(27)k surplus 2021/22 then £63k p.a. for 2 years from 2022/23
- Christmas Lights Event c.£5k p.a. (£25k over 5 years)

In addition, following finalisation of the provisional outturn underspend for 2020/21 of £2.2m, additional balances of £1.3m are now reported (with closing balances of £8.0m).

Balances also held within earmarked reserves for Transformation and Business rates retention will also be available to support the budget and MTFS.

Housing Revenue Account

	Housing Revenue Account						
MTFS Projections 2019/20 - 2025/26	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Projected Balances per MTFS Council February 2020	(4,764)	(3,424)	(3,013)	(1,586)	(1,447)	(1,131)	-
Revised Forecasts:							
Revised Forecast Balances - July 2020	(6,252)	(4,771)	(4,329)	(2,869)	(2,668)	(2,260)	-
Revised Forecast Balances - October 2020	(6,252)	(4,819)	(4,291)	(2,743)	(2,468)	(2,005)	(1,695)
Revised Forecast Balances - January 2021	(6,252)	(4,819)	(4,317)	(2,795)	(2,546)	(2,109)	(1,825)
Revised Forecast Balances - February 2021	(6,252)	(4,866)	(4,522)	(3,158)	(3,067)	(2,788)	(2,662)

As part of the approved MTFS in February 2020, a balanced five year forecast was presented for the Housing Revenue Account (HRA).

As a result the updated forecast, over the three year period to 2023/24, balances of £3.1m are projected with balances of £2.8m over the four years to 2024/25 reducing to £2.7m in 2025/26 (balances were previously forecast at £2.5m in 2023/24, £2.1m in 2024/25 and £1.8m in 2025/26).

The forecast has been updated to include a revised projected outturn underspend of £49k for 2020/21 (as at Period 9) and increased income from revised recharges of £158k p.a.

It is currently anticipated that the rent loss arising from delays in letting void properties, increase in universal credit applications and temporary suspension of deductions from Universal Credit for rent arrears can be managed within budget for 2020/21. No further rent reductions have been assumed – with no changes to the current rent free weeks.

No impact of the delay in acquisitions / spend of one for one receipts has been included - MHCLG have now confirmed an extension of time to five years to spend such receipts (previously three years).

In addition, following finalisation of the provisional outturn underspend for 2020/21 of £0.6m, additional balances of £0.65m are now reported (with closing balances of £5.5m).

4. Financial Healthcheck

Executive Summary

This section of the report summarises the main issues identified at the end of March and is the 'best estimate' of the projected outturn at this time, though subject to the completion of final account working papers and audit procedures.

Details relating to the summary including Directorate commentaries will be available from Corporate Accountancy.

General Fund

Revenue

GENERAL FUND	YTD Budget £000	YTD Position £000	Variance £000	Comment
Chief Executive	1,391	1,292	(99)	Underspend re Joint Waste Arrangements
AD Growth & Regeneration	1,634	2,826	1,192	Shortfall in Car Parking income, other fees & charges
ED Organisation	560	569	9	Minor overspend
AD People	178	92	(86)	Underspend IT software maintenance
AD Operations & Leisure	3,433	3,948	515	Increased SCC reverse agency works, shortfall in Cemeteries income
ED Finance	7	10	3	Minor overspend
AD Finance	395	(2,753)	(3,148)	S31 Grant Covid 19 retail relief, Covid 19 income support grant
AD Assets	(661)	(1,213)	(552)	Increased rental income
AD Neighbourhoods	1,209	1,171	(38)	Community Wardens vacant posts
AD Partnerships	1,006	981	(25)	Vacant posts
Total	9,152	6,923	(2,229)	

The projected full year position identifies a favourable variance against budget of £2.229m (£1.482m reported at period 11). This projection has highlighted several budget areas with significant variances (detailed at **Appendix A**).

Capital

GENERAL FUND	Budget £000	Actual Spend £000	Variance £000	Reprofile to 2021/22 £000	Outturn £000
Chief Executive	718	-	(718)	718	718
AD Growth & Regeneration	1,039	280	(760)	807	1,087
AD People	374	144	(230)	151	295
AD Operations & Leisure	1,439	611	(828)	669	1,281
AD Finance	12,131	-	(12,131)	12,131	12,131
AD Assets	1,036	25	(1,012)	817	841
AD Neighbourhoods	103	73	(30)	-	73
GF Contingency	286	-	(286)	255	255
TOTAL GENERAL FUND	17,127	1,133	(15,995)	15,548	16,681

- The provisional outturn on capital schemes spend is £1.133m (£1.188m projected at period 11) compared to a full year budget of £17.127m (this budget includes re-profiled schemes from 2019/20 of £15.077m).
- At this point it is proposed that £15.548m should be re-profiled into 2021/22 (£15.394m projected at period 11) which will be subject to Cabinet approval.
- A summary of Capital expenditure by Directorate can be found at **Appendix B**.

Balances

Balances on General Fund are projected to be in the region of £8.037m at the year-end from normal revenue operations (£7.29m projected at Period 11) compared to £6.753m projected within the 2021/22 budget report – additional balances of £1.284m.

The change in the predicted out-turn variance since that predicted at period 11 (a favourable change of £747k) has been investigated and significant items identified that make up this change are listed and tabled later in this report.

Members should be aware that any unplanned call on the above balance could adversely affect our ability to resource activity within the current medium term financial plan.

Housing Revenue Account

Revenue

HOUSING REVENUE ACCOUNT	YTD Budget £000	YTD Position £000	Variance £000
HRA Summary	(2,843)	(3,394)	(551)
ED Communities	-	14	14
AD Operations & Leisure	178	167	(11)
AD People	167	141	(26)
AD Assets	389	245	(144)
AD Neighbourhoods	3,447	3,561	114
Housing Repairs	-	-	-
Total	1,338	734	(604)

- The projected full year position identifies a favourable variance against budget of £604k (£600k reported at period 11). Individual significant budget areas reflecting the variance are detailed at **Appendix A**.

Capital

HOUSING REVENUE ACCOUNT	Budget £000	Actual Spend £000	Variance £000	Reprofile to 2021/22 £000	Outturn £000
AD Assets	22,150	8,396	(13,754)	11,897	20,293
HRA Contingency	100	-	(100)	100	100
TOTAL HOUSING REVENUE ACCOUNT	22,250	8,396	(13,854)	11,997	20,393

- The provisional outturn on programmed capital schemes is projected to be £8.396m (£8.658m projected at period 11) compared to a budget of £22.25m. It is also proposed that £11.997m be re-profiled into 2021/22 (£10.25m at period 11) in relation to delayed schemes, which will be subject to Cabinet approval.

Total Capital Programme

- The provisional outturn on programmed capital schemes is projected to be £9.529m (£9.846m projected at period 11) compared to a budget of £39.377m. It is also proposed that £27.545m be re-profiled into 2021/22 (£25.644m at period 11) in relation to delayed schemes, which will be subject to Cabinet approval.
- A summary of Capital expenditure by Directorate can be found at **Appendix B**.

Balances

- Balances on the Housing Revenue Account are projected to be in the region of £5.518m at the year-end (£5.514m projected at period 11) compared to £4.865m projected within the 2021/22 budget report – additional balances of £0.653m.

The change in the predicted out-turn variance since that predicted at period 11 (a favourable change of £4k) has been investigated and significant items identified that make up this change are listed and tabled later in this report.

Corporate Plan Project Updates

Corporate Capital Strategy

Project due date	31 st March 2021
Overall Project Status	
3. On track and in control	
2. Not on track but in control	✓
1. Not on track	
Month & Year of update	March 2021

(Traffic light - red, amber, green based on progress to date)

Workstreams	Due date	Lead	Workstream RAG status
MTFS to include consideration of Capital Expenditure	October 2019	LP	
Monthly Capital Monitoring Reports	From June 2019	LP	
Review Capital Appraisal Process	October 2019	LP	
Review Asset Management Strategy – incorporating revised Stock Condition Survey	March 2021	PW	
Review of Building Repairs Fund (BRF) and planned approach to be developed	March 2021	PW / LP	
Review of Commercial Property – monitoring of performance to be established	March 2021	PW / LP	

Key milestones achieved	Date milestone achieved
Capital Strategy included with Budget and MTFS presented to Cabinet 24 th January 2019 and Joint Scrutiny Cttee 30 th January 2019	January 2019
Feedback received from Link Asset Services and subsequent amendments/updates made to strategy 2019/20	2019/20
ASSG meetings scheduled 1/4ly in diaries starting 28/03/19 – and resumed September 2020 following cancellations due to Covid 19	
ASSG on 26/09/19 reviewed progress for Agreed Capital Programme; considered and agreed report on “Whole Life Costing” and reviewed progress on Capital Strategy Action Plan	September 2019
Draft Capital Budgets for 2020/21 onwards considered by CMT 16/10/19	
Draft Capital Budgets for 2020/21 onwards included in base budget report to Cabinet 28/11/19	November 2019
Initial assessment/baseline position for monitoring BRF and Commercial Property established December 2019	December 2019
2020/21 Draft Capital Strategy included with Budget and MTFS presented to Cabinet 22 nd January 2020 and Joint Scrutiny Cttee 29 th January 2020	January 2020
2020/21 Final Capital Strategy included with Corporate Vision, Priorities Plan, Budget & MTFS 2020/21 approved by Cabinet 20 th February 2020 and Council 25 th February 2020	February 2020

Cleaning Review

Project due date	TBA (was 30 th April 2020)
Overall Project Status	
3. On track and in control	
2. Not on track but in control	✓
1. Not on track	
Month & Year of update	March 2021

(Traffic light - red, amber, green based on progress to date)

Workstreams	Due date	Lead	Workstream RAG status
Project Scoping [Complete]	Complete	PW	
PID [Complete]	Complete	PW	
Demands analysis [Complete]	Complete	TW	
Review of staffing needs and costing/Service standards [Complete]	Complete	TW	
Implementation [April 2020]	30/04/20	PW	

Key milestones achieved	Date milestone achieved
Project scoped, PID completed and agreed	Summer 2019
Demands analysis complete	Summer 2019
Service standards and staffing inputs mapped	Summer 2019
Costed model produced	Summer 2019
Report presented to CMT [Summer 2019]	Summer 2019
Outline report presented to Scrutiny	August 2019
Cabinet report date agreed	August 2019
Proposals approved by Cabinet	August 2019
Policy Reviews submitted as part of budget setting process	September 2019
Budgets approved	February 2020
Consultation planning commenced	February 2020

Leisure Services Review

Project due date	31 st October 2022
Overall Project Status	
3. On track and in control	✓
2. Not on track but in control	
1. Not on track	
Month & Year of update	March 2021

(Traffic light - red, amber, green based on progress to date)

Workstreams	Due date	Lead	Workstream RAG status
<p>Aspects of the Councils leisure provision have been reviewed:-</p> <ul style="list-style-type: none"> Covid 19 has had an impact on leisure services, the Council run gym had to close due to lockdown and a review of this was undertaken at that time:- Review of the viability of castle grounds activity centre gym resulting in staff made redundant from posts including cessation of IR35 gym instructor. Covid further impacted on Anker Valley football facilities and this was closed with Lockdown 1, reopened with reduced facilities in the late summer and is now closed again with Lockdown 3- Jan 2021, has reopened on 29th March 2021 for both Junior and senior football. Matches being played into June to meet league fixtures. Review of current swimming provision, awaiting decision. <p>Others area still require review, now the Council has been awarded the Future High Street funding, there is a requirement to align leisure provision in the town centre going forward and assessment of this has commenced.</p> <p>All leisure services will be considered in line with the R and R project. Uncertain of what leisure provision will 'look like' following pandemic, far too early to see the longer term impact- full review pushed back to October 2022.</p> <p>Preparation of project plan, to include scrutiny committee consultation on recommendations as required</p> <p>Further preparatory work to look a wider health and wellbeing benefit to community following the pandemic.</p>	<p>July 2021</p> <p>December 2021</p> <p>July 2021</p>	<p>SMcG/K M</p>	
<p>Review Information- to meet with ED Communities and ED DCE, AD Partnerships to discuss options leisure requirements</p>		<p>AG/SMc G</p>	

Key milestones achieved	Date milestone achieved
Initial review of gym completed and staff made redundant	Oct 2020
Swimming agreement- legal review completed	Aug 2020

Risk Management Strategy

Project due date	July 2020
Overall Project Status	
3. On track and in control	
2. Not on track but in control	✓
1. Not on track	
Month & Year of update	March 2021

(Traffic light - red, amber, green based on progress to date)

Workstreams	Due date	Lead	Workstream RAG status
Review of current reporting process / format	July 2020	LP	
Rationalize and Co-ordinate mitigating actions	July 2020	LP	
Identification of Corporate Risks- ensure all captured, aligned and reported	July 2020	LP	

Key milestones achieved	Date milestone achieved
Appointment of consultants to assist with undertaking the review and project scoped	March 2019
Review of current risk undertaken and new grouping proposed(reduction to 14 categories) looking to reduce further	April 2019
Appointment of "Service Risk Champions"	September 2019
Collation of potential different reports from the system be considered	TBA
Meetings with Risk champions Scheduled in for November - rescheduled	Suspended
Due to the delay and loss of momentum in the project a revised timetable will be discussed – RB and risk consultant 14/2/20	February 2020
A revised draft of the new report to be presented to CMT in July for approval. If approved, discussions with relevant AD's and ED's will be held and a new report generated in Pentana. This will then be included in a future Risk report to A&G	July 2020
The new report layout is constructed and will be reviewed and refined in October by ED's and AD's ready for reporting to A&G at the 3 rd Qtr	Not Achieved
The new report layout is constructed and to be reviewed and refined by mid-December by ED's and AD's ready for reporting to A&G at the 3 rd Qtr – update from CMT 7/1/21 reschedule report for A&G 1 st Qtr 2021-22	
New layout discussed with ED's 18/11/20 and to be discussed with AD's 10/12/20 The meeting on the 10 th will also receive feedback and discussion on the ZM risk Horizon survey	10/12/20
The new layout discussed ZM Horizon scanning review discussed. CMT members to feedback on the revised layout for the first CMT in the new year. The CMT decided to push back the development of the new reporting layout until 1 st Quarter report of 2021-22	

Implement Customer Portal

Project due date	31 st December 2020 Revised to July 2021
Overall Project Status	
3. On track and in control	
2. Not on track but in control	✓
1. Not on track	
Month & Year of update	March 2021

(Traffic light - red, amber, green based on progress to date)

Workstreams	Due date	Lead	Workstream RAG status
CRM Activity <ul style="list-style-type: none"> Single Person Discount Process User Acceptance Completed by CST <ul style="list-style-type: none"> Revenues – testing suspended until 10th May Updated complaints processes to reflect current structure – currently testing 	10/05/21 20/04/21	JSh	
Dependency – Digital360 v29 Upgrade <ul style="list-style-type: none"> Acceptance is a pre-requisite of Portal Go Live Digital360 v29 upgrade implemented <ul style="list-style-type: none"> Testing underway – <ul style="list-style-type: none"> Housing completed – Issues reported to Civica for resolution Planning – testing completed Benefits –testing suspended until 10th May Revenues – testing suspended until 10th May CST – testing completed as far as possible 	30/6/21	JSh	
Portal – Portal 360 TBC controlled work <ul style="list-style-type: none"> Portal testing underway – Staff Volunteers Testing Group established 4 Registration workshops with volunteer testers testing Registration Process and UX Ongoing Portal styling and configuration workshops with Customer Service and Graphics Teams to amend content in live environment SPD Portal process UAT to be completed New Civica Project Manager – Project completion plan written and received <ul style="list-style-type: none"> Being re-written to reflect Portal Go Live in Stages <ul style="list-style-type: none"> Stage 1 – Basic Portal <ul style="list-style-type: none"> Register and authenticate email and Ctax account Raise Report it Service Request Raise Complaint Amended plan received Now working towards this amended plan Test registration and authentication process in Live environment De-duplication testing and live LLPG data testing in test to be migrated to live Built report it, and complaints with new structure currently testing Demo CMT 13th May Exploring reporting 	28/02/21 30/04/21 01/03/21 6/7/2021 19/03/21 31.3.21 30.4.21 30.4.21 13.5.21 1.5.21	Jsh	
Portal – Portal 360 Civica controlled work <ul style="list-style-type: none"> Pay360 process to be put into Portal <ul style="list-style-type: none"> Require support from Capita Academy Web Services in Portal <ul style="list-style-type: none"> Require support from Capita Issues forwarded on to Capita for support Move process to be completed for Move Out and Within Tamworth SPD Portal process work to be completed Complaints in portal testing corrections Report it migrate to live Scheduler 	28/02/21 06/01/21 17/02/21 15/02/21 20/4/21 21/4/21 30/4/21	JSh	

Knowledge Transfer <ul style="list-style-type: none"> All sessions delivered 	19/08/20	JMCD	
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Key milestones achieved	Date milestone achieved
<ul style="list-style-type: none"> Test Portal created and skinned to fit in with Tamworth.gov.uk website – Dec 2019 Knowledge Transfer Session – System Admin – delivered w/c 16th December 2019 Knowledge Transfer Session – Single Person Discount - Process Mapping & Customer Journey – delivered 22/01/2020 System Admin – Build Elements w/c 3rd Feb Customer Journey Build w/c 24th Feb Portal user authentication completed Outstanding documentation ratified and delivered back to Civica Move Process go Live Final Single Person Discount process build sessions delivered Address synchronisation implemented Final knowledge transfer session delivered Address synchronisation between Local Land and Property Gazetteer process implemented Single Person Discount user acceptance testing started Capita provide technical documentation to support development of Academy integration V29 Upgrade implemented in Test Portal Customer Journey Workshop with Civica consultants delivered Styling Workshop completed Live Portal Server software installed Portal infrastructure installed on Live server Service Desk to install certificate, register DNS name mytamworth.gov.uk and install Outlook on scheduler server New Civica Project Manager – Project revised completion plan written and received Handover of project management from Knowledge Performance & Insight Manager to Digital Customer Experience Manager and Head of Customer Experience 	<ul style="list-style-type: none"> 31/12/19 16/12/19 22/01/20 24/02/20 02/06/20 12/05/20 17/06/20 17/07/20 15/07/20 17/08/20 19/08/20 31/08/20 01/09/20 28/09/20 02/11/20 16/12/20 31/12/20 26/02/21 26/02/21 12/03/21 1/3/21 23.3.21

Project due date	TBA
Overall Project Status	
3. On track and in control	✓
2. Not on track but in control	
1. Not on track	
Month & Year of update	March 2021

(Traffic light - red, amber, green based on progress to date)

Workstreams	Due date	Lead	Workstream RAG status
<p>Financial waiver approved for SIP platform upgrade initial estimated savings £1k per month</p> <p>Work to commence on move to new platform next month. Orders for the new lines into the Depot and Marmion have been placed and a project manager appointed by our supplier to oversee implementation. Next steps are commissioning of the new connectivity and SIP trunks followed by testing and porting of our numbers onto the new platform.</p> <p>There has been a delay to the first phase of this project due to BT lead times as a result of COVID. They have now engaged with us to arrange installation of the lines.</p> <p>Work now progressing with BT to install the new fibre connections.</p> <p>Nov 20 - New Fibre connections now installed into Marmion and Depot and successfully tested. SIP provisioning in progress which will be followed by porting of numbers.</p> <p>Dec 20 – Connectivity/SIP testing currently in progress</p> <p>March 21 – final SIP testing scheduled for this month with go live scheduled early April</p> <p>April 21 - No further progress due to delays at supplier end. Target implementation date now May 21</p>	Feb 2020	GY/NH	
<p>Implementation of Astute as policy management tool / decommissioning of Net Consent. Janet is continuing to work on Astute preparation for policy dissemination The next steps are to complete this work, agree a process for policy management followed by implementation. NetConsent will then be decommissioned. Implementation is planned for April.</p> <p>Timescales for implementation pushed back to August due to absences and other priorities relating to current situation</p> <p>Policy rollout on Astute in progress. Code of conduct has been issued to all staff, Allocations Policy rolled out to Housing and Customer Services. Further policies to be scheduled for roll out and refresh reminders in consultation with policy owners in terms of requirements for organisational or statutory refresh.</p>	Aug 2020	GY	
<p>Deliver short term priorities –</p> <p>EPOS Replacement – Gardiff implemented at Assembly Rooms and TIC</p> <p>Nov 20 - Network connectivity installed into the Upper Lodge including WiFi availability at both the Castle and Upper Lodge. Gardiff also now installed at both the Castle and Upper Lodge.</p> <p>Dec 20 - Training for staff delayed until early March due to COVID safety.</p> <p>April 21 – Gardiff training delivered, system live in upper lodge.</p> <p>Contract renegotiation – this is an ongoing activity now. We are working on reviewing all of our contracts to ensure they are recorded correctly, documentation up to date and triggers for review in place.</p> <p>Agreed with Anna Miller that we will now proceed with Northgate M3 Assure upgrade for Planning followed by Environmental Health (EH) with learning from the Planning implementation as EH more complex and requires more resource. Training on Assure Planning and implementation has now commenced. Conversion of documents underway to new Assure document production. Initial go live for Assure planning provisionally set for Jan 21.</p>	March 2021	GY	

<p>April 21 - Awaiting dates for Oracle and Assure upgrade from Northgate before testing in Planning can continue.</p> <p>Proposal for a 3-year fixed term contract across all Northgate systems received. Results in savings, avoiding RPI increases for the contract duration. After negotiations with Northgate, updated proposal received with 2 free of charge inclusive consultancy days for each year of the contract along with reduced support and maintenance costs. Contract now commenced Nov 20.</p> <p>Corporate Business Objects Review and explore Enterprise licencing – not started. This will be looked at as part of the contract work above.</p> <p>Telephony carrier/SIP trunk provider options appraisal – complete – see workstream for SIP platform above.</p> <p>Depot connectivity options appraisal – current connectivity contract with Virgin in place until Sept. Indicative quote requested from NetVisionIP for wireless link between Marmion and the Depot to replace the current Ethernet circuit. This is on hold pending a review of Marmion House as part of reset and recovery.</p> <p>Provision of Public Services Network (PSN) associated services from April 2019 onwards. We will be continuing with Vodafone until further options from CCS are available, this is likely to be Sept for some of the services. We are planning to transition away from GCSx email during 2020 to our on premise email system so will be terminating this service with Vodafone. Contract extended with Vodafone due to new CCS framework delays. GCSx email retirement delayed due to resource involved with COVID. Implementation now planned for completion Dec 2020 ahead of GCSx service decommission by PSN in March 21.</p> <p>March 21 – decommissioned, complete.</p>			
Draft Strategy developed	February 2020	GY/ ZW	
<p>Consult with stakeholders including CMT, Officers and elected members Report to be presented to IS&G Scrutiny Meeting on 27th February 2020 – this was postponed at the request of the Scrutiny chair, date has not yet been agreed</p> <p>Consultation still in progress, further feedback from AD's/service heads required. Member working group to be arranged by Cllr Goodall/Chesworth for consultation with members.</p> <p>Further development of ICT strategy required to meet the challenges of Covid recovery phase and general workplace strategies when information becomes available. Strategy discussed at ISG Scrutiny 16th Sept, members fully supportive of draft and will be forming a working group to feed in from an elected member perspective.</p> <p>Dec 20 - ICT Strategy on forward plan for Cabinet approval at April's meeting. Strategy will be shared with heads of service at next meeting (25/02/21) as part of final consultation process.</p> <p>Jan/Feb 21 – Members working group formed to consult on Strategy. Initial meeting/discussion held 11/02/21</p> <p>April 21 – ICT Strategy approved by Cabinet 8th April</p>	April 2021	GY/ZW	
Deliver Strategy action plan by 2025	2025	GY	

Key milestones achieved	Date milestone achieved
Draft Strategy delivered to CMT	February 2020
Consultation commenced with AD's	March 2020
IS&G Scrutiny reviewed strategy	Sept 2020
Members working group presentation/discussion	Feb 21
AD Direct Reports/ICT Team presentations	Feb 21

Project due date	31 st December 2021
Overall Project Status	
3. On track and in control	✓
2. Not on track but in control	
1. Not on track	
Month & Year of update	March 2021

(Traffic light - red, amber, green based on progress to date)

Workstreams	Due date	Lead	Workstream RAG status
Development of Draft Strategy		AG/ZW	
Consultation		AG/ ZW	
Implementation		ZW/ JN	
Tender for Leadership Development Programme work developed		ZW/JN	
Tender evaluation to be completed by End January 2020	31/01/20	ZW/JN	
Contract Awarded by 29 February 2020	29/02/20	ZW/ JN	
Contractor to scope work by July 2020	31/07/20	ZW/JN	
Programme to be developed by August 2020	31/08/20	ZW/ JN	
Delivery to commence September 2020 – delayed	30/09/20	JN	
Delivery to commence November 2020	30/11/20	JN	

Key milestones achieved	Date milestone achieved
Quotes evaluated – preferred supplier identified – IODA	December 2019
Preferred supplier advised of contract award and suggested delay due to COVID-19	February 2020
Feedback provided for the unsuccessful suppliers	March 2020
No challenges received from the unsuccessful suppliers	March 2020
Initial scoping meeting held with Ioda	May 2020
Scoping sessions held with CMT, Heads of Service and some Line Managers	June 2020
Programme Developed and approved to be delivered virtually	September 2020
Delivery commenced	December 2020
Programme comprises 7 cohorts with 73 delegates All 7 module 1 completed 3 module 2 completed 360 feedback questionnaire completed for cohort 1 – 3	January 2021
4 cohorts completed module 2 360 degree feedback questionnaire completed for cohort 4-7 121 coaching completed for cohort 1-3	February 2021
Cohorts 1-5 have completed Modules 1-3 Cohorts 6 and 7 have completed Modules 1 & 2	March 2021

Completion of new homes at Tinkers Green & Kerria

Project due date	Project now complete
Overall Project Status	
3. On track and in control	✓
2. Not on track but in control	
1. Not on track	
Month & Year of update	March 2021

(Traffic light – red, amber, green based on progress to date)

Workstreams	Due date	Lead	Workstream RAG status
Developer procurement [Complete]	Complete	PW	
Decant and empty property management [Complete]	Complete	TM	
Land and property acquisition and retail [Acquisition Complete Summer 2018]		PW	
Demolition [Complete]	Complete	PW	
Communication [Ongoing]	Ongoing	LR	
Local Lettings Policy [No longer required]	N/A	TM	

Key milestones achieved	Date milestone achieved
Contract in place	Spring 2018
Clerk of Works appointed	Summer 2018
Homes England funding confirmed and spent	Spring 2018
Demolition of both sites complete	Sept 2018
Construction work underway on both sites	Sept 2018
Handover schedule in place with first units due for completion in July 2019 [Ongoing]	Ongoing
Revised handover schedule on target for Autumn 2020 completion [Ongoing]	Ongoing
Regular scheduled handovers are taking place across both sites. [Ongoing]	Ongoing
Tenants have moved into properties across both sites and to date feedback appears to be positive. [Ongoing]	Ongoing
Heads of Terms out with legal for the full retail space with a single tenant (amended planning applications withdrawn)	Summer 2019
Following detailed research and consideration; and in view of the Portfolio's objectives being met it was agreed local lettings criteria has been met by making best use of the rights and flexibilities within the allocations policy. Of the c25 let thus far there has been a diverse mix of social and economic households seeking to support ambitions around creating balanced and sustainable communities. Given these were the outcomes originally designed it does not need a specific local lettings plan as objectives are being achieved – to do so would be subject to statutory consultation and therefore lead to delays in lettings. This will be kept under review as new developments are brought forward	
Tinkers Green site completed and all properties ready for let.	December 2020
Kerria site complete and all properties ready for let.	January 2021

Welfare Reform

Project due date	December 2021
Overall Project Status	
3. On track and in control	✓
2. Not on track but in control	
1. Not on track	
Month & Year of update	March 2021

(Traffic light - red, amber, green based on progress to date)

Workstreams	Due date	Lead	Workstream RAG status
Establish Corporate Project group – workstreams mapped as below <ul style="list-style-type: none"> Bi monthly meeting planner sent out for all meetings throughout 2021 		TMM	Completed
Transition of Former Tenant Arrears to Mike Buckland's Team in Finance		MB/LP	Completed
Development of a corporate monthly 'Welfare Reform Customer Insight, Impact & Performance Data Intelligence Report' <ul style="list-style-type: none"> Data on all types of welfare benefits across all applicable council departs including UC, HB, DHP, Under Occupation, Council tax reduction, Working tax credit, child tax credit, PIP, benefit cap, state pension, referrals/third sector etc. 	Monthly	AL/MB/LB ALL	
To identify third sector commission opportunities and update group monthly <ul style="list-style-type: none"> Personal budgeting/resident support opportunities with County Describe/train/promote on service offer and referrals Opportunities for commissioning – what's offered now and in planning 	Monthly	KC	
HQN Income Management Accreditation & Annual Workplan <ul style="list-style-type: none"> Refreshing accreditation action plan and service improvement plan informed by HQN ongoing health check commencing April 2021 Delivery of annual Income Management Workplan 2021/22 	April 2021 2021/22	LB/LL/JC	
Development Corporate Debt Strategy including external supported to be procured July 2021 <ul style="list-style-type: none"> Quick quote specification to be completed and published on Intend July 2021 First draft Corporate Debt Strategy anticipated autumn/winter 2021 	Dec 2021	TMM/ALL	

Key milestones achieved	Date milestone achieved
Corporate Project Group established	Bi monthly meetings take place first week of the month (Feb, April, June, Aug, Oct, Dec 2021)
Key work-streams identified linked to team work plans	Workplans refreshed at the beginning of each new financial year, due March 2021
Policy change agreed to facilitate FTA transfer to MB's team	Completed Sept 2019

TMM/LL attended scrutiny on UC and cross party letter to DWP & Ministers	Completed Feb 2020
Agreed with RB a QQ to engage support to help draft corporate debt strategy for consultation/options	Completed January 2020
First invitation to Quote for the Corporate Debt Strategy out on Intend with a closing date of 29 th August 2020 – no suitable bids so now closed.	29 August 2020
Second invitation to quote for the Corporate Debt Strategy is due to go out on intend Feb/March 2021	

Project due date	30 th December 2022
Overall Project Status	
3. On track and in control	✓
2. Not on track but in control	
1. Not on track	
Month & Year of update	March 2021

(Traffic light - red, amber, green based on progress to date)

Workstreams	Due date	Lead	Workstream RAG status
Review evidence from the Leisure Services priority review in conjunction with Future High Street proposals and Gungate consultation (currently underway)	July 2021	AG/SMc G	
Prepare brief for Leisure Strategy and Indoor & Outdoor sports strategy, to include a review of the open spaces assessment and play provision, together with cost analysis for Gungate Leisure Provision This may include widening the brief to health and wellbeing Post covid the 'leisure' requirement may look very different National consultation under way – LGA,CLOA and APSE leading Local consultation may be required on brief once compiled	Aug 2021	AG/SMc G	
Prepare three phase tender for external consultants <ul style="list-style-type: none"> • Phase 1 Indoor and Outdoor Leisure Strategy • Phase 2 PPG open space assessment and cost analysis for Gungate project • Phase 3 preparation of borough wide leisure Strategy 			
Appoint external consultants for all three phases	Sept 2021	AG/SMc G	
Produce Indoor & Outdoor sports strategy	Dec 2021	AG/SMc G	
Produce Gungate Cost analysis	Dec 2021		
Produce Leisure Strategy	Nov 2022		
Endorse Leisure Strategy	Dec 2022	AG/SMc G	

Key milestones achieved	Date milestone achieved

Project due date	31 st March 2022
Overall Project Status	
3. On track and in control	
2. Not on track but in control	✓
1. Not on track	
Month & Year of update	March 2021

(Traffic light - red, amber, green based on progress to date)

Workstreams	Due date	Lead	Workstream RAG status
Town Centre Strategy	2020/21	MF	
Gungate Masterplan	2020/21	DH	
TIC		ZW	
Place Investment Strategy	2020/21	MF	
Car Parking Strategy	2020/21	MF	
Market re-tender	2020/21	MF	
Communications and Engagement		ZW	
Town Centre Funding Applications	Ongoing	MF	
Future High Streets Fund	Sep 2020	AM	

Key milestones achieved	Date milestone achieved
<p>Town Centre Strategy</p> <p>The FHSF bid which has been in preparation since January 2019 has in part provided the strategy. The RHSS and LGA work coupled with the reset and recovery inclusive growth strategy will assist in delivery of the rest. The FHSF included a town centre masterplan which formed part of the bid submission.</p> <p>Awaiting £14K LGA money received – work to be concluded July 2021 £67K RHSS money received - work to be concluded February 2021 Awaiting SEP money from GBSLEP – work to be concluded March 2022 – not successful £67K Welcome back funding – business case to be submitted to government.</p>	<p>Not achieved in the form envisaged.</p>
<p>Gungate Masterplan</p> <p>Masterplan completed</p> <ul style="list-style-type: none"> Member consultation completed. <p>Delay to public consultation for three reasons 1) workload diverted towards Gungate land assembly (PCC, SCC, Buzz Bingo and Atik) 2) workload diverted towards private sector engagement and potential sig. interest from McCarthy and Stone and 3) need to address concerns that Masterplan duplicates FHSF submission particularly around college/Covid 19 has led to re-thinking of the end uses.</p> <ul style="list-style-type: none"> Minor amends to Masterplan underway. Public consultation. <p>Public Consultation completed February 28 2021.</p> <p>Consultation findings will be presented to ISAG on 25th March and a way forwards set out in a Cabinet report on the 8th April.</p>	<p>OCTOBER 2019</p> <p>June/July 2020</p> <p>Dec/Jan February 2021</p> <p>March/April</p>
<p>Place Investment Strategy</p> <ul style="list-style-type: none"> Place Investment Strategy Completed in draft Awaiting consultation 	<p>APRIL 2019</p>

<p>Car Parking Strategy</p> <ul style="list-style-type: none"> Benchmarking and baseline exercise completed. Further handover meeting with JS. <p>Since the handover of this service in April 2020 the focus has been on understanding the data that underpins the service including the need to address immediate car parking issues around the infrastructure.</p> <ul style="list-style-type: none"> Policy change submitted to renew car parking infrastructure. Approved in principle for £50K. Task and Finish Group established. Preparation of tender. Tender out to market. 	<p>September 2020 October 2020</p> <p>October 2020 December 2020 February 2021 April 2021</p>
<p>Market re-tender</p> <ul style="list-style-type: none"> Tender prepared and with procurement. Tender published. 	<p>October 2020 March 2021</p>
<p>Town Centre Funding Applications</p> <ul style="list-style-type: none"> FHSF: £21,652,555. To structurally transform the town centre through three distinct projects. ACHIEVED RHSS funding: £67,455. To re-open the high street and specifically to prepare a town centre action plan. ACHIEVED Cultural Recovery Fund (Castle): £250K. Castle Team delivering various digital and online improvements to castle activities. ACHIEVED Cultural Recovery Fund (Assembly rooms): £126,150 ACHIEVED LGA funding: £14,000. To better understand 1) barriers to innovation and evolution of small and new businesses in the town centre and 2) empowerment of businesses to drive town centre improvements. ACHIEVED Bid to GBSLEP: £60K for delivery of an inclusive growth strategy to deliver reset and recovery. This is Borough-wide and not TC focused but will include the town centre. Not Successful. Cultural Recovery Fund (Castle): £125K ACHIEVED will support costs and also deliver improvement to support the visitor experience. 	<p>Dec 2020</p> <p>May 2020</p> <p>Nov 2020</p> <p>Nov 2020</p> <p>Announcement Jan 2021</p> <p>Announcement expected December 2020.</p> <p>March 2021.</p>
<p>Future High Streets Fund</p> <ul style="list-style-type: none"> Full Business Case sign off and submission to MHCLG Clarifications around calculations requested by MHCLG and submitted (for all bidders). Successful award made. 	<p>Council 21 July October 2020 December 2020</p>

Corporate Risk Register 2020/21

Title	Description					
Finance	To ensure that the Council is financially sustainable as an organisation					
Risk	Date Reviewed	Current Risk Severity	Current Risk Likelihood	Current Risk Rating	Current Risk Status	
Funding gaps	17-May-2021	3	3	9		
Business Rates Retention	17-May-2021	3	3	9		
New Homes Bonus	17-May-2021	3	2	6		
Welfare and Benefit Reform	17-May-2021	4	3	12		
Failure to manage budgets	17-May-2021	3	2	6		
Title	Description					
Modernisation & Commercialisation Agenda	Develop and implement continuous improvement and develop employees to perform the right work					
Risk	Date Reviewed	Current Risk Severity	Current Risk Likelihood	Current Risk Rating	Current Risk Status	
Contract Management & Procurement	17-May-2021	2	2	4		
Management of Assets	20-May-2021	2	3	6		
New Revenue Streams	17-May-2021	3	3	9		
Workforce Planning Challenges	21-May-2021	3	2	6		
Continuous Improvement	06-Apr-2021	2	2	4		
Partnerships fail	20-May-2021	3	2	6		

Title	Description
Governance	Ensure that processes, policies and procedures are in place and the authority is held to account

Risk	Date Reviewed	Current Risk Severity	Current Risk Likelihood	Current Risk Rating	Current Risk Status
Democratic Process	06-Apr-2021	3	2	6	
Legislation	06-Apr-2021	2	2	4	
Policies & Procedures	20-May-2021	3	2	6	
Ethics	20-May-2021	2	2	4	

Title	Description
Community Focus	To ensure the safety, health and wellbeing of the citizens of the borough

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Risk	Date Reviewed	Current Risk Severity	Current Risk Likelihood	Current Risk Rating	Current Risk Status
Community Cohesion & Engagement	20-May-2021	3	3	9	
Safeguarding Children & Adults (including Modern Slavery)	25-May-2021	2	2	4	
Emergency Planning	28-May-2021	2	2	4	

Title	Description
Economic Growth & Sustainability	To ensure that the economic growth and sustainability of the borough is maintained

Risk	Date Reviewed	Current Risk Severity	Current Risk Likelihood	Current Risk Rating	Current Risk Status
Lack of economic investment in people and Places	23-Mar-2021	3	1	3	
Housing Needs	25-May-2021	3	3	9	
Economic Changes	23-Mar-2021	3	3	9	

Title	Description
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Title	Description
Information Safeguarding	To ensure that our data is protected

Risk	Date Reviewed	Current Risk Severity	Current Risk Likelihood	Current Risk Rating	Current Risk Status
Data Protection and information Safeguarding	20-May-2021	3	2	6	
Cyber Security	20-May-2021	4	2	8	
Business Continuity	27-May-2021	3	3	9	

Title	Description
Brexit	The Impact of Brexit upon the Council

Risk	Date Reviewed	Current Risk Severity	Current Risk Likelihood	Current Risk Rating	Current Risk Status
Financial	17-May-2021	2	2	4	
The Impact of Brexit upon the Council	27-May-2021	2	2	4	

Risk Status	
	High Risk
	Medium Risk
	Low Risk

General Fund – Main Variances

DIRECTORATE	COST CENTRE	ACCOUNT CODE	ACTUAL	BUDGET	VARIANCE	COMMENT	
Page 56 AD Operations & Leisure	Arts Council - Assembly Rooms	Equipment, Furn & Material	38,844	86,950	(48,106)	Grant funding c/f to 21/22	
		Government Grants	(69,109)	(126,150)	57,041	Grant income in advance c/f to 21/22	
	Peaks	Sport Development Project Funding	40,999	101,530	(60,531)	Options paper for discussion.	
	Cemeteries	Fees & Charges	(107,706)	(137,840)	30,134	Burials down this year, not had as many as previous years.	
	Public Spaces	Salaries	1,163,148	1,213,080	(49,932)	Due to accumulation of vacancies within team that are to be filled	
		Cont to Reserves	83,820	0	83,820	SCC additional works funds to be used towards landscaping as part of FHSF bid + £37k for temp funds due to covid delays	
		Misc Contributions	(43,058)	(7,110)	(35,948)	SCC additional works funds to be used towards landscaping as part of FHSF bid	
	TBC Highways Maintenance	Maint Highway Related Assets	220,593	118,910	101,683	More SCC reverse agency works than anticipated	
		Maintenance of Water Courses	372,740	466,330	(93,590)	Offset with overspend on highway related assets	
		Cont to Reserves	90,000	0	90,000	To contribute to A5 balancing ponds. works delayed due to covid	
		Maintenance of Roads (HRA)	0	53,720	(53,720)	To contribute to A5 balancing ponds. works delayed due to covid	
	AD People	ICT	Other Hardware Maintenance	35,976	80,910	(44,934)	Underspend used to cover overspend on MFT Licence
			Software Maintenance	3,258	34,520	(31,262)	Underspend - budget transferred from HRA

DIRECTORATE	COST CENTRE	ACCOUNT CODE	ACTUAL	BUDGET	VARIANCE	COMMENT
AD Assets	Commercial Property Management	House Conditions Survey	0	50,000	(50,000)	Further survey work delayed due to COVID so remaining budget will need to be carried forward to next year
		Cont to Reserves	45,000	0	45,000	Reserve to deliver AccessAble project and remainder of survey work in new financial year
	Industrial Properties	House Conditions Survey	0	50,000	(50,000)	Further survey work delayed due to COVID so remaining budget will need to be carried forward to next year
		Provision for Bad Debts	15,993	94,820	(78,827)	Budget amended in Q1 review to reflect anticipated impact of COVID 19 on rental income
		Cont to Reserves	30,000	0	30,000	Reserve to deliver remainder of survey work in new financial year
		Rents	(905,817)	(808,780)	(97,037)	Income is currently above budget but likely long term impact of COVID on income levels is still unknown
	Marmion House	Rents	(64,845)	(31,330)	(33,515)	Delay to SCC vacating 5th Floor
		Contribution Common Services	(89,428)	(41,080)	(48,348)	Delay to SCC vacating 5th Floor
	AD Neighbourhoods	Homelessness	Bed & Breakfast Income	(33,037)	(100,270)	67,233

DIRECTORATE	COST CENTRE	ACCOUNT CODE	ACTUAL	BUDGET	VARIANCE	COMMENT
AD Neighbourhoods	Homelessness Strategy	Cont to Reserves	72,850	0	72,850	Remaining grant money moved to reserve in order to deliver new spending priorities as outlined in report to cabinet November 2020
		Government Grants	(145,855)	(100,000)	(45,855)	Remaining grant money to be utilised once new spending priorities have been agreed (report to cabinet November 2020)
	Community Wardens	Salaries	111,594	146,160	(34,566)	Estimated savings from vacant posts due to freeze on recruitment
AD Partnerships	Business Support	Salaries	247,351	292,420	(45,069)	Due to accumulation of vacant posts that it is hoped will be filled soon
	Car Parking Enforcement Costs	Standard Charges	(23,569)	(67,770)	44,201	Enforcement has been suspended due to Covid, lost first quarter income.
	Safer Stronger Communities Fund	External Funding Opportunities	50,750	84,808	(34,058)	Not due to spend all of LDF allocation this year.
Chief Executive	Joint Waste Arrangement	Refuse Joint Arrangements	1,103,973	1,501,980	(398,007)	Based on outturn figures from LDC
		Misc Contributions	(4,463)	(36,770)	32,307	Based on outturn figures from LDC
		Fees & Charges	0	(263,830)	263,830	Based on outturn figures from LDC - now combined in contract figure
AD Growth & Regeneration	Outside Car Parks	Short Stay Car Parking	(331,093)	(400,000)	68,907	Reduced income - impact of Covid 19 & free parking until June 15th
	Castle & Museum	Wages	62,797	16,990	45,807	Casual average monthly pay ended in Dec 20

DIRECTORATE	COST CENTRE	ACCOUNT CODE	ACTUAL	BUDGET	VARIANCE	COMMENT
AD Growth & Regeneration	Arts Council - Castle	Government Grants	(137,773)	(250,000)	112,227	Grant income in advance, c/f to 2021/22
	Environmental Health	Salaries	330,401	400,406	(70,005)	Underspend to be c/f to 21/22 to cover backlog of work/covid requirements
		Cont to Reserves	85,000	0	85,000	Underspend to be c/f to 21/22 to cover backlog of work/covid requirements
	Taxi & Private Hire Vehicles	Combined HC & PH Drivers Licence	(4,181)	(36,540)	32,360	Budget is a reflection of last years' 3 year renewal cycle
	Development Control	Fees & Charges Planning App	(217,383)	(174,710)	(42,673)	Received two large applications in P11 & another in March.
	Economic Development & Regen	Cont to Reserves	44,585	0	44,585	Town centre retained fund & skills officer grant funds & ARG retained fund
	Dev. Plan Local & Strategic	Local Development Framework	10,655	115,000	(104,345)	Local plan on hold pending results of planning white paper from government
		Cont to Reserves	104,345	0	104,345	Local plan on hold pending results of planning white paper from government
AD Finance	Benefits	Provision for Bad Debts	(28,739)	50,000	(78,739)	Reduction rather than increase in bad debt provision required
		Rent Allowances	5,575,777	5,846,370	(270,593)	Based on est final claim
		Non-HRA Rent Rebates	16,243	74,190	(57,948)	Based on est final claim
		Council Tenant Grant	(7,006,689)	(7,153,750)	147,061	Based on est final claim
		Private Tenant Grant	(5,425,846)	(5,757,080)	331,234	Based on est final claim
		PT Overpayment Recovery	47,618	97,460	(49,842)	Did not achieve budgeted target

DIRECTORATE	COST CENTRE	ACCOUNT CODE	ACTUAL	BUDGET	VARIANCE	COMMENT
AD Finance	Benefits Administration	Cont to Reserves	126,067	0	126,067	Government Grant above budget to retained fund
		Government Grants	(119,846)	(33,160)	(86,686)	Government Grant above budget to retained fund
	Corporate Finance	NNDR Levy Payments	565,823	1,011,740	(445,917)	Reduced business rates income 2020/21 mainly due to increased provision for appeals
		Government Grants	(8,590,263)	(1,095,550)	(7,494,713)	S31 grant for additional Covid19 retail relief in 2020/21
		Cont to Reserves	8,831,316	1,255,000	7,576,316	Contribution to Reserves offsetting income above
		Misc Contributions	(54,401)	0	(54,401)	Uncertainty over business rates collection levels for Staffordshire pool over the coming months
	Treasury Management	Minimum Revenue Provision	110,449	167,070	(56,621)	Reduced due to reprofiling in capital programme
		Impairment - Investments	53,198	0	53,198	Property fund fair value write down
		Misc Interest & Dividends	(377,364)	(331,560)	(45,804)	Higher investment balances than budgeted
		Property Fund Dividends	(128,350)	(95,000)	(33,350)	Projected income to year end above budget
	COVID-19	Equipment, Furn & Material	1,663	39,750	(38,087)	Expenditure below budget
		Consultants' Fees	16,377	57,000	(40,623)	Recovery & Reset costs recoded
		Discretionary Covid Grant	1,464,267	0	1,464,267	Various ARG & Discretionary Covid Grant Payments
		Cont To Reserves	141,000	0	141,000	
		Contrib to Council Tax Benefit	491,835	0	491,835	

	Government Grants	(2,817,853)	(1,156,940)	(1,660,913)	Covid19 grant income
	Government Grants	(1,448,356)	(340,000)	(1,108,356)	Covid 19 income support grant scheme
Recovery and Reset	Consultants' Fees	44,000	0	44,000	Costs originally coded on Corporate Finance

Significant variances identified resulting in an increase in net under-spend of £747k

DIRECTORATE	COST CENTRE	ACCOUNT CODE	VARIANCE	PERIOD 11 PREDICTED OUTTURN VARIANCE	CHANGE IN PREDICTED OUTTURN VARIANCE P11 TO P13	COMMENT
AD Operations & Leisure	Arts Council - Assembly Rooms	Equipment, Furn & Material	(48,106)	0	(48,106)	Grant funding c/f to 21/22
		Government Grants	57,041	0	57,041	Grant income in advance c/f to 21/22
	Public Spaces	Misc Contributions	(35,948)	(75,900)	39,952	SCC additional works funds to be used towards landscaping as part of FHSF bid
	TBC Highways Maintenance	Maint Highway Related Assets	101,683	0	101,683	More SCC reverse agency works than anticipated
		Maintenance of Water Courses	(93,590)	(30,500)	(63,090)	Offset with overspend on highway related assets
		Cont to Reserves	90,000	30,500	59,500	To contribute to A5 balancing ponds. works delayed due to covid
		Maintenance of Roads (HRA)	(53,720)	0	(53,720)	To contribute to A5 balancing ponds. works delayed due to covid
AD Assets	Commercial Property Management	Provision for Bad Debts	83,330	0	83,330	Budget amended in Q1 review to reflect anticipated impact of COVID 19 on rental income
	Industrial Properties	Provision for Bad Debts	(78,827)	0	(78,827)	Budget amended in Q1 review to reflect anticipated impact of COVID 19 on rental income
		Rents	(97,037)	0	(97,037)	Income currently above budget but likely impact of COVID on income levels is still unknown
AD Assets	Marmion House	Contribution Common Services	(48,348)	0	(48,348)	Delay to SCC vacating 5th Floor

DIRECTORATE	COST CENTRE	ACCOUNT CODE	VARIANCE	PERIOD 11 PREDICTED OUTTURN VARIANCE	CHANGE IN PREDICTED OUTTURN VARIANCE P11 TO P13	COMMENT
Chief Executive	Joint Waste Arrangement	Refuse Joint Arrangements	(398,007)	(50,000)	(348,007)	Based on outturn figures from LDC
		Misc Contributions	32,307	0	32,307	Based on outturn figures from LDC
		Fees & Charges	263,830	0	263,830	Based on outturn figures from LDC - now combined in contract figure
AD Growth & Regeneration	Arts Council Castle	Cont to Reserves	0	71,000	(71,000)	Grant income in advance, c/f to 2021/22
		Government Grants	112,227	0	112,227	
AD Finance	Benefits	Rent Allowances	(270,593)	(303,570)	32,977	Based on est final claim
		Non-HRA Rent Rebates	(57,948)	(9,160)	(48,788)	Based on est final claim
		Council Tenant Rent Rebate	(21,436)	(166,460)	145,024	Based on est final claim
		Private Tenant Grant	331,234	300,370	30,864	Based on est final claim
	Benefits Administration	Cont to Reserves	126,067	23,210	102,857	Increased Government grant available to transfer to reserve
		Government Grants	(86,686)	(23,210)	(63,476)	Additional New Burdens/Government Grant
	Corporate Finance	Cont to Reserves	7,576,316	41,000	7,535,316	Government Grant re Covid 19
		NNDR Levy Payments	(445,917)	(339,210)	(106,707)	Uncertainty over business rates as economy recovers
		Government Grants	(7,494,713)	9,340	(7,504,053)	S31 grant for additional Covid19 retail relief in 2020/21
		Misc Contributions	(54,401)	(250,000)	195,599	Uncertainty over business rates collection levels for Staffordshire pool

DIRECTORATE	COST CENTRE	ACCOUNT CODE	VARIANCE	PERIOD 11 PREDICTED OUTTURN VARIANCE	CHANGE IN PREDICTED OUTTURN VARIANCE P11 TO P13	COMMENT
Page 64 AD Finance	Treasury Management	Impairment - Investments	53,198	0	53,198	Property fund fair value write down
		Treasury Management Recharge to HRA	(695)	30,000	(30,695)	Anticipated due to reduction in internal borrowing
	COVID-19	Equipment, Furn & Material	(38,087)	0	(38,087)	Expenditure below budget
		Consultants' Fees	(40,623)	0	(40,623)	Recovery & Reset costs recoded
		Discretionary Covid Grant/ARG Grants	1,464,267	0	1,464,267	Various ARG & Discretionary Covid Grant Payments
		Cont To Reserves	141,000	300,000	(159,000)	
		Contrib to Council Tax Benefit	491,835	0	491,835	
		Government Grants	(1,660,913)	(300,000)	(1,360,913)	Covid19 grant income
		Government Grants	(1,108,356)	(500,000)	(608,356)	Covid 19 income support grant scheme
	Recovery & Reset	Consultants' Fees	44,000	0	44,000	Costs originally coded on Corporate Finance
Various		(1,065,559)	(239,410)	(826,149)	Other minor variances	

Housing Revenue Account – Main Variances

DIRECTORATE	COST CENTRE	ACCOUNT CODE	ACTUAL	BUDGET	VARIANCE	COMMENT
AD Assets	Service Charges	Service Charge - Flats	(198,306)	(37,400)	(160,906)	Accrual raised at Year End Sec 20 Leaseholder Service Chgs due
	Repairs Contract	Consultants Fees	0	33,000	(33,000)	All services originally required have now been completed so budget not required in this financial year
AD Operations & Leisure	HRA Cleaners	Salaries	215,460	250,220	(34,760)	Due to staff vacancies
AD Neighbourhoods	General - Operations	House Conditions Survey	0	209,000	(209,000)	Relates to a one year policy change approved for carrying out various Stock Conditions but due to Covid restrictions these are now unlikely to commence until Summer 2021 and therefore a reserve is required to carry the funding forward to the new financial year
		Cont to Reserves	209,000	0	209,000	Relates to a one year policy change approved for carrying out various Stock Conditions but due to Covid restrictions these are now unlikely to commence until Summer 2021 and therefore a reserve is required to carry the funding forward to the new financial year
	Income Management	Salaries	358,916	401,130	(42,214)	Revenues Former Tenancy Arrears post not yet recruited so funding will need to be reserved in order to fund the post in the new financial year. An additional reserve will be required to use the remaining savings to continue to fund the temporary agency placement who is covering a return to work and other vacant hours until recruitment can take place

DIRECTORATE	COST CENTRE	ACCOUNT CODE	ACTUAL	BUDGET	VARIANCE	COMMENT
AD Neighbourhoods	Income Management	Council Tax Payments	34,917	4,530	30,387	Full years C/Tax paid on void properties, credits are being processed as and when properties are let
		Cont to Reserves	40,000	0	40,000	Reserve request to carry forward funding for FTA post as unable to recruit at present and funding only provided for 1 year. A further reserve request is being made to use further salary savings for the continuation of temporary cover for vacant hours and a return to work.
	Estate Management	Maintenance of CCTV	40,730	0	40,730	Cabinet decision to increase HRA contribution to CCTV not built in to HRA budget
	General - Business Support	Capital Financed from Revenue	33,876	0	33,876	Capital Financed from Revenue - software
Housing Repairs	Repairs Contract	Pensions	15,000	65,000	(50,000)	Anticipate underspend based on previous year outturn due to reducing liability
		COVID 19 Costs	1,001,429	0	1,001,429	These costs relate to payments made under the Government guidance note PPN02/20 in response to COVID19.
		Responsive Repairs	1,276,449	1,830,000	(553,551)	The initial months of the repairs contract have been impacted by the COVID 19 outbreak with access to property being restricted.
		Voids	1,419,676	1,336,830	82,846	The initial months of the repairs contract have been impacted by the COVID 19 outbreak with access to property being restricted. It is anticipated that workloads will increase steadily but may not return to full levels in the current year. It is anticipated that there will be some backlog of work to be carried forward into next year

DIRECTORATE	COST CENTRE	ACCOUNT CODE	ACTUAL	BUDGET	VARIANCE	COMMENT
Housing Repairs	Repairs Contract	Lift Maintenance	44,866	180,000	(135,134)	The service programme is on track but there has been less spend on maintenance than in previous years. The maintenance element is ad-hoc and delivered on demand as and when issues are found during service visits
		Stairlift Maintenance	32,965	0	32,965	Works accrued at year end
		Gas Heating Systems Maintenance	472,701	650,000	(177,300)	The initial months of the repairs contract have been impacted by the COVID 19 outbreak with access to properties restricted
		Periodic Electrical Testing	12,265	350,000	(337,735)	Periodic testing programme has commenced but there are issues around gaining access to properties
		Planned Maintenance	53,971	250,000	(196,029)	New schedule of work being agreed and expected to start before the end of the year
		Communal TV Aerials	0	45,000	(45,000)	System installs and surveys are underway. A review is to be done to identify if works are being coded to the correct budgets
		Fire Fighting Equipment	38,527	100,000	(61,473)	Annual servicing work not yet invoiced
		Water Treatment/Testing	21,438	55,000	(33,562)	Annual programme of works usually completed and invoiced at year end
		Misc. (Non Specific)	44,782	200,000	(155,218)	This budget is used on an ad-hoc basis to deal with unforeseen issues that may arise during the course of the year. It is anticipated that a proportion of this will be needed to pay compensation and fees associated with a number of pending disrepair claims.
		Asbestos Removal	5,260	75,000	(69,740)	Annual programme of works usually completed and invoiced at year end

DIRECTORATE	COST CENTRE	ACCOUNT CODE	ACTUAL	BUDGET	VARIANCE	COMMENT
HRA Summary	H R A Summary	General Contingency	0	130,000	(130,000)	No issues identified
		Rents	(18,082,136)	(18,118,510)	36,374	Rent income is currently under recovered due to a higher number of voids and a halt to the work on the Tinkers Green and Kerria developments during lockdown. Lettings have now resumed and it is anticipated that rent income levels should even out going forward

Significant variances identified resulting in a favourable change in net underspend of £4k

DIRECTORATE	COST CENTRE	ACCOUNT CODE	VARIANCE	PERIOD 11 PREDICTED OUTTURN VARIANCE	CHANGE IN PREDICTED OUTTURN VARIANCE P11 TO P13	COMMENT
AD Assets	Service Charges	Service Charge - Flats	(160,906)	-	(160,906)	Accrual raised at Year End Sec 20 Leaseholder Service Chgs due
AD Neighbourhoods	General - Business Support	Capital Financed From Revenue	33,876	-	33,876	Capital Financed from Revenue - software
Housing Repairs	Repairs Contract	COVID 19 Costs	1,001,429	784,315	217,114	These costs relate to payments made under the Government guidance note PPN02/20 in response to COVID19.
		Responsive Repairs	(553,551)	(430,000)	(123,551)	The initial months of the repairs contract have been impacted by the COVID 19 outbreak with access to property being restricted.
		Voids	82,846	(295,000)	377,846	The initial months of the repairs contract have been impacted by the COVID 19 outbreak with access to property being restricted. It is anticipated that workloads will increase steadily but may not return to full levels in the current year. It is anticipated that there will be some backlog of work to be carried forward into next year

DIRECTORATE	COST CENTRE	ACCOUNT CODE	VARIANCE	PERIOD 11 PREDICTED OUTTURN VARIANCE	CHANGE IN PREDICTED OUTTURN VARIANCE P11 TO P13	COMMENT
Page 69 Housing Repairs	Repairs Contract	Lift Maintenance	(135,134)	(50,000)	(85,134)	The service programme is on track but there has been less spend on maintenance than in previous years. The maintenance element is ad-hoc and delivered on demand as and when issues are found during service visits
		Stairlift Maintenance	32,965	-	32,965	Works accrued at year end
		Gas Heating Systems Maintenance	(177,300)	(120,000)	(57,300)	The initial months of the repairs contract have been impacted by the COVID 19 outbreak with access to properties restricted
		Periodic Electrical Testing	(337,735)	(250,000)	(87,735)	Periodic testing programme has commenced but there are issues around gaining access to properties
		Planned Maintenance	(196,029)	(80,000)	(116,029)	New schedule of work being agreed and expected to start before the end of the year
	Repairs - General	Fire Fighting Equipment	(61,473)	-	(61,473)	Annual servicing work
		Water Treatment/Testing	(33,562)	-	(33,562)	Annual programme of works usually completed and invoiced at year end
		Misc. (Non Specific)	(155,218)	-	(155,218)	This budget is used on an ad-hoc basis to deal with unforeseen issues that may arise during the course of the year. It is anticipated that a proportion of this will be needed to pay compensation and fees associated with a number of pending disrepair claims.
		Asbestos Removal	(69,740)	-	(69,740)	Annual programme of works usually completed and invoiced at year end

DIRECTORATE	COST CENTRE	ACCOUNT CODE	VARIANCE	PERIOD 11 PREDICTED OUTTURN VARIANCE	CHANGE IN PREDICTED OUTTURN VARIANCE P11 TO P13	COMMENT
HRA Summary	HRA Summary	Repairs & Maintenance Compensation	45,310	-	45,310	Costs of compensation/disrepair claims previously coded to Housing Repairs
		Provision For Bad Debts	(77,041)	-	(77,041)	Provision required at year end less than budgeted
		Cont To Reserves	275,000	-	275,000	Contribution to Reserve Fire Safety re High Rise Buildings
Various			(117,236)	(159,010)	49,382	Other minor variances

Capital Programme Monitoring

GENERAL FUND	Budget £000	Actual Spend £000	Variance £000	Reprofile to 2021/22 £000	Outturn £000	Comments
Chief Executive						
Gungate Development	718	-	(718)	718	718	This project will need to be re-profiled into 2021/22
Directorate Total	718	-	(718)	718	718	
AD Growth						
Castle Mercian Trail	310	214	(96)	96	310	Delay due to Castle closure, contractors are now on site and HLF exhibition planned to finish in Feb 21.
Gateways	434	10	(424)	424	434	Funds for Phase 3 (Corporation St), linked to bid for Government funds under accelerated projects, with SCC. Expected spend of £10-£20k for design stage of the project, remaining amount to be c/f to 21/22
Cultural Quarter - Carnegie Centre	6	3	(3)	3	6	No spend likely this financial year
Repairs to Castle Elevation	250	6	(244)	244	250	Project delayed due to Covid 19, but work has now commenced. Not likely to be spent in full this year, underspend to be carried forward to 21/22.
Castle Lighting	40	-	(40)	40	40	Have now appointed following tender exercise.
Future High Streets	-	47	47	-	47	Project included in 2021/22 Capital Programme - some expenditure incurred in advance to get project ready to start in new year
Directorate Total	1,039	280	(760)	807	1,087	
AD People						
Replacement It Technology	105	79	(26)	26	105	Remaining budget to be reprofiled to 2021/22.
EDRMS (Electronic Document Records Management System)	-	-	-	-	-	Budget vired to Customer Portal scheme
New Time Recording System 17/18	15	-	(15)	15	15	Dependent on recovery/reset programme and unlikely to be spent now this year

Self Service Customer Portal	54	10	(45)	45	54	Funds vired from EDRMs for further development of the portal. To be reprofiled to 2021/22.
Member Device Refresh	20	17	(3)	3	20	Remaining budget to be reprofiled to 2021/22.
Endpoint & Web E-Mail Filter	40	38	(2)	-	39	Scheme now completed and remaining budget will not be required.

GENERAL FUND	Budget £000	Actual Spend £000	Variance £000	Reprofile to 2021/22 £000	Outturn £000	Comments
Asset Management Database	120	-	(120)	42	42	Underspend as a result of HRA contribution to software - £42k only required from this budget but now will need to be re-profiled into 20/21.
Mobile Phone Contract	20	-	(20)	20	20	Budget released from capital contingency as approved Cabinet 10/9/20. To be reprofiled to 2021/22 to fund back up system subject to approval.
Directorate Total	374	144	(230)	151	295	
AD Operations & Leisure				-		
Wigginton Park Section Section 106	10	-	(10)	10	10	Plans to deliver scheme in line with Wigginton Park Management Plan.
Broadmeadow Nature Reserve	17	-	(17)	17	17	Works to complete management plan and HLS agreement, tenders came in at more than budget so we are now in process of retendering with budget guidance.
Public Open Space Section 106	10	-	(10)	10	10	Spend in line with work plan. Work required is seasonal / weather dependant.
Street Lighting	79	-	(79)	79	79	Works to be delivered in line with 30 year project plan
Local Nature Reserves	23	-	(23)	23	23	Works ongoing to deliver items from management plan for various LNRs.
Community Woodland Cycleway	199	-	(199)	199	199	Variation to design spec to be included with Amington Community Woodland, delay in delivery phase due to new work timeline from developer.
Amington Community Woodland	337	-	(337)	232	232	Consultation and design complete however, delay in delivery phase due to new work timeline from developer.

Castle Grounds Toilet Refurbishment	7	1	(6)	-	1	Final invoice now received, remaining budget will be underspend.
Directorate Total	1,036	25	(1,012)	817	841	
AD Neighbourhoods						
Homelessness Reduction Act	30	-	(30)	-	-	There are no immediate plans to spend these funds and they can be returned to balances
CCTV Infrastructure	73	73	0	-	73	Budget for upgrades to CCTV network - projected outturn to be reviewed.
Directorate Total	103	73	(30)	-	73	

GENERAL FUND	Budget £000	Actual Spend £000	Variance £000	Reprofile to 2021/22 £000	Outturn £000	Comments
GF Contingency						
Of Contingency	135	-	(135)	135	135	No requirement identified as yet - to be re-profiled
Grant-Return On Investment	20	-	(20)	20	20	No requirement identified as yet - to be re-profiled
GF Contingency Plant and Equipment	100	-	(100)	100	100	Subject to VFM assessment - budget for potential plant and equipment purchases over leasing - to be re-profiled
Refurbishment of Marmion House Reception (Contingency)	-	-	-	-	-	Budget vired into CQ1001 GF General Contingency
GDPR Compliance (Contingency)	31	-	(31)	-	-	Not likely to be required
Mobile Phone Contract (Contingency)	-	-	-	-	-	Funds released following Cabinet approval September 2020
Directorate Total	286	-	(286)	255	255	
GENERAL FUND TOTAL	17,127	1,133	(15,995)	15,548	16,681	

HOUSING REVENUE ACCOUNT	Budget £000	Actual Spend £000	Variance £000	Reprofile to 2021/22 £000	Outturn £000	Comments
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AD Assets						
Structural Works	246	299	53	-	299	Budget for ad hoc repairs as identified during the year - overspend due to additional works carried out at Masefield Drive whilst roofing work was being completed, to be offset by underspends on other schemes.
Bathroom Renewals	568	474	(94)	94	568	Projected outturn based on latest position from Engie.
Gas Central Heating Upgrades and Renewals	833	544	(289)	289	833	Projected outturn based on latest position from Engie.
Kitchen Renewals	1,038	711	(326)	326	1,038	Projected outturn based on latest position from Engie.
Major Roofing Overhaul and Renewals	1,006	1,006	-	-	1,006	Scheme now complete and budget spent in full

HOUSING REVENUE ACCOUNT	Budget £000	Actual Spend £000	Variance £000	Reprofile to 2021/22 £000	Outturn £000	Comments
Window and Door Renewals	649	606	(43)	43	649	At the moment it is anticipated that the budget will be fully spent in line with the programme, subject to potential impact of any possible further restrictions due to Covid 19.
Neighbourhood Regeneration	695	218	(477)	477	695	Budget likely to be underspent.
Disabled Facilities Adaptations	325	27	(298)	298	325	Likely to underspend due to impact of Covid
Rewire	362	7	(356)	-	7	An underspend against this budget is now predicted, as there are less rewires required than had been originally anticipated.
CO2 / Smoke Detectors	64	4	(60)	60	64	Subject to electrical/void inspections and based on latest position from Engie
Insulation	18	-	(18)	18	18	Ad hoc spend, budget not expected to be spent
Renew High Rise Lifts	243	(2)	(245)	243	240	Tender re lift renewal in progress, will not be spent this year and budget required to be re-profiled to 21/22. Underspend reflects accrual adjustment re 2019/20.

Fire Upgrades To Flats 2012	150	1	(149)	100	101	Budget to fund additional works linked with CR4023 Installation of Fire Doors. Requirement to re-profile £100k to 2021/22, remainder will be underspent.
Sheltered Schemes	100	16	(84)	84	100	Flooring & decoration works identified but have been delayed due to Covid 19, now required to be re-profiled into 2021/22.
Energy Efficiency Improvements	70	-	(70)	-	-	Project reviewed and no longer required.
Install Fire Doors High Rise	1,460	-	(1,460)	1,460	1,460	Project has commenced but minimal spend expected this year. Remaining budget to be re-profiled.
High Rise Balconies	20	(8)	(28)	-	(8)	Budget re-profiled from 2019/20
Works to High Rise Flats	605	6	(599)	-	6	Scheme no longer required and budget to be offered up
Retention of Garage Sites	879	26	(854)	-	26	Consultant's' first report received and options will be subject to member decision. No further spend likely this year and new scheme proposed as part of 21/22 capital programme.
HOUSING REVENUE ACCOUNT	Budget £000	Actual Spend £000	Variance £000	Reprofile to 2021/22 £000	Outturn £000	Comments
Capital Salaries	200	196	(4)	-	196	-
Software Fire Safety Surveys	90	-	(90)	90	90	Tenders now received and contractor appointed for surveys. Software to be progressed, budget required to be re-profiled to 2021/22.
HRA Street Lighting	69	-	(69)	69	69	Works to be carried out by E-On in line with 30 year plan but delayed due to Covid and budget to be re-profiled.
Asset Management Software HRA	108	39	(69)	69	108	At this stage it is anticipated that £46k will be re-profiled for further stages of the project in the new financial year.
Tinkers Green	1,796	2,106	310	-	2,106	Completed in December, subject to final account/retention accrual, with any unspent budget to be re-profiled.

Kerria Estate Project	1,068	655	(413)	103	758	Completed in January, subject to final account/retention accrual, with any unspent budget to be re-profiled.
Regeneration General	-	-	-	-	-	Re-profiled from 2019/20, to be combined with CR7005
Other Acquisitions	1,407	808	(599)	599	1,407	Unlikely to complete on all planned purchases by 31st March, underspent budget to be re-profiled
Regeneration & Affordable Housing	8,081	606	(7,475)	7,475	8,081	Council approval to bring forward £6m from provisional capital programme budgets re new-build scheme at Wilnecote, has been committed but now unlikely to be spent until 2021/22, remaining budget to be re-profiled.
Caledonian Depot New Build	-	52	52	-	52	Council approval to bring forward £6m from provisional capital programme budgets re new-build scheme at Wilnecote.
Directorate Total	22,150	8,396	(13,754)	11,897	20,293	
HRA Contingency						
HRA Contingency	100	-	(100)	100	100	No requirement identified as yet - to be re-profiled
Directorate Total	100	-	(100)	100	100	
HRA Total	22,250	8,396	(13,854)	11,997	20,393	

110034077

Corporate Scrutiny Committee23rd June 2021**Quarter Four 2020/21 Performance Report****Additional information requests****1. How do we assess the award of Discretionary Housing payments? (including any relationship to Universal Credit)**

There are a number of key factors that are taken into consideration when looking to award Discretionary Housing Payments (DHP). Firstly, we try to determine the reason why the applicant is looking for support i.e. is it an ongoing shortfall, rent arrears or a deposit to help move on.

We compare income with outgoings considering reasonable expenses, which vary according to the applicant's circumstances. The amount of DHP paid is based on level of arrears, future affordability of property and the likelihood of them moving and or changes in their current circumstances.

We also look to see what other options could be available to assist the applicant i.e. are they eligible/currently claiming for the Council Tax Reduction Scheme or if they are a council tenant we liaise with Housing to support and identify any other funding available to them. We advise the applicant where appropriate to inform the Department of Works and Pensions of any changes in circumstances so that their Universal Credit (UC) is calculated on the most accurate and up to date information available.

Below is a snap shot of the level of applications and awards for DHP made during 2020/21.

**2. Have the supplier issues been resolved regarding the ICT strategy and what is the project due date?**

The ICT strategy was approved by Cabinet in April 2021 and as such the project is closed.

There were some issues in the final testing of the SIP trunks project to which this question relates consequently, the Head of Technology and Information Services is not happy to sign it off for live migration yet. However, it is believed that the issues are known. Testing with Daisy will take place again in the week commencing 28th June 2021 and, if successful, the numbers will be ported as soon as possible after that; target completion for that is now the end of July 2021.

3. What is the project due date for the Organisational Development Strategy?

The project due date is 31st December 2021.

4. When will Staffordshire County Council be vacating the 5th floor?

A formal notice has not yet been received from Staffordshire County Council although they have made it clear to us that they are intending on compressing into a single floor. They have advised us that their plans were put on hold due to the social distancing requirements arising from Covid; the inference is that as soon as social distancing requirements are lifted they will commence the process of compressing.

5. CCTV project money transferred. Who approved the transfer?

It was confirmed that Cabinet approved the decision to increase the HRA contribution to CCTV not built in to the HRA budget.

Tamworth entered into a shared service for its CCTV provision on 31st March 2021 following cabinet approval on 4th July 2019. It has also been the subject of several IS&G Scrutiny committee discussions to monitor and support the improvement plan; both during the review phases and since. The financing of the shared service remains as reported to cabinet in July 2019, with a scheme of delegation approved May 2021 adding the Castle to the shared service and setting out the financing arrangements and variation to the agreement.

6. Can the Gateway Development go ahead before we build the new college?

Works planned for implementation during this financial year (2021/22) are improvements to the paths in St Editha's Churchyard that provide a connection between the Corporation Street Bus Station and the Gungate Regeneration Zone. These works are to be funded solely by Staffordshire County Council. (SCC)

Phase 3 (Corporation Street bus station) and Phase 4 (Tamworth Rail Station) are currently in the development stage. In terms of Phase 3 a detailed design for a new bus station layout on Corporation Street has been produced: in terms of Phase 4 negotiations are ongoing between Railtrack, a private sector landowner, the rail operator, Staffordshire County Council and Tamworth Borough Council for a revised layout at Tamworth rail station for buses, taxis, cars and car parking.

We are currently awaiting SCC's future funding proposals for future phases of the gateways programme.

7. How many bids have there been for the market tender, should it be retendered in light of the changing circumstances brought about by the pandemic and can the end of the contract tie in with the start of the revamped town centre? Corporate Scrutiny Committee also sought assurances that any successful tenderer would still be required to deliver on the specifics which the council wanted in terms of the markets.

There was one bid. The contract went live in May. The duration of the contract is five years plus an option to extend for a further two.

The market tender specifically and clearly referenced the importance of the Market developing over the course of the new contract. 50% of the score for the tender was based on developing the market.

It was clarified in detail, what the vision and the ambition of the council was for the market, what it expected in terms of development, what this would look like and how this would be monitored.

The successful contract, as part of the tender had to evidence how they would meet all of the above. Performance monitoring will be held quarterly to ensure all targets and ambitions are met.

Areas that Corporate Scrutiny Committee felt should be brought to Cabinet's attention

1. Corporate capital strategy deferred to June 2021.

This has been affected by the Asset Management Strategy which now won't be completed until December 2021.

2. The final outturn figure was £2.2m. At period 11 it was £1.4m. Why is there a large difference in the final month of the financial year?

This was attributed to Covid related factors, the way the NNDR system works regarding appeals and differences in sales, fees and charges.

3. Has the retail unit now been let at Kerria?

It was confirmed that it had now been let.

4. Disabled Facilities Grants

It was questioned that Tamworth's DFG grant from Government passported via Staffordshire County Council was £546k which is less than half of that received by other District Councils in Staffordshire.

It was noted that the allocation was based on an outdated historic allocation formula and that significant representations had been made by not only the Council but also by national bodies representing District Councils (District Council Network, Local Government Associations etc.) as well as representation to the MP.

Members asked for a report setting out the position at the August meeting of the Committee (including details of representations made to date and any further information available on the basis of the historic allocation) – to inform their considerations in developing proposals for Cabinet.

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8 JULY 2021

REPORT OF THE LEADER OF THE COUNCIL**PERMISSION TO INSTALL PUBLIC ART TO FORM A SCULPTURE TRAIL****EXEMPT INFORMATION**

None

PURPOSE

This report seeks to act to demonstrate the Councils support, and in principle agreement to allow a piece of public art be installed to form part of a sculpture trail within its administrative boundary.

RECOMMENDATIONS

It is recommended that Cabinet give its support and agreement to a piece of public art, known as “The Spirit of Tamworth” be installed at the location identified in the body of this report, subject to all necessary approvals being obtained by the group and a receipt of an undertaking this will be at no budgetary cost to the council.

EXECUTIVE SUMMARY

For some years the Council have been working with this project team, having previously granted permission within the castle grounds for public art to be erected, however progress had been slow as the location had proved to be far from ideal given its proximity to the ancient scheduled monument.

More recently an alternate location has been identified at the junction of the cycle track and Fazeley road adjacent to Holloway car park which appears to be suitable. Subject to statutory approval by all necessary authorities this location could act as a focal point within the town, and enhance and bring a new dimension to the Councils regeneration plans, specifically enhancing our cultural offer. The statue could act as a focal “selfie” point for visitors, and also a clear meeting point for the castle.

The Spirit team are advanced with their financing and looking for Council support to further add credibility to this project, and once they have Council agreement they will begin with the planning application and all other necessary formal permissions. Cabinet is asked to note they have already consulted with highways and emergency services to ensure the proposed location is acceptable.

While this project is still subject to gaining its funding, the Council has asked that the project will be completed by March 2024 so that it coincides with key dates for the Future High Street project. The Regeneration Team will facilitate this deadline to ensure critical dates are aligned.

OPTIONS CONSIDERED

None

RESOURCE IMPLICATIONS

This report is clear that it grants permission in principle, and supports the installation of the Spirit statue, subject to all permissions being obtained. Further the entire project is to be completed at no budgetary cost to the Council.

LEGAL/RISK IMPLICATIONS BACKGROUND.

The Spirit project team must ensure all necessary permissions are obtained prior to any installation being started, and further must agree all installation methodology with the appropriate authority at the time of installation. Further clarification will be necessary to ensure the long term upkeep and maintenance of the statue, insurance, and final ownership.

EQUALITIES IMPLICATIONS

none

SUSTAINABILITY IMPLICATIONS

none

BACKGROUND INFORMATION

REPORT AUTHOR

Andrew Barratt Chief Executive

LIST OF BACKGROUND PAPERS

APPENDICES

Thursday, 8 July 2021

Report of the Portfolio Holder for Finance and Customer Services

Capital Outturn Report 2020/21

Purpose

To advise Members of the final outturn of the Authority's Capital Programme for 2020/21 (subject to audit confirmation) and to request formal approval to re-profile specific programme budgets into 2021/22.

This report is a key decision due to expenditure in excess of £100k requiring approval.

Recommendations

That Cabinet:

1. receive the final outturn position of the 2020/21 capital programme as summarised in Appendix A; and
2. approve for each of the projects detailed in Appendix B the re-profiling of the budget into the Authority's Capital Programme 2021/22 (total £27.545m).

Executive Summary

Progress on the capital programme is reported quarterly to Cabinet and monitored on a monthly basis by the Corporate Management Team with project managers providing project progress information and a predicted outturn. The outturn for the 2020/21 capital programme identifies an underspend of **£29.848m** against the approved budget of **£39.377m** giving an actual spend **£9.529m**. It has been requested that **£27.545m** (as detailed in Appendix B) of scheme spend be re-profiled into 2021/22. This will result in an overall underspend of **£2.303m** for the 2020/21 capital programme.

General Fund

The outturn on General Fund capital schemes (including contingency) spend is **£1.133m** compared to a full year budget of **£17.127m** resulting in an underspend of **£15.995m**. It has been requested that **£15.548m** be re-profiled into 2021/22 meaning that the actual underspend is **£0.446m**.

Housing Revenue Account

The outturn on Housing Revenue Account (HRA) capital schemes (including contingency) spend is **£8.396m** compared to a full year budget of **£22.250m**, resulting in an underspend of **£13.854m**. It has been requested that **£11.997m** be re-profiled into 2021/22 meaning that the actual underspend is **£1.857m**.

The table below shows the actual amounts to be re-profiled into 2021/22 compared to that forecast at period 11 and, for information, shows the amounts that were re-profiled into 2020/21.

	Budget 20/21	Outturn 20/21	Variance	Re- profile to 21/22	Under/Over spend	P11 predicted re-profile	Re- profiled into 20/21
	£000	£000	£000	£000	£000	£000	£000
General Fund	17,127	1,133	(15,995)	15,548	(446)	15,394	15,077
Housing Revenue Account	22,250	8,396	(13,854)	11,997	(1,857)	10,250	6,004
Total	39,377	9,529	(29,848)	27,545	(2,303)	25,644	21,080

Resource Implications

There is a medium risk associated with this report due to the level of requests for re-profiling of budgets into next financial year. For the majority of the projects requesting re-profiling approval, measures have been put in place to address ongoing issues, commitments have been placed with suppliers to provide the service/goods, or the works have been completed since 31st March 2021.

As capital funding is very limited for 2021/22 the capital programme will also need to be closely monitored.

It should be noted that the following items to the value of £99k have been included in the balance sheet as capital items but have been financed from the revenue account:-

Revenue Purchase	
ICT Hardware Revenue Purchases	£24,662
ICT Software Revenue Purchase	£74,495
Total	£99,157

Report Author

Lynne Pugh – Assistant Director Finance

Appendices

Appendix A Summary Capital Spend

Appendix B Detailed Capital Spend

Appendix A

GENERAL FUND	Budget Reprofiled from 2019/20 (memo only) £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Reprofile to 2021/22 (memo only) £000	Outturn £000
Chief Executive	718	718	-	(718)	718	718
AD Growth & Regeneration	529	1,039	280	(760)	807	1,087
AD People	114	374	144	(230)	151	295
AD Operations & Leisure	921	1,439	611	(828)	669	1,281
AD Finance	12,131	12,131	-	(12,131)	12,131	12,131
AD Assets	311	1,036	25	(1,012)	817	841
AD Neighbourhoods	46	103	73	(30)	-	73
AD Partnerships	-	-	-	-	-	-
GF Contingency	306	286	-	(286)	255	255
TOTAL GENERAL FUND	15,077	17,127	1,133	(15,995)	15,548	16,681
HOUSING REVENUE ACCOUNT	Budget Reprofiled from 2019/20 (memo only) £000	YTD Budget £000	YTD Actual Spend £000	Variance £000	Reprofile to 2021/22 (memo only) £000	Outturn £000
AD Assets	5,904	22,150	8,396	(13,754)	11,897	20,293
HRA Contingency	100	100	-	(100)	100	100
TOTAL HOUSING REVENUE ACCOU	6,004	22,250	8,396	(13,854)	11,997	20,393
TOTAL	21,080	39,377	9,529	(29,848)	27,545	37,074

Capital Programme Monitoring

APPENDIX B

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GENERAL FUND	Budget £000	Actual Spend £000	Variance £000	Reprofile to 2021/22 £000	Outturn £000	Comments
Chief Executive						
Gungate Development	718	-	(718)	718	718	This project will need to be re-profiled into 2021/22
Directorate Total	718	-	(718)	718	718	
AD Growth						
Castle Mercian Trail	310	214	(96)	96	310	Delay due to Castle closure, contractors are now on site and HLF exhibition planned to finish in Feb 21.
Gateways	434	10	(424)	424	434	Funds for Phase 3 (Corporation St), linked to bid for Government funds under accelerated projects, with SCC. Expected spend of £10-£20k for design stage of the project, remaining amount to be c/f to 21/22
Cultural Quarter - Carnegie Centre	6	3	(3)	3	6	No spend likely this financial year
Repairs to Castle Elevation	250	6	(244)	244	250	Project delayed due to Covid 19, but work has now commenced. Not likely to be spent in full this year, underspend to be carried forward to 21/22.
Castle Lighting	40	-	(40)	40	40	Have now appointed following tender exercise.
Future High Streets	-	47	47	-	47	Project included in 2021/22 Capital Programme - some expenditure incurred in advance to get project ready to start in new year
Directorate Total	1,039	280	(760)	807	1,087	
AD People				-		
Replacement It Technology	105	79	(26)	26	105	Remaining budget to be reprofiled to 2021/22.
EDRMS (Electronic Document Records Management System)	-	-	-	-	-	Budget vired to Customer Portal scheme
New Time Recording System 17/18	15	-	(15)	15	15	Dependent on recovery/reset programme and unlikely to be spent now this year
Self Service Customer Portal	54	10	(45)	45	54	Funds vired from EDRMs for further development of the portal. To be reprofiled to 2021/22.
Member Device Refresh	20	17	(3)	3	20	Remaining budget to be reprofiled to 2021/22.
Endpoint & Web E-Mail Filter	40	38	(2)	-	39	Scheme now completed and remaining budget will not be required.

GENERAL FUND	Budget £000	Actual Spend £000	Variance £000	Reprofile to 2021/22 £000	Outturn £000	Comments
Asset Management Database	120	-	(120)	42	42	Underspend as a result of HRA contribution to software - £42k only required from this budget but now will need to be re-profiled into 20/21.
Mobile Phone Contract	20	-	(20)	20	20	Budget released from capital contingency as approved Cabinet 10/9/20. To be reprofiled to 2021/22 to fund back up system subject to approval.
Directorate Total	374	144	(230)	151	295	
AD Operations & Leisure						
Wigginton Park Section Section 106	10	-	(10)	10	10	Plans to deliver scheme in line with Wigginton Park Management Plan.
Broadmeadow Nature Reserve	17	-	(17)	17	17	Works to complete management plan and HLS agreement, tenders came in at more than budget so we are now in process of retendering with budget guidance.
Public Open Space Section 106	10	-	(10)	10	10	Spend in line with work plan. Work required is seasonal / weather dependant.
Street Lighting	79	-	(79)	79	79	Works to be delivered in line with 30 year project plan
Local Nature Reserves	23	-	(23)	23	23	Works ongoing to deliver items from management plan for various LNRs.
Community Woodland Cycleway	199	-	(199)	199	199	Variation to design spec to be included with Amington Community Woodland, delay in delivery phase due to new work timeline from developer.
Amington Community Woodland	337	-	(337)	232	232	Consultation and design complete however, delay in delivery phase due to new work timeline from developer. Although no funds have been spent in the year the amount requested to be re-profiled has been reduced by £105k being the amount of Grant funding from ERDF that is no longer available. The ongoing delays in resolving the surface water issue has meant that it has not been possible to transfer ownership of the land to the council which is a condition of the grant. ERDF have now given this funding to an alternative project to ensure that they could meet their funding requirements.
3G Sports Facility	665	611	(53)	-	611	Agreement with Sport England & FA grant of £472k awarded. Project is now complete, may still receive some bills over coming months.funds to be used if capital bid approved for resurface of tennis court

GENERAL FUND	Budget £000	Actual Spend £000	Variance £000	Reprofile to 2021/22 £000	Outturn £000	Comments
Indoor and Outdoor Sports Feasibility	100	-	(100)	100	100	Linked with review of Gungate site and strategy for the whole borough. Delayed due to Covid 19.
Directorate Total	1,439	611	(828)	669	1,281	
AD Finance						
Property Funds	8,131	-	(8,131)	8,131	8,131	Planned investment in Property Funds delayed by Covid-19 pandemic - future investment subject to review but unlikely to be before 21/22
Solway Tamworth LTD LATC	4,000	-	(4,000)	4,000	4,000	Scheme review planned following Covid-19 pandemic
Directorate Total	12,131	-	(12,131)	12,131	12,131	
AD Assets						
Disabled Facilities Grant	840	24	(817)	817	840	No further invoice payments expected to be made now this year, part of the underspend (£222,553) reflects amount previously accrued which will not now be invoiced. Remaining budget is required to be re-profiled as there is plenty of work in the pipeline. Due to Covid restrictions much of the planned works have not completed as generally these residents are vulnerable and have been shielding.
Agile Working Phase 2	114	-	(114)	-	-	No decisions have yet been made with regard to this scheme which is dependent on future plans for Marmion House/Covid 19 recovery. However it is not currently expected to be spent this year.
Energy EFF Upgrade Commercial and Industrial Properties	75	-	(75)	-	-	Ad hoc spend to upgrade units, not expected to spend this year but requested to re-profile as will be informed by the results of the stock condition survey.
Castle Grounds Toilet Refurbishment	7	1	(6)	-	1	Final invoice now received, remaining budget will be underspend.
Directorate Total	1,036	25	(1,012)	817	841	
AD Neighbourhoods						
Homelessness Reduction Act	30	-	(30)	-	-	There are no immediate plans to spend these funds and they can be returned to balances
CCTV Infrastructure	73	73	0	-	73	Budget for upgrades to CCTV network - projected outturn to be reviewed.
Directorate Total	103	73	(30)	-	73	

GENERAL FUND	Budget £000	Actual Spend £000	Variance £000	Reprofile to 2021/22 £000	Outturn £000	Comments
GF Contingency						
Gf Contingency	135	-	(135)	135	135	No requirement identified as yet - to be re-profiled
Cont-Return On Investment	20	-	(20)	20	20	No requirement identified as yet - to be re-profiled
GF Contingency Plant and Equipment	100	-	(100)	100	100	Subject to VFM assessment - budget for potential plant and equipment purchases over leasing - to be re-profiled
Refurbishment of Marmion House Reception (Contingency)	-	-	-	-	-	Budget vired into CQ1001 GF General Contingency
GDPR Compliance (Contingency)	31	-	(31)	-	-	Not likely to be required
Mobile Phone Contract (Contingency)	-	-	-	-	-	Funds released following Cabinet approval September 2020
Directorate Total	286	-	(286)	255	255	
GENERAL FUND TOTAL	17,127	1,133	(15,995)	15,548	16,681	

HOUSING REVENUE ACCOUNT	Budget £000	Actual Spend £000	Variance £000	Reprofile to 2021/22 £000	Outturn £000	Comments
AD Assets						
Structural Works	246	299	53	-	299	Budget for ad hoc repairs as identified during the year - overspend due to additional works carried out at Masefield Drive whilst roofing work was being completed, to be offset by underspends on other schemes.
Bathroom Renewals	568	474	(94)	94	568	Projected outturn based on latest position from Engie.
Gas Central Heating Upgrades and Renewals	833	544	(289)	289	833	Projected outturn based on latest position from Engie.
Kitchen Renewals	1,038	711	(326)	326	1,038	Projected outturn based on latest position from Engie.
Major Roofing Overhaul and Renewals	1,006	1,006	-	-	1,006	Scheme now complete and budget spent in full
Window and Door Renewals	649	606	(43)	43	649	At year end a request to re-profile £43k to fully spend budget in line with the programme, subject to potential impact of any possible further restrictions due to Covid 19.
Neighbourhood Regeneration	695	218	(477)	477	695	Budget likely to be underspent.
Disabled Facilities Adaptations	325	27	(298)	298	325	Likely to underspend due to impact of Covid
Rewire	362	7	(356)	-	7	An underspend against this budget is now predicted, as there are less rewires required than had been originally anticipated.
CO2 / Smoke Detectors	64	4	(60)	60	64	Subject to electrical/void inspections and based on latest position from Engie
Insulation	18	-	(18)	18	18	Ad hoc spend, budget not expected to be spent
Renew High Rise Lifts	243	(2)	(245)	243	240	Tender re lift renewal in progress, will not be spent this year and budget required to be re-profiled to 21/22. Underspend reflects accrual adjustment re 2019/20.
Fire Upgrades To Flats 2012	150	1	(149)	100	101	Budget to fund additional works linked with CR4023 Installation of Fire Doors. Requirement to re-profile £100k to 2021/22, remainder will be underspent.

HOUSING REVENUE ACCOUNT	Budget £000	Actual Spend £000	Variance £000	Reprofile to 2021/22 £000	Outturn £000	Comments
Sheltered Schemes	100	16	(84)	84	100	Flooring & decoration works identified but have been delayed due to Covid 19, now required to be re-profiled into 2021/22.
Energy Efficiency Improvements	70	-	(70)	-	-	Project reviewed and no longer required.
Install Fire Doors High Rise	1,460	-	(1,460)	1,460	1,460	Project has commenced but minimal spend expected this year. Remaining budget to be re-profiled.
High Rise Balconies	20	(8)	(28)	-	(8)	Budget re-profiled from 2019/20
Works to High Rise Flats	605	6	(599)	-	6	Scheme no longer required and budget to be offered up
Retention of Garage Sites	879	26	(854)	-	26	Consultants' first report received and options will be subject to member decision. No further spend likely this year and new scheme proposed as part of 21/22 capital programme.
Capital Salaries	200	196	(4)	-	196	-
Software Fire Safety Surveys	90	-	(90)	90	90	Tenders now received and contractor appointed for surveys. Software to be progressed, budget required to be re-profiled to 2021/22.
HRA Street Lighting	69	-	(69)	69	69	Works to be carried out by E-On in line with 30 year plan but delayed due to Covid and budget to be re-profiled.
Asset Management Software HRA	108	39	(69)	69	108	At this stage it is anticipated that £69k will be re-profiled for further stages of the project in the new financial year.
Tinkers Green	1,796	2,106	310	-	2,106	Completed in December, subject to final account/retention accrual, with any unspent budget to be re-profiled.
Kerria Estate Project	1,068	655	(413)	103	758	Completed in January, subject to final account/retention accrual, with any unspent budget to be re-profiled.
Regeneration General	-	-	-	-	-	Re-profiled from 2019/20, to be combined with CR7005
Other Acquisitions	1,407	808	(599)	599	1,407	Unlikely to complete on all planned purchases by 31st March, underspent budget to be re-profiled

HOUSING REVENUE ACCOUNT	Budget £000	Actual Spend £000	Variance £000	Reprofile to 2021/22 £000	Outturn £000	Comments
Regeneration & Affordable Housing	8,081	606	(7,475)	7,475	8,081	Council approval to bring forward £6m from provisional capital programme budgets re new-build scheme at Wilnecote, has been committed but now unlikely to be spent until 2021/22, remaining budget to be re-profiled.
Caledonian Depot New Build	-	52	52	-	52	Council approval to bring forward £6m from provisional capital programme budgets re new-build scheme at Wilnecote.
Directorate Total	22,150	8,396	(13,754)	11,897	20,293	
HRA Contingency						
HRA Contingency	100	-	(100)	100	100	No requirement identified as yet - to be re-profiled
Directorate Total	100	-	(100)	100	100	
HRA Total	22,250	8,396	(13,854)	11,997	20,393	

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8 July 2021

Report of the Portfolio Holder for Finance and Customer Services

WRITE OFFS REPORT

Exempt Information

None

Purpose

That Members endorse the amount of debt written off for the period 01 April 2020 to 31 March 2021.

Recommendations

That Members

1) Endorse the amount of debt written off for the period of 1st April 2020 to 31 March 2021 –

Appendix A-E**Executive Summary**

The Assistant Directors and Heads of Service are responsible for the regular review of debts and consider the need for write off and authorise where necessary appropriate write offs in line with the Corporate Credit Policy. This report shows the position for the last financial year. Further updates will continue to be produced on a quarterly basis.

Type	01/04/20 – 31/03/21
	£ p
Council Tax	£112,269.74
Business Rates	£215,814.66
Sundry Income	£151.44
Housing Benefit Overpayments	£29,766.88
Housing	£102,399.13

Options Considered

A revised approach to the calculation of Business Rates bad debt has been developed which involves a review of all of the outstanding debts to ascertain whether they are likely to be collectable. This has then been used to determine the balance to apply the usual aged debtor percentage.

Business Rates	01/04/20 – 31/03/21
	£ p
Bad Debt provision	(£704,760.32)
Amount written off to date under delegated powers	£215,814.66
Amount remaining	(£488,945.66)

Resource Implications

The write offs detailed are subject to approval in line with the Corporate Credit Policy/Financial Regulations, and have been provided for under the bad debt provision calculation.

Legal/Risk Implications Background

Not applicable

Equalities Implications

Not applicable

Sustainability Implications

Not applicable

Background Information

This forms part of the Council's Corporate Credit Policy and effective management of debt. The Council is committed to ensuring that debt write offs are kept to a minimum by taking all reasonable steps to collect monies due. There will be situations where the debt recovery process fails to recover some or all of the debt and will need to be considered for write off in accordance with the schemes of delegation prescribed in the Corporate Credit Policy.

The Council views such cases very much as exceptions. Before writing off debt, the Council will satisfy itself that all reasonable steps have been taken to collect it and that no further recovery action is possible or practicable. It will take into account the age, size and types of debt together with any factors that it feels are relevant to the individual case.

Debt Write Off

Authorisations are needed to write off debt:

Authority	Account Value
Executive Director/Assistant Director (or authorised delegated officer)	up to £5,000
Executive Director Finance	£5,001 - £10,000
Cabinet	over £10,000

Bad Debt Provision

The level of the provision must be reviewed jointly by the unit and Accountancy on at least a quarterly basis as part of the management performance review, and the table below gives the mandatory calculation. Where the debt is less than 6 months old it will be written back to the service unit.

Debt Outstanding Period	Debt Outstanding Provision (net of VAT) %
Between 6 and 12 months old	50%
Between 12 and 24 months old	75%
Over 24 months old	100%

The financial effects of providing for Bad Debts will be reflected in the Council's accounts at Service Unit level.

Report Author

Michael Buckland – Interim Head of Revenues and Benefits, Tel 709523
e-mail michael-buckland@tamworth.gov.uk

List of Background Papers

Corporate Credit Policy - effective management of debt

Appendices

Appendices A to E give details of write offs completed for Revenues and Benefits Services and Housing for 01 April 2020 to 31 March 2021.

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Appendix A

Summary of Council Tax Write Offs 01/04/2020-31/03/2021

Date of Write Off	Head of Revenues			Assistant Director of Finance (£2,000.01-£5,000)	Executive Director of Finance (£5,000.01-£10,000.00)	Cabinet (£10,000.01 and Over)	Remitted	Credit Write Off	Reversed Write Off	Total	No. of Accounts (Write Off Only)	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£2,000.00)									
05/01/2021									(£74.97)	(£74.97)		Dividend received
12/01/2021					£5,049.47					£5,049.47	1	no trace
13/01/2021	£75.00									£75.00	1	IVA
"		£248.54								£248.54	1	Company dissolved
"		£263.33	£1,937.27							£2,200.60	3	Deceased
"			£2,433.48							£2,433.48	2	Debt relief order
"		£2,972.48	£2,603.21							£5,575.69	12	no trace
"			£932.35							£932.35	1	Statute Barred
"		£677.96								£677.96	2	Uneconomic to collect
20/01/2021									(£767.98)	(£767.98)		IVA terminated
"									(£21.97)	(£21.97)		Dividend received
25/01/2021	£1,358.17									£1,358.17	44	small balance
01/02/2021				£2,176.00						£2,176.00	1	IVA
02/02/2021		£440.47								£440.47	1	Bankrupt
"			£501.91							£501.91	1	Debt relief order
"		£877.09	£1,563.25							£2,440.34	6	IVA
"		£138.95								£138.95	1	Uneconomic to collect
"		£273.10								£273.10	1	Vulnerable
05/02/2021				£2,616.03						£2,616.03	1	Uneconomic to collect
"				£20,199.93						£20,199.93	7	No trace
16/02/2021									(£16.66)	(£16.66)		Dividends
03/03/2021									(£24.22)	(£24.22)		Discount awarded
19/03/2021									(£21.32)	(£21.32)		Dividend
25/03/2021									(£41.69)	(£41.69)		Dividends
Q4 Totals	£1,433.17	£5,891.92	£9,971.47	£24,991.96	£5,049.47	£0.00	£0.00	£0.00	(£968.81)	£46,369.18	86	
Q1 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	(£1,122.47)	(£1,122.47)	0	
Q2 Totals (B/F)	£959.30	£6,664.21	£26,630.25	£10,394.85	£5,568.94	£0.00	£0.00	£0.00	(£287.80)	£49,929.75	99	
Q3 Totals (B/F)	£405.78	£3,566.93	£9,693.43	£7,118.14	£0.00	£0.00	£0.00	(£980.19)	(£2,710.81)	£17,093.28	52	
Overall Total	£2,798.25	£16,123.06	£46,295.15	£42,504.95	£10,618.41	£0.00	£0.00	(£980.19)	(£5,089.89)	£112,269.74	237	

Appendix B

Summary of NDR Write Offs 01/04/2020-31/03/2021

Date of Write Off	Head of Revenues			Assistant Director of Finance	Executive Director of Finance	Cabinet	Remitted	Credit Write Off	Reversed Write Off	Total	No. of Accounts (Write Off Only)	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£2,000.00)									
11/02/2021			£1,454.19							£1,454.19	1	Dissolved
12/02/2021				£2,282.34						£2,282.34	1	Dissolved
"				£4,909.70						£4,909.70	1	Proposal to strike off
02/03/2021					£11,504.44					£11,504.44	2	No trace
"					£13,716.69					£13,716.69	2	Dissolved
Q4 Totals	£0.00	£0.00	£1,454.19	£7,192.04	£25,221.13	£0.00	£0.00	£0.00	£0.00	£33,867.36	7	
Q1 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	(£6,306.66)	(£6,306.66)	0	
Q2 Totals (B/F)	£0.00	£0.00	£0.00	£23,277.10	£0.00	£22,693.86	£0.00	£0.00	(£474.61)	£45,496.35	9	
Q3 Totals (B/F)	£0.00	£0.00	£7,725.09	£11,035.86	£70,897.56	£53,099.66	£0.00	£0.00	(£0.56)	£142,757.61	23	
Overall Total	£0.00	£0.00	£9,179.28	£41,505.00	£96,118.69	£75,793.52	£0.00	£0.00	(£6,781.83)	£215,814.66	39	

Appendix C

Summary of Sundry Income Write Offs 01/04/2020-31/03/2021

Date of Write Off	Assistant Director of Assets (up to £5,000.00)	Assistant Director Growth & Regeneration (up to £5,000.00)	Assistant Director People (up to £5,000.00)	Assistant Director Operations & Leisure (up to £5,000.00)	Assistant Director Neighbourhoods (up to £5,000.00)	Head of Revenues (£0.00-£2,000.00)	Assistant Director of Finance (£2,000.01 -£5,000.00)	Assistant Director Partnerships (up to £5,000.00)	Executive Director of Finance (£5,000.01-£10,000.00)	Cabinet (£10,000.01 +)	Total	No. of Accounts	Reason(s)
22/01/2021	£151.44										£151.44	1	insurance dispute
Q4 Totals	£151.44	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£151.44	1	
Q1 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	
Q2 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	
Q3 Totals (B/F)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	0	
Overall Total	£151.44	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£151.44	1	

Appendix D

Summary of Benefit Overpayment Write Offs 01/04/2020-31/03/2021

Date of Write Off	Head of Benefits				Executive Director of Finance (£2,000.01-£10,000.00)	Cabinet (£10,000.01 and Over)	Reversed Write Off	Total	No. of Accounts	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)	(£1,000.01-£2,000)						
31/01/2021	£0.89						£0.89	1	uneconomical to persue	
"	£28.11	£494.04					£522.15	2	not financially viable	
"	£114.04	£99.70					£213.74	3	deceased < 2 wks o/s	
"		£197.62					£197.62	1	HB Reg100 compliant not recoverable	
"				£1,607.40			£1,607.40	1	insolvency	
28/02/2021	£5.42						£5.42	2	uneconomical to persue	
"	£3.62	£215.25					£218.87	3	HB Reg100 compliant not recoverable	
"	£62.92						£62.92	2	not financially viable	
"		£467.11					£467.11	4	deceased < 2 wks o/s	
"		£150.52					£150.52	1	deceased	
"				£667.84			£667.84	1	bankrupt (insolvency)	
31/03/2021	£70.16	£555.61					£625.77	6	deceased < 2 wks o/s	
"	£46.21						£46.21	2	not financially viable	
Q4 Totals	£331.37	£2,179.85	£667.84	£1,607.40	£0.00	£0.00	£0.00	£4,786.46	29	
Q1 Totals (B/F)	£360.84	£2,794.02	£2,692.94	£2,407.24	£0.00	£0.00	(£46.29)	£8,208.75	38	
Q2 Totals (B/F)	£254.59	£2,926.60	£1,794.44	£1,081.26	£0.00	£0.00	£0.00	£6,056.89	28	
Q3 Totals (B/F)	£476.50	£919.09	£532.44	£0.00	£8,790.82	£0.00	(£4.07)	£10,714.78	24	
Overall Total	£1,423.30	£8,819.56	£5,687.66	£5,095.90	£8,790.82	£0.00	(£50.36)	£29,766.88	119	

Appendix E

Summary of Housing Write Offs 01/04/2020-31/03/2021

Date of Write Off	Assistant Director - Neighbourhoods				Executive Director of Finance (£5,000.01-£10,000.00)	Cabinet (£10,000.01 and Over)	Remitted	Credit Write Off	Reversed Write Off (Write On)	Total	No. of Accounts (Write Off Only)	Reason(s)
	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£2,000.00)	(£2,000.01-£5,000)								
13/01/2021								(£537.78) (£2,177.33)		(£537.78) (£2,177.33)		Former tenants under £25, over 6 years old Former garage tenants under £25, over 6 years old
23/03/2021	£194.42 £3.21	£1,620.46	£2,363.03							£4,177.91 £3.21		19 Deceased. No estate or under £250 1 Uneconomic to pursue and not current tenant
	£491.05	£4,423.50	£16,663.19	£9,833.57						£31,411.31		53 Over 6 years old statuteBarred, no contact during at least last 6 years
		£335.89								£335.89		1 Management request
	£148.87	£1,168.04								£1,316.91 £1,690.39		10 LA error 1 DRO (over 12 months)
			£1,690.39									
Q4 Totals	£837.55	£7,547.89	£20,716.61	£9,833.57	£0.00	£0.00	£0.00	(£2,715.11)	£0.00	£36,220.51	85	
Q1 Totals (B/F)	£405.59	£6,214.41	£8,684.40	£4,972.42	£14,939.11	£0.00	£0.00	(£2,159.29)	£0.00	£33,056.64	51	
Q2 Totals (B/F)	£4,927.16	£5,904.68	£5,360.83	£7,722.61	£0.00	£0.00	£0.00	(£2,094.49)	(£3,409.63)	£18,411.16	242	
Q3 Totals (B/F)	£180.85	£3,957.19	£4,218.41	£8,208.82	£0.00	£0.00	£0.00	(£1,854.45)	£0.00	£14,710.82	33	
Overall Total	£6,351.15	£23,624.17	£38,980.25	£30,737.42	£14,939.11	£0.00	£0.00	(£8,823.34)	(£3,409.63)	£102,399.13	411	

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8 JULY 2021

REPORT OF THE PORTFOLIO HOLDER FOR ECONOMY AND WASTE**FUTURE DRY RECYCLING PROPOSALS****EXEMPT INFORMATION**

None

PURPOSE

For Cabinet to determine proposals for the future of the dry recycling service and new contract arrangements for its reprocessing

RECOMMENDATIONS

The following is recommended for approval by Cabinet (final approval is subject to parallel agreement by our JWS partners Lichfield District Council):

1.

- Subject to Staffordshire County Council's agreement to fund an equitable share of the additional costs, the Joint Waste Service move to a dual-stream collection methodology (Option 5, subject to recommendation 2).
- The dual-stream collections be based on a default of a bin for glass cans and plastics and a bag for paper and card (in exceptional circumstances a second receptacle may be provided).
- Delegate authority to enter into contract for the disposal of dual-stream waste to the Chief Executive in consultation with the Portfolio Holder for Economy and Waste, subject to recommendation 2.
- If Staffordshire County Council do not agree to fund an equitable share of the additional costs of dual-stream collection; the existing commingled collection methodology (option 2) to be retained and the transfer of responsibility for the disposal of Dry Mixed Recycling be returned to Staffordshire County Council from 1st April 2022 (subject to recommendation 2).

2 That Cabinet recommends to Council to update the Medium Term Financial Strategy based on the additional financial implications of the selected option:

- Option 5: to increase the revenue budget by £105,179 per annum from 2022/2023 (noting this is to be offset by the equitable contribution from Staffordshire County Council) and to include a new project in the Capital Programme in 2021/22 for £95,600 for the provision of the necessary infrastructure, as detailed in the resource implications.
or;
- Option 2: to increase the revenue budget by £36,114 per annum from 2022/23.

EXECUTIVE SUMMARY

- 1.1 Tamworth Borough Council has delivered all its waste services in partnership with Lichfield District Council since 2010 under a joint administrative arrangement - Joint Waste Service (JWS).
- 1.2 The JWS's contract with Biffa Waste Ltd for the disposal of Dry Mixed Recycling (DMR) ends 31 March 2022. The procurement exercise for a new contract has indicated that the cost of the disposal of comingled waste (where residents to put all their DMR into a single bin) has trebled.
- 1.3 A more cost effective disposal option is dual-stream collection where residents separate their DMR: glass cans and plastic into a bin (residents' existing blue recycling bin) and paper and card into a new receptacle – a bag in the methodology recommended in this report. Dual-stream collection produces better quality (less contaminated) DMR which can be more easily sorted, sold and reprocessed and is thus much cheaper to dispose of.
- 1.4 Dual-stream waste is however more expensive to collect. Operatives need to collect a bin and a bag from each household rather than just a bin so collections take longer with the requirement for more crews. The refuse collection vehicles (RCVs) with separate compartments for the two recycling streams are also more expensive and require more frequent emptying.
- 1.5 Lichfield District Council and Tamworth Borough Council are waste collection authorities (WCA), with responsibility for waste collection. Staffordshire County Council is the waste disposal authority (WDA) with responsibility for waste disposal. A move to dual-stream would reduce the costs of disposal – borne by the WDA, at the expense of increasing the costs of collection – borne by the WCAs.
- 1.6 Therefore the WCAs are negotiating with the WDA for an uplift in the Recycling Credit paid by the WDA to the WCA to support recycling – requesting the additional costs of dual-stream collection be split equally between each WCA and the WDA.
- 1.7 The JWS can decide to retain comingled collection and return the responsibility for the disposal of the comingled waste to the WDA. The options appraisal indicates this to be a credible alternative if a satisfactory settlement of the additional costs of dual-stream collection cannot be secured.

BACKGROUND

The Environmental Protection Act 1990 (EPA) makes District Councils responsible for the collection of household waste as the Waste Collection Authority (WCA). Upper tier County Councils are responsible for its disposal as the Waste Disposal Authority (WDA). A District can make its own arrangements for the disposal of recycling; where it decides to do so it has to pay the gate fees to the re-processor but in return it receives a payment from the WDA which is known as a Recycling Credit. The District also receives any income generated from the sale of the DMR post-sorting, depending on the nature of the contract it has with the re-processor. The Recycling Credit was introduced by the Government in order to incentivise Districts to invest in recycling services. A District can at any time hand back disposal responsibility to a WDA, but it is worth noting that the WDA has powers to direct a District to deliver waste to a designated place. In effect this gives the WDA power of direction to take back disposal responsibility without agreement even if there are financial consequences for the District.

Ever since recycling services were introduced in Tamworth and Lichfield nearly 20 years ago both Districts have procured contracts for the disposal of dry recyclable materials (DMR) and garden waste. Throughout this period the gate fees have been lower than the aggregate of the Recycling Credit and any income received from the

sale of the material, with the surplus generated being used to offset the cost of providing these services.

The current recycling service requires residents to present all their DMR in a single blue bin which is emptied fortnightly. This collection methodology is known as commingling and the material once collected is taken to Biffa Waste Services' transfer facility in Aldridge before it is bulked up and transported to a Material Recycling Facility (MRF) in the North East for processing.

Six Staffordshire Waste Collection Authorities (WCAs) – Lichfield and Tamworth along with Newcastle, East Staffs, South Staffs and Cannock have contracts for the processing of the DMR with Biffa Waste Services Ltd; all expire in March 2022. These authorities have worked together with support from the County Council's procurement and legal teams since last autumn to procure a replacement contract. Invitations to tender were sent out in early January and the evaluation of the results was completed in April.

The evaluation has shown that the market for the processing of DMR has shifted dramatically, primarily because of material quality issues, such that the current arrangements for delivering the service (collection methodology and disposal) may have to change. Contamination levels can regularly exceed 15% for materials when collected commingled which is unattractive to the re-processors and as a consequence gate fees for new contacts based on this methodology have nearly trebled compared to the existing rate plus the amount of income payable for the sale of materials has fallen. In contrast the gate fees are much lower and income levels higher for materials collected by dual-streaming where the fibre is collected separately from the other materials. This is due to the higher quality of material collected by these methodologies compared to commingling.

In addition to the volatility of commodity markets the pending National Resource and Waste Strategy, makes this a particularly challenging time to be re-procuring a DMR processing contract. For instance there is a proposal within the consultation draft of the Strategy to introduce a deposit return scheme for all drinks containers which would almost certainly divert both tonnage and some of the more valuable materials away from local authority kerbside schemes.

Comingling is disadvantageous in terms of gate fees, income levels and the quality of material – all very important issues to consider when determining the best way to provide a recycling service. However the operational costs are substantially lower for a comingled service and the service is simple for residents to use.

Dual-streaming requires residents to separate their recycling into an additional receptacle. The operational costs are substantially higher; collecting a bin and a bag takes longer and multi compartment vehicles fill more quickly requiring more frequent emptying.

The cost of dual-streaming can be reduced if an additional bin is provided instead of a bag; one bin for glass, cans and plastic and another bin for paper and card. This would allow collection rounds to remain as they are, with the two recycling bins collected alternately on a 4-weekly basis. This option has however been discounted as many households in Lichfield and Tamworth will be unable to accommodate an additional bin.

Six different service delivery options were evaluated by the Options Appraisal and the Financial Assessment and they are as follows:

- 1) Retain commingled collections and WCAs retain responsibility for disposal.
- 2) Retain commingled collections and transfer responsibility for disposal to the WDA.
- 3) Introduce dual stream collections using an additional bin for paper/card and WCAs retain responsibility for disposal.

- 4) Introduce dual stream collections using an additional bin for paper/card and transfer responsibility for disposal to the WDA.
- 5) Introduce dual stream collections using a bag for paper/card and WCAs retain responsibility for disposal.
- 6) Introduce dual stream collections using a bag and transfer responsibility for disposal to the WDA.

The Options Appraisal is presented as a SWOT analysis and the Financial Impact Assessment models all the various cost elements associated with the recycling service including the gate fees submitted during the procurement exercise. Bidders were invited to tender for material collected by both the commingled and dual stream collection methodologies.

Compliant bids were received for both disposal methodologies and a preferred bidder identified for each scenario. Districts are not obliged to accept the winning bid for either of the methodologies nor are they in competition with each other.

The procurement exercise overwhelmingly identified that it is financially disadvantageous for the Districts to retain responsibility for the disposal of DMR collected by the current commingled methodology - **Option 1**. This is because of the substantial increase in gate fees for any new contract and there are now greater risks associated with income levels.

Option 2 which involves passing back disposal responsibility to the WDA but keeping commingled collections has a much lower financial impact for the Districts as the WDA would pay the gate fees. The Districts would no longer receive a Recycling Credit from the WDA nor income from the sale of material but the aggregate of these items is much lower than the gate fee.

Retaining commingled collections is nevertheless the most expensive solution for the Staffordshire taxpayer due to the high gate fees. **Option 2** simply allows the Districts to divert cost to the WDA.

The assessment predicts that **Option 3** would have a positive impact on the revenue budget because the gate fees for dual stream collections are much lower than for commingled collections. In addition there is no increase in operational costs as residents would be provided with an additional bin with each stream collected alternately every four weeks. However the capital expenditure for the bins would be approximately £1.9 million and an additional bin could be unpopular and impractical for many residents. Also the income levels shown in the financial assessment are not guaranteed and there is always a risk that the WDA could use its powers of direction and take back responsibility for the disposal of the material. This opportunity may be attractive to the WDA as the gate fee for dual stream collections are lower than then value of the Recycling Credit and therefore they would make a significant saving.

The impact of the WDA taking back responsibility for the disposal either by a unilateral decision made by the Districts or under a power of direction is shown in **Option 4**. In such circumstances the Districts would be worse off as the loss of both the Recycling Credit and the income from material would be more than losing liability for paying the gate fee plus they would have had to invest in the additional bin.

Option 5 does substantially reduce the capital cost of the additional container as residents are provided with a bag instead of a bin, this is the system currently in place in both Stafford and Newcastle. The downside to this option is that there would be a significant increase in operational costs as it is much slower to collect a bin and a bag from each property thus extra crews would be required. The vehicles are more expensive as they are multi compartmental. The Districts would benefit from a lower

gate fee and income from both the Recycling Credit and the sale of the materials but this option would have a significant impact on the revenue budget.

Option 6 has a similar scenario to **Option 4** whereby the WDA takes on responsibility for the disposal of dual stream material either by the Districts making the decision themselves or under a power of direction. The additional cost of operations together with the loss of income from the Recycling Credit and sale of material are substantial compared to any saving made on the gate fee. As a consequence this option is deemed to be financially unviable.

The cost of providing recycling services is set to rise primarily as the commodity markets are demanding materials of a higher quality. The appraisal clearly shows that introducing dual stream collections would be the best financial and environmental option for the Staffordshire taxpayer. This is because the gate fees are much lower and the quality is higher compared to commingled collections – allowing more of the material to be recycled. However the Districts can ill-afford to fund all the additional cost of dual stream collections on their own as well as taking on the risks associated with being responsible for DMR disposal.

An optimal option would seem to be one delivered in partnership between WCAs and the WDA, which supports recycling performance, shares the additional cost burden equitably between both tiers of local government and delivers good value to residents. The findings of the procurement exercise have been shared with the WDA, together with attempts to agree a shared solution.

The solution involved the Districts retaining disposal responsibility and introducing dual stream collections using a bag as the additional container for the fibre – **Option 5**. In return the WDA would increase the Recycling Credit and contribute £3 per household towards the cost of the bag and communicating the change to residents. The WDA declined this suggestion, offering only the £3 per household contribution towards capital costs.

Initially the Districts approached the WDA with a pan-Staffordshire offer to increase the recycling credit, which would have ensured equity of recycling credit across all WCAs. However it did confuse the calculation of the requested uplift to the credit and diluted the rationale – the WCAs come from different starting points and so have different actual costs to implement a dual-stream service (a number are already dual stream). The Districts also asked for retrospective payments (Recycling Credit and capital cost) to be paid to Newcastle B.C and Stafford B.C. who both introduced dual stream collections last year.

More recently the JWS have started bilateral discussions with the WDA, providing substantial detail of the JWS's actual increased costs, requesting an equitable sharing of the increased costs and offering an "open book" reconciliation whereby the WDA can have sight of all actual costs incurred in detail. Discussions with the WDA continue at both member and officer level, however at the time of drafting this report a revised offer from the WDA has not been forthcoming.

There is a pressing need to resolve this situation. The procurement exercise for the disposal of DMR was concluded in April and the contractors have so far only committed to hold their prices until mid-July. Furthermore, if no decision is made, the status quo of Lichfield and Tamworth collecting and disposing of comingled waste would continue beyond the existing disposal contract – which is the most expensive option (option 1). Based on a decision in July 2021 it is already estimated that an orderly transition to a dual-stream service would take until June 2022.

To allow for rapid decision making, this report is offering alternate recommendations:

- Recommending the principle of switching to a dual-stream "bin and bag" collection service with the Districts retaining disposal responsibility –

subject to the County Council agreeing to fund an equitable share of the additional costs of this option.

- Recommending the retention of comingled collection and handing back disposal responsibility to the WDA if the County Council do not agree an equitable split of the additional costs of a switch to dual-stream.

OPTIONS CONSIDERED

All viable options were considered and reduced to 6 for detailed consideration.

RESOURCE IMPLICATIONS

The Financial Impact Assessment below details the financial implications of the various options on the Joint Waste Service compared to the Approved Budget in 2022/23.

The impact on the MTFs of each of the options with a worst case scenario (5% increase in tonnage and a 50% reduction in income) and best case scenario (5% reduction in tonnage and a 50% increase in income) using the 2020/21 cost sharing ratio is summarised below:

Impact to Tamworth Borough Council @ 41.7% compared to Joint Approved Budget in 2022/23						
	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
	Commingled Single Bin	Commingled Single Bin	Dual Stream - Two Bins	Dual Stream - Two Bins	Dual Stream Bag and Bin	Dual Stream Bag and Bin
	Disposal - District	Disposal - County	Disposal - District	Disposal - County	Disposal - District	Disposal - County
Revenue - Central	£391,062	£36,114	(£97,157)	£68,140	£105,079	£286,096
Revenue - Worse	£451,070	£36,114	(£44,534)	£68,140	£158,675	£286,096
Revenue – Best	£335,396	£36,114	(£154,477)	£68,140	£46,777	£286,096

Capital Expenditure

The Joint Waste service holds significant levels of revenue reserves for future service demands but it is likely that these will be needed given it is unlikely we will be able to implement any changes from April 2022, so there will be a period of increased gate fees. They will not therefore be available to fund the estimated capital costs of £95,600 in 2021/22 to ensure that the necessary equipment is in place by April 2022. The cost will therefore need to be added to the capital programme funded by a contribution from unallocated reserves/balances in 2021/22.

LEGAL/RISK IMPLICATIONS BACKGROUND.

	Risk Description	How it is Managed	Severity
A	The JWS does not enter into an agreement for the continued disposal of waste.	Regular communication with the WDA	Likelihood: Green Impact: Red Severity of Risk: Yellow
B	The JWS are required to extend the current comingled disposal at increased costs while new service arrangements are put in place	Liaise with contractor to manage cost increases Negotiate support from WDA	Likelihood: Yellow Impact: Yellow Severity of Risk: Yellow
C	A shared agreement on collection and disposal cannot be agreed between WCAs and WDA	Ongoing liaison. Clarity about what no agreement would look like – handed back comingled disposal.	Likelihood: Yellow Impact: Yellow Severity of Risk: Yellow
D	Increase in the number of loads being rejected which lowers the Recycling Rate.	Communication campaign Regular bin checks	Likelihood: Yellow Impact: Green Severity of Risk: Green
E	The service is not compatible with the proposals adopted in the National	Further review of the service	Likelihood: Green Impact: Red

	Waste Strategy.		Severity of Risk: Yellow
f	The WDA prescribes the tipping locations for option 2 and the locations are further to travel and therefore increase the cost to the Council	To work with the WDA to identify the most favourable tipping locations, and any tipping away payments due	Likelihood: Yellow Impact: Yellow Severity of Risk: Yellow

EQUALITIES IMPLICATIONS

There are no equality, diversity and human right implications associated with implementing the recommendations on the Future of the Dry Recycling Service.

SUSTAINABILITY IMPLICATIONS

Dual Stream recycling collections will improve the quality of dry recycling collected, and will assist is higher recycling/reuse rates

BACKGROUND INFORMATION

This matter was considered and options endorsed by Infrastructure, Safety and Growth Scrutiny on the 24 February 2021.

REPORT AUTHOR

Andrew Barratt Chief Executive, Nigel Harris General Manager Joint Waste Service

LIST OF BACKGROUND PAPERS

APPENDICES

Appendix A – options appraisal

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Options Appraisal – Summary of SWOT Analysis

	Option 1	Option 2	Option 3	Option 4	Option 5	Option 6
Methodology	Commingled	Commingled	Dual Stream	Dual Stream	Dual Stream	Dual Stream
Container	Single Bin	Single Bin	Two Bins	Two Bins	Bin and Bag	Bin and Bag
Vehicle	Single body	Single body	Single body	Single body	Split body	Split body
Frequency	Fortnightly	Fortnightly	Alternate Four Weekly	Alternate Four Weekly	Fortnightly	Fortnightly
Disposal Responsibility	District	County Council	District	County Council	District	County Council
Strengths	<ul style="list-style-type: none"> Simple methodology Popular with residents High collection productivity No extra crews required Lower vehicle costs Recycling credit and income from materials No additional containers Communication campaign not required Less manual handling implications Bin only- less litter and keeps materials dry 	<ul style="list-style-type: none"> Simple methodology Popular with residents High collection productivity No extra crew required Lower vehicle costs No gate fees No additional containers Less manual handling implications Bin only- less litter and keeps materials dry Monitoring and contact issues dealt by County 	<ul style="list-style-type: none"> Higher material quality as card/paper separate More income High collection productivity No extra crews required Lower gate fees Recycling credit and income from materials Lower vehicle costs Service refresh to boost recycling Less rejections Less manual handling implications Bin only- less litter and keeps materials dry 	<ul style="list-style-type: none"> Higher material quality as paper/card separate More income High collection productivity No extra crews required No gate fees Lower vehicle costs Service refresh to boost recycling Less rejections Less manual handling implications Bin only- less litter and keeps materials dry Monitoring and contact issues dealt by County 	<ul style="list-style-type: none"> Higher material quality as card/paper separate More income Lower gate fees Recycling credit and income from materials Bags cheaper and extra recycling capacity Less storage issues Service refresh to boost recycling Less rejections 	<ul style="list-style-type: none"> Higher material quality as card/paper separate More income No gate fees Bags cheaper and extra recycling capacity Less storage issues Service refresh to boost recycling Less rejections Monitoring and contact issues dealt by County
Weakness	<ul style="list-style-type: none"> Very high gate fees Lower material quality and less income Cost of rejected loads Time and expense of monitoring contract No additional capacity No service refresh 	<ul style="list-style-type: none"> No income from Recycling Credit and materials. Lower material quality No additional capacity No service refresh 	<ul style="list-style-type: none"> Cost of second bin Storage of second bin Public dissatisfaction with change. No additional capacity as four week gap. Time and expense of monitoring contract. Communication campaign required. 	<ul style="list-style-type: none"> No income from Recycling Credit and materials Cost of second bin Storage of second bin Public dissatisfaction with change. No additional capacity as four week gap Communication campaign required. 	<ul style="list-style-type: none"> Lower collection productivity Extra crews required Higher vehicle costs Public dissatisfaction with change. Cost of bag/short life Litter issues with bag Manual handling issues Time and expense of monitoring contract. Communication campaign required. 	<ul style="list-style-type: none"> No income from Recycling Credit and materials Extra crews required Lower collection productivity Higher vehicle costs Public dissatisfaction with change. Cost of bag/short life Litter issues with bag Manual handling issues Communication campaign required.
Opportunities	<ul style="list-style-type: none"> EPR may incentivise retaining disposal. 	<ul style="list-style-type: none"> County should take on responsibility for rejected loads 	<ul style="list-style-type: none"> EPR incentive for better quality as no commingling EPR may incentivise retaining disposal. 	<ul style="list-style-type: none"> EPR incentive for better quality as no commingling County should take on responsibility for rejected loads. 	<ul style="list-style-type: none"> EPR incentive for better quality as no commingling EPR may incentivise retaining disposal. 	<ul style="list-style-type: none"> EPR incentive for better quality as no commingling County should take on responsibility for rejected loads.
Threats	<ul style="list-style-type: none"> Increased distance to tipping locations. Market volatility affecting income Increase in rejections Deposit return scheme Contractual disputes EPR payments may be lower for commingling 	<ul style="list-style-type: none"> Increased distance to tipping locations. Increase in rejections Deposit return scheme EPR payments may be lower for commingling and transferring disposal responsibility. 	<ul style="list-style-type: none"> Increased distance to tipping locations. Market volatility affecting income Deposit return scheme Contractual disputes National Policy may limit gap between collections to two weeks. 	<ul style="list-style-type: none"> Increased distance to tipping locations. Deposit return scheme EPR payments may be lower for transferring disposal responsibility National Policy may limit gap between collections to two weeks. 	<ul style="list-style-type: none"> Increased distance to tipping locations. Market volatility affecting income Deposit return scheme Contractual disputes Risk of rejection if paper/card gets wet in bag 	<ul style="list-style-type: none"> Increased distance to tipping locations. Deposit return scheme EPR payments may be lower for transferring disposal responsibility Risk of rejection if paper/card gets wet in bag

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Thursday, 8 July 2021

Joint Report of the Portfolio Holder for Economy and Waste and the Portfolio Holder for Environment and Leisure

Welcome Back Fund

Exempt Information

None

Purpose

To seek approval from Cabinet to implement and deliver activities that are eligible under the Governments, European Regional Development Funded, Welcome Back Fund.

Recommendations

It is recommended that:

1. Cabinet approves the proposed activities that have been developed in line with Government guidance.
2. Cabinet supports the processes and structures put in place to deliver and administer the programme of works.
3. Delegated Authority be given to the Assistant Director Growth and Regeneration in consultation with the Portfolio Holder Economy & Waste and the Portfolio Holder for Environment and Leisure, to make any amends to the programme as required during delivery.

Executive Summary

The Welcome Back Fund (WBF) is an extension of the Reopening High Streets Safely Fund (RHSS), which launched in May 2020. It is funded through European Regional Development Fund monies and as such comes with strict requirements on what the money can be spent on with highly detailed evidence requirements.

Tamworth Borough Council can claim up to £67,455 from the Welcome Back Fund to deliver specific eligible activities. The Council may also use any underspend from the RHSS, which is still being calculated with Government, expected to be around £4,000.

In the original RHSS there were 4 main types of activity, that can still be delivered through the WBF, as follows:

1. Support to develop an action plan for safe reopening of local economies;
2. Communications and public information;
3. Business-facing awareness raising activities; and
4. Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.

In addition, the Welcome Back Fund will also:

5. Support and promote a safe public environment for a local area's visitor economy; and

6. Allow local areas to develop plans for responding to the medium-term impact of CV-19 including trialling new ideas particularly where these relate to the High Street.

The aim of the fund is clear in that it is focused on the following areas:

- Encouraging outdoor activity
- Making town centres more inviting and encouraging people back to them
- Encouraging visitors in innovative ways
- Beautifying spaces that are currently not deemed as attractive.

Options Considered

The focus of the Welcome Back Fund is to encourage visitors back into Town Centres through two main means;

- safety / cleanliness
- Innovative trials around marketing / place-based promotion.

Detailed discussions with Members and officers across the Council have led to the design of a comprehensive package of projects that combine to aim to make more people aware of the offer in the Town Centre, use new technology to attract them and ensure the physical environment is welcoming.

This is broken down as follows:

Item	Detail	Maximum Budget
1	Deep clean of Town Centre and additional temporary bins	£23,000
2	Augmented Reality Trail in Town Centre	£20,000
3	Promotional Campaign – “Coming back after COVID.”	£20,000
4	Town Centre Independent Business Celebration Event	£8,500

Table 1

1. In order to give confidence to customers and businesses in the Town Centre it is proposed to conduct three deep cleans of the Town Centre in July, October 2021 and February 2022, including:
 - Steam clean / jet wash hardstanding areas
 - Cleanse along shop fronts.
 - Cleanse under street furniture.
 - Cleanse fence and barrier lines.
 - Steam clean litter bin's / street furniture.
 - Locate additional bins to reduce littering.
 - Paint and refurbish street furniture where appropriate.
2. In order to attract a different demographic into the Town Centre and link in to existing projects at the Castle, an Augmented Reality (AR) Trail will be developed for the Town Centre, focusing on a mixture of: people of historical interest e.g. Sir Robert Peel doing speech out of Town Hall: former street scene / buildings and relevant historical artefacts / facts. It is envisaged there will be about 10 – 15 AR points throughout of the Town Centre and close proximity.
3. In order to promote the activities above and give people further confidence in coming back into the Town Centre, it is proposed to do the following:

- Improve individual business profiles on Visit Tamworth with interactive Google map
 - Creation of a pub trail and a restaurant trail
 - Create Series of local videos
 - Drone sweep through the town centre
 - Visit Tamworth promotional video
 - Video to support a pub trail and restaurant trail
 - Videos with individual shop owners.
 - General advertising of the Visit Tamworth audience e.g. Birmingham TV, buses, FB advertising.
4. In order to support and promote the diversity of businesses in the Town Centre there will be a Celebration event held to make residents and visitors more aware of the local offer in the Town Centre.

Resource Implications

Programme Delivery

The overall programme will be led and coordinated by the Economic Development and Regeneration Team, who will:

- Be the contact / liaison point with Government
- Collate required evidence from project leads
- Submit and coordinate finance and output claims to Government
- Provide advice on eligible activities to project leads.

Individual Projects will be led by officers from relevant services who will:

- Keep accurate and required records of all spend and activity
- Ensure their component project is delivered in line with Fund requirements and eligibility.
- Provide relevant evidence and information to the EDR team when required.
- Procure services in line with Fund requirements
- Manage all aspects of operational delivery.

Due to the nature of the projects, multiple services will be involved in delivery across all activities. Project leads will be as follows.

Item	Detail	Service Lead	Operational Support
1	Deep clean of Town Centre and additional temporary bins	Street Scene	Economic Development and Regeneration
2	Augmented Reality Trail in Town Centre	Economic Development & Regeneration	Communications
3	Promotional Campaign – “Coming back after COVID.”	Communications	Economic Development & Regeneration
4	Town Centre Independent Business Celebration Event	Arts and Events	Economic Development & Regeneration / Communications

Table 2

It is intended that all of the activity will be procured externally rather than using internal staff, due to capacity and the added complexity of claiming back staff time. This will require an element of resource from Procurement, though all efforts will be made to minimise resource requirements due to known limitations on existing capacity. This will be done by using existing frameworks; breaking down work into smaller contracts that can be purchased without the need for an open tender; using previous similar tenders / quick quotes as basis for work e.g. Castle AR tender documents as basis for Town Centre AR tender to reduce workload.

A detailed table found on page 6 of appendix one details intended procurement routes.

Finance

Grant funding is only claimable in arrears after the correct evidence has been sent to Government and approved. As such, all activity must be funded up front from within current budgets. Each service lead is aware they are responsible for ensuring it has money available in relevant budgets to cover expenditure until a claim is paid. Claims can be submitted to Government on a quarterly basis but it is unlikely any claims will be made until quarters three and four of the current financial year. Claims can take up to three months to be paid so in some cases budgets may not be reimbursed until quarter two of financial year 2022 / 2023.

Item 2, 3 & 4 in the table 2, above, will be funded from the town centre retained fund, until expenditure is claimed back from the welcome back fund. Item 1 will be funded from a combination of supplies & services budgets on GW1801, until relevant claims are made.

Legal/Risk Implications Background

As the source of the monies for the WBF is ERDF, there are strict constraints on how the money can be spent. If the criteria of the fund are not strictly adhered to, process around procurement are not followed and the correct evidence is not provided, the Council will not be able to claim back the money it will spend upfront. Appendix Two gives full details of the eligibility criteria of the fund.

The Economic Development and Regeneration Team has been involved in a number of ERDF funded projects over the last ten years and is comfortable with all fund requirements and ensuring delivery is compliant.

The Fund has the following high-level constraints that has helped shape activity:

- It is revenue expenditure and as such cannot be spent on capital items.
- Activities delivered cannot be Permanent changes; they must be an immediate response to covid-19 crisis.
- All activity must be state aid compliant.
- Must be additional, new activity - cannot substitute planned / current expenditure.
- Must adhere to ERDF procurement and programme rules.
- Must adhere to ERDF / government branding guidelines.
- Cannot be used to support specific businesses.
- Activity doesn't have to be focused directly on areas adjacent to commercial properties but must be in town centres.
- No internal Council recharges are eligible
- All activity needs to be linked to an action plan or part of the current strategy.
- This is not a grant scheme, so grants cannot be given to anyone else unless done strictly under a service level agreement only to established BIDs and parish / town councils.

The Council had to submit an outline plan to Government in the form of an activity form by the end of May. The high level content of this, which mirrors all of the outlined in this paper was discussed and agreed by Cabinet Members. The activities proposed have now been signed off by the Government Welcome Back Fund team as eligible expenditure, removing any risk of proposed activity not meeting Fund criteria and therefore ensuring that as long as wider processes are adhered to, the Council will be able to claim all monies back for the cost of agreed activities.

Equalities Implications

None

Sustainability Implications

None

Background Information

From June to November 2020 the Council used the majority of its Reopening High Streets Safely monies to fund the following activities:

- 3 x temporary Business Advisors to support business and the public in reopening
- Creation of a Reopening action plan
- Temporary signage and hand sanitisers in designated retail areas.

This project successfully supported the public and business in designated retail areas adapt to regularly changing guidelines by providing face-to-face advice guidance and support when most needed.

Report Author

Matthew Fletcher – Head of Economic Development and Regeneration

List of Background Papers

None

Appendices

Appendix One - Welcome Back Fund Activity Form

Appendix Two – Welcome Back Fund – National Guidance - [Welcome Back Fund - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/welcome-back-fund-national-guidance)

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Welcome Back Fund

New Activity

Please only use this form if you already have a signed RHSSF funding agreement in place

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Tamworth Borough Council	Local Authority Name	Name of Lead Contact	Matthew Fletcher
	Telephone Number		07580 784488
	Email Address		Matthew-fletcher@Tamworth.gov.uk
	Name of Deputy Contact		Lorraine Farley
	Telephone Number		07580 568514
	Email Address		Lorraine-farley@tamworth.gov.uk

1. Proposed Activity

Please complete the table below to reflect the activities you propose to use the RHSS WBF for.

No.	Area of Scope	Using bullet points briefly set out the specific activities you will undertake	Briefly set out how the activity does not duplicate existing activity (additionality)	Total Indicative Budget £ per item Gross
1	Support to develop an action plan for how the local authority may begin to safely reopen their local economies.	Not applicable	Not applicable	
2	Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely	Social media content creation, advertising and hard copy campaigns to public, around local economy offer, safety and cleanliness.	New additional activity focused on Town Centre offer changes after COVID	£13,000
3	Business-facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely.	Not applicable	Not applicable	
4	Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.	Not applicable	Not applicable	

5	Support and promote a safe public environment for a local area's visitor economy	<ul style="list-style-type: none"> • Deep cleanse of Town Centre with addition of temporary bins to aid cleanliness • Pub and restaurant trail – digital and hard copy • Event to promote independent Town Centre businesses 	<ul style="list-style-type: none"> • New activity – no deep cleaning is currently done in the Town Centre. • New activity – no current activity of this type. • New activity – no current activity of this type. 	<p>£23,000</p> <p>£7,000</p> <p>£8,500</p>
6	Support local authorities to develop plans for responding to the medium-term impact of CV-19 including trialling new ideas particularly where these relate to the High Street.	<ul style="list-style-type: none"> • Create an Augmented reality trail in Town Centre to encourage new visitors to the area 	<ul style="list-style-type: none"> • New activity - No current activity of this type. 	<p>£20,000</p>

Alignment with COVID-19 Plans – Either Action Plan developed through RHSSF or Alignment with COVID recovery plan

Please summarise how the above planned activity contributes to a national, regional or local COVID-19 plan.

HMG National guidance

- Safer public places – urban centres and green spaces
- Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services.
- Keeping workers and clients safe during COVID-19 in close contact services.

High Streets Task Force - <https://www.highstreetstaskforce.org.uk/covid-19/covid-19-recovery-framework/>

Staffordshire's Economic Recovery and Renewal Strategy - <https://www.staffordshire.gov.uk/Business/Coronavirus-COVID-19-support-for-businesses/Staffordshires-Economic-Recovery-and-Renewal-Strategy.pdf>

NABMA - Markets guide to COVID-19 – included as attachment.

Tamworth Recovery Action Plan – Retail group

Locations of activity of additional areas now covered by WBF.

There is no need to include areas that were listed in your original Grant Action Plan.

Please list the locations that you intend to support with this activity and give details of which strand of activity will be implemented at each location. *Insert more rows if required.*

Type High Street / Neighbourhood Shopping Area	Name of location	Postcode(s)
Listed in original GAP		

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Permissions

Please confirm that you will have all the necessary permissions in order to carry out the temporary public realm changes and that you will be able to evidence this upon request. **Tick to confirm:**

2. Procurement

Please provide details of all the procurements you have and/or will undertake in relation to WBF eligible expenditure.

Applicants should note that procurements will be tested in detail in the lifetime of a project and by different independent bodies. In the event of non - compliance/irregularity financial penalty will be imposed in line with EU guidance. This can be up to 100% of the procurement expenditure.

It remains the responsibility of the Local Authority to ensure all procurements are compliant with [ERDF Procurement Requirements](#).

Below are the thresholds that you should adhere to:

Value of contract	Minimum Procedure	Advertising Required
£0 - £2,499	Direct award	None
£2,500 - £24,999	3 written quotes or prices sought from relevant suppliers of goods, works and services	None
£25,000 – Relevant Public Contracts Regulations threshold	Formal tender process in line with the Interpretative Communication and the relevant guidance set out below	1) Advertised on Contracts Finder and 2) the opportunity is advertised on the ESIF grant recipient's website for a reasonable time period.

Anticipated value of the contract	Brief description of works, supplies or services that will be provided under the contract (Please indicate where you are using an existing contract)	What procurement process do you anticipate using to select the supplier? (Please tick)					Procurement status (Please tick)	
		Existing Contract	OJEU	Advertised	Three Quotes	Direct Award	Procurement in progress/ to be started	Procurement completed
£20,000	Tender to procure a supplier to provide a digital augmented reality trail			x	x		To be started in June 2021	No.
£23,000	Town Centre Deep cleansing	x					To be started July 2021	No.
£8500	Town Centre Independent Business Celebration Event			x	x		To be started July 2021	No/
£5000	Creation of Town Centre offer videos				x	x	To be started July 2021	No.
£7000	Town Centre Pub and Restaurant Trail				x	x	To be started July 2021	No.
£4000	Social media advertising				x	x	To be started July 2021	No.
£4000	Hard copy marketing material printing				x	x	To be started July 2021	No.

If you are deviating from the above ERDF Procurement Requirements please detail below¹:

Not applicable

3. Stakeholder Engagement

It is a condition of this funding that you engage with local stakeholders which includes lower tier authorities. (Including Town and Parish Councils where relevant)

Briefly set out how you will/have engaged with these and other relevant stakeholders when considering how to use the WBF funding.

A) Please list which organisations and sectors you have engaged with?

Greater Birmingham and Solihull LEP & Growth Hub

Stoke and Staffordshire LEP – Growth Hub

LSD Promotions – Market operator

Private sector landlords

Arriva – Local bus operator

Staffordshire Police

Ankerside Shopping Centre

Business Groups – Tamworth is Open

B) Please provide summary details of the engagement activities these stakeholders have been involved with?

All partners have been engaged with either directly via the Council or through two main pieces of engagement as a result of COVID-19.

These are:

- Delivery of a Tamworth Recovery Action plan – Retail Group led – part of the Reopening High Streets project.
- Local Government Association – Economic Advisers Project – understanding the challenges facing Tamworth Town Centre.

¹ Please note that Single Tender Justification forms and Cross Border Interest forms should only be **used in exceptional circumstances** and must be returned with this form for consideration.

All projects align with feedback form these reports / actions plans and direct engagement.

4. New Delivery Partners

See Welcome Back Fund Guidance for details on the role of Delivery Partners and their associated requirements. The Delivery Partners listed here are only those that will defray WBF costs themselves (i.e. the ERDF definition of a Delivery Partner). Non-financial delivery partners who you have engaged with strategically but who will not defray WBF costs themselves should be listed in Section 3 above.

Please enter details of any **additional** Delivery Partners that haven't been included in your Grant Funding Agreement

For each Delivery Partner you are required to secure a Service Level Agreement for their WBF Fund activity.

Name of Delivery Partner (please insert rows as required)	Please confirm that you have a signed SLA with each Delivery Partner	
	Yes – Submit with WBF Activity Form	No – provide date when SLA will be submitted
Not applicable		

5. Outputs

Please indicate the volume for each output your new WBF activity will address.

	Output	Number of outputs
P14	Number of CV-19 Action Plan	
P15	Number of CV-19 Public Information Campaigns	4
P16	Number of CV-19 Business Facing Campaigns	0
P17	Number of CV-19 Communication Officers	0
P18	Number of High Streets with Temporary CV-19 Adaptations	1
P19	Number of Neighbourhood Shopping Areas with Temporary CV-19 Adaptations	0

6. Claims

Claims **must** be submitted quarterly with a progress report. If you are unable to make a claim in a particular quarter you should discuss this with your Contract Manager at the earliest opportunity.

Please insert a forecast value for each claim.

Claim	Claim Expenditure Period	Claim submission deadline	Tick to indicate a claim submission in this period	Claim Forecast Value £ (Gross)
21Q2	April 2021 – June 2021	28/07/2021	<input type="checkbox"/>	
21Q3	July 2021 – September 2021	28/10/2021	<input type="checkbox"/>	
21Q4	October 2021 – December 2021	31/01/2022	<input checked="" type="checkbox"/>	£35,750
22Q1	January 2022 – March 2022	29/04/2022	<input checked="" type="checkbox"/>	£35,750

7. Staff Costs

Please indicate whether you plan to claim the 4% Management and Admin from within your grant allocation (These costs will need to be supported with evidence i.e. Hourly rate calculations or invoices)

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

If you propose to claim staff costs in line with the WBF Fund Guidance, please complete the table below (Including those under the 4% M&A category)

Area of Scope	Does this form part of your 4% M&A costs	Role Title	Salary	Cost to be Claimed
	Yes/No			

8. Monitoring and Evaluation

Please indicate all of the monitoring methods you will utilise to demonstrate the impact of the project activities.

Monitoring Method	Tick to confirm	Brief description
Footfall counts	X	- Use footfall monitoring system to report change over period of funded activities – up to end March 2022.
Businesses reopening		
Businesses closed		
Other	X	- Take up / Use of augmented reality Town centre trail - Social media interactions

9. State Aid

This section MUST be completed in conjunction with the accompanying Welcome Back Fund Guidance.

CLGU has conducted its own analysis of the State Aid position of the RHSS/WBF project and concluded that there is no State Aid due to the nature of the RHSS/WBF eligible activities. This position has been set out in the accompanying Welcome Back Fund Guidance.

It is the responsibility of each Local Authority in receipt of RHSS/WBF funding to ensure that they are compliant with State Aid law.

- i. Please confirm that there has been no change in your state aid position and that it remains in line with CLGU's position as set out in the original Grant Action Plan Guidance **YES**

10. Document Retention

Please confirm you will retain all project documentation until 31 December 2033, and then seek confirmation of destruction from MHCLG before doing so in accordance with EU requirements. **Select to confirm**

11. EU Regulations

Please confirm that you have read and understood the ERDF Guidance including but not limited to Eligibility, State Aid, Branding and Publicity and Procurement and that you will deliver the project in compliance with the requirements. **Select to confirm:**

Declaration & Signature

I declare that I have the authority to represent Tamworth Borough Council in submitting the Grant Action Plan.

I understand that WBF Fund acceptance of this Grant Action Plan does not in any way signify that the proposed activity described above is eligible and compliant with the requirements of the WBF Fund.

On behalf of Tamworth Borough Council and having carried out full and proper inquiry, I confirm to the WBF Fund:

- That the information provided in this application is accurate.
- I am not aware of any relevant information, which has not been included in the application, but which if included is likely to affect the eligibility and compliance of the activity.

I confirm to the WBF Fund:

- That I shall inform the WBF Fund if, prior to any WBF funding being legally committed to Tamworth Borough Council, I become aware of any further information which might reasonably be considered as material to the WBF Fund in deciding whether to enter into a Funding Agreement.
- I am aware that if the information given in this application turns out to be false or misleading, the Reopening High Streets Safely Fund may demand the repayment of funding and/or terminate the WBF funding agreement.

I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest.

Signed		Name (print)	Anna Miller
Position	Assistant Director – Growth and Regeneration	Date	28.05.21

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Ministry of Housing,
Communities &
Local Government



European Union

European Regional
Development Fund

Welcome Back Fund

Guidance

Version 1 – 16 April 2021



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Ministry of Housing, Communities and Local Government
Fry Building
2 Marsham Street
London
SW1P 4DF
Telephone: 030 3444 0000

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April 2021

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Introduction

Councils across England are to share £56m of ERDF funding to support the return to high streets safely and help *build back better* from the pandemic. This funding shall be known as the “Welcome Back Fund” (the fund) and it builds on the £50m Reopening High Street Safely Fund (RHSSF) allocated to councils in 2020 and forms part of wider support government is providing to communities and businesses, to protect jobs, support the most vulnerable and ensure no one is left behind as we continue to tackle the Covid-19 pandemic and begin to *build back better*.

The fund will allow local authorities in England to put in place additional measures to create and promote a safe environment for local trade and tourism, particularly in high streets as their economies reopen. We also recognise that the impact of Covid-19 on local economies will be significant. Local authorities can therefore also use the fund to develop plans for responding to these impacts, this could include considering how other funding streams could help address those challenges in the future.

Part of the fund will be used to provide support for coastal resorts across England to support areas as they prepare for a great summer to safely welcome holiday makers in the coming months.

The fund can also be used by local authorities to:

- Boost the look and feel of their high streets by investing in street planting, parks, green spaces, and seating areas to make high streets welcoming.
- Run publicity campaigns and prepare to hold events that will boost footfall and encourage people back into the high streets and thereby supporting local businesses.
- Install and refresh signage and floor markings to encourage social distancing and safety.
- Improve green spaces on high streets and town centres by planting flowers or removing graffiti.

MHCLG expects local authorities to engage with stakeholders including local businesses, Business Improvement Districts (BIDs), Destination Management Organisations (DMO), town and parish councils. Where appropriate, MHCLG encourages local authorities to enter into suitable delivery partnership arrangements with town and parish councils to improve delivery outcomes for communities and high streets.

This guidance provides details of the activities that can be supported through the fund and an overview of how it will be administered, as well as key contractual requirements. This guidance builds on and replaces the previously published Reopening High Streets Safely Guidance. If you do have any questions, please contact the department using the contact details below.

Scope of the Fund

Activities covered by the Fund

The Welcome Back Fund (WBF) builds on the existing Reopening High Streets Safely Fund (RHSSF) scope (strands 1-4) with the addition of two new strands that further broaden the scope of the fund, supporting a wide range of intervention measures.

Local authorities can spend their total allocation (includes RHSSF and WBF) across all six strands tailored to their local needs. Details of local authority allocations are set out in Annex A of this guidance.

We expect local authorities to collaboratively draw up plans to support the reopening of local economies, engaging with local stakeholders which includes local businesses, other tiers of local authorities including town and parish councils.

Local authorities will need to agree with MHCLG the proposals to be funded under their Welcome Back Fund allocation. The Department will provide further guidance to local authorities in due course setting out the process for agreeing this.

1. Support to develop an action plan for how the local authority may begin to safely reopen their local economies.

This plan may be one that is completely new, amends or builds on existing ones such as high street servicing and delivery plans. When developing your action plan you may wish to consider the High Streets Task Force's [COVID-19 Recovery Framework](#).

It is not essential that a local authority develops these plans but in considering how to use this funding, all local authorities are encouraged to engage local businesses, business organisations, lower tier authorities such as parish councils, and other relevant stakeholders when considering how to use this award. This engagement should not selectively favour one business or organisation but should be open to all interested participants.

In addition, where temporary changes to the public realm are being proposed the respective local authority should work in partnership with public sector landowners as appropriate.

2. Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely.

The local authority will want to effectively communicate to its citizens their role in ensuring that the local economy can reopen safely. It will be for local authorities to decide the most appropriate communication channels for their areas. Examples of communication activities include:

- Online and digital.
- Media and press activities.
- Print and publications such as posters and leafleting campaigns.

There is scope to pay the salaries of staff or consultants to develop this work, but it is important that the local authority can evidence that this is additional activity beyond what was already underway prior to the grant being received.

The local authority should also note the ERDF publicity requirements when developing their campaigns. Further details on this can be viewed in the Publicity section of this document.

In developing and delivering this campaign the local authority should ensure that it is engaging local businesses, business organisations, lower tier authorities (such as parish councils) and other relevant stakeholders.

3. Business-facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely.

The principle of this activity is the same as for communications to citizens, but it is recognised that the messaging needs to be different and as such part of a separate campaign. For example, the local authority may want to communicate to retail businesses on how to make temporary adjustments to their business premises and good practice for social distancing.

The campaigns should be focussed on supporting SMEs. It is recognised that broad campaigns such as those online may be picked up by larger enterprises incidentally, but they should not be specifically targeted.

The advice being provided in these campaigns should be focussed on those businesses that operate alongside public spaces and have customers.

Whilst it is recognised that the local authority may already have a campaign in place covering these issues, this funding can be used to expand the scope of that existing activity or increase its intensity.

There is scope through this fund to support information officers to go directly to SMEs to provide them with advice, where those businesses serve the public and are adjacent to public spaces. These roles would have to be new posts, or an expansion of an existing role. The fund cannot be used as subsidy for existing provision.

In developing and delivering this campaign the local authority will want to ensure that it is engaging local businesses, business organisations, lower tier authorities such as parish councils and other relevant stakeholders.

4. Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.

To ensure that public spaces that are next to businesses are as safe as possible, temporary changes will need to be made to the physical environment. Local authorities will already be undertaking these changes in line with HMG's [Safer Public Places – Urban Centres and Green Spaces guidance](#). This funding can be used to enhance that existing offer to increase the level of safety measures, improve their attractiveness and ensure consistency of approach across individual and multiple public spaces including high streets. In doing so the respective local authority should work in partnership with public sector landowners as appropriate to enable works to be undertaken.

These changes can help improve consumer confidence and increase, safely, the number of active consumers.

In addition, the fund will also support 2 new strands of activity:

5. Support to promote a safe public environment for a local area's visitor economy.

The local authority will want to effectively support and promote the safe and successful reopening of the public environment for local trade and tourism. To boost the look and feel of their high streets, local authorities may invest in activities to make high streets welcoming and promote the visitor economy.

This includes but is not limited to:

- Placed based marketing, for example, supporting safe celebration events on high streets and in local towns.
- Marshals.
- Public space maintenance.
- Maintenance of public conveniences (toilets) including new temporary facilities (toilets) provision.
- Beautification activities including graffiti removal.
- Non-permanent public realm adaptations.
- Activities that future proof the high street.
- Improvement of green spaces and provision of outdoor seating areas.

The fund allows a more flexible approach around supporting public space, it does not necessarily need to be adjacent to commercial areas, making it easier to support for example promenades.

There is scope to pay the salaries of staff or consultants to develop this work, but it is important that the local authority can evidence that this is additional activity beyond what was already underway prior to the grant being received.

Events and celebrations should respect the most recent social distancing guidelines as per the [Safer Public Places guidance](#) and the [Guidance for managing beaches, the countryside and coastal areas](#).

6. Support local authorities to develop plans for responding to the medium-term impact of Covid-19 including trialling new ideas particularly where these relate to the High Street.

This strand is complementary to strand 1 but recognises that the impact of Covid-19 on local economies will be significant. Local authorities can, under this strand, use the fund to develop plans for responding to these impacts. This could include, but is not limited to, undertaking research to inform the development of a local strategic plan.

The strand will support opportunities to further develop, pilot projects and strategic responses to address and reverse the long-term impacts of covid-19 on local economies, particularly where they relate to the high street.

In addition, where temporary changes to the public realm are being proposed as a part of a trial the respective local authority should work in partnership with public sector landowners as appropriate.

Activities out of scope

There are three main categories where activities cannot be supported:

- **Activity that provides no additionality** - Government recognises that local authorities will already be delivering activity to ensure the safe reopening of their economies. This funding is intended to be additional funding on top of that existing activity; it should not be replacing the source for already committed expenditure. For example, if there is already a communications officer on staff then this funding cannot be used to subsidise their salary, but it can support overtime of existing staff or a new temporary role to support the implementation. Similarly, if the authority's own in-house public works department undertakes works (e.g. additional road markings) the staff costs associated with this activity would not be eligible, although additional materials purchased for this purpose would be eligible.
- **Capital expenditure** – This is a revenue only funding project intended to help local authorities address the longer-term impact of Covid-19 on local economies. This can include activities that last as long as restrictive measures are in place as well as activities that help future proof high streets. Permanent changes are therefore not permitted.
- **Grants to businesses** – Funding cannot provide direct financial support to businesses to make adaptations to premises, purchase PPE, purchase goods or equipment or offset wages or other operating costs.

Whilst we have sought to be as permissive as possible in the activities that can be supported through this funding it is important to emphasise that investments will still

need to follow the ERDF Operational Programme's rules. In addition, investments made through this fund are limited to activity that is not classified as State Aid.

Managing the Funding

The fund builds on the Reopening High Streets Safely Fund (RHSSF) and is an extension to the earlier phase of the project. The delivery mechanism is a variation to the grant funding agreements (GFA) MHCLG currently has with local authorities. For those local authorities who do not yet have a GFA, the WBF team will work with you to progress through the contracting process.

Local authorities can continue to spend and deliver interventions under existing agreed arrangements as set out in your GFA.

Eligibility of expenditure under the fund's increased scope coincides with the publication of this guidance. MHCLG expects local authorities to first agree plans with MHCLG prior to incurring costs. The MHCLG team will contact you with further details regarding agreement of new proposals and the implementation of contract changes.

Grant Funding Agreement

The WBF Grant Funding Agreements (GFAs) will be an extension of the existing GFAs put in place between MHCLG and each local authority. An agreement to vary your existing contract will be put in place shortly. For the local authorities that are yet to agree a funding agreement MHCLG will work with you to expedite contracting arrangements.

Details of local authority allocations have been published and can be found in Annex A.

Eligibility

Local authorities can continue to claim for existing agreed activities set out within GFAs. Eligibility of the activities under the new additional strands will commence from the date of publication of this WBF guidance, subject to the provisions set out in the paragraph below.

Expenditure may be incurred by local authorities prior to agreeing the terms of the Welcome Back Fund grant with MHCLG, but this expenditure is at risk. Local authorities must comply with paragraph 7 of the ERDF National Eligibility Rules when claiming expenditure incurred before the terms of their grant have been fully agreed.

Unused RHSSF funding allocation per local authority as set out in Annex A can be rolled over into the WBF allocation and utilised against the increased scope set out in the WBF guidance.

For costs to be eligible to this project, local authorities will need to ensure that they can evidence how these costs are additional, over and above any that they might otherwise incur.

Internal recharges or journal transfers are not eligible under ERDF rules. Local authorities will therefore need to ensure that they can provide evidence if requested of each cost's transaction leaving their bank account.

Expenditure must directly or indirectly support activity linked to addressing the impact of COVID-19.

Claiming Expenditure

Local authorities will be able to spend money on eligible activities from the date of the WBF guidance publication and claim it back from MHCLG in arrears. The default position is that claims will be paid quarterly. Any local authority that will need to make more regular claims to MHCLG will need to discuss this with them.

A standard claims template will be provided for local authorities and as a minimum all claims should contain the following information:

- A summary of expenditure.
- Details of every transaction, irrespective of value, that is included in the project expenditure in the claim period.
- Details of the outputs, as set out in Annex B, and results achieved in the claim period.
- Details of procurements included in the claim.
- A quarterly progress report for the claim period – a progress report will be required even if no funding is being claimed.

The costs associated with administering this grant will also be eligible for reimbursement up to 4% of the total grant value. This 4% would be taken directly from the grant itself; no additional funding is being provided to cover these administrative costs.

Delivery Partners

Local authorities in receipt of funding are expected to engage with local businesses, business organisations, lower tier authorities (such as town and parish councils) and other relevant stakeholders as part of the development of Welcome Back Fund plans. However, we understand that different areas will prioritise different activities according to local need and it is for local authorities to assess the best mechanism by which to do this.

If you do identify another organisation (such as a town/parish council, Destination Management Organisations or a Business Improvement District) as the most appropriate provider for any eligible activity, you can deliver said activity through a Delivery Partner arrangement. To become a Delivery Partner the identified partner i.e. town/parish council or BID will need to enter into a service level agreement (SLA) with the principal local authority and be named within the local authority's Grant Funding Agreement.

Delivery Partners need to be named in the Project Specific Conditions within the relevant grant funding agreement (GFA) of the principal local authority or subsequently agreed within the contract variation of existing GFAs.

Please note that delivery partners in receipt of funding would be expected to demonstrate compliance with all ERDF funding rules concerning procurement, publicity, defrayal, state aid and record keeping and would be required to retain evidence of this in the same way as the principal local authority.

We recognise that this ERDF Delivery Partner arrangement may not be suitable in every case, for example where a lower tier of authority does not necessarily require the ability to defray financial costs. Local authorities can also demonstrate engagement via consultation and partnership working with lower tiers where it is more appropriate for the spend to be at the lead local authority level only.

Details of local authority engagement with delivery partnership arrangements should be set out in local authority WBF proposals for new activities and will be monitored and reported against through quarterly progress reports.

Project records

Evidence must be retained to demonstrate that any project expenditure is eligible and that costs have been defrayed. These records will need to be retained through the life of the project and for the relevant ERDF retention period. Examples of evidence include:

- Invoices/receipts, purchase orders/contracts, payroll records, bank statements and accounting records.
- Employment and salary costs must be evidenced by job descriptions, contracts of employment, payroll records and bank statements.
- Core documents for any procurement carried out; and
- Copies of all publicity materials, including press releases, marketing activity and posters displayed in venues where activity takes place, must be retained to demonstrate proactive activity and the correct use of the EU logo and required text.

Regulatory requirements

Publicity

The ERDF branding requirements will need to be followed by all local authorities. The use of the ERDF logo, which includes the emblem and reference to the fund, and the requirements set on colour use, sizing, visibility and positioning must be followed. The HMG logo must be used alongside the ERDF logo.

The requirements to be considered and met include:

- Display the ERDF logo on all electronic and print publication materials used for information and communications supported by the fund including:
 - advertisements, job advertisements, job descriptions and notices;
 - leaflets, brochures, flyers and newsletters;
 - promotional items;
 - project documentation – e.g. reports, papers and letterheads;
 - procurement material;
 - social media tools; and
 - posters (see below for more details).
- Display the ERDF logo on the relevant website – established specifically for the fund activities or a broader website used by the beneficiary, ensuring:
 - use of the colour ERDF logo;
 - logo is visible upon landing, in viewing area and without the need to scroll; and
 - inclusion of a short description of the activities to be supported with aims and results.
- Display of at least one poster of minimum A3 size, readily visible to the public (e.g. the entrance area of a public building) at the location of the activities being implemented and containing information on the work being delivered.
- Ensuring inclusion of a reference to ERDF, the logo and use of ERDF notes to editors in any media and press activities.

The full branding and publicity requirements including details of logo use can be found on [GOV.UK](https://www.gov.uk).

Procurement

Local authorities will need to ensure that all procurements are awarded in line with the ESIF National Procurement Requirements. Procurements should therefore be carried out in an open and transparent way and an audit trail of the routes followed and the process will need to be retained. Please note threshold limits apply to single tender direct awards of contracts. The full guidance on Procurement can be found on [GOV.UK](https://www.gov.uk).

State Aid

The fund's position is that eligible activities should be delivered in a way that does not result in State Aid.

Further State Aid guidance can be found on [GOV.UK](https://www.gov.uk).

Monitoring and Evaluation

Monitoring of delivery progress of the local authority will take place by MHCLG. This will include as a minimum some or all of the following measures:

- Checks on LA systems and processes for retaining an audit trail.
- Spot checks on expenditure items included in quarterly claims.
- Local authority submitted quarterly claims and progress reports.
- Updates on wider engagements with stakeholders including town and parish councils.

Given the bespoke nature of this project there will be a need to provide some additional reporting requirements to evidence the outputs and outcomes of the investments being made.

Before beginning to spend the grant, local authorities should set baselines for future measurements relating to the current footfall in your high streets. The costs incurred in collecting this monitoring data, provided they are reasonable and not already available, can be covered as part of the costs associated with developing an action plan.

MHCLG will be seeking to undertake a wider impact evaluation of the investment in high streets/town centres through the Welcome Back Fund project to better understand what has worked well and to inform new approaches.

Contacts

If you have questions regarding this guidance please send them to RHSSFund@communities.gov.uk.

Annex A

Welcome Back Fund Allocations per local authority

(includes both RHSSF and WBF allocations)

Local Authority	Reopening High Streets Safely Fund	Welcome Back Fund	Total
Adur	£56,721	£121,721	£178,442
Allerdale	£86,416	£186,416	£272,832
Amber Valley	£113,424	£113,425	£226,849
Arun	£143,718	£208,718	£352,436
Ashfield	£114,527	£114,528	£229,055
Ashford	£116,814	£116,815	£233,629
Babergh	£81,635	£146,635	£228,270
Barking and Dagenham	£189,384	£189,384	£378,768
Barnet	£352,546	£352,546	£705,092
Barnsley	£219,400	£219,400	£438,800
Barrow in Furness	£58,858	£158,859	£217,717
Basildon	£165,814	£165,814	£331,628
Basingstoke and Deane	£155,751	£155,751	£311,502
Bassetlaw	£104,654	£104,654	£209,308
Bath and North East Somerset	£172,615	£172,615	£345,230
Bedford	£154,129	£154,129	£308,258
Bexley	£220,176	£220,176	£440,352
Birmingham	£1,016,937	£1,016,936	£2,033,873
Blaby	£91,482	£91,483	£182,965
Blackburn with Darwen	£131,610	£131,610	£263,220
Blackpool	£122,772	£222,771	£345,543
Bolsover	£71,400	£71,400	£142,800
Bolton	£253,140	£253,140	£506,280
Boston	£62,811	£62,811	£125,622
Bournemouth, Christchurch, and Poole	£351,322	£416,323	£767,645
Bracknell Forest	£108,686	£108,686	£217,372
Bradford	£477,170	£477,170	£954,340
Braintree	£134,417	£134,418	£268,835
Breckland	£125,275	£125,275	£250,550
Brent	£295,907	£295,908	£591,815
Brentwood	£67,382	£67,383	£134,765
Brighton and Hove	£259,269	£324,269	£583,538
Bristol	£415,785	£415,785	£831,570
Broadland	£116,155	£116,155	£232,310
Bromley	£295,177	£295,178	£590,355
Bromsgrove	£88,668	£88,668	£177,336
Broxbourne	£85,547	£85,548	£171,095
Broxtowe	£101,458	£101,459	£202,917

Local Authority	Reopening High Streets Safely Fund	Welcome Back Fund	Total
Buckinghamshire	£481,588	£481,588	£963,176
Burnley	£78,757	£78,758	£157,515
Bury	£169,235	£169,235	£338,470
Calderdale	£186,099	£186,099	£372,198
Cambridge	£110,674	£110,675	£221,349
Camden	£239,768	£239,768	£479,536
Cannock Chase	£89,622	£89,623	£179,245
Canterbury	£146,699	£211,700	£358,399
Carlisle	£95,875	£95,875	£191,750
Castle Point	£79,835	£144,835	£224,670
Central Bedfordshire	£255,873	£255,873	£511,746
Charnwood	£165,450	£165,450	£330,900
Chelmsford	£159,001	£159,001	£318,002
Cheltenham	£103,577	£103,578	£207,155
Cherwell	£133,843	£133,843	£267,686
Cheshire East	£339,533	£339,534	£679,067
Cheshire West and Chester	£305,395	£370,395	£675,790
Chesterfield	£92,638	£92,638	£185,276
Chichester	£108,161	£173,161	£281,322
Chorley	£105,438	£105,438	£210,876
City of London	£30,000	£30,000	£60,000
Colchester	£174,002	£239,003	£413,005
Copeland	£59,919	£159,920	£219,839
Cornwall	£509,639	£609,639	£1,119,278
Cotswold	£81,144	£81,144	£162,288
Coventry	£334,307	£334,308	£668,615
Craven	£50,436	£50,436	£100,872
Crawley	£100,152	£100,153	£200,305
Croydon	£341,995	£341,995	£683,990
Dacorum	£137,473	£137,473	£274,946
Darlington	£94,239	£94,239	£188,478
Dartford	£100,466	£100,466	£200,932
Derby	£228,224	£228,224	£456,448
Derbyshire Dales	£63,808	£63,808	£127,616
Doncaster	£276,789	£276,790	£553,579
Dorset	£335,426	£400,426	£735,852
Dover	£105,542	£170,543	£276,085
Dudley	£285,548	£285,548	£571,096
Durham	£469,256	£569,256	£1,038,512
Ealing	£300,759	£300,759	£601,518
East Cambridgeshire	£79,895	£79,895	£159,790
East Devon	£130,992	£230,991	£361,983
East Hampshire	£108,114	£108,114	£216,228

Local Authority	Reopening High Streets Safely Fund	Welcome Back Fund	Total
East Hertfordshire	£132,170	£132,170	£264,340
East Lindsey	£126,238	£226,238	£352,476
East Riding of Yorkshire	£301,870	£401,870	£703,740
East Staffordshire	£106,046	£106,046	£212,092
East Suffolk	£222,198	£287,198	£509,396
Eastbourne	£91,624	£156,624	£248,248
Eastleigh	£118,435	£183,435	£301,870
Eden	£46,899	£46,899	£93,798
Elmbridge	£120,877	£120,878	£241,755
Enfield	£295,948	£295,948	£591,896
Epping Forest	£116,694	£116,694	£233,388
Epsom and Ewell	£71,062	£71,063	£142,125
Erewash	£102,534	£102,534	£205,068
Exeter	£116,632	£116,633	£233,265
Fareham	£103,270	£168,270	£271,540
Fenland	£91,408	£91,408	£182,816
Folkestone and Hythe	£100,751	£165,751	£266,502
Forest of Dean	£77,635	£77,635	£155,270
Fylde	£71,758	£171,758	£243,516
Gateshead	£178,928	£178,928	£357,856
Gedling	£105,213	£105,213	£210,426
Gloucester	£115,135	£115,135	£230,270
Gosport	£75,131	£140,131	£215,262
Gravesham	£94,146	£94,146	£188,292
Great Yarmouth	£88,301	£153,301	£241,602
Greenwich	£258,441	£258,441	£516,882
Guildford	£131,382	£131,381	£262,763
Hackney	£252,053	£252,053	£504,106
Halton	£114,260	£179,260	£293,520
Hambleton	£80,700	£80,700	£161,400
Hammersmith and Fulham	£166,896	£166,896	£333,792
Harborough	£83,483	£83,483	£166,966
Haringey	£239,933	£239,933	£479,866
Harlow	£77,121	£77,121	£154,242
Harrogate	£141,714	£141,714	£283,428
Harrow	£221,203	£221,203	£442,406
Hart	£86,003	£86,003	£172,006
Hartlepool	£82,445	£182,445	£264,890
Hastings	£82,026	£147,026	£229,052
Havant	£112,726	£177,726	£290,452
Havering	£231,057	£231,058	£462,115
Herefordshire	£172,188	£172,189	£344,377
Hertsmere	£92,495	£92,495	£184,990

Local Authority	Reopening High Streets Safely Fund	Welcome Back Fund	Total
High Peak	£81,981	£81,980	£163,961
Hillingdon	£272,855	£272,855	£545,710
Hinckley and Bosworth	£101,469	£101,469	£202,938
Horsham	£128,132	£128,133	£256,265
Hounslow	£240,811	£240,810	£481,621
Huntingdonshire	£157,826	£157,826	£315,652
Hyndburn	£71,676	£71,676	£143,352
Ipswich	£120,858	£120,859	£241,717
Isle of Wight	£126,269	£191,270	£317,539
Isles of Scilly	£30,000	£130,000	£160,000
Islington	£215,682	£215,681	£431,363
Kensington and Chelsea	£137,830	£137,830	£275,660
Kings Lynn and West Norfolk	£134,654	£199,654	£334,308
Kingston upon Hull	£230,406	£330,406	£560,812
Kingston upon Thames	£156,784	£156,784	£313,568
Kirklees	£389,715	£389,715	£779,430
Knowsley	£133,288	£233,288	£366,576
Lambeth	£290,782	£290,783	£581,565
Lancaster	£128,905	£228,905	£357,810
Leeds	£701,810	£701,810	£1,403,620
Leicester	£318,069	£318,069	£636,138
Lewes	£91,677	£156,678	£248,355
Lewisham	£272,218	£272,219	£544,437
Lichfield	£92,501	£92,501	£185,002
Lincoln	£87,816	£87,816	£175,632
Liverpool	£443,129	£443,129	£886,258
Luton	£187,988	£187,988	£375,976
Maidstone	£153,551	£153,551	£307,102
Maldon	£57,609	£122,609	£180,218
Malvern Hills	£70,271	£70,270	£140,541
Manchester	£488,628	£488,628	£977,256
Mansfield	£97,256	£97,255	£194,511
Medway	£246,396	£246,396	£492,792
Melton	£45,239	£45,239	£90,478
Mendip	£102,863	£102,863	£205,726
Merton	£182,103	£182,103	£364,206
Mid Devon	£73,686	£73,686	£147,372
Mid Suffolk	£91,892	£91,893	£183,785
Mid Sussex	£133,898	£133,898	£267,796
Middlesbrough	£123,875	£123,875	£247,750
Milton Keynes	£239,276	£239,276	£478,552
Mole Valley	£76,828	£76,828	£153,656
New Forest	£159,208	£224,208	£383,416

Local Authority	Reopening High Streets Safely Fund	Welcome Back Fund	Total
Newark and Sherwood	£108,976	£108,976	£217,952
Newcastle under Lyme	£267,011	£115,379	£382,390
Newcastle upon Tyne	£115,378	£267,011	£382,389
Newham	£316,668	£316,668	£633,336
North Devon	£86,191	£186,191	£272,382
North East Derbyshire	£90,043	£90,043	£180,086
North East Lincolnshire	£141,143	£241,143	£382,286
North Hertfordshire	£118,251	£118,251	£236,502
North Kesteven	£104,404	£104,404	£208,808
North Lincolnshire	£152,741	£252,740	£405,481
North Norfolk	£93,332	£158,331	£251,663
North Northamptonshire*	£312,221	£312,220	£624,441
North Somerset	£191,439	£256,439	£447,878
North Tyneside	£183,918	£248,918	£432,836
North Warwickshire	£58,610	£58,610	£117,220
North West Leicestershire	£93,217	£93,218	£186,435
Northumberland	£284,807	£349,808	£634,615
Norwich	£125,962	£125,961	£251,923
Nottingham	£294,601	£294,601	£589,202
Nuneaton and Bedworth	£115,040	£115,040	£230,080
Oadby and Wigston	£50,503	£50,504	£101,007
Oldham	£210,417	£210,418	£420,835
Oxford	£134,950	£134,950	£269,900
Pendle	£81,195	£81,195	£162,390
Peterborough	£181,516	£181,516	£363,032
Plymouth	£233,129	£333,129	£566,258
Portsmouth	£191,340	£256,340	£447,680
Preston	£125,813	£125,813	£251,626
Reading	£144,780	£144,780	£289,560
Redbridge	£269,587	£269,588	£539,175
Redcar and Cleveland	£121,632	£221,633	£343,265
Redditch	£75,088	£75,088	£150,176
Reigate and Banstead	£132,263	£132,264	£264,527
Ribble Valley	£53,771	£53,771	£107,542
Richmond upon Thames	£175,408	£175,408	£350,816
Richmondshire	£46,921	£46,921	£93,842
Rochdale	£197,050	£197,050	£394,100
Rochford	£77,836	£77,836	£155,672
Rossendale	£63,416	£63,416	£126,832
Rother	£85,837	£150,838	£236,675
Rotherham	£235,727	£235,728	£471,455
Rugby	£96,315	£96,315	£192,630
Runnymede	£78,590	£78,590	£157,180

Local Authority	Reopening High Streets Safely Fund	Welcome Back Fund	Total
Rushcliffe	£106,208	£106,209	£212,417
Rushmoor	£83,473	£83,474	£166,947
Rutland	£35,627	£35,628	£71,255
Ryedale	£49,266	£49,265	£98,531
Salford	£230,071	£230,071	£460,142
Sandwell	£292,628	£292,628	£585,256
Scarborough	£96,527	£161,528	£258,055
Sedgemoor	£109,807	£174,808	£284,615
Sefton	£244,167	£344,166	£588,333
Selby	£80,408	£80,409	£160,817
Sevenoaks	£107,106	£107,106	£214,212
Sheffield	£520,216	£520,216	£1,040,432
Shropshire	£288,194	£288,194	£576,388
Slough	£132,636	£132,636	£265,272
Solihull	£192,058	£192,058	£384,116
Somerset West and Taunton	£138,806	£203,806	£342,612
South Cambridgeshire	£140,440	£140,440	£280,880
South Derbyshire	£95,419	£95,419	£190,838
South Gloucestershire	£255,356	£255,356	£510,712
South Hams	£77,370	£177,370	£254,740
South Holland	£84,587	£84,588	£169,175
South Kesteven	£126,454	£126,455	£252,909
South Lakeland	£92,936	£192,936	£285,872
South Norfolk	£125,889	£125,889	£251,778
South Oxfordshire	£125,160	£125,160	£250,320
South Ribble	£97,965	£97,965	£195,930
South Somerset	£149,354	£149,354	£298,708
South Staffordshire	£99,469	£99,469	£198,938
South Tyneside	£133,554	£198,554	£332,108
Southampton	£225,271	£290,271	£515,542
Southend on Sea	£163,096	£228,096	£391,192
Southwark	£285,961	£285,961	£571,922
Spelthorne	£88,049	£88,049	£176,098
St Albans	£130,464	£130,464	£260,928
St Helens	£160,220	£160,220	£320,440
Stafford	£121,848	£121,848	£243,696
Staffordshire Moorlands	£87,090	£87,090	£174,180
Stevenage	£77,818	£77,818	£155,636
Stockport	£259,403	£259,403	£518,806
Stockton on Tees	£174,891	£274,891	£449,782
Stoke on Trent	£227,484	£227,484	£454,968
Stratford on Avon	£116,036	£116,036	£232,072
Stroud	£106,463	£106,463	£212,926

Local Authority	Reopening High Streets Safely Fund	Welcome Back Fund	Total
Sunderland	£244,835	£309,835	£554,670
Surrey Heath	£78,494	£78,494	£156,988
Sutton	£182,487	£182,486	£364,973
Swale	£134,057	£199,058	£333,115
Swindon	£198,797	£198,798	£397,595
Tameside	£200,741	£200,741	£401,482
Tamworth	£67,445	£67,445	£134,890
Tandridge	£77,880	£77,880	£155,760
Teignbridge	£119,835	£219,835	£339,670
Telford and Wrekin	£160,347	£160,348	£320,695
Tendring	£131,110	£196,110	£327,220
Test Valley	£112,403	£112,403	£224,806
Tewkesbury	£84,931	£84,931	£169,862
Thanet	£126,456	£191,456	£317,912
Three Rivers	£82,174	£82,174	£164,348
Thurrock	£155,810	£155,810	£311,620
Tonbridge and Malling	£117,531	£117,531	£235,062
Torbay	£121,293	£221,293	£342,586
Torrige	£61,179	£161,179	£222,358
Tower Hamlets	£292,962	£292,963	£585,925
Trafford	£210,672	£210,671	£421,343
Tunbridge Wells	£104,842	£104,843	£209,685
Uttlesford	£80,809	£80,809	£161,618
Vale of White Horse	£121,938	£121,939	£243,877
Wakefield	£311,389	£311,389	£622,778
Walsall	£253,601	£253,601	£507,202
Waltham Forest	£247,283	£247,283	£494,566
Wandsworth	£292,844	£292,844	£585,688
Warrington	£185,805	£185,805	£371,610
Warwick	£127,085	£127,085	£254,170
Watford	£85,637	£85,636	£171,273
Waverley	£111,270	£111,270	£222,540
Wealden	£143,302	£208,303	£351,605
Welwyn Hatfield	£109,901	£109,901	£219,802
West Berkshire	£139,795	£139,795	£279,590
West Devon	£49,619	£49,619	£99,238
West Lancashire	£100,989	£100,989	£201,978
West Lindsey	£84,598	£84,598	£169,196
West Northamptonshire**	£360,868	£360,867	£721,735
West Oxfordshire	£97,972	£97,973	£195,945
West Suffolk	£159,294	£159,294	£318,588
Westminster	£232,924	£232,924	£465,848
Wigan	£290,046	£290,046	£580,092

Local Authority	Reopening High Streets Safely Fund	Welcome Back Fund	Total
Wiltshire	£449,858	£449,858	£899,716
Winchester	£110,972	£110,971	£221,943
Windsor and Maidenhead	£133,672	£133,673	£267,345
Wirral	£286,292	£386,291	£672,583
Woking	£89,172	£89,173	£178,345
Wokingham	£151,819	£151,820	£303,639
Wolverhampton	£234,488	£234,488	£468,976
Worcester	£90,121	£90,121	£180,242
Worthing	£98,168	£163,168	£261,336
Wychavon	£115,925	£115,925	£231,850
Wyre	£99,180	£199,180	£298,360
Wyre Forest	£90,196	£90,196	£180,392
York	£186,219	£186,219	£372,438

* On 1 April 2021 the Unitary Authority of North Northamptonshire was formed consisting of the non-metropolitan districts of Corby, East Northamptonshire, Kettering, and Wellingborough. Funding allocations for the Welcome Back Fund have been merged accordingly.

** On 1 April 2021 the Unitary Authority of West Northamptonshire was formed consisting of the non-metropolitan districts of Daventry, Northampton, and South Northamptonshire. Funding allocations for the Welcome Back Fund have been merged accordingly.

Annex B

Welcome Back Fund Outputs

(P14) Number of CV-19 Action Plans	
Terms	Definitions
Unit of Measurement	Number of CV-19 Action Plans
Count Criteria: What can be recorded against this indicator?	<ul style="list-style-type: none"> The CV-19 action plan must be focussed on activities that help ensure that Small and Medium Sized Enterprises, including Social Enterprises (see Notes below) in the area covered by the plan are able to build their resilience and adaptability in the context of the economic impact of CV-19. For example, ensuring that they can trade safely whilst CV-19 nonpharmaceutical interventions (NPIs) are in place such as social distancing measures.
Count Threshold: What is the threshold or minimum requirement for recording (one count) of this indicator?	<ul style="list-style-type: none"> This CV-19 action plan may be one that either amends or adds to an existing plan or is completely new.
Count Exclusions: What activity cannot be counted against this indicator?	<ul style="list-style-type: none"> CV-19 action plans that do not include measures to build the resilience and adaptability of Small and Medium Sized Enterprises, including Social Enterprises (see Notes below) in the area covered by the plan are excluded.
Verification Evidence: What records need to be retained to count this indicator?	<ul style="list-style-type: none"> A copy of the CV-19 action plan should be made available.

(P14) Number of CV-19 Action Plans	
Terms	Definitions
Additional Information Required for Indicator	<ul style="list-style-type: none"> • No additional data is required.
Relationship to other Indicators	<ul style="list-style-type: none"> • There is no direct relationship to other indicators.
Notes	<p>Action plans will be targeted at domestic and foreign-owned Small and Medium Sized Enterprises, including Social Enterprises; however, given the broad nature of this activity it is likely that they may indirectly benefit large companies too.</p> <p>Business is the term commonly used in the UK; the EU Regulations use enterprise.</p>

(P15) Number of CV-19 Public Information Campaigns

Terms	Definitions
Unit of Measurement	Number of CV-19 Public Information Campaigns
Count Criteria: What can be recorded against this indicator?	<ul style="list-style-type: none"> • The CV-19 public information campaign must be focussed on activities that include <i>inter alia</i> promotion of local commercial areas, make the public aware of the precautions in place, enable the public to make informed travel choices on how best to visit commercial areas and enable the public to visit commercial areas safely whilst CV-19 nonpharmaceutical interventions (NPIs) are in place such as social distancing measures. • Examples of communication activities include but are not limited to: <ul style="list-style-type: none"> ○ online and digital; ○ media and press activities; and ○ print and publications such as posters and leafleting campaigns.
Count Threshold: What is the threshold or minimum requirement for recording (one count) of this indicator?	<ul style="list-style-type: none"> • This CV-19 public information campaign can be one that either is completely new, amends or adds to an existing campaign.
Count Exclusions: What activity cannot be counted against this indicator?	<ul style="list-style-type: none"> • CV-19 public information campaign that does not include measures to build the resilience and adaptability of local commercial areas in the area covered by the campaign are excluded.
Verification Evidence: What records need to be retained to count this indicator?	<ul style="list-style-type: none"> • A copy of the CV-19 public information campaign should be made available.

(P15) Number of CV-19 Public Information Campaigns

Terms	Definitions
Additional Information Required for Indicator	<ul style="list-style-type: none">No additional data is required.
Relationship to other Indicators	<ul style="list-style-type: none">This indicator links to P16, number of CV-19 business facing campaigns. It is possible that a single campaign may be developed which covers both public and business facing elements. In those instances, then the campaign can be counted both under P15 and P16.
Notes	<p>Public campaigns will be targeted at supporting domestic and foreign-owned Small and Medium Sized Enterprises, including Social Enterprises; however, given the broad nature of this activity it is likely that they may indirectly benefit large companies too.</p> <p>Business is the term commonly used in the UK; the EU Regulations use enterprise.</p>

(P16) Number of CV-19 Business Facing Campaigns

Terms	Definitions
Unit of Measurement	Number of CV-19 Business Facing Campaigns
Count Criteria: What can be recorded against this indicator?	<ul style="list-style-type: none">• The CV-19 business facing campaign must be focussed on activities that help ensure that Small and Medium Sized Enterprises, including Social Enterprises (see Notes below) in the area covered by the campaign are able to build their resilience and adaptability in the context of the economic impact of CV-19. For example, ensuring that they are to trade safely whilst CV-19 nonpharmaceutical interventions (NPIs) are in place such as social distancing measures.• Examples of communication activities include but are not limited to:<ul style="list-style-type: none">○ online and digital;○ media and press activities; and○ print and publications such as posters and leafleting campaigns.
Count Threshold: What is the threshold or minimum requirement for recording (one count) of this indicator?	<ul style="list-style-type: none">• This CV-19 business facing campaign can be one that either is completely new, amends or adds to an existing campaign.
Count Exclusions: What activity cannot be counted against this indicator?	<ul style="list-style-type: none">• CV-19 business facing campaign that does not include measures to build the resilience and adaptability of Small and Medium Sized Enterprises, including Social Enterprises (see Notes below) in the area covered by the campaign are excluded.
Verification Evidence: What records need to be retained to count this indicator?	<ul style="list-style-type: none">• A copy of the CV-19 business facing campaign should be made available.

(P16) Number of CV-19 Business Facing Campaigns	
Terms	Definitions
Additional Information Required for Indicator	<ul style="list-style-type: none"> No additional data is required.
Relationship to other Indicators	<ul style="list-style-type: none"> This indicator links to P15, number of CV-19 public facing campaigns. It is possible that a single campaign may be developed which covers both public and business facing elements. In those instances, then the campaign can be counted both under P15 and P16.
Notes	<p>Business facing campaigns will be targeted at supporting domestic and foreign-owned Small and Medium Sized Enterprises, including Social Enterprises; however, given the broad nature of this activity it is likely that they may indirectly benefit large companies too.</p> <p>Business is the term commonly used in the UK; the EU Regulations use enterprise.</p>

(P17) Number of CV-19 Communication Officers	
Terms	Definitions
Unit of Measurement	Number of CV-19 Communication Officers
Count Criteria: What can be recorded against this indicator?	<ul style="list-style-type: none"> The CV-19 communications officer must be focussed on activities that help ensure that Small and Medium Sized Enterprises, including Social Enterprises (see Notes below) to build their resilience and adaptability in the context of the economic impact of CV-19 in the area covered by the ERDF support. Activities may include but are not limited to development and/ or delivery of the public information and/or business facing campaigns.
Count Threshold: What is the threshold or minimum requirement for recording (one count) of this indicator?	<ul style="list-style-type: none"> A CV-19 communications officer must be a new, paid, full-time equivalent (FTE) job on a fixed term contract.
Count Exclusions: What activity cannot be counted against this indicator?	<ul style="list-style-type: none"> CV-19 communications officers' activity that is not directed to building the resilience and adaptability of Small and Medium Sized Enterprises, including Social Enterprises (see Notes below) in the area covered by the post are excluded.
Verification Evidence: What records need to be retained to count this indicator?	<ul style="list-style-type: none"> Written confirmation from a senior member of staff in the supported organisation confirming the post. This should include details of the job as advertised and start date, duration, and the number of hours per week.
Additional Information Required for Indicator	<ul style="list-style-type: none"> No additional data is required.

(P17) Number of CV-19 Communication Officers

Terms	Definitions
Relationship to other Indicators	<ul style="list-style-type: none">• Where a communication officer is engaged in face to face engagement with businesses, either on a one to one basis or one to many, then there may be scope to count C1 (and relevant subsets) or P13 outputs. These are defined in the programmes output definition guidance which can be found here.
Notes	<p>Communication officer activity will be targeted at supporting domestic and foreign-owned Small and Medium Sized Enterprises, including Social Enterprises; however, given the broad nature of this activity it is likely that they may indirectly benefit large companies too.</p> <p>Business is the term commonly used in the UK; the EU Regulations use enterprise.</p>

(P18) Number of High Streets with CV-19 Adaptations

Terms	Definitions
Unit of Measurement	Number of High Streets with Temporary CV-19 Adaptations
Count Criteria: What can be recorded against this indicator?	<ul style="list-style-type: none"> • Temporary CV-19 adaptations made to public spaces which help Small and Medium Sized Enterprises, including Social Enterprises (see Notes below) to build their resilience and adaptability in the context of the economic impact of CV-19 in the area covered by the ERDF support. • Adaptations can include but are not limited to signage, street markings, temporary barriers, changes to street furniture or parking arrangements. • The WBF allows a more flexible approach around supporting public space i.e., it does not necessarily need to be adjacent to commercial areas making it easier to support promenades.
Count Threshold: What is the threshold or minimum requirement for recording (one count) of this indicator?	<ul style="list-style-type: none"> • Public spaces are defined as those under the control of a public sector organisation. • A High Street is defined as a cluster of 15 or more retail addresses within 150 metres. <p>Temporary is defined as:</p> <ul style="list-style-type: none"> ○ “temporary” expenditure is only revenue expenditure; ○ “temporary” expenditure can only go towards items which are movable ○ “temporary” expenditure must be directly or indirectly connected to the purpose of making high streets/NSDs/other public spaces more Covid-secure.
Count Exclusions: What activity cannot be counted against this indicator?	<ul style="list-style-type: none"> • Temporary CV-19 adaptations made to public spaces are excluded where they do not: <ul style="list-style-type: none"> ○ meet the count threshold criteria; ○ help the public access commercial areas in a safe way; or ○ help Small and Medium Sized Enterprises, including Social Enterprises (see Notes below) to build their resilience and adaptability in the context of the economic impact of CV-19 in the area covered by the ERDF support.

(P18) Number of High Streets with CV-19 Adaptations

Terms	Definitions
Verification Evidence: What records need to be retained to count this indicator?	<ul style="list-style-type: none">• Invoices of expenditure incurred.• Where possible photographic evidence of the changes, ideally before and after.
Additional Information Required for Indicator	<ul style="list-style-type: none">• No additional data is required.
Relationship to other Indicators	<ul style="list-style-type: none">• There is no direct relationship to other indicators.
Notes	<p>Temporary CV-19 adaptations made to public spaces will be targeted at supporting domestic and foreign-owned Small and Medium Sized Enterprises, including Social Enterprises; however, given the broad nature of this activity it is likely that they may indirectly benefit large companies too.</p> <p>Where temporary changes to the public realm are undertaken the respective local authority should work in partnership with public sector landowners as appropriate.</p> <p>The WBF allows a more flexible approach around supporting public space i.e. it does not necessarily need to be adjacent to commercial areas making it easier to support promenades.</p> <p>Business is the term commonly used in the UK; the EU Regulations use enterprise.</p>

(P19) Number of Neighbourhood Shopping Areas with CV-19 Adaptations

Terms	Definitions
Unit of Measurement	Number of Neighbourhood Shopping Areas with Temporary CV-19 Adaptations
Count Criteria: What can be recorded against this indicator?	<ul style="list-style-type: none"> • Temporary CV-19 adaptations made to public spaces which help Small and Medium Sized Enterprises, including Social Enterprises (see Notes below) to build their resilience and adaptability in the context of the economic impact of CV-19 in the area covered by the ERDF support. • Adaptations can include but are not limited to signage, street markings, temporary barriers, changes to street furniture or parking arrangements. • The WBF allows a more flexible approach around supporting public space i.e. it does not necessarily need to be adjacent to commercial areas making it easier to support promenades.
Count Threshold: What is the threshold or minimum requirement for recording (one count) of this indicator?	<ul style="list-style-type: none"> • Public spaces are defined as those under the control of a public sector organisation. • A neighbourhood shopping area is defined as a cluster of 14 or less retail addresses within 150 metres. <p>Temporary is defined as:</p> <ul style="list-style-type: none"> ○ “temporary” expenditure is only revenue expenditure; ○ “temporary” expenditure can only go towards items which are movable; ○ “temporary” expenditure must be directly or indirectly connected to the purpose of making high streets/NSDs/other public spaces more Covid-secure.
Count Exclusions: What activity cannot be counted against this indicator?	<ul style="list-style-type: none"> • Temporary CV-19 adaptations made to public spaces are excluded where they do not: <ul style="list-style-type: none"> ○ meet the count threshold criteria; ○ help the public access commercial areas in a safe way; or ○ help Small and Medium Sized Enterprises, including Social Enterprises (see Notes below) to build their resilience and adaptability in the context of the economic impact of CV-19 in the area covered by the ERDF support.

(P19) Number of Neighbourhood Shopping Areas with CV-19 Adaptations

Terms	Definitions
Verification Evidence: What records need to be retained to count this indicator?	<ul style="list-style-type: none"> • Invoices of expenditure incurred. • Where possible photographic evidence of the changes, ideally before and after.
Additional Information Required for Indicator	<ul style="list-style-type: none"> • No additional data is required.
Relationship to other Indicators	<ul style="list-style-type: none"> • There is no direct relationship to other indicators.
Notes	<p>Temporary CV-19 adaptations made to public spaces will be targeted at supporting domestic and foreign-owned Small and Medium Sized Enterprises, including Social Enterprises; however, given the broad nature of this activity it is likely that they may indirectly benefit large companies too.</p> <p>Where temporary changes to the public realm are undertaken the respective local authority should work in partnership with public sector landowners as appropriate.</p> <p>The WBF allows a more flexible approach around supporting public space i.e. it does not necessarily need to be adjacent to commercial areas making it easier to support promenades.</p> <p>Business is the term commonly used in the UK; the EU Regulations use enterprise.</p>

Thursday, 8 July 2021

Report of the Portfolio Holder for Regulatory & Community Safety

Local Development Scheme and Local Plan Timetable

Exempt Information

None.

Purpose

The purpose of this report is to seek Cabinet approval for the publication of the Tamworth Borough Council Local Development Scheme 2021 – 2024.

Recommendations

That Cabinet approve the publication of the Tamworth Borough Council Local Development Scheme 2021 – 2025.

Executive Summary

A Local Development Scheme (LDS) should set out the Council's programme for the preparation of Local Development Documents over a three-year period and should inform the public and other stakeholders about the likely dates for opportunities to get involved with the plan-making process.

The Planning and Compulsory Purchase Act 2004 (as amended) requires that the LDS be made available to the public and kept up-to-date. The current LDS was published in 2018 and set out a work programme up to the end of 2021. Whilst the timeline set out in LDS has not yet reached its conclusion, it does include for an annual review, and the timescales for individual projects have changed sufficiently that it is considered appropriate to publish an updated version.

Approval is therefore sought for the publication of the draft LDS in appendix A which sets out a timeframe for local plan development up to 2024.

Options Considered

The Council could decide not to publish an up to date LDS; however, for reasons set out under legal/risk implications below, that was not considered to be an appropriate option.

Resource Implications

The resource implications are outlined in the attached draft Tamworth Borough Council Local Development Scheme 2021 - 2024. In summary, the majority of the work programme will be delivered using existing resources within the service, however consultants will be required to be engaged on specific projects where there is a need for specialist skills or if there is a lack of capacity in-house.

There is a budget identified for the Local Development Framework of £50,000 for 2021/22 and £10,000 per year up to 2025/26. A policy change around the time of the publication of the previous LDS increased the Local Development Framework budget in anticipation of work starting on a new local plan. Due to that work being delayed,

the majority of that budget remains unspent and there is currently £211,969 held in a retained fund that can be used to supplement the existing budget.

The budget setting process for 2024/25 and beyond will need to include appropriate consideration of resources to deliver the revised work programme beyond the end of 2024 (that set out in the draft LDS) and may result in the need for a policy change.

Legal/Risk Implications Background

Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) requires all local planning authorities to prepare and maintain a local development scheme and specifies what is to be included in it. Section 13(3A) states that if a local planning authority has not prepared a local development scheme, the Secretary of State may prepare one for the authority and direct the authority to bring that scheme into effect. Therefore, failure to maintain an up-to-date local development scheme could result in one being prepared by the Secretary of State on the Council's behalf.

Equalities Implications

There are no direct equalities implications resulting from the proposals set out in this report. Any new local plan would be accompanied by an equalities impact assessment at each relevant stage that would ensure compliance with the Equality Act 2010 and the Council's own policies on diversity and equality.

Sustainability Implications

The National Planning Policy Framework (NPPF) sets out the presumption in favour of sustainable development and the need for sustainable economic growth on which local plans are to be based and includes clear policies that guide how the presumption should be applied locally.

The LDS document itself will have limited sustainability implications, however it does provide the framework for the delivery of local plan documents, the policies and proposals contained within which will impact on the three facets of sustainable development: economic, social and environmental.

Consideration will be given to the sustainability implications of each document required to be produced under the LDS and measures will be taken to minimise any potential conflicts and adverse impacts in order to achieve the most sustainable outcome for Tamworth.

Background Information

A LDS is required under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) and the Act requires that the document be made available to the public and kept up-to-date.

The LDS forms part of the Development Plan for Tamworth and should set out the Council's programme for the preparation of Local Development Documents over a minimum three-year period. The three-year programme should inform the public and other stakeholders about opportunities to get involved with the plan-making process and to let them know the likely dates for involvement.

The current LDS was published in 2018 and set out a work programme up to the end of 2021 that included the production of a new local plan for Tamworth. However a report was presented at the 19 March 2020 Cabinet meeting setting out the reasons why this ambitious timetable was not appropriate and instead seeking Cabinet's endorsement of the conclusions of a review of the existing Local Plan.

This review found that the production of a new local plan would be appropriate and it was acknowledged that a later report would be brought to Cabinet setting out a revised timetable for the development of that new local plan. It was intended that this new timetable would be presented to Cabinet later in 2020, however this was delayed for a number of reasons including the publication in late 2020 by Government of proposals for reforms to the plan making process. The Council responded to these proposals through the public consultation process however Government has yet to respond in full to the feedback received through that process.

The adopted local plan was 5 years old in February 2021 and, although local plans do not automatically become out of date after 5 years, the chances of it being considered out of date by an inspector increase after 5 years. It is therefore considered appropriate to progress a new plan now rather than wait for the outcome of the proposed changes to the system. The timetable included in the draft LDS at appendix A therefore proposes to start on the production of a new plan straight away.

Cabinet approval is sought for the publication of the draft LDS including the local plan timetable up to 2024. A future update of the LDS will provide a timetable for work beyond 2024.

Report Author

Richard Powell – Planning Policy and Delivery Team Leader

List of Background Papers

19 March 2020 Cabinet report of the Portfolio Holder for Regulatory & Community Safety – Local Plan Review

Tamworth Borough Council Local Development Scheme 2018-2021

Appendices

Appendix A – Draft Tamworth Borough Local Development Scheme 2021 - 2024

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**Tamworth Borough Council
Local Development Scheme
2021-2024**

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1. Introduction

The Local Development Scheme (LDS) forms part of the Development Plan for Tamworth and sets out the Council's programme for the preparation of Local Development Documents (LDDs) over a three-year period. The three-year programme includes informing the public and other stakeholders about opportunities to get involved with the plan-making process and to let them know the likely dates for involvement. The LDS is also required to set out a longer-term programme for document preparation beyond three years.

Preparation of the LDS is currently a mandatory requirement under the Planning & Compulsory Purchase Act 2004 (as amended). Guidance on their preparation states that the LDS *"must specify (among other matters) the development plan documents (i.e. local plans) which, when prepared, will comprise part of the development plan for the area. Local planning authorities are encouraged to include details of other documents which form (or will form) part of the development plan for the area, such as Neighbourhood Plans. The Local Development Scheme must be made available publicly and kept up-to-date. It is important that local communities and interested parties can keep track of progress. Local planning authorities should publish their Local Development Scheme on their website."*

2. Summary of current Local Development Documents

Development Plan Documents

The following documents are considered to be Development Plan Documents.

Tamworth Local Plan 2006-2031

The Tamworth Local Plan was adopted in February 2016 and, along with the proposals map, is the main document of Tamworth's development plan. It sets out the policies and guidance for new development in Tamworth. It sets out the vision and spatial planning strategy for Tamworth, it states the ambitions and principles to guide the future of the area up to 2031 and allocates parts of the town for new homes and employment land required to meet local needs. It also includes policies to ensure that appropriate supporting infrastructure is delivered and the area's built and natural environment is protected and enhanced. The Local Plan aims to be sufficiently flexible to adapt to the changing circumstances during its life.

Saved Policies of the Tamworth Local Plan 2001-2011

The majority of the policies contained within the Local Plan 2001-2011 have been superseded by the policies contained within the adopted Local Plan

2006-2031 with the exception of policy EMP7 Working from Home which remains in effect.

The Local Plan and saved policy applies to the whole of the borough.

Legislation introduced in 2018 requires local development documents to be reviewed every five years starting from the date of adoption, meaning a review of the Local Plan would be required by February 2021 in order to comply with the legislation. This review of the Local Plan is not the delivery of a new Local Plan, rather an assessment of the existing plan to determine if it is still fit for purpose or if a new Local Plan is required. A review (assessment) was undertaken in 2020 and it was determined that since the adoption of the Plan however, updates to national planning policy, a change in priorities at a local level and general implementation of policies has meant that an early preparation of a new Local Plan was considered appropriate.

The review concluded that, although the Plan is generally still in accordance with national policy and is performing relatively well, a number of changes would be required to ensure continued compliance with national policy and to reflect changes in local priorities. It was therefore determined that the level of changes required are significant enough to warrant the production of a new plan rather than a partial update to the existing Plan.

Work will shortly begin on a new Local Plan. An indicative timetable for work on the production of a new plan up to 2024 is set out later in this document.

Other Local Development Documents and Supplementary Planning Documents

The following documents are not considered to be Development Plan Documents but are nevertheless an important part of the development plan for Tamworth.

Statement of Community Involvement (SCI)

The SCI sets out standards and the approach to involving stakeholders and the community in the production of all Local Development Documents and the assessment of planning applications through the development management process. It is the Council's service level agreement with the community and stakeholders. The most recent SCI was adopted in November 2018 and a review of the document will be required by November 2023 at the latest.

The SCI applies to the whole of the borough.

The SCI will be kept under review to ensure it remains relevant and up to date and a full review of the SCI will take place by November 2023 at the latest.

In October 2020, as a result of the global COVID-19 pandemic, an addendum to the SCI was published setting out temporary changes to the way consultations are carried out as a result of social distancing measures. These temporary amendments will remain in place until such time as social distancing measures are lifted enough for them to be removed.

Planning Obligations Supplementary Planning Document

The latest Planning Obligations Supplementary Planning Document (SPD) was adopted on 01 August 2018.

The document is intended to provide greater clarity and certainty to developers, landowners, the community and the Council by setting out how the Council will seek to collect contributions from developers to support the delivery of appropriate infrastructure in Tamworth.

However, the Government published the revised National Planning Policy Framework (NPPF) around the same time, and policies contained within that document affect the content of the SPD. Therefore a review of the SPD will be required within the timeframe of this LDS to ensure that it remains in compliance with national planning policy and guidance.

The document applies to the whole of the borough.

Design Supplementary Planning Document

The production of the Design SPD was included in the last LDS (2018 – 2021) and the document was adopted in July 2019.

The document sets out key guidelines to enhance the quality and distinctiveness of places when developing in Tamworth and seeks to raise the quality of the built environment, including the historic environment, and ensure that high standards of design are achieved throughout the borough. It also provides guidance to assist applicants in complying with the requirements of historic environment policies set out in the Local Plan and provides guidance on how the Council expects the historic environment to be taken into account in the development management process.

The document applies to the whole of the borough.

Periodic review of the document will be required to ensure it remains appropriate and up to date.

Community Infrastructure Levy (CIL)

The CIL Charging Schedule came into effect on 01 August 2018 and sets out the various chargeable rates for development on which the levy is collected. The monies collected via the levy will be put towards the provision of infrastructure projects to support the delivery of Local Plan objectives. The CIL

is closely linked to the Planning Obligations SPD and the Infrastructure Delivery Plan and applies to the whole of the borough with geographical exceptions applying to certain forms of development.

The CIL Charging Schedule should be subject to periodic review and this will take place as part of the wider process of delivering the new local plan. A period of consultation and an examination in public will be required before changes can be made the rates set out in the CIL Charging Schedule, however this is unlikely to be during the timeframe of this LDS.

3. New Local Development Documents

Development Plan Documents

During the timeframe covered by this LDS, it is not intended to produce any new DPDs, however work will commence on the production of a new Local Plan for Tamworth and this will include a number of stages of public consultation.

Setting out a future timetable is not straight forward as the time it takes to move from one stage to the next depends upon the amount and complexity of comments received during consultation and therefore the length of time it will take to process them. It is also possible that further evidence will need to be gathered which could cause later stages to be delayed.

The indicative timetable set out in Appendix A takes into account the best information available at this time and reflects lead in times to obtain consents and approvals to move between different stages of the local plan development process. Further changes may need to be made to the timetable once the first stage of consultation has been completed.

Other Local Development Documents and Supplementary Planning Documents

It is not currently proposed to produce any new LDDs or SPDs during the period covered by the LDS, however the existing Design SPD and Planning Obligations SPD will be kept under periodic review and may require amendments that necessitate a period of public consultation.

4. Joint working/duty to cooperate

It is the Councils intention to continue to engage with both Lichfield and North Warwickshire to address any issues that cannot be dealt with within the

borough. The three local authorities have already committed to co-operate on strategic planning issues to deliver the unmet housing and employment needs identified in the adopted Tamworth Local Plan through a statement of common ground. Where it is expedient and cost effective to do so, the Council will work with the neighbouring councils and relevant bodies within the region, to collect evidence to support the development of a new local plan.

The Council is also a non-constituent member of the West Midlands Combined Authority and so will be required to collaborate with other members of the Combined Authority on issues which could affect the wider Combined Authority area, such as a strategic review of Green Belt land.

5. Resources

The following in-house resources will be made available for preparing local development documents:

Assistant Director Growth and Regeneration	5%
Planning Policy and Delivery Team Leader	80%
Planning Policy and Delivery Officer	90%
Monitoring and Information Officer	70%
Development management Service team	Input at key consultation stages

Due to the small size of the existing Planning Policy and Delivery team, there is currently limited capacity within the team to carry out the local plan development work alongside other commitments and there is no capacity to deal with any unexpected absences. There will therefore be a need to explore options for temporarily increasing the size of the team to meet demand and be more resilient.

Consultants will also need to be engaged on specific projects where there is a requirement for specialist skills or knowledge.

There is a budget identified for the development of a new local plan of £50,000 for 2021/22 and £10,000 per year up to 2025/26. Due to the work commencing later than expected, there remains approximately £211,969 held in a retained fund from previous years that can be used to supplement the existing budget.

The budget setting process for 2024/25 and beyond will need to include appropriate consideration of resources to deliver the revised work programme beyond the end of 2024 (that set out in the draft LDS) and may result in the need for a policy change.

8. Programme Management and Responsibilities

Management responsibilities for each area of work include:

Assistant Director Growth and Regeneration (programme overview)

Planning Policy and Delivery Team Leader (day to day programme staff & resource management).

The LDS and preparation of LDDs is reported to the Corporate Management Team meetings as appropriate.

Regular meetings are held between the Assistant Director Growth and Regeneration and the Planning Policy and Delivery Team Leader to ensure lines of communication are working and to review progress. E-mail and shared work directories are used to facilitate joint working and link all officers engaged on the project and a Development Plan Team meeting is held on a regular basis.

9. Council Procedures and Reporting Protocols

The Council's procedures and reporting protocols are set out in the Tamworth Borough Council Constitution which is updated periodically and is available to view on the Council's website.

10. Risk Assessment

In preparing the Local Development Scheme, it is considered that the main areas of risk relate to:

Staff resources

Having regard to the current staff levels there is a risk to the delivery of the work programme set out in the LDS should the Council be unable to recruit appropriately qualified/experienced staff or where existing staff leave or there is a prolonged absence. The Council has established good working relationships over the years with specialist consultants who have an understanding of the town but their support is subject to available budget allocations and procurement processes. As set out in the resources section above, consideration will need to be given to temporarily expanding the team to increase both capacity and resilience.

Political conflicts

In an effort to reduce any potential conflict a cross-party working group has been established to seek early input from members and to guide the development of Development Plan documents including the new Local Plan.

Capacity of PINS and other agencies to cope with demand nation-wide

Lack of availability of the Planning Inspectorate (PINS) or any other outside agency required to have input into the delivery of any aspects of the work

programme has the potential to cause delays. This is not something which the Council can influence, however early warning will be given to PINS of any part of the work programme which is required to go through an examination.

Legal challenge

The risk of legal challenge will be minimised by ensuring that DPDs are “sound” and founded on a robust evidence base and well-audited stakeholder & community engagement systems.

Programme slippage

This will be affected if resources are not secured or they are reduced. Slippage of any planned part of the programme could have a knock-on effect on later parts of the programme. The programme attempts to ensure that the key milestones are not affected should there be a need to put contingency arrangements in place.

Changes to relevant legislation and guidance

Between August and October 2020 the Government consulted on proposals for reforms to the planning system that would see a number of significant changes made to the way local plans are prepared. Responses to the consultation exercise are currently being reviewed by the Government and an announcement on which, if any, of the proposals will be taken forward is expected later in 2021.

Provided that any announcement comes before the end of 2021, and subject to any transitional arrangements, the impact on the work programme may not be significant owing to the fact that the new local plan development is still at an early stage. There is however potential for delay and/or changes to the work programme. The programme will therefore be reviewed and updated if necessary following any announcement.

Appendix A – Indicative Timetable

Document	Preparation Stage	LDS Target Date
New Local Plan	Issues & Options consultation	Spring 2022
	Preferred Option Consultation (non-statutory stage)	Early 2023
	Pre-Submission (Regulation 19) consultation	Late 2023/Early 2024
	Submission	Late 2024
Obligations Supplementary Planning Document	Update	Subject to the outcome of a review
Design Supplementary Planning Document	Update	Subject to the outcome of a review
Statement of Community Involvement	Review	By November 2023

Thursday, 8 July 2021

Report of the Portfolio Holder for Regulatory & Community Safety

CIL Discretionary Social Housing Relief

Exempt Information

None.

Purpose

Approval is sought for an update to the Community Infrastructure Levy local policies to introduce discretionary relief for qualifying social housing.

Recommendations

It is recommended that:

1. The Council make discretionary social housing relief available from 09 July 2021.

Executive Summary

The Council adopted a Community Infrastructure Levy (CIL) in August 2018 and published, alongside the Charging Schedule, a number of local CIL policies.

The CIL Regulations provide for mandatory relief from CIL in some instances, including for certain types of affordable housing, however in some other circumstances relief is only available at the Charging Authority's discretion.

Discount market sales were introduced in the July 2018 update to the National Planning Policy Framework (NPPF) but were not provided mandatory relief from CIL through a corresponding change to the CIL regulations leading to a discrepancy between different types of affordable housing on the same development.

It is recommended that the Council make available discretionary social housing relief to bring this type of affordable housing in line with the other types already eligible for relief.

Options Considered

The alternative option would be not to introduce the discretionary relief for social housing which would result in eligible dwellings still being liable for CIL. With discounted market sales now being encouraged by national planning policy, it is likely that proposals including this type of affordable dwelling will increase over time. This could lead to issues with viability and developers seeking to reduce the CIL liability through the existing exceptional circumstances relief or reduce the number of affordable dwellings being provided. It is therefore considered that it would be appropriate to make the discretionary relief available in order to bring this type of affordable housing in line with other types of affordable housing.

Resource Implications

The relief would need to be applied for by developers and their application assessed by officers in the planning team. This would be done as part of the existing administration of CIL and would not generate any significant additional workload for the team.

Offering the additional relief may reduce income from CIL by not requiring it to be paid on some dwellings where it otherwise might have been. However, due to the type of affordable housing being required by the NPPF, it is likely that developers will seek to reduce their liability through a different means or reduce the amount of affordable housing provided on site if those dwellings remain liable for the full amount of CIL.

The proposed approach would therefore not result in any significant additional resource implications.

Legal/Risk Implications Background

The relevant legislation and guidance is included in the Community Infrastructure Levy Regulations 2010 (as amended) and the National Planning Policy Framework; specifically regulations 49A and 49B, and paragraph 64 of the NPPF.

Regulation 49A sets out the type of development that is eligible for discretionary social housing relief and regulation 49B sets out the procedure to be followed where a charging authority wishes to make the relief available in its area.

The regulations allow for the granting of the proposed relief and the revised document included at appendix A would meet the requirements of the regulations to be able to make the relief available. There are therefore no legal or risk implications associated with the proposal.

Equalities Implications

None.

Sustainability Implications

The proposals set out relate to the delivery of infrastructure to support the sustainable development of Tamworth in line with the objectives of the Local Plan. There are no additional sustainability implications as a result of the proposals set out in this report.

Background Information

The Council adopted the Community Infrastructure Levy charging schedule in August 2018 and published alongside it local policies relating to payment instalments and exceptional circumstances relief but did not make discretionary social housing relief available at the time.

The type of affordable housing covered by the discretionary relief, discounted market sale, was not commonly used at the time and was not included within local plan policy HG4 as a type of affordable housing that the Council were seeking to deliver in Tamworth.

However, around the same time that the Council adopted CIL (July 2018), the Government published an updated version of the NPPF which included the new paragraph 64 stating:

“Where major development involving the provision of housing is proposed, planning policies and decisions should expect at least 10% of the homes to be available for affordable home ownership [...].”

Affordable home ownership is defined in the NPPF as *“that sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices.”*

As a statement of national planning policy, this is a material consideration in the determination of planning applications and means that developments of 10 or more dwellings may now seek to provide discounted market sale dwellings as part of their overall affordable housing contribution.

This change to planning policy was not accompanied by a corresponding change to the CIL regulations, meaning that some types of affordable housing are currently given mandatory CIL relief whilst others are not eligible for relief. This has the potential to impact on the viability of some sites and lead developers to seek to reduce costs through reducing other contributions or through reducing the amount of affordable housing being provided.

It is therefore recommended that the Council make available discretionary social housing relief to bring this type of affordable housing in line with the other types already eligible for relief.

In order to help ensure that the discounted homes are available for those who need them, it is proposed to set eligibility criteria for the relief as follows.

- Purchasers of the dwelling should have a household income not exceeding two times the median gross annual workplace-based earnings for Tamworth published by Office for National Statistics (or any replacement of that dataset if that ceases to be published)
- The dwelling should be purchased with a mortgage for at least 75% of the purchase price

The eligibility criteria will be secured as part of a S106 agreement. In the event that someone meeting the criteria can't be found within a reasonable period (usually defined as four months), then the eligibility criteria can be set aside and the property can be sold to any buyer, still at a price 20% below market value. A clause will usually be required to prohibit renting or restrict rent to 80% of market value.

For the avoidance of doubt, the CIL charging schedule itself (the actual price per square metre charge for the different types of development) can only be amended following a consultation exercise and an examination in public and will therefore remain unaltered by these proposals. Although the CIL charging schedule is included within the draft updated document in Appendix A, the amendments only relate to the local CIL policies that are included within the same document.

Report Author

Richard Powell – Planning Policy and Delivery Team Leader

List of Background Papers

None.

Appendices

Appendix A – Draft 'CIL charging schedule and local policies' document with updated local policies.

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Tamworth Borough Council
Community Infrastructure Levy
Charging Schedule and Local Policies

Adopted August 2018
Updated July 2021

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1. Introduction

- 1.1 The Community Infrastructure Levy (CIL) is a tariff upon development which Local Authorities can charge in order to raise funds to contribute towards the delivery of new infrastructure which is needed to support the future development of the area. The Community Infrastructure Levy Regulations 2010 (subsequently amended) (the Regulations) provided the ability to charge a CIL on development.

2. Regulations and evidence base

- 2.1 The Council adopted the Tamworth Local Plan 2006-2031 in February 2016. Two reports¹ were prepared to illustrate the impact of the Local Plan on development viability and demonstrate a range of potential CIL charges on different types of development. A third report² was commissioned to address issues raised during the Draft Charging Schedule consultation. All three reports were consolidated and updated in the Tamworth CIL Update Report 2017.
- 2.2 The Infrastructure Delivery Plan sets out a range of strategic and local infrastructure needs which support the Local Plan and forms the basis of the list of infrastructure projects or types of infrastructure which will be wholly or partly funded by CIL.
- 2.3 The Charging Schedule comprises the Charging Schedule and accompanying plans within Appendix A. The Charging Schedule and CIL Maps in Appendix A have been through examination.
- 2.4 The Local Policies within Section 5 are not part of the Charging Schedule but support the implementation of the Schedule. The Local Policies provide clarity in circumstances that may require flexibility in order to assist development viability and deliverability. Local Policies will be updated as necessary within a revised document, however, the Charging Schedule and CIL maps can only be changed following examination.
- 2.5 Together the Local Plan, the IDP and the Whole Plan Viability Assessment form the basis of the CIL evidence base. It is these documents which have shaped the Charging Schedule.

¹ Whole Plan Viability, Affordable Housing and CIL Study 2014; Whole Plan Viability Addendum 2015

² Tamworth Preliminary Draft Charging Schedule responses Review and Technical Note, 2016

3. **CIL Charging Schedule**

3.1 The Schedule has been issued, approved and published in accordance with Part 11 of the Planning Act 2008 and the Community Infrastructure Levy Regulations 2010 (as amended).

3.2 The CIL rates in the table below expressed as pounds per m² apply to eligible development within the charging areas shown in Appendix A.

Date of approval: 17 July 2018

Date charging schedule takes effect: **01 August 2018**

Land Use	Criteria	CIL Rate per square metre
Residential	One or two unit residential schemes	£0
Residential	Residential schemes between 3 and 10 units	£68
Residential	Residential schemes of 11 or more units	£35
Specialist Residential	Retirement dwellings, extra care and care homes*	£0
Out of Centre Retail	Comparison and convenience retail development located outside the Town Centre, Local Centres and Neighbourhood Centres as defined in the accompanying Charging Zones Maps	£200
In Centre Retail	Comparison and convenience retail development located inside the Town Centre, Local Centres and Neighbourhood Centres as defined in the accompanying Charging Zones Maps	£0
All other development	None	£0

Definitions:

* Retirement dwellings – Also known as sheltered housing, these are usually groups of dwellings, often flats and bungalows, which provide independent, self-contained homes often with some element of communal facilities, such as a lounge or warden.

Extra care – Also known as assisted living, this is housing with care whereby people live independently in their own flats but have access to 24-hour care and support. These are usually defined as schemes designed for an elderly population that may require further assistance with certain aspects of day to day life.

Care homes – Residential or nursing homes where 24-hour care is provided together with all meals. Residents usually occupy under a licence agreement.

Exemptions and Relief

3.2 Part 6 of the Regulations sets out a number of types of development which are eligible for exemption or relief from CIL. Further details can be found within the Regulations however the main types of relief from CIL are:

- Minor development – where the gross internal area of a new build would be less than 100 square metres;
- Charitable relief - where a charity has a material interest in the land and the development will be used wholly or mainly for charitable purposes;
- Social housing relief;
- Residential extensions and annexes;
- Self-build properties including communal self-build development.

Calculation of Chargeable Amount

3.3 CIL liability is calculated in £s per square metre applied to the gross internal floorspace created by the development. Where more than one chargeable rate applies to the development, each of the appropriate rates will be applied to the relevant floorspace in accordance with Regulation 40 of the Regulations.

3.4 The chargeable rate is also subject to an annually updated index of inflation using the national All-In Tender Price Index of Construction Costs published by the Royal Institute of Chartered Surveyors.

3.5 Payment is due when development commences for which permission was granted after adoption of the Charging Schedule. Further details can

be found in the CIL guidance on the Tamworth Borough Council website: www.tamworth.gov.uk/CIL.

4. Monitoring and Review

- 4.1 As part of the Council's annual monitoring regime a report will be published which will set out how much CIL money has been received and the infrastructure to which that money will be applied.
- 4.2 The Council needs to ensure that the CIL rates remain appropriate over time. The Tamworth CIL Charging Schedule will be kept under review, taking into account changing economic circumstances and viability. In addition to taking account of changes in market conditions the Council will consider revising the charging schedule in conjunction with any substantive review of the Local Plan

5. Local CIL Policies

Instalments

- 5.1 The Regulations allow councils to set an instalments policy to assist with development cash flow, reducing up-front costs to ensure economic viability. The table below sets out the instalments policy that will be applied:

Total CIL Liability	Number of Instalments	Payment period and amount
Amount less than £25,000	Single payment	100% payable within 60 days of commencement date
Amounts between £25,001 and £100,000	2 instalments	1st instalment – 25% payable within 60 days of commencement date 2nd instalment – 75% payable within 240 days of commencement date
Amounts between £100,001 and £500,000	3 instalments	1st instalment – 25% payable within 60 days of commencement date 2nd instalment – 25% payable within 240 days of commencement date 3rd instalment – 50% payable within 540 days of commencement date But the full balance is payable on completion of the development if this occurs before any of the due instalment dates

Amounts between £500,001 and £1,000,000	4 instalments	1st instalment – 20% payable within 60 days of commencement date 2nd instalment – 20% payable within 240 days of commencement date 3rd instalment – 30% payable within 540 days of commencement date 4th instalment – 30% payable within 730 days of commencement date The full balance is payable on completion of the development if this occurs before any of the due instalment dates
Amounts over £1,000,000	4 instalments	Negotiated on a case by case basis

Discretionary Relief

Social Housing

- 5.2 The Regulations provide for mandatory relief from CIL for social housing meeting certain criteria, however discounted market sale dwellings are only eligible for relief from CIL at the charging authority’s discretion.
- 5.3 The Council has made Discretionary Social Housing Relief available in Tamworth for development that meets the criteria set out in the Regulations and the following additional eligibility criteria.
- Purchasers of the dwelling should have a household income not exceeding two times the median gross annual workplace-based earnings for Tamworth published by Office for National Statistics (or any replacement of that dataset if that ceases to be published)
 - The dwelling should be purchased with a mortgage for at least 75% of the purchase price
- 5.4 The eligibility criteria will be secured as part of a S106 agreement. In the event that someone meeting the criteria can’t be found within a reasonable period (usually defined as four months), then the eligibility criteria can be set aside and the property can be sold to any buyer, still at a price 20% below market value. A clause will usually be required to prohibit renting or restrict rent to 80% of market value.
- 5.5 Claims for relief can be made from: **09 July 2021**

Exceptional Circumstances

- 5.6 In exceptional circumstances, such as where the payment of CIL would have an unacceptable impact on the economic viability of a development, the Council offers a process for giving relief from CIL. This will avoid making sites which have very significant abnormal additional development costs unviable. Claims for relief will be considered on a case by case basis providing the following conditions are met:
- A S106 agreement relating to the permitted chargeable development must exist.
 - Evidence must be submitted to the Council to show that paying the full CIL charge would make the development unviable. Any viability evidence must be prepared by a suitably qualified independent professional.
 - Relief from CIL must not constitute notifiable state aid.
- 5.7 Claims for relief can be made from: **01 August 2018**

Payment in kind

- 5.8 There may be circumstances where it would be appropriate for the Council to receive land or items of infrastructure provided by the developer in lieu of CIL monies. The Regulations allow the Council to accept land transfers and/or construction of infrastructure as payment for the whole or part of the CIL liability, subject to appropriate valuation procedures. This will be considered on a site by site basis in accordance with the Regulations and the infrastructure requirements of the borough.

6. How will CIL be spent?

- 6.1 The Council will spend CIL income in accordance with the priorities set out in the Infrastructure Funding Statement. Where items of infrastructure are to be delivered by other bodies, such as Staffordshire County Council, the Council may pass CIL funds on to those bodies for the purposes of delivering the specific items of infrastructure.
- 6.2 The Regulations require that a proportion of CIL receipts are passed to Parish or Town Councils where development is taking place. Tamworth is unparished and therefore the Council will establish a process for spending the 15% of CIL income that makes up the neighbourhood proportion.

7. Other planning obligations

- 7.1 The CIL is intended to provide infrastructure to support the development of Tamworth, rather than to make individual planning applications acceptable in planning terms. As a result, dependent on the nature and scale of the proposed works, a developer may still be required to enter into other agreements to provide site specific impact mitigation even where the development is eligible to pay CIL. This could include agreements under S106 of the Town and Country Planning Act 1990 (as amended) and S278 of the Highways Act 1980 (as amended).

DRAFT

Appendix A – CIL Charging Zones Maps

DRAFT

Thursday, 8 July 2021

**Report of the Portfolio Holder for Social Housing and Homeless Prevention
Homelessness and Allocations Policy Update**

Exempt Information

None

Purpose

- To set out arrangements for the Rough Sleeping Initiative (RSI 4) funding received from Ministry of Housing, Communities and Local Government (MHCLG), to the sum of £100,000 for homeless prevention activities
- To update and set out amendments to the Council's allocations policy as the Government has refreshed the guidance.

Recommendations

It is recommended that:

1. Cabinet acknowledge and support the action/spend plan for the RSI 4 initiative (Annex 1)
2. Delegate authority to the Portfolio Holder for Social Housing and Homeless Prevention & Executive Director of Communities to approve phase two of the RSI project involving the second phase of the government funding in the autumn when the Council receives it.
3. Approve policy amendments to the allocations policy as per Government updates. (Annex 2)
4. Endorse the impact assessment of the allocations policy and review since implementation 10 June 2020. (Annex 3)

Executive Summary

The Government has maintained a focus on homelessness prevention throughout the pandemic and this has involved a range of funding opportunities together with guidance on supporting vulnerable clients.

This report sets out the Councils successful allocation of rough sleeping funding as well as takes the opportunity to update its strategic approach to its allocations policy following a range of government guidance.

Homeless Update - Rough Sleeping Initiative 4

The [Rough Sleeping Initiative](#) (RSI) initially launched in 2018 following the publication of the [Government's Rough Sleeping Strategy 2018](#) and earlier that year the introduction of the Homeless Reduction Act (HRA), which made significant amendments to the legislation and Housing Act 1996 Part VII. It was the biggest change to the Act in decades and changed how local authorities support those homeless or threatened with homelessness. The Government has made addressing rough sleeping a priority and committed to halving national figures by the end of this parliament and for it to be eradicated by 2027. The RSI 4 funding is a key part of this mission and delivery plan.

For the last ten years, Tamworth as required by MHCLG and in partnership with the charity Homeless Link as the Government approved verifier complete an annual rough sleeper count/estimate each autumn which is a snap shot taken of the given number of rough sleepers on the night chosen usually in November-

Our annual rough sleeper count for the past six years has been recorded as follows:

Year	Estimate of Rough sleepers
2015	5
2016	8
2017	4
2018	3
2019	5
2020	5

These have all used local intelligence based estimates with our partners/local agencies. Observations from the data show that whilst numbers are not particularly high, it is proportionate for the size of the borough. We have a transient problem rather than an entrenched one. Whilst following the individuals over the years at each estimate meeting it is also apparent that this cohort are often repeat cases, where they are not rough sleeping for long periods of time and have been given accommodation, however, they have then gone on to lose this due to their own actions.

Further data, specific to the rough sleepers are that in Tamworth they are usually male, between 25- 59 years old, UK nationals and have drug/alcohol, mental health issues. Institutional history mainly relates to prison leavers as care leavers and armed forces are recognised through our allocations policy and banded favourably.

Tamworth Borough Council strives to halve our numbers in line with our ¹Rough Sleeping and Homelessness Prevention Strategy 2020 – 2025; therefore, the Council submitted a bid for the 4th year of this RSI funding and was successful in doing so. MHCLG advised it was a robust, cost-effective bid and were happy to award such monies.

¹ [Housing policies | Tamworth Borough Council](#)

Our current winter relief project, in partnership with Heart of Tamworth / Starfish charities, has run from December until February with an extension agreed until 31st June 2021. This has been a success and has shown us a clear focus on this cohort and what is necessary to prevent the revolving door of rough sleeping. In previous years, this has taken the form of a night shelter, however, due to Covid 19 no operational night shelter opened. Instead, an outreach service was provided to those identified as rough sleeping in Tamworth, as well as supporting those placed in temporary accommodation by Housing Solutions to engage with the service through providing documents, completing required forms and moving on to longer-term accommodation. The service has worked with the third sector to provide a demand-lead focus, empowering service users for them to work with housing solutions and collectively create a pathway out of rough sleeping.

To ensure the interventions are deliverable, future proposals in the bid were based on the current model we are operating and to further build on the work we have done over the last year of providing safe accommodation for those brought in during the pandemic and to drive down the numbers rough sleeping. We have strong collaborative working with the third sector who support the service each winter. Housing Solutions work closely with statutory colleagues in the Police, Social and Health Services to support rough sleepers (R/S) through the year, through engagement and creating a joined-up pathway.

Local partners, residents, colleagues and MHCLG have asked why do people end up sleeping rough in Tamworth and what do we currently have in place to prevent these people from sleeping rough? Relationship breakdowns and loss of accommodation through rent arrears, behavioural issues & hidden homelessness are main causations. Engagement levels previously were low and this winter's new project with the third sector and employing a mental health worker through an agency has shown this is what is required to prevent people further rough sleeping. We award R/S band 2 through our allocations policy, however, accommodation is not just the issue it is engagement and tenancy sustainment that is. Pre Covid we had a night shelter, which would accommodate them for 3 months, which would end in March, and clients sometimes then went back out.

Priority one; is the Housing Solutions Outreach officer post, ensuring that eligible single people at risk of homelessness access services. It is to provide targeted rough sleeper support and have a visible presence in the town. To attend to those sitting out whether they are begging or bedding down, to carry a caseload and to engage them in the service to change the lifestyle that has become of them on the streets. Since March 2020 over 25 individuals have been supported through the "Everyone In" initiative, and it is anticipated numbers will rise in the next year. The intensive work will follow a housing-first model to get people off and keep them off the streets in Tamworth whilst equipping them with the skills to sustain a tenancy through this support. The step-up, step-down support proposed will prevent those currently in Temporary Accommodation (TA) returning to rough sleeping through tailored support plans and target any rough sleepers be guided through the pathway from homelessness to housing.

Priority two; to continue with the mental health support worker. The service has provided such a role for the last two winters funded through MHCLG prevention streams, supporting the service with those who have complex needs. Of the cohort this winter, 90% of those supported through “Everyone In” identified as having a mental health issue with two being undiagnosed but extremely vulnerable as a result. This post is required to continue providing mental health support in the borough working alongside the outreach officer to provide targeted mental health and wellbeing advice. It will prevent and/or reduce rough sleeping by providing housing solutions an opportunity to look at cases with a holistic & health view, guiding them through the r/s pathway into accommodation, ending repeat homelessness. The m/h worker can advise the team on considerations to be made outside of the housing function, such as lifestyle support, medication requirements and liaise directly with the outreach officer to deliver a wraparound support function. This focus will act as a way to prevent those in accommodation returning to rough sleeping by providing a gateway out of that lifestyle with an agreed tailored support package. The service envisages they will support 65+ clients per annum.

Phase 1 of the project commenced on 1st July 2021 and MHCLG have paid the Council £50,000. The first of two payments, this has ensured that we have filled the two posts as detailed above. The second part of the initiative includes a Neighbourhood Coach, which extends further on housing-first principles, sustainability of accommodation and a begging initiative proposed to start in the autumn when the Council receives its next instalment of £ 50K. We have stalled the second phase until the autumn, as it is not unusual for Government to sometimes change funding parameters.

We continue to face considerable challenges and endeavour to protect those most vulnerable, preventing homelessness and continuing to find new safe ways of delivering services.

Resource Implications/ Spend Plan

Funding is sourced by MHCLG.

Phase 1		Phase 2	
Interventions	Cost	Interventions	Cost
1X FT Outreach worker	£32,880	1X FT Neighbourhood Coach	£30,000
1X FTE Mental health support worker	£19,440	Personalised budget (move on support for rough sleepers)	£10,000
Winter Relief 21/22 off street accommodation	£6,400	Alternative begging initiatives	£1280.00

Table of Legal/ Risks and Mitigation

Risk Category	Description	Mitigation	Risk Owner	Date mitigation will be completed by
Delivery	Being unable to recruit to the 9/12 month outreach worker	Possible internal recruitment and secondment opportunity. Possible extension of post for 12 months	TM/SF	Aug-21
Funding	MHCLG may not pay the remainder for phase 2	Consider existing budgets to support proposed intervention	TM/SF	Aug-21
Support/ Accommodation	R/S may be asked to leave temp accom units due to behavioural issues	Use of TBC self-contained units	TM/SF	Aug-21

Allocations Policy Update

Tamworth Borough Council's allocation policy was approved by Cabinet in 2019 and implemented in June 2020. At the end of December 2020, MHCLG updated and republished (i) [Homelessness Code of Guidance](#) and (ii) [Social Housing Allocations Guidance](#). This was primarily to deal with issues following the UK's exit from the European Union (EU). This has been updated again in April 2021; It is worth noting that in addition to these changes on eligibility, there are two national policy developments that will also impact on the allocation policies. These are (i) the [Social Housing White Paper](#) and (ii) the [Domestic Abuse Bill](#). The Council has decided to make some amendments to our overall policy with more due next year to cover these two policy developments and the post-Brexit rules. This report is proposing three changes to the current allocations policy to cover the below points.

- The Government issued an updated version of the Social Housing Allocation Guidance on 31 December 2020 that covers eligibility of European Economic Area migrants and their families
- The principles of eligibility remain unchanged but there are detailed alterations covering the periods from 1 January 2021 to 30 June 2021, and post-30 June 2021
- Awareness and acknowledgment the Social Housing White Paper

- Changes have been made to acknowledge the Domestic Abuse Bill 2021 due to become an Act on 5th July 2021 and guidance to social housing for armed forces require amendments to our policy.
- Advice given to us by an external consultant advised, Tamworth Borough Council's allocation policy statement on eligibility is adequate, but it could be enhanced by briefly and explicitly highlighting the changes covering the two time periods listed above.

In summary, the government changes being recommended are shown in the table below and explained in detail in the report.

	Government change	Existing policy	Proposed change recommended
1	Eligibility arrangements arising from BREXIT	Does not cover settled status following the UKs exit from European union	To update the policy to reflect the new rules and do not automatically allow European nationals to join register unless have scheme ID
2	Provision for armed forces personal/ veterans	Already exists with policy but will be giving additional provision	Local connection criteria extends to family of and amends to band 1+ and band 2
3	Domestic Abuse Bill	Has good due regard for cases of DA	To update changing definition of domestic violence to domestic abuse and further provision in Band 1 being made for higher social welfare for those fleeing abuse.
4	Social Housing White Paper	The paper is not mentioned currently, however some of the guidance from the paper the Council is already compliant with	Council acknowledges the paper in the policy and remains committed to issues highlighted such as improving joint working with housing associations, ensure allocations are fair and equitable as we currently do

Change 1: Eligibility Amendments

Following the UK leaving the EU on 31 January 2020 and the end of the transition period that was in place until 31 December 2020, new eligibility rules were introduced governing applicants from EU countries entitlement to public funds and assistance with housing. The Government issued an updated version of the Social Housing Allocation Guidance on 31 December 2020 that covers eligibility of European Economic Area migrants and their families. The policy is being updated to reflect the

changes in the guidance on who will be eligible to join the housing register. In summary the policy is providing provision in line with legislation to cover

- New eligibility rules for European Economic Areas (EEA) persons and their families apply during the grace period between 1 January 2021 and 30 June 2021
- Further changes in the rules apply after the 30 June 2021

Further confirming the need for EEA persons to have registered for settled or pre-settled status. EEA persons who have not been awarded their status after the end of the grace period may not be eligible unless they have been granted certain residency status like other foreign nationals by the home office.

Finally, newly arriving EEA citizens and their families after 1 January 2021 come under the points-based immigration control system. They may then be considered eligible to apply for social housing, usually after five years of continuous residence.

Post-30 June 2021, the situation is:

- Late applicants to the European Union Settlement Scheme (EUSS), who have reasonable grounds for missing the 30 June 2021 deadline, should be checked that they were exercising their treaty rights on 31st December 2020
- EEA citizens and their families who miss the end of June deadline, and do not have reasonable grounds for failing to complete an EUSS application, do not have the right to remain in the UK (and therefore are not eligible to apply for social housing)
- For newly arriving EEA citizens and their families, local authorities should consider them and their families after 1 January 2021 under the points-based immigration control system. They may then be considered eligible to apply for social housing, usually after five years of continuous residence.

Change 2: Amendments to provision for armed forces personnel or veterans

In June 2020 the government issued Statutory Guidance to local authorities in respect of provision which should be provided to members of the ²armed forces and veterans regarding access to social housing. Whilst the existing policy does already provide provision for armed forces personnel, the published statutory guidance: Improving access to social housing for members of the Armed Forces 2020 (MHCLG) has highlighted additional provision which needs to be made.

The changes to the policy to ensure compliance to relevant legislation and guidance include:

- Changes to the local connection criteria to ensure it exempts from any local connection requirements divorced or separated spouses or civil partners of Service personnel who need to move out of accommodation provided by the Ministry of Defence
- Provision in Band 1+ to include those who have an urgent housing need to move and are a former member of the regular armed forces subject to the

² [Improving access to social housing for members of the Armed Forces - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/improving-access-to-social-housing-for-members-of-the-armed-forces)

provision under the statutory instrument to ensure they have been given additional preference within the allocations scheme

- Provision within Band 2 to include those who have recently left armed forces accommodation as well as those in the process of leaving armed forces in line with the guidance.

Change 3: Domestic Abuse Act

The Domestic Abuse Act 2020 attained Royal Assent in April 2021. In light of the Act that will be implemented within the coming weeks, the Council wants to make further provision within the Allocations Scheme. Whilst the policy has already good provision currently, the changes will include slight tweaks to ensure compliance with the legislation and that suitable provision is made for domestic abuse victims within the policy.

The changes include:

- Changing the definition from domestic violence to domestic abuse, in recognition of other forms of abuse which aren't violent.
- Confirming in Section 6- the details of who can apply to join the housing register, applications due to Domestic Abuse will be handled as per any requirements provided in the Domestic Abuse Act 2021.
- Provision within Band 1 is made under high social welfare banding for those who need to leave their accommodation because of domestic abuse or to recover from the effects of domestic abuse.

Change 4: Social Housing White paper

Provision is also being made within the policy to confirm the Council is reviewing The Social Housing White Paper: ³The Charter for Social Housing Residents was published by MHCLG in November 2020. The White paper provides the following to be taken into account by the allocation scheme

- Improve joint working between local authorities and housing associations to ensure that social housing is being allocated efficiently
- Remove barriers to accessing social housing for homeless households
- Ensure that vulnerable households are able to navigate allocations systems
- Improve access to suitable homes for people with disabilities

As part of the change to the policy the Council confirms it remains committed in light of this paper, to ensuring the allocation of accommodation is done in the fairest way possible, and access to suitable homes for disabled people can be improved. Further confirming the policy helps to ensure priority is balanced and confirms the priority given to ensure accommodation is allocated fairly and equitably.

There are already existing provisions within the policy to ensure disabled households are prioritised for adapted properties over those which do not. This ensures those considered to be homeless are exempt from local connection and other qualification barriers. There are good working relationships with housing associations and

³ [The charter for social housing residents: social housing white paper - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/92422/charter-social-housing-residents-social-housing-white-paper.pdf)

nomination agreements covering the allocation of social housing. Provision is also provided by the policy to assist vulnerable households in accessing the service where they have difficulty.

Current Numbers on the Housing Register:

Year ending 31 st March	Households on the Housing Register
2012	2104
2013	1783
2014	1727
2015	1625
2016	1598
2017	1500
2018	1337
2019	1553
2020	1458
2021	479

Resource Implications

There are no direct financial implications arising from implementing changes to the allocations policy. There are associated costs arising from external consultancy feedback, options and research on the existing policy of which cost £500.00 and have already been met and paid for from existing budgets with the housing solutions based funding streams.

Legal/ Risk Implications

	Options	Risk factors / Mitigation
Option 1	Do nothing	Low to Medium -Current policy independently reviewed and advised fit for purpose and adequate and would need to make officers aware of practical changes Some Local authorities commented that the post-Brexit changes are likely to have only a marginal impact on allocations numbers, processes and procedure
Option 2	Only make changes to Eligibility, EU transition information from Govt	Medium Risk after 30 th June if not updated, this would leave other keep

	Guidance	topics out and create risks in the future if not updated. Some local authorities are in the process of reviewing their allocations policies and the post-Brexit changes will be included in the revised documentation in 2021
Option 3 – <i>Chosen Option</i>	Update the allocations policy with additional forthcoming national policy changes on allocations	Low Risk – Best Option and limits risk to the authority and less likely of ombudsmen and JR's A number of councils are going to incorporate post-Brexit requirements along with other changes by summer 2021 – these other changes include the Social Housing White Paper and the Domestic Abuse Bill, as well as locally specific issues.

Equalities Implications

All activities to give due consideration to the Councils Equality and Diversity Policy-Making Equality Real in Tamworth (MERIT). The policy and activities give due regard to the protecting vulnerable persons and domestic abuse priorities identified under the Tamworth Community Safety Partnership plan 2020-2023

Homelessness

The implementation of the Homelessness Reduction Act 2017 means that the Council now has additional duties to prevent homelessness and it must help to secure accommodation for all eligible households, regardless of whether they are in a 'priority-need' category. This has increased the help given to single people and those without dependent children, especially single men, who were previously not in a 'priority-need' category. They are still not necessarily in a 'priority-need' category, it is just that 'priority-need' is not a consideration when we are trying to prevent or relieve homelessness, except in determining eligibility for temporary accommodation. However, it is noted that the immigration status of some households may restrict the assistance that they can be offered under the homelessness legislation, this will continue to be managed in line with legislation.

Allocations

The proposed changes have been assessed with regard to the Council’s duties around the Equality Act 2010.

Background Papers

As well as the MHCLG guidance, there are a number of sources of information on the post-Brexit regulations. It is, however, important to appreciate that these are in the process of being updated to take account of the changes at the end of 2020.

The House of Commons Library briefing paper on allocations is in the process of being updated and is scheduled for publication in spring 2021, as are the more detailed briefings on (i) EEA migrants and access to social housing and (ii) eligibility to apply for social housing by persons from abroad non-EEA).

The most detailed legal guide on allocations and homelessness is Luba, J. et al (2018) *Housing Allocation and Homelessness*, Bristol, Jordan Publishing, 5th edition. Part one, chapters one to six cover social housing allocations. A new edition is due to be published in July 2021 - [Housing Allocation and Homelessness Law & Practice Sixth edition \(with CD-ROM\) | LexisNexis UK](#)

Chartered Institute of Housing: Housing Rights Information website - [Brexit News - Housing Rights Information \(housing-rights.info\)](#) and [Housing Rights Information for Migrants and Housing Advisors \(England and Wales\) \(housing-rights.info\)](#)

The flowchart is especially useful - [EEA-Flow-Chart-Eligibility-for-Housing-and-Homelessness-Assistance.pdf \(housing-rights.info\)](#)

Document Annex	Purpose
1. Letter from MHCLG and spend plan	Confirmation of RSI funding to date
2. Draft updated Allocations policy June 2021	Full draft policy setting out the Council’s approach to the management of its housing register
3. Impact assessment from introduction of new allocations policy June 2020 and examples of good practice	Examples of good practice, positive changes and updates to community impact and impact on the register.

Report Author

Tina Mustafa – Assistant Director Neighbourhoods
 Sarah Finnegan – Head of Homelessness and Housing Solutions

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Allocations Policy Review

Impact Assessment

The allocations policy was implemented on the 10th June 2020 following approval at full council on the 19th November 2019. It was implemented following the Council undertaking extensive consultation with all stakeholders. This included involving all those on the housing register, key partners and agencies and thorough consultation with housing associations whom operate within Tamworth and who we have nomination agreements with. We also consulted with members of the public and Tamworth residents more widely via the local media, social media channels and via the Councils website.

The changes introduced represented the biggest change to the housing register in over a decade and has had a significant effect on the dynamic's of the housing register and whom was able to qualify to join the housing register or remain on the housing register. The following paper explores some of the key changes, which were introduced, demonstrating how many may be effected and the benefits that they may also have.

What was changed and how this has effected the register?

Change 1- Disqualification of those with no housing need

The largest change introduced by the new policy was to disqualify from the register those with no housing need. Whilst this did not remove Band 4 in its entirety a substantial amount of those in Band 4 were affected as it narrowed the categories of applicants within this band.

- How many were affected by this change?

As of the 1st May 2021 there are 651 applications listed as disqualified from the housing register. Of which 627 are disqualified due to the result of having no housing need. 478 of these applications were from applications received prior to the implementation of the policy, with 149 being for applicants whom have applied post implementation.

As of the end 1st May 2021 - there were 58 Applications in Band 4. Comparatively to the 1st June 2020 shortly, before the policy was implemented there were 785 applications, this therefore, represents a reduction of 727 applications.

The Council introduced this change for several reasons, as an authority the Council is trying to effectively manage demand and reduce costs and drive efficiency's. Many of those whom are disqualified from no housing need would have rarely if ever been allocated given prior to the policy implantation is was exceptionally rare for a customer to be housed who was in Band 4. Given there still retains a small number of applicants in Band 4 there is still potential for these application to be met by this pool of applications. As a Council, it is also important to manage customers' expectations and based on the data available, many of those have an unrealistic expectation of being housed. The Council will have driven some efficiency with this change given there would not be the ongoing administrative costs in managing these applications and has helped ensure only those with a housing need have been allocated social housing which is a limited resource.

Change 2- Cancel applications where no bids have been placed for 12 months

As the policy has not yet been implemented for 12 months we are yet to be able to disqualify applicants on this ground. The policy confirmed this 12 months could only be effective and commence from the date of implementation as such those effected by this change are currently unknown.

However, the Council want the housing register to remain an active reflection of those in housing need that need to move. It is still reflective in data of the availability of properties, which have become available over the previous 12-month period that this would be sufficient available and suitable properties for households to bid on. Should a property not become available within this time this may be because of unrealistic expectations customers have on being housed in particular type properties and in restricted areas.

Change 3- Cancel applications where applicants refuse 3 suitable properties

The Council included provision to disqualify applicants from the housing register who refuse 3 or more suitable properties. This was to manage demand, customer expectation and save efficiencies. The Council wanted to encourage that when applicants are bidding they are doing so on properties they have a reasonable expectation they would accept.

Since the implementation of the policy, only 1 application has been disqualified for this ground. Given in previous impact assessment pre policy 12 applications were identified that may have been at risk of being disqualified via this change, this does represent that more applicants are bidding more carefully for accommodation and only bidding on accommodation which they have a reasonable expectation would be suitable for them and which they would accept.

This therefore, provides an early indication that this change has been successful in driving culture change within the housing register in terms of their bidding. This will have also driven efficiency as prior it would have suggested more applicants would have refused accommodation which would have then caused generated more administrative time in re-letting the accommodation to other applications.

Change 4- More focussed management of Band 1 and Band 1+ and changes to 'priority card'

Applicants should only be in these highest bands where they represent having the highest housing need and most urgent need to move. The new policy indicates there is a reasonable expectation from the Council that such applicants with this housing need and urgency to move will be housed within 2 months or at the outset 4 months.

Through analysis of those in these bands as of the 1st May 2021 there are 54 applications which are in Band 1. From analysis of Band 1 application prior to policy implementation on the 1st June 2020 there were 78 applications in Band 1 comparatively. This therefore evidences that there is more effective management of those in Band 1 given there is a circa decrease of 31% from pre policy to currently.

Whilst there does remain a contingent of those in Band 1 for longer than the 4 months anticipated time many of these require specific types of accommodation which have not become available or in some instances have 4+ bedroom need which have not become available to bid for or whilst the properties have been bid for others have been successful whom had been waiting longer.

Additionally some of them are on Band 1 due to being accepted under the incentive to move scheme, so as to encourage them to release their larger accommodation back to us they are given greater flexibility in their Band 1 status so as to further encourage this. Further work continues on Band 1 applications to identify suitable properties and work to reduce this wait time further.

Of the 54 applications in Band 1 – circa 13 of these are statutory homeless households, the remaining band 1 applications are typically those with medical needs, social needs, under occupancy or overcrowded.

Change 5- Amendment of cumulative preference categories

In implementing changes to cumulative preference categories, specifically with which applications may attain Band 1+. The Council was seeking to ensure that where applicants are encountering multiple housing issues that they are adequately banded to reflect this. However, this in turn previously led to some applications being effectively double banded for the same set of circumstances effectively meaning some were inadvertently given the highest preference for under occupancy to the disadvantage of those considered statutorily homeless and in temporary accommodation. The changes have meant priority is now better balanced amongst those in Band 1 and that ultimate Band 1+ priority is retained for those injured through serving in HM forces, or those who are homeless with other exceptional circumstances.

Looking at the available data there are currently 0 applications in Band 1+. Prior to the implementation there circa 7 applications which otherwise would have taken priority over homeless households and further delayed their move which in turn may have delayed their stay in temporary accommodation for a longer period.

Change 6- Inclusion of Financial Threshold

As little information was captured, regarding finances of applicants prior to the implementation of the new policy was difficult to predict the impact this change was going to have. Data analysis shows that currently 0 applications have been disqualified for their financial resources in themselves. Some of those who may have exceeded these limited may have however otherwise been disqualified for having no identified housing need.

The policy introduced 2-fold changes in regards to financial threshold-

- a) Savings threshold of £16,000
and
- b) Income cap

- Single person households with a household net income of £30,000 or more per year
- Family households (this includes couples) with a household net income of £60,000 or more per year.

Whilst income and savings levels are now reviewed for applicants joining the register from June 2020 any applicants who register prior will have this confirmed at allocations stage to ensure they still qualify. It is also important to note that whilst the income threshold includes all income, certain monies are exempt from this including disability benefits and money attributed to injury whilst serving in armed forces to name but a few.

In considering whether these thresholds continue to be appropriate it is important to note and explore the current market rent summary for Tamworth it shows the average cost of property rents within Tamworth are as follows:

Average property rents in Tamworth:	£690 pcm
Property Rents in Tamworth by Number of Bedrooms	
	Average rent
One bedroom	£597 pcm
Two bedrooms	£697 pcm
Three bedrooms	£829 pcm
Four bedrooms	£1200 pcm
Property Rents in Tamworth by Type	
	Average rent
Room	£535 pcm
Flat	£651 pcm
House	£781 pcm

**Data taken from [Home.co.uk](https://www.home.co.uk)
https://www.home.co.uk/for_rent/tamworth/current_rents?location=tamworth

Therefor when using these figures when using the average market rent of £690 pcm this would equate to approximately 14% of the total yearly income for a family household.

As a general rule, for accommodation to be affordable, housing costs should not be higher than approximately a 1/3 of annual income. Therefor on this basis, for applicants earning above this amount it would generally be able to afford alternate accommodation when there income is above £60,000 for family households.

When considering a savings threshold of £16,000 using these same figure it would generally be acceptable to consider when an applicant has this amount of savings they could also access accommodation in the private sector. Generally to secure accommodation applicants would be required to provide approximately one month's rent as a deposit and one month's rent in advance. Therefor in equating this to the average rental price this would be in the region £1380 and therefor this would still leave more than sufficient savings for

applicants to use personally and for other needs. Given this is also in-line with the threshold universally used by DWP it would also represent this is still considered to be a fair assumption.

Given that no application has been disqualified via this threshold it is important to consider if they should be lowered. However, in looking at the data, cost of private rents has largely remained quite static and combined with the economic effects of covid still too early to determine it is thought these thresholds still remain viable. This is further backed by the data in considering the costs of securing private rented accommodation and when looking at the affordability of the private sector market.

Change 7- Changes to qualification criteria

As well as introducing the biggest change of disqualifying those with no housing need, the introduction of the policy also included other provision on when applicant might not consider which includes; homeowners, those with significant rent arrears and those who have committed other unacceptable behaviour.

Owner Occupiers

There are currently 22 applicants who own their own home and are therefor- disqualified from the housing register. 19 of which were applicants who were on the register prior to the rule change and so were disqualified when the policy was enacted with the further 3 applying since. All of those disqualified were provided a right of review should they have disagreed and some exemptions were also allowed.

Whilst the general rules us that homeowners shall not qualify there is also scope within the policy to allow admittance on to the housing register in exceptional circumstances. As it currently stands there are 3 applicants whom are homeowners who are currently on the register and that is because they have exceptions circumstances which mean they still qualify.

Unacceptable Behaviour

The policy allowed for applicants to not qualify where they are considered to have been guilty of unacceptable behaviour. This is only done in exceptional circumstances and any applicants to be disqualified on this basis would only be disqualified where it is heard at panel.

There is currently one 1 applicant whom is disqualified from the housing register on this basis and they were disqualified prior to the implementation of the new policy. This was for an applicant found guilty of a criminal offence.

Rent Arrears

The new policy provided provision to disqualify those with significant rent arrears of over 8weeks rent to ensure as a landlord we are rehousing responsible tenants and to encourage applicants to reduce debts owed to the Council or other landlord. This is only considered once the case has been heard at the allocations panel.

There are currently only 5 applications disqualified from the register for this circumstances. Those disqualified are regularly reviewed to establish if the debt has been reduced and then permitted onto the housing register.

The provision to disqualify on this basis also introduced the 'Allocations panel' to oversee potential disqualifications of this nature. The feedback of the panel has been extremely positive, with it comprising a round table discussion from members of staff from multi teams to make a collective decision. This includes a member attending from the housing solutions, tenancy sustainment, reviews team, Anti-social behaviour team and a safeguarding representative.

It has helped ensure decisions made by the panel have got multi-viewpoint consideration and, representatives covering the Councils landlord function, involved in the decision making process and for wider social welfare consideration to be considered as well. The feedback received is that the panel has been useful and also successful in encouraging applicants to pay off some of their debts owed to the Council which previously may not have been paid. This is also starting to encourage a culture change with other anecdotal evidence to suggest some applicants are aware of this and has encouraged them to reduce rent arrears accordingly.

Case Study A

As an anecdotal case study there was an applicant with 2 children, who had accrued rent arrears of several thousand pounds. We were advised she had done this as she thought if she was to be made homeless it would enable her to be housed more swiftly. When an officer advised her the level of arrears could in fact have the reverse outcome and her not qualify she repaid the rent to her landlord and this alleviated a more imminent risk of homelessness.

Case Study B

Miss A applied for housing in August 2020, at the point she applied she was determined not to qualify as she had rent arrears of over £1500. She was advised if she kept to a meaningful payment plan to reduce the arrears for 3months then she may be admitted to the register. By December 2020, Miss A had repaid over £1000 of her debt and therefor was admitted to the register. Her debts have now been cleared and Miss A was recently successful in one of her bids and is due to be rehoused imminently.

Change 8- Inclusion of new bands

As part of the changes introduced new bandings were included as a part of the requirements of the Homeless Reduction Act 2017.

Relief Duty- Band 2

One of the new, bandings included was to give Band 2 to applicants owed the relief duty, whereas previously they were entitled to Band 3. Analysis shows circa 60 applicants have been successfully rehoused through the housing register whilst in Band 2 for the relief duty. This is really positive as a consequence relief rates by the authority have increased and it also meant for many the need for temporary accommodation either been alleviated or time spent on temporary accommodation otherwise reduced. This will have also meant the

homeless application would have been managed for efficiently and quickly as it negated the need for more lengthy investigations and enquiries being made to reach a main duty decision.

Housing Supply

Since the policy was introduced we have rehoused 359 applicants into our own stock. With a further 240 lettings also being done to registered providers.

Of the 359 rehoused the average wait time across all property types was 66weeks. However, this number is increased somewhat as many were for applications who joined prior to the new policy but the new policy has encouraged them to bid. Of those applicants who joined the register, since the new policy was introduced the average wait is only 13 weeks which is a significant reduction.

In terms of what Bands they were in this is broken down as follows;

Band 1+	5
Band 1	111
Band 2	171
Band 3	60
Band 4	6

The remaining 6 would have been for applicants who were let via a direct match or an open let.

When looking at the average wait time across the bands this can be broken down as follows:

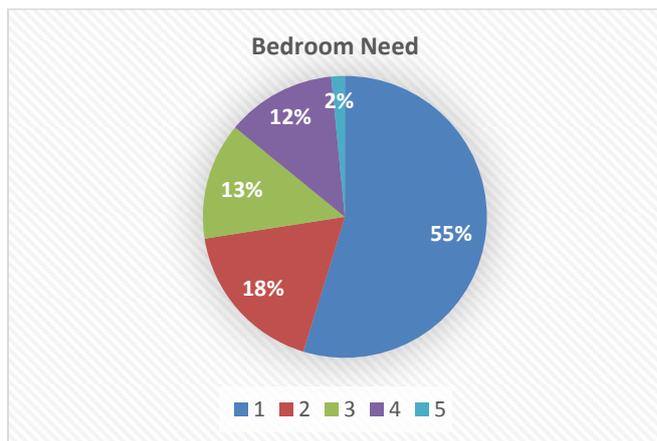
Averages	Total Average-all applications	Total applications received post Policy
Band 1+	41 weeks	n/a
Band 1	56 weeks	15 weeks
Band 2	69 weeks	15 weeks
Band 3	60 weeks	9 weeks
Band 4	73 weeks	14 weeks

This also shows the total average have been inflated by the wait time on older applications before the provision on new rules, but for applicants who have applied since the wait time has been considerably lower. It also shows given that some applicants in lower bands have been allocated properties on a shorter wait time that where applicants are bidding on all suitable and available properties and not being as specific for property type their wait time can be considerably reduced.

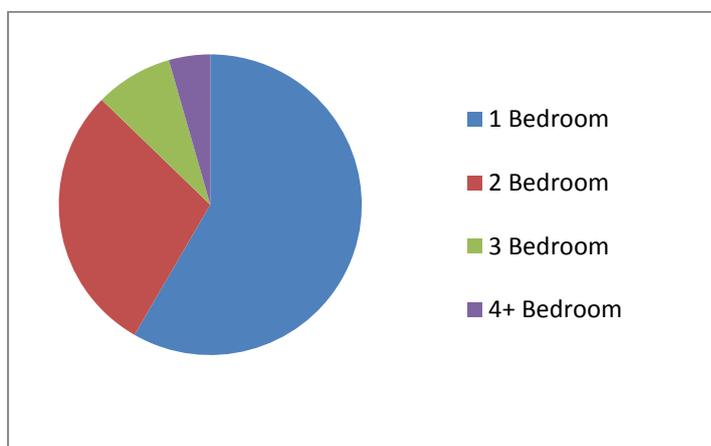
Housing demand

As has been consistently reported previously, the demand for 1 bedroom accommodation far outstrips the needs of any other bedroom accommodation with over 50% of the register requiring this type of property, the chart below illustrates this further. This is also largely consistent with the makeup of the bedroom need pre-policy as can be shown below.

Currently



Pre policy



These charts also suggest an emergence of need for 4+ bedroom accommodation as this has increased quite substantially from previously with now 14% requiring 4+ bedroom accommodation which is now higher than the 13% requiring 3bedroom accommodation. This trend is further expected to continue given 4bedroom accommodation becomes available far less frequently.

Current Housing Demand and historical trends

As 1st May 2021 there were 455 applicants on the housing register, this had gradually declined over the previous years due to greater management on the housing register and also changes to the allocation policy introduced 2014 which disqualified more people, with the most decline then being evidence between 2020 and 2021 when the new policy was introduced

How this has declined since 2012 is demonstrated as follows:

Year ending 31 st March	Households on the Housing Register
2012	2104
2013	1783
2014	1727
2015	1625
2016	1598
2017	1500
2018	1337
2019	1535
2020	1414
2021	449

In terms of the current breakdown of the housing register and how the 455 falls into banding categories and bedroom needs this is as follows:

Number of Applications by Band

	No of Apps
Band1	54
Band2	211
Band3	132
Band4	58
Total:	455

Number of Applications by Bedroom Needs

No of Beds	No of Apps
1	249
2	81
3	61
4	57
5	7
Total:	455

Number of Apps by Band and Bedroom Need

Annex 3

Application Category	No of Beds	No of Apps
Band 1	1	24
Band 1	2	6
Band 1	3	5
Band 1	4	15
Band 1	5	4
Band 2	1	95
Band 2	2	40
Band 2	3	38
Band 2	4	35
Band 2	5	3
Band 3	1	81
Band 3	2	28
Band 3	3	16
Band 3	4	7
Band 4	1	49
Band 4	2	7
Band 4	3	2

What is evident is that whilst 1 bedroom accommodation is by far in most demand it should be recognised there is a need for much larger accommodation of 4+ bedroom need properties. There are currently 19 applicants within Band 1 for this type of accommodation and they become available far less frequently than other bedroom need properties their wait time for accommodation will be far higher. Should any of these 4+ bedroom need also be in temporary accommodation their stay could be for a considerable period of time.



Dear Colleague,

Firstly, I would like to thank you for your continuing work alongside Government to ensure people sleeping rough receive the support they need during this unprecedented year. 2020 was a challenging year where we had to focus on the impacts of COVID-19, with outstanding effort and innovation that saw a huge number of vulnerable people accommodated. We know that you and your staff have gone, and continue to go, above and beyond to help vulnerable people. I would like to extend our thanks once again to you, your teams, and providers who are working tirelessly to support our local communities during this difficult time.

The Government has committed to ending rough sleeping. We have taken unprecedented steps to protect rough sleepers during the pandemic. Our annual statistics published in February show that the number of vulnerable people sleeping on our streets on a single night has fallen by 37% in the last year. The Rough Sleeping Initiative (RSI) is crucial to ensuring we continue to make progress, and we are pleased to confirm allocations for the fourth year of the RSI.

We expect this funding to be used to continue to support all rough sleepers in your local authority area and to build on the progress made over the last 12 months. I appreciate that these continue to be unprecedented times, but I ask that you continue to do everything you can to support people off the streets working with your providers and wider community partners.

RSI 2021/22 Allocations - Tamworth Borough Council

We are pleased to inform you that your bid has been successful in securing **£100,000** ring-fenced revenue funding from the recent bidding round for the Rough Sleeping Initiative. As you will be aware, this is a key part of our approach to continue the work to reduce the number of people sleeping rough and enhance services for them and those at risk of sleeping rough. Where authorities are part of a joint RSI bid allocation will be confirmed to the lead authority. A full breakdown of the interventions funded is in Annex A and the payment schedule is set out in Annex B. All RSI funding is subject to the conditions set out in Annex C, which will also be given in the grant determination.

Funding Principles

All funding allocations have been awarded according to the following principles that will apply to the working relationship between MHCLG and all authorities regarding RSI funded services. These principles guide future relationships and while they do not constitute a legal or binding agreement, all parties are committed to honouring them.

Recipients of funding should:

1. Work with MHCLG to create a refreshed rough sleeping plan.
2. Ensure homelessness assessments are carried out for eligible people receiving services because they were rough sleeping or at risk of rough sleeping, so that their needs are assessed and a personalised housing plan (PHP) is provided.
3. Reduce the number of people accommodated in hotels and other emergency accommodation. Local move on plans should end the use of hotels and other emergency accommodation by the end of Q1, unless otherwise agreed with MHCLG.
4. Subject to individual assessments of people who are sleeping rough, make offers of safe and appropriate accommodation to people who are rough sleeping. RSI funding is designed to build upon existing local rough sleeping services and should not be used to substitute existing support offers e.g. SWEP accommodation.
5. Agree with MHCLG advisers an operational target for the reduction in the number of individuals currently sleeping rough. We expect funding to result in a reduction in both the number of people coming onto the street for the first time and the number of people sleeping rough repeatedly.
6. Reduce the number of people 'at risk' of rough sleeping.
7. Achieve an increase in the number of individuals supported through the RSI who sustain their tenancies beyond 6 months
8. Maximise collection of housing benefit or universal credit on all accommodation placements for those in receipt of benefits.
9. Partnership working is central to the delivery of the RSI programme and wider rough sleeping services. Recipients should actively develop and be able to evidence ongoing engagement with partner agencies including health, substance misuse, criminal justice services and the voluntary sector in local rough sleeping responses.
10. Evidence the role of lived experience and service user's voices in the development of rough sleeping action plans and RSI planning and delivery.
11. Ensure that support offered to non-UK nationals who are not eligible for homelessness assistance will comply with any legal restrictions (for example, the restrictions contained in Schedule 3 to the Nationality, Immigration and Asylum Act 2002). Any funding provided for immigration advice is provided on the basis that this is to support individuals to determine or resolve their immigration status and not to challenge immigration decisions made by the Government. Any voluntary reconnections funded should be made if there is a reasonable prospect of an individual returning to their home country for a sustained period.

Thank you once again for your work to support rough sleepers and we look forward to working with you on your plans to support vulnerable people and end rough sleeping in your area.

Kind regards,

Catherine Bennion

Deputy Director for Rough Sleeping

Annex A - Breakdown of funding

Funding has been agreed for the following services:

RSI 4 (12 months: 1 April 2021 – 31 March 2022)	
Intervention	Cost
1x FTE Outreach Worker	£32,880
1x FTE Mental Health Support Worker	£19,440
Off the street accommodation	£6,400

Annex B - Payment Information

The grant funding confirmed within this letter is ring-fenced for the sole purpose of providing Rough Sleeping Initiative funded services that were approved by MHCLG. This allocation will be split equally into two tranche payments, one in April 2021 and one in October 2021.

You will need to complete a return to MHCLG confirming progress against interventions, the total year to date spend, and forecast spend across all funding allocations confirmed in this letter. Your returns will inform adjustments to the second tranche payment. We will be in touch towards the end of August 2021 to request this information.

Payment of second tranche of funding is dependent on whether the agreed conditions upon which the grant is being paid have been complied with. The agreed conditions are covered above. If an authority fails to comply with any of the conditions, MHCLG may reduce, suspend, or withhold grant; or require the repayment of the whole or any part of the grant.

Annex C – conditions of funding

1. Funding has been used to establish or continue Rough Sleeping Initiative services agreed by MHCLG to immediately intervene in, prevent and reduce rough sleeping in financial year 2021-2022. If repurposing of interventions is required, the authority must

engage with their adviser and MHCLG for prior written approval to discuss whether exceptional circumstances apply.

2. The Chief Executive, section 151 officer, or Chief Internal Auditor of each of the recipient authorities must, in advance of tranche payments, sign and return to the team leader of the Homelessness and Rough Sleeping Division at the Ministry of Housing, Communities and Local Government a declaration in the following terms:

*“To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to Rough Sleeping Initiative No **31/5545** have been complied with”.*

3. Recipients of funding will need complete a return to MHCLG confirming the total year to date spend to enable the MHCLG to adjust the autumn payment. The returns will be submitted by 1 September 2021 and will include spend to date and forecast spend and signed declaration.
4. Recipients of funding must discuss and engage in communications on the RSI programme where requested, including regular meetings with their Rough Sleeping Initiative Adviser.
5. Recipients of funding must complete quality assured information returns, provided by the MHCLG at monthly intervals. The data must be submitted by a date to be specified by MHCLG and must include emergency accommodation and rough sleeping management information. Areas that reported rough sleeping numbers of 15 and over at the Annual Return 2020 must ensure they are conducting regular rough sleeping counts.

Housing Allocations Policy

FINAL: November 2019

Version Control

Revision History

Version	Date	Author	Changes
1.0	4 th January 2017	Gemma Sidaway Rae Mann Claire Keeling	Major changes to existing scheme
2.0	5 th February 2018	Gemma Sidaway Rae Mann Sarah Finnegan	Changes to accommodate the Homelessness Reduction Act 2017
3.0	5 th November 2018	Gemma Sidaway Joanne Mallaband	Changes to reflect feedback from HQN Tim Brown
4.0	1 st November 2019	Gemma Sidaway	Changes to reflect Legal Advice
5.0	1 st April 2021	Gemma Sidaway Joanne Mallaband Sarah Finnegan	Changes to incorporate Eligibility amendments, Domestic Abuse Act and guidance on improving access to social housing for armed forces

Approvals

Name	Title	Approved
Cabinet		24.01.2019
Health and Wellbeing Scrutiny Committee		15.10.2019
Full Council		19.11.2019

Document Review Plans

This document is subject to a scheduled annual review. Updates shall be made in accordance with business requirements and changes and will be with agreement with the document owner.

Distribution

The document will be available on the Intranet and the website.

It is a criminal offence to obtain accommodation from the Council or any other social housing provider by knowingly and recklessly giving a false statement or deliberately withholding information. By doing so you may be prosecuted and fined.

The Council or other Registered Provider will seek possession of any tenancy granted as a result of information later found to be false or misleading. Any offer of accommodation maybe withdrawn or result in an application being cancelled and an applicant being disqualified from the housing register.

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1. Introduction

- 1.1. Every local Housing Authority is required to have a Housing Allocations Scheme, which is also known as the Authority's Allocations Policy. This document is Tamworth Borough Council's (the Council's) Allocations Scheme in accordance with the requirements of The Housing Act 1996 (Part VI) as amended. The Allocations Scheme determines priorities and defines the procedures to be followed in allocating social housing¹.
- 1.2. This Allocations Scheme sets out in detail who is and who is not eligible for housing, who is qualified to join the scheme and how this assessment is made. It also sets out how applicants can apply for and access housing and what service standards an applicant can expect.
- 1.3. The policy also provides advice on other housing options that applicants are advised to consider.
- 1.4. Tamworth Borough Council operates a Choice Based Lettings (CBL) scheme called Finding a Home, which can be accessed online at www.findingahometamworth.co.uk . Finding a Home Tamworth is independent from the Council's website and is focussed on housing options.
- 1.5. This document explains how the Council will allocate its properties and make nominations to registered provider landlords within the Borough where the Council has nomination rights. However, individual registered providers will have their own policies, and these will apply where appropriate.
- 1.6. Registered providers which may advertise properties through finding a home include:
 - Platform Housing Group (previously Waterloo Housing) www.platformhg.com
 - Derwent Living www.derwentliving.com
 - Midland Heart www.midlandheart.org.uk
 - Hanover Housing Association www.hanover.org.uk
 - Orbit www.orbithomes.org.uk
 - Metropolitan Thames Valley www.metropolitan.org.uk
 - Walsall Housing group www.whg.uk.com
 - Clarion Housing Association Limited www.myclarionhousing.com
 - Bromford Living www.bromford.co.uk
 - Sage Housing www.sagehousing.co.uk

¹ Social housing includes council owned housing and housing association (referred to as Registered Providers) homes that are let under a nominations agreement with the Council.

- 1.7. A copy of the Allocations Scheme is available free of charge. A summary is available routinely to everyone making an application for social housing.
- 1.8. Advice and assistance relating to access to housing is also available free of charge from the Housing Solutions team based at Marmion House, Lichfield Street, Tamworth, Staffordshire (telephone 01827 709709 or email housingsolutions@tamworth.gov.uk).
- 1.9. Anyone can approach the Housing Solutions service for advice and assistance. However, social housing in Tamworth is very limited, and the Council no longer holds an 'open' register'. Instead, the Council operates a 'managed register', which requires applicants to meet qualification criteria. Where an applicant does not qualify to join the housing register, the Council will still provide advice and assistance, which can include signposting and referring the applicant to alternative routes into housing where possible and where appropriate.
- 1.10. This Allocations Scheme is focussed on the assessment of applications for the housing register, and it is not a statement of how the Council deals with homelessness. Whilst there are references made to the provision of homelessness within this scheme, there are separate processes and procedures for dealing with homeless applications. The Council has a Homelessness Prevention Strategy which sets out how the Council aims to prevent Homelessness within the borough and this document and supporting evidence can be found on the Council's website: www.tamworth.gov.uk/housing-policies.

2 Definition of an 'allocation' of accommodation

2.1 *What is an Allocation?*

The Housing Act 1996 as amended provides that the Council allocates housing accommodation when they²:

- Select a person to be an introductory or secure tenant of housing accommodation held by the Council
- Select a person to be a fixed term tenant of housing accommodation held by the Council
- Nominate a person to be an introductory or secure tenant of housing accommodation held by another housing authority
- Nominate a person to be a starter tenant (also known as probationary) or assured tenant of housing accommodation held by a Registered Provider

² S159 Housing Act 1996 as amended by the Homelessness Act 2002

2.2 What is not an Allocation?

Secure, introductory or demoted tenancies arising in the following circumstances are not covered by the allocations provisions of the Act³, and therefore fall outside of the scope of this document. These are contained within the revised Tenancy Management Policy (2009):-

- Succession to a tenancy on the death of a previous tenant
- Assignment of a tenancy by way of a mutual exchange
- Assignment of a tenancy to a person who would be qualified to succeed to the tenancy on the death of a current tenant
- Transfer of the tenancy pursuant to a court order under family law or the Civil Partnership Act 2004
- Where a person becomes a secure tenant on ceasing to be an introductory tenant.

2.3 Transfers

Transfer tenants (Tamworth Borough Council tenants) who do not have an identified housing need in accordance with the Allocations Scheme must pursue mutual exchanges and will not be ordinarily entitled to join the housing register.

Tenants with identified housing needs and who would usually be considered to be owed a 'reasonable preference' such as medical priority or would be considered to have a housing need under the terms of the policy for example overcrowding or under-occupancy are eligible to join the housing register and can also pursue mutual exchanges.

For transfer applicants the Council will expect a clear current rent account before the tenant is allowed to move and they will also be required to have a property inspection to ensure there have been no breaches of the tenancy.

3 Legal Framework

3.1 Legislation relating to allocation schemes is set out in the following:

- Housing Act 1996 (as amended 2002)
- Homelessness Act 2002

³ S160 Housing Act 1996 as amended by the Homelessness Act 2002

- Localism Act 2011
- Allocation of accommodation: Guidance for local housing authorities in England (Ministry of Housing, Communities and Local Government 2021 [MHCLG])
- Right to Move- Statutory guidance on social housing allocations for local housing authorities in England 2015 (DCLG)
 - Guidance on Improving access to social housing for members of the Armed Forces 2020 (MHCLG)
 - Domestic Abuse Act 2021

3.2 When framing the allocations policy further guidance has been sought from:

- Homelessness Reduction Act 2017
- Homelessness Code of Guidance for Local Authorities
- The Council's Housing and Health Strategy
- The Council's Homelessness Prevention Strategy
- The Council's Tenancy Strategy

3.3 The Housing Act 1996 (as amended) requires all Local Authorities to give **'reasonable preference'** to certain groups of people who are in most housing need⁴. These groups are set out as follows;

- All homeless people as defined in Part VII of the Housing Act 1996, including people who are intentionally homeless and those who are in priority need.
- People who are owed a duty by any local housing authority under section 190(2), 193(2), 195(2) (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any such authority under section 192(3)
- People occupying unsanitary, statutory overcrowded or otherwise unsatisfactory housing
- People who need to move on medical or welfare grounds (including grounds relating to a disability)
- People who need to move to a particular locality within the district to avoid hardship to themselves or others

3.4 In framing this Housing Allocation Policy the Council is also required to have regard to the following considerations:

- The scheme must be framed so as to give reasonable preference to applicants who fall within the categories set out in s.166a of the Housing Act 1996 over those who do not;

⁴ S166a (3)

- Whilst there is no requirement to give equal weight to each of the reasonable preference categories, housing authorities should demonstrate why applicants are given a particular priority;
- There is no requirement for housing authorities to frame their scheme to afford greater priority to applicants who fall within more than one reasonable preference category (cumulative preference) over those who have reasonable preference on a single non-urgent basis.

Local authorities can give additional preference to other groups of people who have a reasonable preference, if they have urgent housing needs. The Allocations Code of Guidance⁵ provides the following examples to whom housing authorities should consider giving additional preference within their allocation scheme because they have an urgent need to move:

- Those who need to move urgently because of a life threatening illness or sudden disability
- Families in severe overcrowding which poses a serious health hazard
- Those who are homeless and require urgent re-housing as a result of violence or threats of violence, including intimidated witnesses, and those escaping serious anti-social behaviour or domestic violence

3.5 The Social Housing White Paper: The Charter for Social Housing residents was published by by MHCLG (Ministry of Housing, Communities and Local Government) in November 2020. A wider review is currently being undertaken by the Council on this regard. Whilst no changes to the policy have been amended currently this remains under review. The Council remains committed in light of this paper, to ensuring the allocation of accommodation is done in the fairest way possible, and access to suitable homes for disabled people can be improved. This policy further helps to ensure priority is balanced and confirms the priority that would be given to ensure accommodation is allocated fairly and equitably. The process is further transparent with letting results also published.

4 Housing Options

There is a shortage of housing in the borough of Tamworth and demand far exceeds supply. Unfortunately it is not possible for the Council to re-house everyone who applies. This means that there is likely to be a lot of people bidding when properties are advertised. Those people with the most urgent need and those that fall into the priority groups listed above receive the highest priority.

⁵ Allocation of accommodation: statutory guidance for local authorities 2021 (MHCLG)

Due to this shortage there are other housing options available which might help applicants move to a more suitable property for them. Here are some other housing options you may wish to consider:

4.1 Mutual exchanges for social tenants

If you are the tenant of a local authority or a housing association, mutual exchange or swapping properties with other tenants gives you the best chance of moving.

You can exchange your property with any other social housing landlord's tenant, anywhere in the country. The Council has developed a mutual exchange service for its tenants which runs through the House Exchange website www.houseexchange.org.uk . This service is free for Tamworth Borough Council tenants to register on.

If you are looking to move for work or to be near to family and friends, House Exchange is a national service which means that you will be able to see homes across of the whole of the UK, not just in Tamworth.

You can exchange with other social housing tenants if everybody involved in the exchange process agrees. Normally an exchange will be agreed by the Council providing:

- Both properties are the right size for the incoming family's needs
- Neither party is having legal action taken against them for breaking their tenancy

If you are not a Tamworth Council tenant please contact your landlord as they will have their own mutual exchange service.

4.2 Low Cost Home Ownership/ Help to Buy options

If you are interested in owning your own home then there are schemes which are backed by the government which may be able to assist. More information on help to buy options can be found on www.helptobuy.gov.uk .

➤ Shared Ownership

If you are interesting in registering for shared ownership properties you can apply to help to buy midlands. More information on what this entails and how to apply is found on www.helptobuyagent2.org.uk/help-to-buy-schemes/shared-ownership

Shared Ownership is a great opportunity for those who want to get a foot on the property ladder but can't afford to buy a home outright on the open market. The scheme gives you the chance to buy a share in a brand new leasehold property (either a house or an apartment) on a part buy/part rent basis.

You buy a share of between 25% and 75% of a home from a registered provider, usually a housing association. You then pay a subsidised monthly rent to the housing association for the remaining share.

➤ Help to buy Equity Loan

The scheme helps you to buy a newly-built home with an equity loan of up to 20% of the full price of the property. Interest charges on the loan are not paid for the first 5 years and you own 100% of your own home from the start.

The Help to Buy Equity Loan scheme is open to both first time buyers and existing homeowners.

More information on how this scheme works, who is eligible and how to apply can be found on www.helptobuyagent2.org.uk/help-to-buy-schemes/equityloan

4.3 Private renting

The Council is not able to help everyone who registers for re-housing as demand far exceeds the supply. Considering moving to private rented accommodation allows you to decide where you move to, what type of property you move to and when you move.

There are many Internet sites that are very good with up to date properties to rent, including⁶:

Right Move www.rightmove.co.uk

⁶ Correct as of April 2021

Zoopla	www.zoopla.co.uk
Gumtree	www.gumtree.com
Spare Room	www.spareroom.co.uk
Loot	www.loot.com
Property Wide	www.propertywide.co.uk
Home	www.home.co.uk
DSS move	www.dssmove.co.uk
On the Market	www.onthemarket.com

Additionally, you may be able to find private rented accommodation through a letting agent which may save a lot of time. It is worth remembering that letting agents may require you to have the finances available to be able to secure the property, whilst fees they can charge are restricted under the Tenant Fees Act 2019 they may still require money for a deposit, rent or have a rent guarantor and you may also have to be able to provide references. You will find letting agents listed in the local papers, Yellow Pages, or Thompson Local or on www.zoopla.co.uk/find-agents/letting-agents/tamworth/

If you have difficulties in securing private rented accommodation, the Housing Solutions team may be able to assist you. Please email housingsolutons@tamworth.gov.uk or call 01827 709709 for more information on the assistance that we may be able to provide.

4.4 Adaptations

If you would prefer not to move home, but are looking to do so because you or a member of your household are disabled or have a chronic illness that affects your housing requirements, you may like to consider having your current home adapted to meet your needs.

There may be financial assistance that can be provided to help you do this, depending on your circumstances, in the form of a disabled facilities grant. Further information on disabled facilities grants can be found on the website: www.tamworth.gov.uk/grants-housing

Self –referrals can be made to Staffordshire Cares for an occupational therapy assessment of your property and your needs. This assessment may then help indicate what additional support or adaptations may be required by you. Applicants may wish to contact Staffordshire Cares to arrange this by telephone 0300 111 8010 or by email: staffordshirecares@staffordshire.gov.uk

Alternatively, if you are a Council tenant, speak to your tenancy sustainment officer or if you are a tenant of a housing association speak with your estate manager or housing officer.

If you are a homeowner or private tenant, please contact the Housing Solutions Team on housing-solutions@tamworth.gov.uk 01827 709709.

4.5 Help and Advice

The Housing Solutions Team can offer specialist housing advice to help you keep your current home, source alternative accommodation or provide advice on alternative housing options.

Assistance may be provided by but not limited to:

- Mediation services
- Referrals to supported accommodation
- Advice on joining the housing register and applying for social rented accommodation
- Advice to those threatened with homelessness
- Assistance to obtain private rented accommodation
- Specialised housing options for victims of domestic abuse

A wealth of advice on housing options can be found on www.findingahometamworth.co.uk/content/HousingOptions/

4.6 Housing Associations

The Council has nomination rights to most of the housing associations with properties across the Borough. The Council will generally have 50% nomination rights to offers of accommodation made by Housing Associations within the Borough.

This means that we advertise properties from time to time that belong to another landlord. You can place a bid on these and the landlord lets to the applicant know if they have been successful.

The Registered Providers which nominations may be made to include:

- Platform Housing Group (previously Waterloo Housing) www.platformhg.com
- Derwent Living www.derwentliving.com
- Midland Heart www.midlandheart.org.uk
- Hanover Housing Association www.hanover.org.uk
- Orbit www.orbithomes.org.uk
- Metropolitan Thames Valley www.metropolitan.org.uk
- Walsall Housing group www.whg.uk.com
- Clarion Housing Association Limited www.myclarionhousing.com
- Bromford Living www.bromford.co.uk
- Sage Housing www.sagehousing.co.uk

The lettings criteria for other landlords may differ to that of Tamworth Borough Council. Please make sure you read and understand who is able to bid on each nomination property before you make your bid. The property advert will list information on the landlord of the property and also the lettings criteria specific to that landlord. Whilst Housing Associations will retain their own lettings criteria they must give due regard to this Allocations Policy when making decisions.

Applicants may wish to contact registered providers directly to establish what their lettings policies are and if they allocate properties through any other means they may be able to access.

Housing Associations may also make direct allocations in accordance with their own policies and procedures.

5 Aims of the Scheme

5.1 The aims of this scheme are to:

- Enable applicant choice and informed decision-making, which encourages applicants to pursue all housing options which are open to them including supported housing, affordable housing, and affordable home ownership.
- Ensure social housing is allocated and prioritised to those who are in most housing need, and thus help prevent homelessness
- Comply with statutory obligations, government policy and guidance from government and ensure that all allocations of properties are equitable, fair and transparent.

- Contribute to the council's strategic priorities namely living a quality life in Tamworth, growing strong together in Tamworth and delivering quality services in Tamworth.

How do we know whether this scheme is achieving our objectives?

- 5.2 We will carry out annual impact assessments of the scheme to check whether it is still achieving its aims.
- 5.3 The Council recognises that people need to understand how social housing is allocated to inform their decisions about housing. We will therefore communicate information about this scheme and how it is delivering through:
- Dedicated web and online information, including performance information
 - Regular articles in the Council's Landlord publication Open House
 - Regular dialogue with tenants' through tenants forums and involvement groups
 - Monitoring customer satisfaction
- 5.4 This allocations scheme has been framed in accordance with equality legislation. The Equality Impact Assessment will be attached as an appendix to this document.

6 Applying to join the housing register

Who Can Apply?

- 6.1 In order to be considered for an allocation and take part in the choice based lettings scheme, a person/household has to be registered on the Council's Housing Register.

Anyone can apply to join the Housing Register however not all applications will be accepted onto it. The Council will consider each application on the basis of whether they:

- Are eligible to apply for housing
 - Qualify under the scheme rules
 - Have housing need within the reasonable preference categories or within additional preference categories incorporated within the policy.
- 6.2 The eligibility and qualification criteria are set out in sections 7 and 8 of this policy – people who intend to apply should check whether any of these apply to them and their household.
- 6.3 Multiple or duplicate applications for the same household are not allowed.

- 6.4 Applications due to Domestic Abuse will be handled as per any requirements provided in the Domestic Abuse Act 2021.

Who can and cannot be included on the application form

- 6.5 The Council will accept single and joint applications. Joint tenancies will only be granted between husbands/wives/civil partners/un-married couples or between siblings. Additional persons who can be included on a housing application must be members of the applicant's immediate family who normally live with the applicant. Any other person will only be included on an application if the Council is satisfied that it is reasonable for that person to live with the applicant for example, emerging families. This will exclude lodgers or anyone subletting from the applicant. Anyone over 16 years of age included on an application as part of a household will also be included in the full assessment of the application including income, capital and assets.
- 6.6 Children of applicants are only allowed on the application of the parent who has residency of the child(ren) and to whom Child Benefit is paid. For the purposes of this scheme a child is defined as someone who is either under the age of 18 or who is still dependant on the applicant e.g. due to continuing education. Where a Child Benefit award letter can no longer be provided the Council will accept a bank statement addressed to the applicant clearly showing the correct amount being paid directly by Child Benefit as long as there is also proof of relationship for example, a child's long birth certificate to show the parentage of the child.

Applications from Councillors, board members, employees and their close relatives

- 6.7 Councillors or members of the board of a Registered Provider working with the Council as well as employees of Tamworth Borough Council and their close relatives (parents, children, spouse or former spouse) can apply to the housing register.
- 6.8 In order to ensure that the Council is seen to be treating all applicants fairly, any application for housing or re-housing from Members of the Council, employees of the Council, or associated persons must disclose their relationship at the point of application or if circumstances change, after the initial application has been submitted.
- 6.9 All applications will be assessed in line with this policy, and shall be treated equitably and fairly. The Council will neither give an advantage to, nor disadvantage, an applicant falling into this category. All such applications that are processed will be notified to management so they can be signed off by a senior officer in the housing solutions team. Furthermore, prior to any offer of accommodation being made to any application of this nature, approval from the Executive Director of Communities will be required or those with delegated

powers of responsibility, in line with the Council's escalation procedure, which will be attached as an appendix to this policy.

Applicants under 18 years Old

- 6.10 Applicants aged 16 or 17 will not normally be able to join the housing register. The only exceptions to this are as follows:
- Where a statutory homelessness duty is owed
 - For care leavers 6 months before their 18th birthday to allow the Council to work with them effectively to help source suitable alternative accommodation to try and prevent them from becoming homeless.
 - Where the applicant has been accepted into supported accommodation provided by the Council and there is a requirement for the application to be processed to enable the occupant to pay rent and other charges.
- 6.11 All efforts, including family mediation, referrals to supported accommodation will be made to prevent homelessness and assist young people to achieve an appropriate housing solution to meet their need.
- 6.12 Where an applicant under 18 is unable to join the housing register but is threatened with homelessness full advice and assistance will be offered to the young person for them to return home where it is safe for them to do so or for alternative accommodation to be sourced for them.
- 6.13 The Council has signed a joint protocol with partners across Staffordshire local authorities and the County Council for homeless 16/17year olds. The aim of this protocol is to ensure a county wide approach to assist the 16 or 17year old and to help prevent their homelessness. As part of this protocol there is an agreement in place for joint assessments to be completed with colleagues from Staffordshire County Council. The Council will make the relevant referrals to enable this to happen.
- 6.14 As a 16/17 year old cannot hold a tenancy in law, there will also be a requirement for a 16/17 year old to have an approved person to act as their trustee in relation to the tenancy agreement. This would normally be a family member or other suitable third party.

7 Eligibility

- 7.1 The statutory eligibility criteria for social housing are set out in section 160ZA (1-5) of the Housing Act 1996, as amended by the Localism Act 2011.
- 7.2 An applicant may be ineligible for an allocation of accommodation under section 160ZA (2) or (4). Authorities are advised to consider applicants' eligibility at the time of the initial application and again when considering making an allocation to them, particularly where a substantial amount of time has elapsed since the original application was made.

Persons from abroad who are not eligible to join the register

- 7.3 The following persons are not eligible to join the register:
- People who are “subject to immigration control” (unless they fall within a class prescribed by regulations made by the Secretary of State (section 160ZA(2))
 - People who are not subject to immigration control, but are nevertheless prescribed by regulation as being “persons from abroad” (this may include British citizens who are not habitually resident in the UK)
 - Any other person as prescribed by the Secretary of State.
- 7.4 If a person who has been admitted to the register ceases to be eligible under the above criteria, he or she will be removed from the register with immediate effect.
- 7.5 There are new eligibility rules for EEA persons and their families, which apply from the 1st January 2021. There is a grace period which applies between 1 January 2021 and 30 June 2021. Further changes in the rules then apply after the 30 June 2021. EEA persons and their families should seek advice on their eligibility.
EEA persons and their families are encouraged to apply for settled status or pre settled status to reside within the UK.

8 Qualification

- 8.1 The Council will only allocate to a person who is a qualifying person. The Council will only allocate housing accommodation to a person that does not come within any part of section 7 of this policy.

Qualified Persons

- 8.2 Only an applicant with a local connection is considered a qualifying person. Local connection is defined below. There are some exemptions to this which follow the local connection criteria.

Local Connection

- 8.3 Applicants or a permanent member of their household will need to meet, and provide evidence of the fact they meet, at least one of the following criteria in order to be defined as having a local connection to the Borough of Tamworth:

A) Residence

Have been resident within the borough of Tamworth continuously for the last 2 years immediately preceding the date of application and for the duration of their application

For the purposes of residency we will only usually consider settled forms of accommodation. Secure accommodation would generally be considered as secure and medium to long term accommodation and generally where there is a legal right to occupy the accommodation. For example, owning the accommodation, renting the accommodation or where they have resided with family with the intention of it being a long term arrangement.

B) Employment

Have permanent employment or be self-employed within the Borough of Tamworth for a continuous period of at least 12 months immediately preceding the date of application and for the duration of the application (although any employment need not necessarily be/have been with same employer).

This employment must be for more than 16 hours per week. Where working hours fluctuate i.e. casual or zero hour's contract, an average will be taken over 12 months.

C) Close family with an additional health/welfare need

Local connection can be established through family where there has been frequent contact and dependency and:

The applicant has a close relative* who has been living in the borough of Tamworth continuously for the last 5 years

and

Where the relative has health or care needs which require the support of the household that is applying to move to be in the area or where a family member needs to move to the borough of Tamworth to be closer to family who live there from whom they require care/support.

Applicants will need to provide medical evidence to support this criteria along with evidence to show frequent contact or dependency.

*Close relative for this purpose is defined as parents, children, siblings, grandparents or grandchildren including step relatives.

8.4 Local connection exemptions

The only exemptions to satisfying this criteria are as follows:

- The applicants are relevant persons for the purpose of the Allocation of Housing (Qualification Criteria for Armed Forces) (England) Regulations 2012-

Armed Forces

8.5 The Allocation of Housing (Qualification Criteria for Armed Forces) (England) Regulations 2012 stipulate that a person would satisfy local connection if a person;

- A) Is serving in the regular forces or who has served in the regular forces within five years of the date of their application for an allocation of housing under Part 6 of the 1996 Act;
 - B) Has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of that person's spouse or civil partner where—
 - i. the spouse or civil partner has served in the regular forces; and
 - ii. their death was attributable (wholly or partly) to that service; or
 - C) Is serving or has served in the reserve forces and who is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to that service.
- In accordance with the statutory guidance for 'Improving access to social housing for members of the Armed Forces 2020 (MHCLG) the authority will also exempt from any local connection requirements divorced or separated spouses or civil partners of Service personnel who need to move out of accommodation provided by the Ministry of Defence⁷.
 - The applicants satisfy the right to move criteria below and therefore do not need to have a local connection to the borough of Tamworth.

Right to Move

8.6 The Right to Move qualification regulations 2015⁸ states that Local Connection criteria must not be applied to existing social tenants who seek to move from another local authority district in England and who have a need to move for work related reasons to avoid hardship.

8.7 To qualify the applicant must be a social housing tenant living in England

⁷ Improving access to social housing for members of the Armed Forces- Statutory Guidance 2020 (MHCLG)

⁸ The Allocation of Housing (Qualification Criteria for Right to Move) England Regulations 2015 and Right to Move: Statutory guidance on social housing allocations for local housing authorities in England 2015 (DCLG)

- 8.8 Applicants wishing to join the Housing Register due to work related reasons to avoid hardship are able to do so provided that they can evidence these requirements.
- 8.9 Applications accepted under 'Right to Move' will be awarded Band 1 priority.
- 8.10 The Council must be satisfied that the tenant needs, rather than wishes, to move for work related reasons and if they were unable to do so this would result in hardship.
- 8.11 In determining whether the tenant needs to move the Council will consider the following factors:
- The distance and/or time taken to travel between work and home
 - The availability and affordability of transport, taking into account the tenant's level of earnings
 - The nature of the work and whether similar opportunities are available closer to home
 - Other personal factors, such as medical conditions and child care, which would be affected if the tenant could not move
 - The length of the work contract
 - Whether failure to move would result in the loss of an opportunity to improve their employment circumstances or prospects.
- 8.12 The qualification regulations only apply if work is not short-term or marginal in nature, nor ancillary to work in another district. Voluntary work is also excluded.
- The applicant is homeless and the Council has accepted a full duty to them under the Housing Act 1996 (as amended) S193(2)
 - Applicants who are homeless and who are owed a duty requiring the Council to help them secure accommodation under S189B of the Homeless Reduction Act 2017, but only for as long as that duty is owed to the applicant
 - Applicants who are threatened with homelessness and who are owed a duty requiring the Council to take reasonable steps to help applicants ensure that their accommodation does not cease to be available for their occupation under S195 of the Homelessness Reduction Act 2017 but only for as long as that duty is owed to the applicant
 - The applicant does not have a local connection to any other Council
 - The applicant has been unable to establish normal residency due to rough sleeping.
 - Where the applicants are travellers or gypsy's and this has prevented local connection through the normal residency criteria

- There are significant and special circumstances with overriding reasons requiring the move into Tamworth for reasons of safety; when an applicant is fleeing domestic abuse from another area, is on a witness protection programme or where by not moving to Tamworth would be detrimental to their wellbeing or cause significant hardship. This would be assessed on a case by case basis and would require approval from a Senior Officer within the Housing Solutions Service.
- Local connection through special reasons may also be granted where applicants have been staying temporarily with friends or family, or otherwise referred to as ‘sofa surfers’ and where there are supplementary links to the area for example recent previous residency, or where they have only been residing with them temporarily due to the threat of homelessness or if they require to be in Tamworth for a medical or welfare need.

An applicant will retain their local connection where they have left the area due to:

- Being in Hospital
- Having to move out of the area for care
- Being accommodated in supported accommodation outside the district
- Being placed in temporary accommodation outside of the borough by the Council

Disqualified persons

- 8.13 There are some circumstances where people are disqualified from joining the housing register as the Council will only allocate social housing to those people that it has defined as “qualifying persons” under Section 160ZA(6)(a) of the Act. These criteria are set out in the rest of this section.
- 8.14 Disqualified applicants can ask for a review of the decision – see section 13 of this policy.
- 8.15 Where applicants are disqualified from the housing register they will still be able to access advice and assistance on other housing options, such as privately renting, mutually exchanging and/or access to shared ownership from the Housing Solutions team of the Council.
- 8.16 Where an applicant has been accepted onto the housing register but subsequently becomes disqualified for an allocation (for example, for reasons of behaviour) or is discovered to have been disqualified when the application was made, the applicant will be notified in writing that the Council intends to cancel their application and of the reasons for this. The applicant has a right to ask for review of this decision (see section 13). If the Council has not received a request for a review within 21 days of the date of the notification letter, the application will be cancelled.

Disqualification criteria

A. *Unacceptable behaviour or former tenant debt*

Where an applicant or a member of their household who would be rehoused with them has been guilty of 'unacceptable behaviour' in the conduct of their current or a previous tenancy, they will not be qualified to join the register. An exception will be made where someone is homeless and the council has accepted a main section 193 housing duty.

Unacceptable behaviour can include, but is not limited to:

- i. Owing rent or other housing-related debt from a current or former tenancy with a registered housing provider or a private landlord of 8 weeks or equivalent of their rent
- ii. Using premises for illegal or immoral purpose
- iii. Causing nuisance and annoyance to neighbours or visitors
- iv. Convictions for criminal offences in or near to the applicant's home where the applicant still poses a threat to neighbours or the community
- v. Convictions for a criminal offence relating to abusive behaviour towards a Tamworth Borough Council employee, partner or contractor
- vi. Convictions for housing or welfare benefits-related fraud
- vii. Being violent towards a partner or members of the family or anyone in the neighbourhood and been convicted of an offence in relation to this or where it has met the threshold for an injunction or court order for example a non-molestation order.
- viii. Obtaining a tenancy by deception, for example by giving false information
- ix. The applicant is subject to a civil injunction due to unreasonable behaviour

In determining whether an applicant is disqualified due to unacceptable behaviour, the Council will consider:

- Has the applicant or a member of the applicant's household been guilty of unacceptable behaviour?
- Was the unacceptable behaviour serious enough to have entitled a landlord to obtain an order for possession, whether or not such an order was sought?
- At the time of the application, is the applicant still unsuitable to be a tenant by reason of that behaviour, or the behaviour of a member of his/her household?

Unacceptable behaviour will initially result in disqualification for 12 months, which may be extended unless the applicant has rectified the wrong doing. To be admitted

to the register the disqualification must have been rectified, for example if an applicant pays off or significantly reduces their current or former rent arrears. If an applicant's behaviour has been such that they have received a criminal conviction resulting in a then a fixed term disqualification may apply until any conviction has been spent. For convictions which may never be spent then the Council would consider admitting them onto the housing register once they have served any sentence imposed and would any licence conditions they are under.

An applicant can re-apply to the Housing Register at any time for their situation to be reviewed if they feel they are entitled to now qualify.

The Council will not disqualify someone from the housing register once the conviction has been spent.

Where the disqualification is as a result of rent arrears and the applicant has demonstrated that they have a payment plan in place, that they have been making regular payments for a period of 3 months, which are of a reasonable and proportionate amount to the debt owed amount, then the Council will allow them to join the register with a reduced preference. The amount required to be paid on a payment plan would be subject to an affordability assessment and based on the applicants income and expenditure.

Where applicants are disqualified they would be notified of the decision in writing and offered the chance of appeal.

B. Property Ownership

Under s160ZA Housing Act 1996 the Council is only allowed to allocate to an eligible and qualifying person. The Code of Guidance recommends that local authorities should avoid allocating social housing to people who already own their own homes. The Council will therefore only allocate social housing a person who owns their own home in exceptional circumstances.

Applicants who own their own homes will be provided advice and guidance on other housing options.

Applicants will not qualify to join (or remain on the register) if they own a property either in the UK or abroad (either freehold, leasehold, under mortgage or shared ownership), unless they can demonstrate that:-

- They are in housing need and/or it is unreasonable for them to continue to occupy the accommodation

And

- They cannot liquidate or sell the property which would enable the owner occupier to purchase or rent an alternative property suitable to meet their needs.

Examples may include:

- They are homeless or likely to become homeless within 3 months of their request due to the repossession of their current home and if they receive any equity this will not be enough to secure alternative accommodation
- A joint owner who has left the property, or is leaving the property in order to escape domestic abuse and the perpetrator of the abuse is the other joint owner and the property cannot be sold.
- There has been a breakdown in a relationship between joint owners and one has requested housing, the property has been sold, and they have insufficient resources secure alternative accommodation.
- A homeowner who has been accepted as statutory homeless.
- Where a closure order or prohibition notice due to serious disrepair has been served on the home

All alternative housing options must also have been exhausted before homeowners can join the housing register. In case of needing to move due to medical reasons then funding any necessary adaptations by any other means will also be considered.

Applicants who own property and who rent that property out will be expected to take all necessary legal steps to regain possession of it. This will apply to properties that are owned outright or still mortgaged and to properties where an applicant's family may currently be residing. Where a homeowner has tried and exhausted all legal routes to regain possession of the property but has been unable to then the Council would allow them to join the register subject to approval by a Director.

Those who are disqualified from the register because they are homeowners can still access appropriate advice regarding their housing options (as per Section 3 above) and assistance in resolving their housing needs.

Where applicants are able to register, before any offer of accommodation is made, proof will be required that the property has been sold or proof of the fact that a sale has been agreed. Only in exceptional circumstances and where there are significant material overriding reasons would a property be allocated where the applicant still retains ownership of a property and this would require approval from a Director.

C. Financial resources

The Council is permitted to take into account the financial resources available to an applicant to meet their own housing need. If a household's income exceeds the following they will not qualify to join the register.

- i. Single person households with a household net income of £30,000 or more per year
- ii. Family households (this includes couples) with a household net income of £60,000 or more per year.

A family household is defined as a household that is not a single person and includes couples. A household income will take into account the income of all household members other than the income of non-dependent children. Income will also include all sources of income for the household, including (but not limited to) benefits, grants and income from employment.

Disability Living Allowance or personal independence payments or any other replacement benefit for the above will not be included for the purposes of this calculation. Payments awarded as a result of injury sustained whilst serving in the armed forces shall also not be included in any income calculation. Payments for compensation of injury would also not be included.

These income ranges will be reviewed annually in line with Central Government Directive and legislation.

The procedure for calculating household income will be attached as an appendix to this policy.

D. Savings/Assets/Capital

Applicants with capital/savings/assets/investments in excess of £16,000 will not qualify to join the housing register as they will be regarded as having sufficient resource to source alternative suitable accommodation. This amount is in line with the DWP criteria for eligibility for Housing Benefit.

Where these savings are derived from a payment due to injury or disability for members of the armed forces who have recently been discharged, unless there is an award towards meeting their housing costs they will not be included in this calculation.

E. People with no housing need

Applicants will not qualify for and be registered/allowed to remain on the Council's housing register if the Council is satisfied, that following an assessment, they are suitably and adequately housed, that is, they have no recognised housing need under the Council's Housing Allocation Scheme or fall into a reasonable preference category.

The demand for social housing in the area exceeds supply and therefore social housing has to be awarded to those who are in the most housing need. The Council wants to manage demand and manage applicant's expectations accordingly.

Where such applicants are disqualified from joining the housing register they can still discuss other housing options available to them with the Housing Solutions Service.

For current social housing tenants who are adequately housed but still wish to move they may still be eligible for a mutual exchange.

F. Refused 3 tenancy offers within 12 months

Where applicants have refused 3 suitable tenancy offers within a 12 month period they will be disqualified from the housing register for a period of 12 months.

The 12 months will commence on the date of the refusal of the third offer.

The only exception to this will be where applicants have had a significant change in their circumstances following the making of the third offer and this will be at the discretion of the housing solutions manager.

Assessing Reasonable Preference without fulfilling the Qualification Criteria

- 8.17 The Council's Allocations Scheme must give reasonable preference to applicants who fall into the categories set out in section 3 above (Legal Framework) and more specifically, sections 3.3 and 3.4. The Council cannot automatically reject an applicant who does not qualify under local connection criteria but who may still fall into a reasonable preference group for housing need.
- 8.18 Applications will be considered using the reasonable preference criteria set out in this Scheme. Successful applications where there is a reasonable preference, but where there is no local connection to the borough of Tamworth will be assessed at a reduced priority and be demoted to the band lower than the one the applicant would usually be awarded if they had a local connection.

8.19 If applicants fall into a reasonable preference category they will only usually be disqualified in exceptional circumstances and where the applicant has committed serious anti-social behaviour or has high rent arrears⁹.

How to apply

8.20 An application to join the housing register must be made using a Council housing application form. These can be downloaded online at www.tamworth.gov.uk or alternatively are available from Marmion House, Lichfield Street, Tamworth, Staffordshire B79 7BZ. If a form cannot be downloaded or collected from the Council offices then one can be requested to be posted out.

8.21 Applications are subject to verification checks and will be assessed:

- At the point of initial application
- Following any change of circumstance notified to the Council by the applicant
- Following routine validation audits
- Following an annual review of the application
- At the point when an offer of accommodation is made
- At the point of letting.

8.22 Applications must be accompanied by any supporting information and evidence as well as relevant proof of identification. The Council will return all forms where such documentation has not been provided. Applicants will usually be contacted and given the opportunity to bring the information in first, before it is returned.

8.23 The Council will contact any current and/or former landlords in a five year timeframe to check the applicant's eligibility pursuant to the Policy the following checks. This applies equally to private or social landlords.

8.24 Where applicants are privately renting and any reference request to their current landlord may result in them being served with a notice to leave that tenancy, applicants will be required to provide proof of their rent account or proof of rent payments for the previous 6 months, or since the start of the tenancy if it commenced within the last 6 months. A tenancy reference will be mandatory at the time an applicant is offered a property. Where applicants will be unable to provide this any offer may be withdrawn.

8.25 Advice and assistance regarding any aspect of the housing application process is available free of charge from the Housing Solutions team, Tamworth Borough Council, Marmion House, Lichfield Street, Tamworth, Staffordshire, B79 7BZ, or by phoning 01827 709709 or by emailing housingsolutions@tamworth.gov.uk.

⁹ Allocation of accommodation: guidance for local housing authorities in England- 2012 DCLG

9 Reduced Preference

9.1 Reasonable preference without fulfilling local connection

Where applicants fall under a reasonable preference category but would not ordinarily meet the local connection requirements their band will be reduced to a band lower than they would be awarded if they had a local connection.

9.2 Rent arrears

Where applicants owe housing debts to their current or a former landlord of £250.00 or over, or 4 weeks rebated rent¹⁰ their band will be reduced by one band below that indicated by their housing need.

So, for example, applicants whose housing need would place them into Band 2 would be placed into Band 3.

Where the applicant owes arrears of rent that are lower than either of these two amounts, then their application will not be demoted but they will be expected to clear the arrears before being signed up for any new tenancy.

The Council reserves the right not to apply reduced preference for rent arrears where these are directly attributable to bedroom subsidy sanctions, and there is a sound business case to do so. The Council's Allocations Panel must approve any such decision.

The Council will not apply a reduced preference when an applicant has rent arrears but has been accepted as homeless and where they are entitled to the S193 housing duty.

For transfer applicants the Council will expect a clear rent account before the tenant is allowed to move and will be required to have a property inspection to ensure no breaches of the tenancy agreement.

9.3 Deliberate Worsening of Circumstances

Where applicants have been deemed to have deliberately worsened their circumstances their banding will be reduced to one band lower than they would usually have been awarded. Examples of this could include but are not limited to:

¹⁰ 'Rebated rent' means the net amount that the tenant is expected to pay over and above any housing benefit or housing allowance.

- i. Applicants who give up a home that they own, rent, or have rights to but choose to leave or dispose of it without good reason in the 5 year period immediately preceding the making of their application. This includes 'gifting' a home to friends and/or relatives, both within and outside the UK, where they could have reasonably been expected to reside, or to sell it.
 - ii. Applicants who have given up a social housing tenancy in the five year period immediately preceding the date of their application and this was , not due to violence / threats of violence / harassment / anti-social behaviour / domestic abuse / hate crime, or any other similar danger to life and welfare. This will require clear evidence that the issues had arisen.
 - iii. Applicants who deliberately overcrowd accommodation other than where it is necessary to prevent homelessness.
 - iv. Applicants who deliberately move to a home which was clearly unaffordable at the point they move into it.
 - v. Applicants who deliberately move into accommodation which will be overcrowded other than to prevent their homelessness and prevent the homelessness of their family.
 - vi. Applicants who leave suitable accommodation without making suitable provision unless there was good reason to leave
 - vii. Applicants who deliberately deprive themselves of capital, equity or income following the sale of a property belonging to them whether jointly or in their sole name in order to qualify or gain priority for housing. Deliberate deprivation includes gifting money to relatives and friends and payments to third parties.
- 9.4 Where an applicant applies to the housing register and is accepted into a band, but subsequently makes a homeless application and is deemed to be intentionally homeless they will be demoted to a band lower as appropriate and /or applicable. For example an applicant may have been awarded medical banding when applying to the housing register but is then found to be intentionally homeless. Whilst they would still be awarded the medical banding, a reduced preference would then apply and they would be placed in one band lower than they were in.

10 Bedroom Requirements, Property eligibility and entitlement

10.1 Summary of which households can bid for certain properties

Property Type	Household Criteria
Bedsit / studio flat	Single person
One bed flat	Single person / couple
One bed Bungalow	<p>Single person or couple with mobility disabilities and a need for this type of accommodation (as assessed by an Occupational Therapist).</p> <p>Priority is given where one person is 60 years or above. In the absence of 60+ year olds, those under this age will be considered.</p>
High rise – one bed flats	Single persons or couples - at least one person must be 50 years or above.
High rise – two bed flats	<p>Couples where at least one person is 50 years or above who have either:</p> <ul style="list-style-type: none"> • An assessed need for separate bedrooms or • Require an overnight carer.
Two bed bungalow	<p>Single persons or couples who either have :</p> <ul style="list-style-type: none"> • An assessed need for separate bedrooms or • Require an overnight carer. <p>Priority is given where one person is 60 years or above. In the absence of 60+ year olds, those under the age will be considered.</p>
Sheltered Housing	Single persons or couples - at least one person must be 55 years or above and they must have an assessed need for sheltered housing.
Two bed flats (not high rise), maisonettes and houses	Households, whose bedroom requirements are as indicated in section 10.2.
Three bed flats, maisonettes and houses	
Four bed houses	
Five bed houses	
Seven bed houses	

Bedroom Requirements

- 10.2 The Council will make best use of its stock. Accommodation will normally be offered according to applicants' needs and the criteria below:

One bedroom is allowed for:

- Every adult couple
 - Any other person aged 16 or over
 - Two children of the same sex under the age of 16
 - Two children under the age of 10 regardless of their sex
 - Any other child
 - A carer (who is not part of your household) if you or your partner need overnight care
 - Any other person who cannot share a bedroom because of a severe disability or medical condition or where there is a need for medical equipment for example dialysis equipment (see section 8.5)
- 10.3 A household containing a pregnant woman will be eligible for a bedroom for the unborn child at 20 weeks gestation if there is no other bedroom that the child could be expected to share. Since this would be deemed a 'spare room' prior to the child's birth, the financial implications of accepting the offer of a property with a room for the unborn child will be explained to the applicant prior to their acceptance of the offer. They will be entitled to refuse such an offer.
- 10.4 These household criteria largely reflect the changes made by Government to Welfare Benefits. This approach seeks to ensure that applicants are not allocated accommodation that has a 'spare' bedroom for benefit purposes and which would be unaffordable and unsustainable as a result.

Carers

- 10.5 Applicants claiming bedrooms for carers will need to provide evidence sufficient to satisfy the Council of the caring relationship, which must include supporting evidence from Adult Social Care evidencing the need for overnight care. Even where the Council recognises a need for an overnight carer for the purposes of a housing need, the applicant may still need to satisfy other authorities of this, such as for Housing Benefit / Universal Credit payments.

People with disabilities who cannot share

- 10.6 Applicants will need to provide evidence sufficient to satisfy the Council of the need for separate bedrooms, which must include supporting evidence from senior medical professionals. Awarding an additional bedroom will be assessed on a case by case basis and will involve considering not only the nature and severity of the disability but also the nature and frequency of care required during the night, and the extent and regularity of the disturbance to the sleep of the other person who would normally be required to share the

bedroom. Even where the Council recognises a need for an additional bedroom for the purposes of a housing need, the applicant may still need to satisfy other authorities of this, such as for Housing Benefit / Universal Credit payments.

Fostering

- 10.7 Approved foster carers and adopters who need to move to a larger home in order to accommodate a looked after child or a child who was previously looked after by a local authority can apply to the Council to bid for homes that provide an additional bed space. This provision also includes special guardians, holders of a residence order and family and friends carers who are not foster carers but who plan to take on the care of a child. Approval for a 'size over-ride' will be considered by the Allocations Panel subject to supporting information being provided.

Under-occupying homes

- 10.8 The Council reserves the right to allow for the under-occupation of its homes if this is the best use of housing stock which will be determined by demand for that particular stock, whether it is an adapted property or the individual personal need of the applicant. Any such "over-ride" will be approved by a director and will be subject to an affordability check on the part of the applicant.
- 10.9 Where under-occupation of a home would result in a reduction in Housing Benefit because there is a spare room, the implications will be discussed with the applicant prior to acceptance of an offer, to ensure that the applicant can afford to pay the rent and that the tenancy will be sustainable.

Over-occupying homes

- 10.10 Where a household requires a larger property, the type of which does not become available frequently, they may apply to the Council to be allowed to bid for properties that have one bedroom less than required under these eligibility criteria, provided they would not be statutorily overcrowded.
- 10.11 Approval for a 'size over-ride' will be required to be authorised by a manager in the Housing Solutions service.
- 10.12 A policy over ride would not apply for bedroom entitlement where it has been awarded based on medical need and following receipt of medical evidence.

Property Eligibility

Sheltered Housing

- 10.13 The Council has a number of sheltered schemes across the town and allocations are in accordance with this Scheme. The applicant (or at least one of a couple) must be 55 years or above.

- 10.14 Prospective tenants will be required to have a needs and risk assessment before an offer is made to ensure that the property and support available will meet their needs. This assessment will usually take place at the scheme if this is acceptable to the applicant.
- 10.15 Property advertisements for sheltered schemes include information on who can bid, and the charges payable.

Properties where bidding is limited to certain households or bands

- 10.16 Some other properties are designed and intended for households with specific characteristics. These include properties that are usually allocated to older people, or to disabled people.
- 10.17 Where properties are so designated, the property advertisement will state which types, or bands, of applicants are eligible to bid and how their relative priority will be determined.
- 10.18 The property advertisement will also state where a Local Lettings Plan applies, and who is entitled to bid for the property.
- 10.19 Some properties, e.g., some that are in high demand, will only be open to bids from applicants in higher bandings, as determined by the Annual Lettings Plan. This will also be stated in the property advertisement.

11 Banding

Summary of Banding

11.1 Band 1+

Applicants in the following circumstances will be placed in this highest band:

- Applicants assessed as having exceptional additional housing need namely where a main homeless duty is owed to the applicant and the applicant has one further criteria in Band 1
- Applicants who have an urgent housing need (as defined in Band 1 or are owed a reasonable preference) and
 - i. Are serving or formerly served in the regular forces and suffer from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service

- ii. Have recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of their spouse or civil partner who served in the regular forces and whose death was attributable (wholly or partly) to that service, or
- iii. Who are serving or have served in the reserve forces and are suffering from a serious injury, illness or disability that is attributable (wholly or partly) to the person's service.
- iv. Have an urgent housing need to move and are a former member of the regular armed forces. Subject to the SI 2012 no. 2989

11.2 Band 1

Applicants in the following circumstance will be awarded Band 1, these circumstance encompass reasonable preference groups:

- Applicants whose current home is within the borough of Tamworth and which is due to be demolished, or is subject to a Demolition Order.
- Applicants assessed as statutorily homeless and owed a main duty in the borough of Tamworth.
- The applicant's current home is subject to a Prohibition Order served by Tamworth Borough Council covering a main part of the dwelling, or is otherwise unsatisfactory or unsanitary and the defects to the property cannot be readily remedied following an assessment by the private sector housing team.
- Applicants who are unable to continue to occupy their current accommodation due to high medical need or disability
- Applicants with a high need for alternative accommodation on the grounds of significant social welfare. This includes applicants with a need to move to a particular locality where significant hardship would be caused if they did not move, and this banding is also awarded to those with a 'right to move' as stipulated
- Applicants who are deemed by the Private Sector Housing team to be statutorily overcrowded, or who are overcrowded by two or more bedrooms according to this Policy
- Applicants who have a social housing tenancy and are under-occupying social rented accommodation by two or more bedrooms

- Applicants awarded Incentive to Move that are presently tenants of Tamworth Borough Council, and are prepared to move to a flat or bungalow, thereby making their current home available to an applicant that needs a house (not subject to cumulative preference)
- Applicants that are presently living in supported housing and are required to move on. In accordance with the move on protocol, where specific Service Level Agreements exists or there are other specific arrangements, the supported accommodation provider will be required to confirm that the applicant has completed a support programme and is ready to move on
- Applicants who are a looked after child and leaving care.
- Where a former Tamworth Borough Council tenant has negotiated and agreed tenancy surrender
- Applicants who are Tamworth Borough council tenants and have an urgent need to move and to make best use of stock for reasons where banding has not been otherwise provided for in the policy.
- Applicants who have a reduced preference from Band 1+
- Applicants who were assessed as threatened with homelessness but through successful mediation have remained within the home for a minimum period of 6 months

11.3 Band 2

Applicants in the following circumstances will be placed in Band 2:

- Applicants with a medium medical need who have been assessed as requiring suitable alternative accommodation.
- Homeless applicants owed a duty requiring the Council to help them secure accommodation under S189B Homeless Reduction Act 2017 (for as long as that duty is owed to the applicant) (not subject to cumulative preference)
- Applicants with a medium need for alternative accommodation on the grounds of serious social/welfare.
- Applicants who are overcrowded by one bedroom according to the bedroom requirement in this Policy.

- Applicants who have a social housing tenancy and are under occupying social rented housing by one bedroom.
- Applicants who are leaving or have recently left Armed Forces accommodation and who have not been dishonourably discharged. A Discharge Notice will be required
- Applicants who have been verified as rough sleeping who are determined not to be owed the main s193 duty.
- Have a reduced preference from Band 1.

11.4 Band 3

Applicants in the following circumstances will be placed in Band 3:

- Applicants who have been assessed through the homeless legislation but where a main duty is not owed due to non-priority, intentionality or refusing a suitable offer of accommodation.
- Applicants who are threatened with homelessness and who are owed a duty requiring the Council to take reasonable steps to help them ensure that their accommodation does not cease to be available for their occupation owed under S195 of the Homelessness Reduction Act 2017 (for as long as that duty is owed to them) (not subject to cumulative preference)
- Applicants with a low medical need or a disability of such a nature that requires them to move.
- Applicants who have a low housing need on welfare grounds.
- Applicants who are single and aged 35 or over who are living in shared accommodation that includes sharing facilities such as the bathroom or kitchen with other people in unrelated households
- Joint applicants who are a couple and living in shared accommodation that includes sharing facilities such as the bathroom or kitchen with other people in unrelated households
- Have a reduced preference from Band 2.

11.5 Band 4

Applicants in the following circumstances will be placed in Band 4:

- Applicants that are owed an accommodation duty under section 193C (4) namely those applicants who have had their homeless duty discharged for failing to co-operate.
- Applicants that have a reduced preference from Band 3.
- Applicants that were referred into Supported housing temporarily but not yet ready for move-on in accordance with the move on protocol

11.6 There are 5 bands, with Band 1+ being the highest priority. Each of the bands is categorised according to need

11.7 Relative priority amongst bidders for any particular home is determined:

- Firstly by the Band, and
- Secondly by the date that the application joined the Band, so that those that have been in any Band for longer periods of time are given preference over those that joined the Band at a later date

11.8 Where an applicant's circumstances change and an alternative banding is awarded, the date the applicant is accepted into the Band is used to prioritise their application compared to bidders in the same Band.

Cumulative Preference

11.9 Applicant(s) meeting two or more of the categories described in Band 2 will be promoted to Band 1. This is to recognise their exceptional and urgent housing need.

11.10 For cumulative preference from Band 1 to Band 1+ this would only apply to those awarded the full s193 housing duty and those from the armed forces who have been injured as a result of their service, or their family and an unconnected characteristic in Band 1.

11.11 Some categories will be exempt from cumulative preference where they may be of similar reasoning to prevent any duplication of banding.

11.12 Banding categories exempt from cumulative preference are detailed within the banding summary

Banding Priorities Explained

Medical grounds for rehousing

- 11.13** The Council has three levels of medical priority that determine which band an application will be placed in:

Band 1 = High Medical Award

Band 2 = Medium Medical Award

Band 3 = Low Medical Award

- 11.14** The assessment process requires the applicant to provide evidence from relevant care or medical professionals that clearly links the health concern to the current accommodation

11.14.1 High medical need

Where current housing conditions are having a major adverse effect on the medical condition of either the applicant or a member of their household, the application will be placed into Band 1. This will generally require evidence from a senior health practitioner or a consultant and be a tailored assessment clearly linking the medical condition with the current accommodation and making a recommendation as to which type of property would alleviate the condition.

Examples might include:

- A wheelchair user occupies a home where facilities are upstairs and therefore inaccessible and flatted accommodation or a bungalow is recommended
 - An applicant is due to be discharged from hospital and cannot be discharged into their current accommodation because its design is totally unsuitable.
 - A referral has been received from a consultant or other similar health care professional stating that their current housing is having a severe effect on an applicant's (or member of their household's) mental well being
 - An applicant or a member of their household who needs to move to suitable adapted accommodation because of their serious injury, medical condition or disability. This would be assessed by an Occupational Therapist.
- An award will be subject to approval by a senior officer in the housing solutions team.

11.14.2 Medium medical need

Applicants who have been assessed as requiring suitable alternative accommodation because their medical condition and/ or disability is having a detrimental effect on their ability to live independently at home would be placed into Band 2. This would require evidence from medical practitioners who must also recommend suitable property types or the required characteristics for a property based on their knowledge of the applicant's medical needs.

Examples might include:

- An applicant who requires a different type of accommodation or a different layout of accommodation including but not limited to someone who needs level access accommodation.

11.14.3 Low medical need

Applicants whose move to suitable alternative accommodation would improve their health will be placed in Band 3. This is typically evidenced by a letter from the applicant's GP or community health services. It must also recommend suitable property types and/or the required characteristics for a property based on their knowledge of the applicant's medical needs.

Examples might include:

Someone with a degenerative condition whose needs are likely to occur in the future, typically within 12 months' time.

Social, welfare and hardship grounds

11.15 The Council has three levels of social, welfare and hardship priority that determine which band an application will be placed in:

- Band 1 – High Social, Welfare and Hardship Grounds
- Band 2 – Medium Social, Welfare and Hardship Grounds
- Band 3 – Low Social, Welfare and Hardship Grounds

11.16 The Council seeks to sustain tenancies and will engage in multi-agency discussions to determine the best way to resolve issues. Social, hardship and welfare is an umbrella term that will include any discretionary issues other than medical.

11.16.1 High Social, Welfare and Hardship need

Those applicants needing to move urgently on social, hardship and/or welfare grounds will be placed in Band 1. Priority for this level will only be awarded if the current situation is so significant that it will have a serious impact on the wellbeing of the applicant or a member of their household.

This will require supporting evidence from a third party such as a statutory agency (e.g. safeguarding, police, MARAC) and/or senior professional who are involved in the case.

Examples might include:

- Child/ren separated from parents (where they previously lived together) because the child cannot currently occupy the home of the parent, which prevents them living as a family unit.
- Applicants with a high degree of vulnerability whose housing situation is having a detrimental effect on their life
- Applicants who need to move due to or to recover from the effects of domestic abuse¹¹, violence, emotional or sexual abuse
- People who need to move because of racial or homophobic abuse
- An applicant needing to move to be closer to a relative where either is very vulnerable, there is no alternative solution and where not to do so would cause significant hardship or either or both
- An applicant who is under witness protection, through the national witness mobility service and requires a move to another area.
- Applicants who have been accepted as having a Right to Move (in accordance with section 6.
- An applicant needing to move to take up employment where not doing so would cause financial hardship.
- Cases in relation to a child in need where they meet the criteria stipulated in the section below.

The Council will carry out a home visit if this is deemed necessary in order to verify the details provided by the applicant.

Any award will be subject to approval by a senior officer within the housing solutions team.

Child / Children in Need in an existing household

For this purposed of this part in accordance with the Children Act 1989 a child shall be taken to be in need if :

‘(a) he is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him of services by a local authority under this Part;
(b) his health or development is likely to be significantly impaired, or further impaired, without the provision for him of such services; or
(c) he is disabled.’

and “family”, in relation to such a child, includes any person who has parental responsibility for the child and any other person with whom he has been living.

A high social need banding will be applied to the application for rehousing, placing the application into Band 1, where:

- The child has been assessed by children’s Social Services via a statutory assessment procedure, and

¹¹ As per the stipulations in the Domestic Abuse Act

- Social Services have clearly indicated what aspects of the child's development are being hindered by their current housing circumstances, and
- The Council's safeguarding and designated officers within housing are satisfied that the evidence supports an urgent need to move

For the purposes of this assessment the household to be considered is that which has care and control of the child for the majority of the time.

11.16.2 Medium Social, Welfare and Hardship need

Applicants who have a medium housing need on welfare grounds will be placed in Band 2; this would require third party supporting evidence from (local support team, social workers etc.).

Examples might include:

- Applicants who need to move as part of an agreed support plan to re-integrate them into the community.
- Lower level and regular police involvement

11.16.3 Low Social, Welfare and Hardship Grounds

Applicants who have a low housing need on welfare grounds will be placed in Band 3. This would require third party evidence from support workers or equivalent.

Examples might include:

- Applicants with limited access arrangement to their children for example living in a property where children cannot visit.
- Applicants who are privately renting and who are struggling financially. This will be assessed on a case by case basis and subject to supporting evidence being provided, for example in the form of an income/expenditure check undertaken through the Citizens Advice Bureau. This will only be awarded where the applicant's needs are not due to lifestyle choices that the applicant has made. The Council reserves the right to refer the application to its debt advice provider for such confirmation.

Overcrowding

11.17 For households that are living in overcrowded accommodation, banding is awarded on a tiered approach, as follows;

- Band 1 is awarded to applicants who are deemed by the Private Sector Housing Team to be statutorily overcrowded, or who are overcrowded by two or more bedrooms according to this Policy

- Band 2 is awarded to applicants who are overcrowded by one bedroom.

11.18 Provided the applicant is not considered to be statutorily overcrowded, overcrowding banding awarded by the Policy will only be awarded where applicants are considered to be in settled accommodation. This is typically secure, and medium to long term housing where there is a right of occupation. This would usually be where they own or rent their home or where they have lived with family for more than 6 months.

11.19 The reasons why the applicant became overcrowded, whether the applicant is able to afford a larger home and whether the space within the dwelling is being used effectively will be taken into account.

11.20 Evidence will be required to support the overcrowding.

11.21 Overcrowding assessments will only take into account people who live permanently within the home.

11.22 Home visits may be undertaken by the Council to verify the information provided.

11.23 The Council retains the right to remove banding on this basis should the overcrowding not be evidenced, or circumstances alter and lead to the overcrowding situation being resolved.

Move on from Supported Housing

11.24 The Council works in partnership with a number of agencies that support move-on arrangements from hostels, supporting people funded accommodation and/or other specialist accommodation.

11.25 Applicants moving on from short term accommodation (being of up to 2 years duration) who are capable of independent living (with or without care and support plans) will be placed into Band 1, provided there is evidence from the support provider to confirm that they have been resident for a period of at least 6 months and:

- Their rehousing requirements constitute a high social and/or medical need and an appropriate move on package is in place

Or

- Rehousing will free up a place for a vulnerable person in supported housing

11.26 If applicants fail to bid, then the Council will make bids on their behalf. If applicants are not satisfied with any resulting offer of accommodation then they can request a review of the suitability of the offer.

- 11.27 Applicants in this category will receive one offer of suitable housing only. If applicants refuse a move on offer of accommodation a reduced preference will be applied.
- 11.28 In accordance with the Move on protocol adopted by the Council when a resident is ready to live independently and move on from the supported accommodation, the support accommodation provider will need to complete a 'ready to move on' form before banding will be awarded. The move on protocol will be attached as appendix to this policy which contains the form which is required for completion.
- 11.29 Where the applicant still has support needs the supported accommodation provider must continue to supply these for a period of 6 weeks following the date on which the applicant is re-housed.

Under- Occupation banding

- 11.30 For households that are under occupying social housing, banding is awarded on a tiered approach as follows;
- Band 1 is awarded to applicants who are deemed to be under occupying by two or more bedrooms according to the bedroom standard in this Policy
 - Band 2 is awarded to applicants who are deemed to be under occupying by one bedroom according to the bedroom standard in this policy
- 11.31 Banding for under- occupation will only apply to those who are permanently occupying a property as their main and principal home and have a social housing tenancy.
- 11.32 Evidence may be required to support this such as evidence of a social housing tenancy and confirmation from the applicant's social landlord that the applicant is in fact under occupying.
- 11.33 Where the Council is unable to verify these circumstances the Council retains the right to remove banding on this basis.

Incentive to Move scheme

- 11.34 The incentive to move scheme is a landlords discretionary scheme and subject to budgetary provision
- 11.35 In making best use of stock the Council uses it's Incentive to Move scheme to encourage people to move out of under-occupied properties. The policy enables a payment to be made towards moves from:
- Houses to flats or bungalows

- Adapted properties to non-adapted properties (where a suitable match has been made for the adapted property)
- Chain lets – namely where 2 or 3 households give up their properties to move into 1 larger property

11.36 Where someone has moved and received an incentive payment, they should expect to stay in that property for 3 years before making an application to transfer home again.

11.37 The payment will be recovered from tenants that move within 3 years unless there is an exceptional circumstance which include but are limited to:

- Moving into residential care or long-term hospice
- Death
- Moving in with relatives

11.38 The terms of the Incentive to Move scheme are subject to review and set out in the Guide which will be attached as appendix to this policy.

11.39 Where an applicant has arrears which would ordinarily mean that they would be subject to a reduced preference, the Council reserves the right not to apply the reduced preference as long as any payment awarded for the incentive to move clears the arrears. Where the arrears exceed the amount of the incentive to move payment the reduced preference will still apply.

Negotiated tenancy surrender

11.40 In order for the Council as a landlord or make the best use of resources available, the Council will consider awarding an applicant Band 1 in exchange for the surrender of their tenancy in order limit eviction costs, reduce the period of time properties are left vacant or to prevent rent arrears from occurring.

11.41 This is subject to the surrender of the tenancy of the tenancy being done in a planned way and subject to the following provision;

- The applicant is a tenant of Tamworth Borough Council and has been taken into custody or has to go into a mental health or other special facility for an extended period and
- If any offence they committed did not constitute a breach of their tenancy agreement; and
- They have or are likely to be sent to prison or a mental health/special facility for more than 13 weeks; and
- They have conducted their tenancy in a reasonable way; and
- Their rent is up to date

- 11.42 If the above criterion is met then written confirmation of the surrender will be provided and agreement when they are released they would be awarded Band 1.
- 11.43 Band 1 for tenancy surrender will not be awarded unless the Council has agreed to the Band 1 before they surrendered their tenancy and confirmation was given.
- 11.44 The Band 1 will be awarded at the point the applicant is moving from custody or their mental health facility and upon receipt of a housing application.
- 11.45 Tenancy surrender would be subject to completion of a comprehensive report being completed by an officer and authorised by a manager in the housing solutions service or the allocations panel.
- 11.46 An applicant, who has been granted negotiated surrender priority, may be able to bid for properties within 28 days of their confirmed release date. However, if an applicant is not in a position to sign tenancy agreements and move into the property once it is ready or the offer of accommodation may be withdrawn and the band award deferred.
- 11.47 An applicant would only be awarded this priority where they would not be disqualified from the housing register due to any other circumstances.

Unsanitary or otherwise unsatisfactory housing

- 11.48 The law states that a council is required to give reasonable preference to those living in unsanitary or otherwise unsatisfactory housing.
- 11.49 We will award Band 1 to applicants living in unsanitary or unsatisfactory housing where there is at least one verified Category 1 hazard¹² that cannot be resolved by the landlord within six months and where the condition of the accommodation has at least an on-going moderate effect on the applicant's health or a member of their household.
- 11.50 We will award Band 1 to applicants living in properties where the landlord has been served with a prohibition order covering a main part of the dwelling, or where the applicant's property has been included within a clearance area or has a lack of facilities (as specified in 11.46 below). This would include situations where the condition of the property occupied is seriously detrimental to the health of any of the household and the defects in the property cannot be easily remedied following an assessment by the private sector housing team within 6 months

¹² The Housing Health and Safety Rating System (HHSRS) introduced by the Housing Act 2004 assess 29 categories of housing hazard. Each hazard has a weighting which will help determine whether the property is rated as having category 1 (serious) or category 2 (other)

11.51 The following will be considered to constitute a lack of facilities namely where an applicant does not have access at all to any of the following facilities:

- Bathroom or kitchen
- An inside WC
- Hot or cold water supplies
- Adequate heating

11.52 Where conditions have been deemed to have been caused as a result of an applicant's behaviour or lifestyle banding would not be awarded. This would include where an applicant has refused to allow the issues to be remedied.

Decanting social housing tenants for major repairs

11.53 Where the applicant lives in a Tamworth Borough Council property, the Council will seek to deal with any repairs before it considers moving them. However, where major works are required, the tenant may need to move out in order for these to take place. Any letting made will be on the basis that it is a temporary move (a decant) and the tenant will be able to return to their original home once the works have been completed.

11.54 These tenants will therefore be offered a licence agreement to occupy the temporary home, as their substantive and principle dwelling will remain their tenancy.

11.55 Decants to allow major repairs to private sector housing will be managed in accordance with the Housing Act 2004 and/or other relevant legislation or statutory instruments. Where issues of disrepair are so significant that an Emergency Prohibition Order is necessitated, the occupier(s) of the dwelling will qualify for Band 1 status from the date of the Order.

Best use of stock or tenants with an urgent need to move

11.56 In order to make the best use of stock and if by moving a Council tenant hardship to them will be avoided, the Council can award priority banding Band 1.

11.57 This will only be awarded in exceptional circumstances and where banding has not otherwise been awarded through the Policy for the same circumstance.

11.58 Applicants are not automatically entitled to this banding and cases will be assessed on a case by case basis. Awards of this nature will also have to be supported by evidence and any award of banding will have to be agreed by a manager or review officer in the housing solutions service.

11.59 Cases which may fall in this category could include but are not limited to the following:

- Tenants who are enduring significant financial hardship where they are engaged and working with the tenancy sustainment team and all other options have been considered, and by moving to a smaller property would alleviate hardship but where they are not eligible for an incentive to move payment.
- Where there has already been a succession from one spouse to another but an adult child who has lived in the property all of his life is living in the property

11.60 Applicants awarded the priority will only be entitled to one offer of suitable accommodation.

11.61 Where an applicant is not bidding for all available and suitable properties the Council retains the right for an officer to make proxy bids on their behalf to suitable properties.

11.62 A suitability of accommodation assessment would be completed as part of the band award to ensure the one offer would meet their housing need.

11.63 If applicants are offered a suitable property and refuse it, the banding for this priority will be removed. The applicant would be entitled to a review of suitability.

Move-On from Care (Staffordshire County Council)

11.64 A care leaver or 'looked after child' (LAC) of Staffordshire County Council will be awarded high priority to move within this Policy if they are ready to move into independent settled housing provided they satisfy certain criteria (see below) and in order to try and prevent homelessness . The care leaver will be awarded Band 1.

11.65 A care leaver from Staffordshire County Council will be eligible to join the housing register and be in Band 1 6months prior to their 18th Birthday.

11.66 Where a suitable property is identified before their 18th as they are unable to hold their own tenancy, any tenancy would be held in trust until their 18th Birthday.

11.67 A supporting letter will be necessary from Staffordshire County Council confirming their status and that they are ready and prepared to move on to independent settled housing, (which may be in the social or private sector), and the care leaver :

- i. possesses the life skills necessary to sustain a tenancy, and
- ii. has been assessed for a support package, and one is in place.

Homeless Households and applying to join the housing register

- 11.68 Where applicants are homeless and have also applied to join the housing register they will not be disadvantaged.
- 11.69 Where applicants have made a homeless application but are still considered to be entitled to banding under another reasonable preference category they will still be entitled to their normal banding until there has been a change of circumstance which mean the banding is otherwise no longer applicable, for example overcrowding or medical banding associated to a property which they have moved away from.
- 11.70 Due to the Homeless Reduction Act 2017 the Council has framed this policy in order to aid the Council in preventing homelessness and discharging its duty.
- 11.71 Homeless households will be awarding banding on a tiered approach depending what homeless duty may be owed to them and this is covered in further detail below.

Accepted statutory homeless households

- 11.72 *Households to whom the Council has accepted a main housing duty under Part 7 of the Housing Act (as amended) are entitled to one offer of suitable accommodation.*
- 11.73 Applicants are able to bid for advertised properties.
- 11.74 Within the provisions set out in the Localism Act 2011, they may also be considered for an offer of suitable private rented accommodation in line with the Council's Discharge of Duty into the Private Rented Sector Policy (which can be found on the Council's website).
- 11.75 All bids will be monitored by the Council and if an applicant does not bid on suitable properties an officer of the Council will make suitable proxy bids on their behalf. If applicants are not satisfied with any resulting offer of accommodation then they can request a statutory review under s202 of the Housing Act 1996, or appeal to the County Court under S204 of the Housing Act 1996.
- 11.76 If the offer is deemed to be suitable but the applicant refuses the offer, the Council may discharge its duty to the applicant and their priority for housing will be reassessed in line with this Allocations Scheme. Applicants will also have a right to a review of the decision to the discharge of duty under s202 and s204 of the Housing Act 1996.

Households which are homeless but where the main housing duty is not owed

- 11.77 Applicants that are owed a duty requiring the Council to help them secure accommodation under s189B of the Homeless Reduction Act 2017 will be

placed into Band 2 for as long as that duty is owed to the applicant. This banding is not subject to cumulative preference.

- 11.78 Applicants that are owed a duty requiring the Council to take reasonable steps to help applicants ensure that their accommodation does not cease to be available for their occupation under s195 of the Homelessness Reduction Act 2017 will be placed into Band 3 for as long as that duty is owed to the applicant. This banding is not subject to cumulative preference.
- 11.79 Applicants who have been assessed through the homeless legislation but where a full duty is not owed due to a finding that they are not in priority need, they are intentionally homeless or they have refused a suitable offer of accommodation will be placed into Band 3 until there has been a change in their circumstances or where in the case of intentionality, there been an occurrence which breaks the chain of causation in this respect.
- 11.80 Applicants who are owed an accommodation duty under section 193C (4) of the Housing Act 1996 namely applicants who have had their homeless duty discharged for failing to co-operate.

Review of 'suitability' of an offer of accommodation for households accepted as statutory homeless

- 11.81 Applicants that have been accepted as statutorily homeless are entitled to request a statutory review where they consider that an offer of accommodation was not suitable.
- 11.82 Where an applicant has refused a suitable offer of accommodation and the Council discharges its relevant duties they would then be placed in Band 3.
- 11.83 Requests for a review of suitability must be made within 21 days of the date the applicant is notified of the Council's decision
- 11.84 When refusing an offer of accommodation and requesting a review, the reasons for refusal must be provided to the housing solutions service, where a review officer or manager will review the case and make a decision on the applicant's review request within 8 weeks (56 working days).
- 11.85 The applicant will be advised to accept the offer, as the property will not be held whilst the review decision is being made. Any other bids made on other properties during this period will be discounted.
- 11.86 If the decision is that the offer was not suitable the applicant's priority will be reinstated to that prior to the refusal and they will be able to continue to bid.
- 11.87 If the review decision is that the offer was suitable and the applicant did not accept the property prior to requesting a review, the Council will notify the

applicant that it has discharged its duty under homelessness legislation and that no further offers will be made. The application will then remain in Band 3.

- 11.88 If an applicant remains dissatisfied they can request a further review on a point of law through the courts.

12 Procedure after an application has been registered

How the application is processed

- 12.1 Once an applicant, with their household, has been checked against the eligibility and qualification criteria, their application will be assessed in accordance with this scheme to ensure that those in greatest need are given preference for an allocation, and the application will be awarded a banding (see section 11 for determination of bands).
- 12.2 The application will be registered by entering details onto the Council's Housing IT system. Once an application has been registered, the applicant will be sent written confirmation of key details including their registration number and date, the band they have been assessed for, and which types of properties they can bid for. The letter will also confirm how to register and bid for properties.

Change of circumstances

- 12.3 Once registered it is the applicant's responsibility to inform the Council of any change in their circumstances that affects their eligibility, qualification and/or priority or banding for housing. Examples could include but are not limited to:-
- A change of address, for themselves or any other person on the application.
 - Any changes in the household of where the applicant lives or in the household included on the application.
 - Any change in income and/or savings of the applicant.
 - If the applicant becomes a property owner.
 - Any medical/welfare or mobility needs which will affect the type of accommodation required by the applicant
 - Any changes to the immigration status of the applicant
- 12.4 If the change in circumstances results in a change to the application's banding or position within a band then a letter will be issued informing the applicant of the change.
- 12.5 Applicants must inform the Council of any change in their contact details.
- 12.6 If a change of circumstances is not notified to the Council prior to any offer of accommodation being made, the offer of accommodation maybe

withdrawn/bypassed and the applicant's position within the register will be reassessed.

- 12.7 The Council carries out an automated review of the Housing Register, and failure to respond to any contact made as a result of such a review will also result in the application being cancelled. Further details of the annual review are set out here.

Annual Review of applications

- 12.8 In order to maintain a Housing Register which accurately reflects current housing need, applicants will be required to respond to a review of their application at least once per year. This review process involves confirming whether any changes in circumstances need to be reported and if they want to remain on the register.
- 12.9 If an applicant fails to respond to the review letter within the allocated time of 28 days from the date of the letter and they have not been actively bidding, their application will be cancelled and removed. The applicant will then need to register a new application and be reassessed with a new band and priority date, should they still have a housing need.
- 12.10 Cancelled applications will only be reinstated in exceptional circumstances at the discretion of the Housing Solutions Manager provided the request is received within 6 weeks and provided there were strong grounds for not responding, e.g. the applicant was in hospital and appropriate evidence is provided.
- 12.11 Where the Council identifies that an applicant has special requirements such as in terms of how the Council communicates with them, the Housing Solutions team will make all reasonable efforts to contact the applicant in a way that is acceptable to them. For example, if the applicant has sight issues, any communication can be sent in a specified font size, or if the applicant is vulnerable, any communication can be through a nominated third party.

Cancelling Applications

- 12.12 Applications will be cancelled from the housing register in the following circumstances:
- A written request has been received to do so from the applicant/s
 - There is no reply to the annual review,
 - The applicant has been rehoused through the housing register, by being nominated to a Registered Provider or by a mutual exchange.
 - The applicant has become disqualified
 - The applicant has not placed any bids on properties within a year
 - The applicant has refused 3 suitable offers of accommodation within a 12 month period.

- 12.13 The Council reserves the right to cancel an application where 3 offers of suitable accommodation have been refused by the applicant within a 12 month period. There is a subsequent right to a review of this decision which would be conducted by an officer not involved in any initial decision. An application will not be cancelled until applicants have refused 3 offers of suitable properties made since this policy was implemented.
- 12.14 Applicants will only have their application cancelled where they have failed to make bids on properties within a 12 month period since this policy was implemented.
- 12.15 Where any application has been cancelled, there will be a right to a review of this decision and the process to be followed in this respect is set out in section 13.
- 12.16 All applicants will be given a period of 21 days from the date of the Council's notification of its intention to cancel the application for the applicant to submit a review request and to provide the evidence necessary in this respect.
- 12.17 Where an application has been cancelled as a result of the applicant's failure to bid, applicants will not be able to re-join the housing register for a 3 month period unless there has been a significant change in the applicant's circumstances.

Band 1 and Band 1+ review (Priority Card)

- 12.18 It is expected that all applications awarded Band 1 or Band 1+ have the most need to move and need to move quickly, therefore all applicants placed into Band 1+ and Band 1 will be subject to a 2-month initial time limit.
- 12.19 At the end of the initial 2 months, subject to a satisfactory review, the band 1/band 1+ status can be extended by a further 2 months, by which time there is an expectation that the applicant's housing needs would have been met.
- 12.20 Where an applicant does not bid or refuses 3 suitable offers of accommodation within this timeframe an application may forfeit their Band 1 status. If it is determined that the applicant should indeed forfeit their Band 1/1+ status, a reduced preference will be applied which will place them in Band 2, unless it is a homeless offer in which case different rules apply.
- 12.21 An applicant is entitled to review of the removal of the Band 1 status and this would be conducted by a more senior officer not involved in the original decision or the allocation panel.
- 12.22 Applicants will have 21 days in order to submit a review following a decision to demote the banding or following a refusal of accommodation by them.

- 12.23 Applicants awarded Band 1 through homeless, move on or best use of stock are only entitled to one offer of suitable accommodation.
- 12.24 Should following the review it be deemed there has been insufficient or suitable properties the applicants banding awarded would remain and will be reviewed every 2months until the banding can be discharged.
- 12.25 All applications in these top bands will be assigned an officer to ensure bids are being placed and where bids are not being made proxy bids will be made on available properties.
- 12.26 The review will ensure that housing staff are monitoring and supporting applicants in bidding or identifying other housing options.
- 12.27 This review does not apply to households accepted as statutorily homeless as they are processed differently and subject to different rules.
- 12.28 All applicants who are placed in these priority bands will require a suitability of accommodation assessment completed when they are placed in these bands. This will help identify which properties in which areas may or may not be suitable and will assist the officer assigned to their case when making proxy bids (if applicable). Any proxy bids made should be in line with this suitability assessment.

13 Reviews/ Appeals

- 13.1 Applicants have the right to request a review of these or any other decisions made by the Council. Examples of circumstances where a review of the Council's decision can be requested are where:
- The applicant is found to be ineligible
 - The applicant is found to be disqualified
 - The applicant's application has been cancelled due to their failure to bid.
 - The applicant accepts the disqualification but is unhappy with the duration of the exclusion from the housing register
 - Due to a change in circumstances, the applicant's banding is altered
 - The applicant is unhappy with the banding awarded
 - The applicant does not believe that an offer of accommodation was reasonable or suitable.
- 13.2 This review/appeal process only applies to decisions in relation to the housing register. Reviews and appeals in relation to homelessness decisions are subject to separate processes not covered within this Policy other than where there is an overlap for example, a review of suitability of accommodation.

13.3 Dependent on what the applicant wants reviewing or is appealing will depend upon which of the process outlined below will be followed.

13.4 The request for a review should be addressed to:

Housing Solutions Service
Tamworth Borough Council
Marmion House,
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

13.5 Where the applicant cannot write their own letter, they can visit the Council's reception at Marmion House, or telephone the Housing Solutions Service and a Council officer will help them.

13.6 Applicants will have a period of 21 days in order to request a review of any given decision. Officers will then have 28 days in order to complete a banding review or a period of 56 days in order to complete a suitability of accommodation review.

13.7 Whilst applicants are under review any bids applicants make will be discounted.

Review of Banding

13.8 All new applications, any change of circumstances or where new supporting information has been provided will initially be assessed by a Housing Solutions Advisor. The applicant will be advised of the decision by a notification letter in writing which could include by email if this is appropriate.

13.9 If the applicant is dissatisfied with the decision that has been reached, the applicant can request a banding review within 21 days of the date of the notification letter.

13.10 A banding review will be dealt with by a more senior officer within the Housing Solutions Service than the one who made the original decision, who will assess all known facts and information available to them and will review the decision. The officer has 28 days from when the banding review has been received to make a decision and the applicant will be notified in writing.

- 13.11 If the senior officer determines that the information provided results in an amendment to the band then the date of the banding will apply from the date the latest piece of supporting information was received. If no new information has been supplied the band date would remain the original band date. The applicant will be advised in writing of the outcome of this review
- 13.12 If the applicant remains dissatisfied they have a final right of review which would be conducted by a manager. This must be received within 21 days of the 1st banding review. The manager will review the existing information and if the policy has been applied correctly, and will advise the applicant of the outcome within 28 days in writing.

Review of Disqualification

- 13.13 Most decisions will initially be made by the Housing Solutions Advisors and any review of such decisions is undertaken by a more senior officer in the team not involved in the initial decision or the allocation panel. For any decisions that are made by a Senior Officer or the Allocations Panel the reviews will be dealt with by the Housing Solutions Manager or a housing manager who has not had any previous involvement in a given case.
- 13.14 Decisions to disqualify from the Housing Register under the grounds of unacceptable behaviour or rent arrears would be made by the Council's Allocations Panel. The applicant will be called into an interview to discuss this and the interviewing officer would then present the case to the allocations panel. The applicant will be notified of the Panel decision by letter. When a decision has been made to disqualify an applicant from the Register they have the right to a review of this. The review will be carried out by the Housing Solutions Manager or manager not involved in the original decision.
- 13.15 All requests for a review must be made within 21 days of the date of the relevant notification letter.
- 13.16 The review must be considered on the basis of policy, law and known facts at the date of the review. The review will consider any representations, whether written or otherwise, made by the applicant or an advocate if the applicant is unable to put forward their own representation due to being vulnerable.
- 13.17 The disqualification review must be conducted within 56 days of the request being made.
- 13.18 A written notification of the decision, including the grounds of the decision, will be sent to the applicant. All correspondence will be sent to the applicant's home address or a mailing address of their choice. If the applicant is of no fixed abode, the decision letter can be collected from the Council offices at Marmion House in Tamworth where it will be held for 28 days from the date the decision is made.

Further reviews

- 13.19 Where an applicant is unhappy with the Council's review decision, they are entitled to write to the Housing Ombudsman, 81 Aldwych, London, WC2B 4HN.
- 13.20 If an applicant remains dissatisfied and feels the Council have not acted correctly an applicant may also apply for a judicial review of the decision.

14 Affordability

- 14.1 All successful bids will be screened for affordability.
- 14.2 Where an applicant applies to the housing register and they have nil income, the Housing Solutions Service will refer the applicant to the Council's debt advice service for further advice on income maximisation.
- 14.3 All applicants must be able to show that they are working and have sufficient income to pay their rent or that they are in receipt of appropriate benefits in order to afford the total amount payable for their property i.e. rent and additional costs such as service charges.
- 14.4 Tamworth Borough Council has a duty to protect the public fund it administers. Therefore, where an applicant is unable to demonstrate that they will be able to afford any offer of accommodation made to them, the Council retains the right to withdraw the offer.

15 Lettings plans

Annual lettings plan

- 15.1 The Council retains the right to develop a Lettings Plan based on an estimate of the number and type of properties that are anticipated to be available for letting. This plan could include specific opportunities for bidding, which may include limiting bidding for homes in higher demand to those in higher bands.
- 15.2 Should an annual lettings plan be developed this would be included as an Appendix and any annual lettings plan will be published on the Council's website www.tamworth.gov.uk .

Local lettings plan

- 15.3 *The Housing Act*¹³ allows the Council to allocate particular accommodation to people of a particular description, whether or not they fall within the reasonable preference categories, provided that overall the Council demonstrates compliance with the Housing Act 1996.
- 15.4 The Council may at times use local lettings plans to allocate a property and facilitate sustainable communities. Factors that may prompt these include:
- Particular management problems identified in an area.
 - Allocation of a new or refurbished development to ensure the creation of a balanced and sustainable community, for example consideration of child density levels.
 - Planning requirements (also known as section 106 conditions)
 - Assistance with the wider strategic objectives of the Council, for example to remedy under-occupation of existing social rented homes.
- 15.5 Any local lettings plan, subject to member approval, will be published and appended to this Policy.
- 15.6 Annual impact assessments will be undertaken of local lettings plans, allowing for detailed consultation, review and monitoring of each as appropriate and enabling the Council to respond to a changing social and economic climate.

16 **Exceptional circumstances where the Allocations Scheme may be over-ridden**

- 16.1 There may be exceptional circumstances which are minor in number and nature such as direct lets, non-application of reduced preference, and best use of stock where an override to the policy may be approved by a Director subject to a sound business case.

Overriding the Policy

- 16.2 There are some exceptional circumstances where this Scheme may be over-ridden in order for a specific property to be allocated. Examples could include:
- On a hard to let property where there are no natural eligible applicants the bidding criteria could be further expanded
 - The home is adapted but applicants needing this adaptation would not ordinarily be eligible for that property type
- 16.3 Similarly, an over-ride may be approved in respect of certain applicants, for example:

¹³ S167(2E) 1996 Housing Act

- A direct match of a property is required for reasons of vulnerability or witness protection – in this case the home will not be advertised
- A need to decant tenants where their homes require major repairs, refurbishment or rebuilding
- Where applicant households are eligible for a 4 or 5 bedroom property but they are willing to consider a smaller home. This will be subject to considerations as to the sustainability of that home, and the legislation on overcrowding.

Direct Lets

16.4 By way of exception to the choice based lettings there will be some direct lets, often referred to as management moves, direct offers or direct lets. These will occur where:

- The letting is sensitive and it should not be advertised either due to the property or the person, e.g., MARAC¹⁴ referrals.
- An offer of accommodation to an applicant on a witness protection programme.
- An adapted property is identified by an Occupational Therapist as a suitable match for someone on the adaptations waiting list with requiring the need for significant or multiple adaptations. The requirement alone for a level access shower would not suffice due to them usually being more readily available and a lot of people requiring them on the housing register.
- The property is to be used as a decant or temporary accommodation

16.5 A direct let is simply an offer made direct to an applicant without the property being advertised, and therefore direct lets will only be made in exceptional circumstances in accordance with the criteria set out above. Allocations of this nature will be kept to a minimum to maintain a fair and transparent allocation scheme, with the majority of applications being made to applicants that fall within the reasonable preference categories as set out in the Housing Act 1996.¹⁵

16.6 Where an applicant refuses a direct match no further direct matches would be considered but would otherwise be entitled to remain on the housing register should they otherwise comply with the criteria of the policy and assessed under the same criteria.

16.7 An applicant who is subject to a direct let will only be entitled to one offer of accommodation. Any offer will need to be suitable and be subject to the review of suitability procedures

¹⁴ Multi-Agency Risk Assessment Conference

¹⁵ S167(2) Housing Act 1996 as amended by Homelessness Act 2002

Serious Offenders

- 16.8 Applications made by applicants who are subject MAPPA will be subject to a robust and appropriate assessment of their eligibility and will be considered where an applicant needs accommodation that can be suitably monitored and managed due to the risk the applicant may pose or any risk to the applicant themselves.
- 16.9 An allocation will only be made following a multi-agency risk assessment and once suitable accommodation has been identified and approved by a vulnerability panel.
- 16.10 This will consider MAPPA (Multi-agency Public Protection Arrangements) guidance for high risk offenders.
- 16.11 Applications following a referral of MAPPA will only be entitled to a direct let in order manage any risk involved.
- 16.12 They will be restricted as to which properties they can bid for and properties will be identified and recommended for serious offenders by the Vulnerability Partnership. They will not be issued a band and will be subject to a direct match.
- 16.13 The final decision in relation to a property lies with the Housing Solutions Manager.

National Witness Mobility Scheme (NWMS)

- 16.14 The Council and its partner Registered Providers support the NWMS and may consider at its discretion referrals made to house witnesses. In order to assist the national police force to tackle serious crime and to support witnesses in the legal process, the Council works in partnership with colleagues in the NWMS.
- 16.15 The scheme enables witnesses to relocate outside their area to a place of safety.
- 16.16 On receipt of a referral, the Council will take into account the level of risk the applicant is facing, and the demand and supply issues at the time in the borough of Tamworth and any acceptance of a referral will be determined by the Allocations Panel or Head of Service.
- 16.17 In order to protect the identity of the witness, the applicants will only be required to complete a housing application form, on acceptance of the referral. It will be necessary for the applicants to meet the eligibility criteria for

entry onto the register in accordance with Section 7 and 8 of this policy, and the proof of identity requirements must be complied with. The local connection criteria will not be applicable.

- 16.18 The Council will identify a suitable property and an offer of accommodation will be made direct to the applicant.
- 16.19 Only one offer of suitable accommodation will be made and no restriction on the type of property to be offered will be accepted. The application will be cancelled if the offer is refused.

17 Data Protection and Confidentiality

- 17.1 The Council abides by the Data Protection Act 2018 and any other relevant legislation to protect applicants' personal information and will process it for the purposes stated, and in accordance with the applicants' rights.
- 17.2 Data collected from applications for housing is processed in line with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

18 Fraud and Misrepresentation or information withheld by the applicant

- 18.1 Tamworth Borough Council has a duty to protect the fund it administers, and to this end may use the information provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
- 18.2 It is a criminal offence for anyone to try and obtain accommodation from the Council or any other social housing provider by knowingly and recklessly giving a false statement or deliberately withholding information. Offences are prosecuted in the magistrates' court and are punishable by a fine of up to £5,000.
- 18.3 As part of the process to prevent fraud, applications may be subject to a full credit checking process. By making an application for social housing an applicant is agreeing to this process. There is also a declaration on the application form which an applicant is required to sign regarding sharing of information with other agencies and agreeing to the council to make all relevant enquiries.

- 18.4 The Council will refer applications to the Corporate Fraud Officer if there is any reason to suspect fraud and/or deception and this may lead to prosecution.
- 18.5 Applicants found guilty of such an offence will be considered ineligible for access to the Housing Register for 12month period.
- 18.6 The Council or other Registered Provider will also seek possession of any tenancy granted as a result of information later found to be false.
- 18.7 Where applicants are found to have committed fraud or supplied fraudulent information they will be disqualified from the housing register for a period of 12 months.

19 Equality and Diversity

- 19.1 The Council's Choice Based Lettings Scheme and Allocations Policy have been designed to ensure that its services are fair and equitable for all of its customers.
- 19.2 The Allocations Policy is accessible to all of those eligible and does not discriminate against anyone on the grounds of age, disability, gender, race, colour, national origin, sexual orientation or any other factor that may cause disadvantage.
- 19.3 Due to legal circumstances there may be occasions when applicants are unable to join the housing register. This criteria has been outlined within the Eligibility and Qualification sections of this Policy.
- 19.4 This Policy has been drafted with reference to the Equality Act 2010 and also with regard to the Council's Public Sector Equality Duty.
- 19.5 The Council remains committed to help customers and applicants who have difficulties and who are vulnerable, to access this scheme
- 19.6 The Allocations Policy and application forms can be provided in other formats if required, such as large print or braille.
- 19.7 This policy has been developed following a consultation

20 Tell Us about complaints, compliments and comments

- 20.1 The right to review is included in section 11.

- 20.2 If there are any complaints, compliments or comments about this process, applicants are encouraged to use the Council's 'Tell Us' scheme. Details of the scheme which includes the Council's formal complaints procedure and the 'Tell Us' Policy can be found on the Council's website www.tamworth.gov.uk

21 **Review of this Scheme**

- 21.1 Where there are changes that are required urgently for legal reasons, minor in nature or changes in government policy and / or legislation, these changes will be approved by the Corporate Director of Communities, Partnerships and Housing.
- 21.2 Any major change required to the scheme will be subject to a full public consultation and member approval.
- 21.3 All changes to this Scheme will be noted within the Version Control of this Scheme and an updated policy document will be uploaded to the Council's website www.tamworth.gov.uk