

# AGENDA



|                                                                                |
|--------------------------------------------------------------------------------|
| For a meeting of the                                                           |
| <b>RESOURCES POLICY DEVELOPMENT GROUP</b>                                      |
| to be held on                                                                  |
| <b>THURSDAY, 3 OCTOBER 2013</b>                                                |
| at                                                                             |
| <b>2.30 PM</b>                                                                 |
| in                                                                             |
| <b>WITHAM ROOM - COUNCIL OFFICES, ST. PETER'S HILL,<br/>GRANTHAM. NG31 6PZ</b> |
| Beverly Agass, Chief Executive                                                 |

|                    |                                                                                                                                                                                                       |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Group Members:     | Councillor Jean Bevan, Councillor Nick Craft (Chairman), Councillor Alan Davidson, Councillor Nick Robins, Councillor Bob Sandall, Councillor Trevor Scott (Vice-Chairman) and Councillor Jacky Smith |
| Portfolio Holders: | Councillor Teri Bryant (Portfolio: Good Housing)<br>Councillor Mike Taylor (Portfolio: Strategic Resources – Well Run Council)                                                                        |
| Support Officer:   | Jo Toomey                      Tel: 01476 40 61 52<br>E-mail: <a href="mailto:j.toomey@southkesteven.gov.uk">j.toomey@southkesteven.gov.uk</a>                                                        |

**Members of the Group are invited to attend the above meeting to consider the items of business listed below.**

**1. COMMENTS FROM MEMBERS OF THE PUBLIC**

To receive comments or views from members of the public at the Group's discretion.

**2. MEMBERSHIP**

The Group to be notified of any substitute members.

**3. APOLOGIES**

#### **4. DISCLOSURE OF INTERESTS**

Members are asked to disclose any interests in matters for consideration at the meeting.

#### **5. ACTION NOTES FROM THE MEETING HELD ON 25 JULY 2013**

**(Enclosure)**

#### **6. UPDATES FROM PREVIOUS MEETING**

- Head of Finance to carry out an equality analysis on the Corporate Debt Management Framework prior to its implementation
- Head of Property Development to provide a breakdown of the number of long stay and short stay car parking spaces (including private sector run facilities) available across the district **(Enclosure)**

#### **7. FEEDBACK FROM THE EXECUTIVE**

#### **8. QUESTION WITHOUT DISCUSSION**

Question referred to Resources PDG from Council on 12 September 2013.  
Question from Councillor Charmaine Morgan to Councillor Teri Bryant (Portfolio Holder – Good Housing):

*During South Kesteven District Council's AGM 2013 Councillors were assured that those residents affected by Bedroom Tax would be able to claim support through Discretionary Housing Payments for rent arrears protection and assistance moving home.*

*Councillors were advised during the debate that a 'scaleable' fund had been set aside to support residents affected.*

*In view of this can the following figures be provided by officers:-*

- *How many SKDC residents are affected by the Bedroom Tax?*
- *How many applicants have claimed assistance to date with rent arrears protection?*
- *How many applicants have claimed assistance to date with moving costs?*
- *How many applicants have received 100% of their claim?*
- *How many applicants have been rejected for assistance?*
- *How many residents have requested house transfers/exchange as a result of the Bedroom Tax?*
- *How many residents have been successful at moving home as a result of the Bedroom Tax - upsizing and downsizing?*
- *How many residents have moved from SKDC tenancy into*

*private/insecure tenancy as a result of the Bedroom Tax?*

- *How much money has to date been spent on supporting residents affected by the Bedroom Tax with:*
  - a. Moving Costs*
  - b. Rent arrears prevention*

**9. WELFARE REFORM**

- Spare room subsidy – verbal update

**10. BUSINESS RATES MONITORING**

Verbal update by the Head of Finance.

**11. FEES AND CHARGES - CAR PARKING**

- Consider the charging structure for car parking as part of the 2014/15 budget-setting process

*Report number HOF254 by the Head of Finance* (Enclosure)

**12. MEDIUM TERM FINANCIAL STRATEGY**

- Update from Working Group

**13. HOUSING REVENUE ACCOUNT - PROGRESS ON ASSET MANAGEMENT PLAN**

- Update from the Service Manager – Property Services (HRA).

*Report number RIM0320 by the Service Manager – Property Services (HRA).* (Enclosure)

**14. FINANCIAL REPORT FOR 2013/14 - MONITORING INFORMATION**

Report number HOF252 by the Head of Finance. (Enclosure)

**15. WORK PROGRAMME**

(Enclosure)

**16. ANY OTHER BUSINESS, WHICH THE CHAIRMAN, BY REASONS OF SPECIAL CIRCUMSTANCES, DECIDES IS URGENT.**

## MEETING OF THE RESOURCES POLICY DEVELOPMENT GROUP

THURSDAY, 25 JULY 2013 2.30 PM



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### GROUP MEMBERS PRESENT

Councillor Jean Bevan  
Councillor Nick Craft (Chairman)  
Councillor Alan Davidson  
Councillor Nick Robins

Councillor Bob Sandall  
Councillor Trevor Scott (Vice-Chairman)  
Councillor Jacky Smith

### PORTFOLIO HOLDER

Councillor Mike Taylor (Portfolio Holder: Strategic Resources – Well Run Council)

### OFFICERS

Strategic Director, Corporate Focus (Daren Turner)  
Head of Finance (Richard Wyles)  
Head of Community Assets (Paul Stokes)  
Property Development Manager (Neil Cucksey)  
Community Engagement and Policy Development Officer (Carol Drury)  
Principal Democracy Officer (Jo Toomey)  
Performance Management Officer (Sam Selby)  
Environmental Health Team Leader – Private Sector Housing (Anne-Marie Coulthard)  
Revenues Manager (Jeanette Strutt)  
Team Leader – Leisure and Amenities (Susie McCahon)  
Policy and Corporate Support Officer (Alicia Lambley)

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### 11. DISCLOSURE OF INTERESTS

No interests were disclosed.

### 12. ACTION NOTES FROM THE MEETING HELD ON 30 MAY 2013

The action notes from the meeting held on 30 May 2013 were noted.

### 13. UPDATES FROM PREVIOUS MEETING

#### Local Authority Mortgage Scheme

Council considered extending the scheme at its meeting on 11 July 2013. It agreed to a further deposit with Lloyds TSB Bank PLC of £1m, approved

Teachers Building Society as an additional lender, increased the maximum loan size per application to £147,250 and delegated authority to the Strategic Director Corporate Focus and the Portfolio Holder for Strategic Resources – Well Run Council to add new lenders to the scheme.

#### Small loan scheme and hardship relief

Cabinet was scheduled to take a decision on these business support measures at its meeting on Monday 5 August 2013.

### **14. EMPTY HOMES PROJECT**

The Performance Management Officer, Environmental Health Team Leader (Private Sector Housing) and the Revenues Manager gave a presentation and answered questions on the Empty Homes Project. The project began in June 2013 and was scheduled to end in March 2014.

The presentation provided an overview of the project which was designed to bring homes that had been empty for 6 months or longer back into use. The Council had engaged a company to validate occupancy, carry out reviews and inspections to survey occupancy status and maintain the Council Tax database. The company would receive payment for homes successfully brought back into occupied use.

As part of their contact with landlords, the company highlighted the Council's grant scheme, which offered grants to bring empty properties to the decent homes standard. Any landlords who took advantage of the grant were required to charge rents no higher than the Local Housing Allowance Rates for a period of three years.

At the time of the meeting, 29 properties had been brought back into use.

The group discussed the presentation. Of particular interest to members was the grant scheme and proposals to increase the individual award value from £3,000 to £5,000. It was also proposed that if the property was sold within 5 years, there would be a requirement that the grant was repaid. Several members felt that the period within which a landlord was required to repay the grant following the sale of the property should be increased and questioned whether £5,000 was sufficient to complete necessary improvements. Members noted that the conditions of the grant needed to be balanced against its value. In response to a question, officers informed the PDG that the Council did not have the right to nominate tenants to landlords in receipt of grant funding. It could however signpost prospective tenants to the landlord.

Members asked about the Council's right to inspect properties that had been brought back into use. If the property had been the subject of grant funding the authority had the right to inspect it to ensure it met the decent homes standard. If a property was brought back into use privately, the Council would only have the right to inspect it if a tenant made a complaint.

It was noted that there was a decrease in the number of empty properties since the introduction of a premium charge to empty properties from April 2013.

## 15. **MARKETS - UPDATE AND DEVELOPMENT PLAN**

The Head of Community Assets and the Team Leader – Leisure and Amenities presented report number LA0002 which updated Councillors on the Market Development Plan. The Plan was developed in 2012 by Leisure and Amenities, Economic Development and Communications officers to address a decline in traders and to identify ways to attract new traders.

The Improvement Plan particularly concentrated on Grantham market, which had experienced a downturn during the market improvement works in 2011/12. Reference was made to a ‘love your market’ event in April 2013, which aimed to attract new traders by offering one-off incentives. Ten traders participated, two of which became casual traders for Stamford.

Officers had worked with market traders, which led to the Market Place being used as a venue for entertainment and demonstrations. This has helped increase footfall and slowed down potential customers. Work was also undertaken with shopkeepers in Westgate, who felt the visibility of their shops was compromised by market stalls.

Councillors discussed opportunities for different types of market. The monthly farmers’ market created an uplift in interest in Grantham market, however there was no appetite amongst traders to increase its frequency. Traders from the Stamford craft market had been canvassed about attending similar markets in Grantham but there was little interest. Members referred to continental markets which had previously been held in the towns; officers informed them that negotiations were underway with potential providers.

Reference was made to mid-week markets in the Market Place. One stallholder had traded there when the facility became available. Although the space was not currently used, the opportunity was still being promoted.

PDG members asked questions about the extent to which traders used the Council’s stall covers. They felt that encouraging uniformity could help improve the environment and suggested that an incentive scheme to get traders to use the Council’s covers should be investigated. This could include a trade-in discount of their old stall covers.

### ***Action point:***

***Investigate an incentive scheme to encourage traders to use the Council’s stall covers.***

## 16. **CAR PARKING REVIEW**

The Head of Finance and the Property Development Manager summarised report number HOF247 and addressed Members questions on car parking and the impact of civil parking enforcement (CPE) following its introduction in December 2012.

Officers had undertaken an analysis of ticket sales following the introduction of

CPE in comparison with the same period the previous year. Income from fines was lower than that which was collected previously. This was partly attributed to the fine level being lower than under previous arrangements and a two-month transitional period to encourage motorists to change their behaviour.

Since the introduction of CPE, there were common trends in changes to parking behaviour in Grantham and Stamford. Ticket sales for short-stay parking had decreased while long-stay ticket sales had increased. This was attributed to active enforcement of short-stay parking creating a higher turnover of on-street spaces and driving long-stay parking to car parks.

Based on the changes in parking behaviour resulting in reduced ticket sales, it was anticipated that by year end, income would be £70,000 below the budgeted level.

Despite the projected decrease in income, Members were pleased with the way CPE had influenced behaviour. In particular, feedback from residents in Stamford had been very positive.

Officers updated members on work to introduce alternative methods to pay for car parking. A Member/officer working group was being created to consider submissions from different suppliers and identify a preferred option. Resources PDG was invited to nominate two representatives to the working group. Two representatives would also be invited from the Communities PDG.

#### ***Action Point***

***To appoint Councillor Nick Craft and Councillor Jacky Smith to the working group to consider alternative methods of payment for car parking.***

When the PDG had considered fees and charges prior to setting the 2013/14 budget, it had agreed to look at car parking at a later date. Members concurred that more data following the introduction of CPE was required on which they could base recommendations and agreed to consider car parking charges during the next round of budget-setting. Members suggested that the review should look at the structure of car parking charges with a view to setting charges for a two or three year period.

#### ***Action Point***

- ***Resources PDG to consider the charging structure for car parking as part of the 2014/15 budget-setting process.***
- ***Officers to provide a breakdown of long stay and short stay car parking spaces available across the district.***

A brief update was given on the introduction of Parking Orders for Bourne. Officers had met with the Town Council, where opinion had been mixed. A meeting was scheduled between the Town, District and County Councils at the end of August 2013, following which work on the Orders could progress. It was hoped that the introduction and enforcement of maximum stay parking orders would lead to increased turnover of car parking spaces.

## 17. CORPORATE DEBT MANAGEMENT FRAMEWORK

The Corporate Debt Management Framework, which formed part of the Council's corporate Enforcement Policy was presented by the Head of Finance. Members were invited to discuss amendments to the policy which covered changes to council tax support and the spare bedroom subsidy. The Framework followed statutory processes and was designed to be both consistent and transparent.

The changes to Council tax support and the introduction of the spare bedroom subsidy meant that a greater number of people were required to make payments than under previous legislation. Officers working within the Revenues Service reported increased enquiries and requests for help. There was also an increase in the number of notices to start official proceedings. Additional staff resources had been allocated to the service to help with the increased demand. Negotiations were underway with Lincolnshire County Council about the possibility of them providing financial assistance to support additional resources that were necessary to meet the higher levels of demand.

Members noted that a small debt could quickly increase in size once formal proceedings started due to the associated costs. The framework provided a means through which the customer could work with the Council to agree arrangements for making repayments and prevent further costs being added to their account.

Councillors agreed with the Framework as it was presented. Members briefly considered whether it would be possible to offer staggered payments for those customers who had not previously been required to make payments. It was suggested it might be easier for people to accommodate a gradual reduction in their income rather than losing the full amount at once.

There was consensus amongst Members that it would be appropriate to carry out an equality analysis on the framework.

### ***Action Point:***

***The Head of Finance to carry out an equality analysis on the Corporate Debt Management Framework prior to its implementation.***

## 18. FINANCIAL REPORT FOR 2013/14 MONITORING INFORMATION AND SUMMARY OF OUTTURN POSITION 2012/13

### Financial report for 2013/14 monitoring information

The Head of Finance presented report number HOF246 which provided financial monitoring information for 2013/14 to the end of May 2013 and provided a summary of the outturn position for 2012/13.

Members noted a slight variance in the underspend to date, which was attributed to accruals and year-end adjustments that needed to be made. A small underspend was also reported against the employee position. Officers

highlighted three areas which were not achieving their budgeted income (building control, development management and car parking). Active work was underway in building control and it was hoped that there would be an upturn in performance in-year.

The Housing Revenue Account was slightly below the budgeted position, while the void rate was showing improvement (0.86% against a budgeted level of 1.5%).

Within the capital programme, a spend of £590k was pending for the purchase of service land on which remedial work was being undertaken prior to completion.

#### Summary of outturn position 2012/13

The report highlighted variances in the outturn position from budgeted levels. The General Fund outturn was approximately £100k below the budgeted level. A number of set asides were being created to support work going into 2013/14 and to smooth out expenditure across financial years.

The HRA delivered as expected, which meant it was able to make the planned contribution to the loan repayment reserve and form an HRA improvement reserve of £500k.

With regard to the Capital Programme, the full HRA programme was completed and overspent by £400k due to increased work necessary to bring empty long term voids back into Housing stock use. The outturn for the general fund was £900k below the budgeted level, which was the result of long-term Grantham Growth Point programme.

#### **19. WORK PROGRAMME**

The work programme was noted.

#### **20. CLOSE OF MEETING**

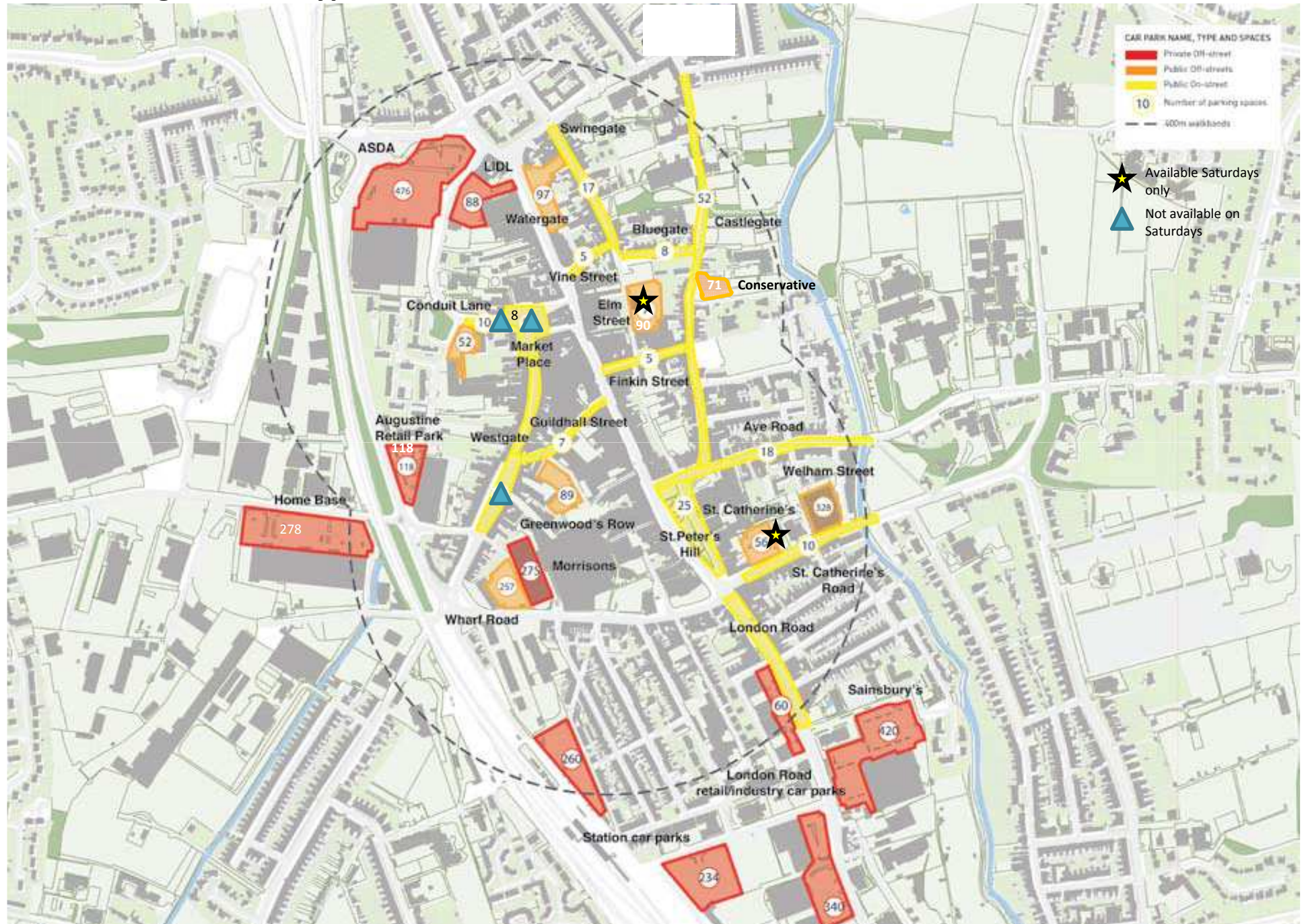
The meeting was closed at 16:12.

| Car Parks and Car Parking Machines |                  |             |         |            | Charges  |       |       |       |                |                |                |                |
|------------------------------------|------------------|-------------|---------|------------|----------|-------|-------|-------|----------------|----------------|----------------|----------------|
| Car Park                           | No Of Machines   | Machine No. | Spaces  | Serial No. | 0-30min  | 0-1   | 0-2   | 0-3   | 0-4            | Over 4         | All Day        |                |
| Grantham                           | Conduit Lane     | 1           | 4       | 47         | S4004683 | x     | x     | x     | £1.80          | £2.50          | x              | £3.00          |
|                                    | Guildhall Street | 2           | 5       | 88         | S4003623 | £0.50 | £0.80 | £1.30 | £1.80          | £6.00          | £8.00          | x              |
|                                    |                  |             | 6       |            | S4004681 |       |       |       |                |                |                |                |
|                                    | Watergate        | 2           | 7       | 100        | S4004682 | £0.50 | £0.80 | £1.30 | £1.80          | £6.00          | £8.00          | x              |
|                                    |                  |             | 8       |            | S4003619 |       |       |       |                |                |                |                |
|                                    | St. Catherine's  | 1           | 10      | 58         | S4006612 | £0.50 | £0.80 | £1.30 | £1.80          | £6.00          | £8.00          | x              |
|                                    | Wharf Road       | 4           | 14      | 260        | S4003617 | £0.50 | £0.80 | £1.30 | £1.80          | £6.00          | £8.00          | x              |
|                                    |                  |             | 15      |            | S4003616 |       |       |       |                |                |                |                |
|                                    |                  |             | 16      |            | S4004678 |       |       |       |                |                |                |                |
|                                    |                  |             | 17      |            | S4003621 |       |       |       |                |                |                |                |
|                                    | Welham Street    | 7           | 20      | 328        | S400902  | £0.50 | £0.80 | £1.30 | L 1-2<br>£1.80 | L 1-2<br>£6.00 | L 1-2<br>£8.00 | L 3-6<br>£3.00 |
|                                    |                  |             | 21      |            | S400901  |       |       |       |                |                |                |                |
|                                    |                  |             | 22      |            | S400905  |       |       |       |                |                |                |                |
|                                    |                  |             | 23      |            | S400900  |       |       |       |                |                |                |                |
| 24                                 |                  |             | S400904 |            |          |       |       |       |                |                |                |                |
| 25                                 |                  |             | S400899 |            |          |       |       |       |                |                |                |                |
| 26                                 | S400903          |             |         |            |          |       |       |       |                |                |                |                |
| North Street                       | 2                | 51          | 107     | S4004680   | £0.50    | £0.80 | £1.30 | £1.80 | £6.00          | £8.00          | x              |                |
|                                    |                  | 52          |         | S4002981   |          |       |       |       |                |                |                |                |
| St. Leonard's Street               | 1                | 53          | 34      | S4004679   |          |       |       |       |                |                | x              |                |
| Bath Row                           | 2                | 54          | 97      | S4006614   | £0.50    | £0.80 | £1.30 | £1.80 | £6.00          | £8.00          | x              |                |
|                                    |                  | 55          |         | S4003366   |          |       |       |       |                |                |                |                |
| Wharf Road                         | 3                | 56          | 224     | S4006615   | x        | x     | x     | £1.80 | £2.50          | x              | £3.00          |                |
|                                    |                  | 57          |         | S4002986   |          |       |       |       |                |                |                |                |
| Scotgate                           | 1                | 58          | 65      | S4002983   | £0.50    | £0.80 | £1.30 | £1.80 | £6.00          | £8.00          | x              |                |
|                                    |                  | 59          |         | S4006613   |          |       |       |       |                |                |                |                |
| Cattle Market                      | 3                | 91          | 275     | S4006616   | x        | x     | x     | £1.80 | £2.50          | x              | £3.00          |                |
|                                    |                  | 92          |         | S4006611   |          |       |       |       |                |                |                |                |
| Burghley Street                    | -                | 93          | 93      | S4002987   | x        | x     | x     | x     | x              | x              | x              |                |
|                                    |                  | -           |         | -          |          |       |       |       |                |                |                |                |
| South Street                       | -                | -           | 66      | -          | x        | x     | x     | x     | x              | x              | x              |                |
| Halfleet                           | -                | -           | 24      | -          | x        | x     | x     | x     | x              | x              | x              |                |

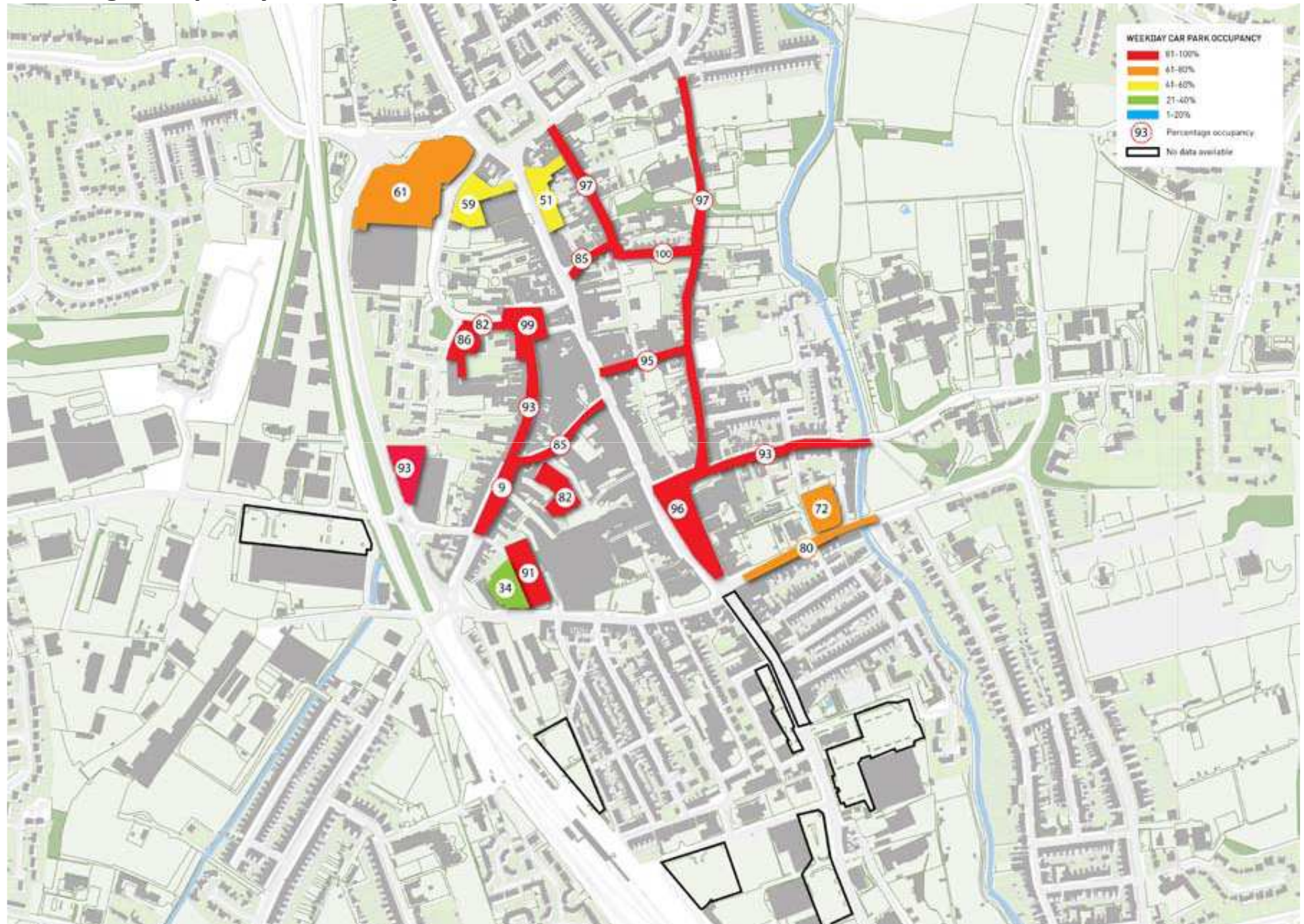
The following car parks have motorcycle bays:-

|                 |                    |
|-----------------|--------------------|
| <b>Stamford</b> | <b>Grantham</b>    |
| Bath Row        | Guildhall Street   |
| Cattle Market   | St Catherines Road |
| Scotgate        | Watergate          |
| Wharf Road      | Welham Street      |

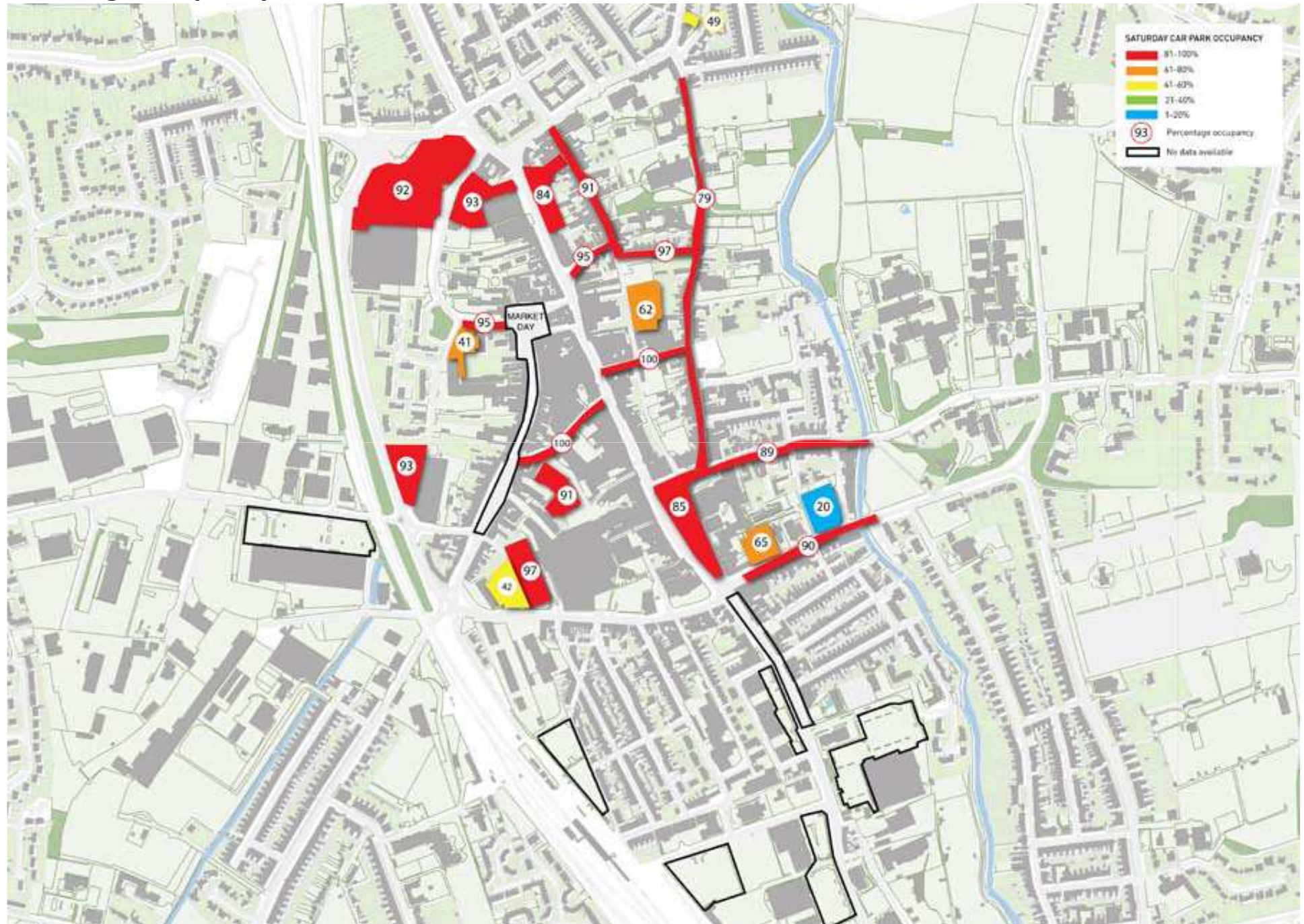
# Car Parking location, type and size.



# Parking Occupancy Weekday



# Parking Occupancy Weekend



## REPORT TO RESOURCES PDG

**REPORT OF: HEAD OF FINANCE**

**REPORT NO: HOF254**

**DATE: 3 October 2013**

|                                                   |                                                                                                                                                                               |                                  |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>TITLE:</b>                                     | Review of Car Parking                                                                                                                                                         |                                  |
| <b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b> | N/A                                                                                                                                                                           |                                  |
| <b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>    | Councillor Mike Taylor<br>Well Run Council Portfolio Holder                                                                                                                   |                                  |
| <b>CONTACT OFFICER:</b>                           | Richard Wyles – Head of Finance<br>01476 406210<br>Email: <a href="mailto:r.wyles@southkesteven.gov.uk">r.wyles@southkesteven.gov.uk</a>                                      |                                  |
| <b>INITIAL IMPACT ASSESSMENT:</b>                 | Carried out and Referred to in paragraph (7) below:<br><br>N/A                                                                                                                | Full impact assessment Required: |
| <b>Equality and Diversity</b>                     |                                                                                                                                                                               |                                  |
| <b>FREEDOM OF INFORMATION ACT:</b>                | This report is publicly available via the Your Council and Democracy link on the Council’s website:<br><a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> |                                  |
| <b>BACKGROUND PAPERS</b>                          | <a href="http://moderngovsvr/ieListDocuments.aspx?CIId=495&amp;MIId=2964&amp;Ver=4">http://moderngovsvr/ieListDocuments.aspx?CIId=495&amp;MIId=2964&amp;Ver=4</a>             |                                  |

### 1. RECOMMENDATION

It is recommended that Resources PDG review the current performance of the car parks and have regard for the car parking tariffs for 2014/15 taking into consideration the current usage levels and usage patterns.

## 2. PURPOSE OF THE REPORT

The purpose of the report is to provide members with updated information with respect to the current car parking performance and to seek guidance on how the behavioural changes can inform a review of the car parking tariffs.

## 3. DETAILS OF REPORT

### Car Parking Income

At the last meeting members were provided with updated analysis showing significant changes in car parking ticket sales at both long stay and short stay car parks in Grantham and Stamford. This change in tariff patterns is also leading to a reduced forecast of income for the current financial year of £89K (primarily as a result of behaviour changes at the Stamford car parks). Therefore the forecast income for 2013/14 is anticipated to be £1.145M from a budgeted £1.234M.

Detailed analysis has been undertaken in an attempt to understand the behavioural changes and the car parks that are most affected. What is more difficult to analyse is the underlining reasons for these changes – what is without doubt, is that the introduction of CPE (Civilian Parking Enforcement) has been the catalyst.

Stamford Long Stay car parks – there has been a significant reduction in 3 hours or less ticket sales but an increase in all day parking. This can be potentially explained by active on-street enforcement which is resulting in a higher turnover of on-street spaces which has the effect of enabling motorists to park free for a limited period (typically up to 2 hours) without the need to pay for parking in Council car parks. This reduction in short stay parking is also evident in the short stay car parks (see below). The further outcome of positive on-street enforcement is that free all day parking on-street is no longer an option (due to the risk of being issued a penalty notice) which is creating additional demand for all day parking in the Council car parks (again this can be evidenced in the short stay analysis).

|               |       |              |
|---------------|-------|--------------|
| Up to 3 hours | £1.80 | -(21%) usage |
| Up to 4 hours | £2.50 | +0.50% usage |
| All day       | £3.00 | +23% usage   |

Short Stay car parks – overall there has been a marked reduction in total usage across all short stay bands. More significantly there has been a complete change in the profile with a dramatic shift away from short stay usage to all day usage. This may be in response to a smaller price differential in all day parking between short stay car parks and long stay car parks (£1 only) and a response to a reduction in free unlimited all day on-street parking as a result of active enforcement of on-street parking spaces. This behavioural shift will also be causing a limitation of the availability of short stay spaces (due to a lack of

turnover of spaces) which is contrary to the objectives of short stay parking provision.

|               |       |              |
|---------------|-------|--------------|
| Up to 30 mins | 50p   | -(47%) usage |
| Up to 1 hour  | 80p   | -(47%) usage |
| Up to 2 hours | £1.30 | -(32%) usage |
| Up to 3 hours | £1.80 | -(14%) usage |
| Up to 4 hours | £3.00 | 7% usage     |
| Over 4 hours  | £4.00 | 77% usage    |

In response to this analysis it is proposed to review the tariff structure to modify the car parking tariffs to reflect the changes by reducing short stay tariffs to stimulate greater short term use and increase long stay tariffs in order to regulate the increase in long stay demand. These changes can be undertaken without increasing the overall income to the Authority but could trigger a change in usage profile.

Interestingly the same analysis for Grantham sales does not show any significant behaviour shifts and usage patterns remain broadly consistent to those in place before CPE was introduced.

In light of this there is a case for reviewing the current policy of a single tariff structure for both towns as the evidence now shows clear differences in parking need and behaviour. Therefore different parking charge structures that accurately reflect the parking needs of each town could be considered that ensure the usage of the spaces are optimised.

Appendix A to the report shows the current charging structures and a suggested structure for Stamford which responds to the changing usage patterns and stimulate a change in parking patterns but does not generate overall additional income.

## **OTHER OPTIONS CONSIDERED**

None applicable

## **5. RESOURCE IMPLICATIONS**

None applicable

## **6. RISK AND MITIGATION**

None applicable

## **7. ISSUES ARISING FROM EQUALITY IMPACT ANALYSIS**

None applicable

## **8. CRIME AND DISORDER IMPLICATIONS**

None applicable

**9. COMMENTS OF FINANCIAL SERVICES**

Financial considerations are included in the report.

**10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

Any introduction of off street car parking orders would need to comply with Section 35 of the Road Traffic Regulation Act 1984 and the Local Authorities Traffic Orders (Procedure) England and Wales) Regulations 1996 that provide the procedure to be adopted when introducing a new off street Parking Order. This includes the need to consult with statutory consultees, and publicize a draft car parking Order for the public to consider and submit objections that must then be considered. The statutory procedure can take up to 6 months.

**11. COMMENTS OF OTHER RELEVANT SERVICES**

None applicable

**12. APPENDICES**

Appendix A

**ASSETS**

**CAR PARK CHARGES**

|   | Detail                                  | Effective Date | 2012/13<br>£ | 2013/14<br>£ | 2014/15<br>Proposed<br>£ |
|---|-----------------------------------------|----------------|--------------|--------------|--------------------------|
|   | <b>CAR PARKS - GRANTHAM</b>             |                |              |              |                          |
| 1 | SHORT STAY (except Wharf Road Grantham) |                |              |              |                          |
|   | Up to 30 mins                           | 01/04/11       | 0.50         | 0.50         | 0.50                     |
|   | Up to 1 hour                            | 01/04/11       | 0.80         | 0.80         | 0.80                     |
|   | Up to 2 hours                           | 01/04/11       | 1.30         | 1.30         | 1.30                     |
|   | Up to 3 hours                           | 01/04/11       | 1.80         | 1.80         | 1.80                     |
|   | Up to 4 hours                           | 01/04/11       | 3.00         | 3.00         | 5.00                     |
|   | Over to 4 hours                         | 01/04/11       | 4.00         | 4.00         | 6.00                     |
| 2 | SHORT STAY Wharf Road Grantham          |                |              |              |                          |
|   | Up to 30 mins                           | 01/04/11       | 0.50         | 0.50         | 0.50                     |
|   | Up to 1 hour                            | 01/04/11       | 0.80         | 0.80         | 0.80                     |
|   | Up to 2 hours                           | 01/04/11       | 1.30         | 1.30         | 1.30                     |
|   | Up to 3 hours                           | 01/04/11       | 1.80         | 1.80         | 1.80                     |
|   | Up to 4 hours                           | 01/04/11       | 6.00         | 6.00         | 6.00                     |
|   | Over to 4 hours                         | 01/04/11       | 8.00         | 8.00         | 8.00                     |
| 3 | LONG STAY                               |                |              |              |                          |
|   | Up to 3 hours                           | 01/04/11       | 1.80         | 1.80         | 1.80                     |
|   | Up to 4 hours                           | 01/04/11       | 2.50         | 2.50         | 2.50                     |
|   | All Day                                 | 01/04/11       | 3.00         | 3.00         | 3.00                     |

**ASSETS**

**CAR PARK CHARGES**

| Increase | VAT       |
|----------|-----------|
| £        |           |
| 0.00     | Inclusive |
| 0.00     | Inclusive |
| 0.00     | Inclusive |
| 0.00     | Inclusive |
| 2.00     | Inclusive |
| 2.00     | Inclusive |
| 0.00     | Inclusive |
| 0.00     | Inclusive |
| 0.00     | Inclusive |
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| 0.00     | Inclusive |
| 0.00     | Inclusive |
| 0.00     | Inclusive |
| 0.00     | Inclusive |
| 0.00     | Inclusive |
| 0.00     | Inclusive |

**ASSETS**

**CAR PARK CHARGES**

|   | Detail                      | Effective Date | 2012/13 | 2013/14 | 2014/15 Proposed |
|---|-----------------------------|----------------|---------|---------|------------------|
|   |                             |                | £       | £       | £                |
|   | <b>CAR PARKS - STAMFORD</b> |                |         |         |                  |
| 1 | SHORT STAY                  |                |         |         |                  |
|   | Up to 30 mins               | 01/04/10       | 0.50    | 0.50    | 0.40             |
|   | Up to 1 hour                | 01/04/10       | 0.80    | 0.80    | 0.60             |
|   | Up to 2 hours               | 01/04/10       | 1.30    | 1.30    | 0.90             |
|   | Up to 3 hours               | 01/04/10       | 1.80    | 1.80    | 2.00             |
|   | Up to 4 hours               | 01/04/10       | 3.00    | 3.00    | 5.00             |
|   | Over to 4 hours             | 01/04/10       | 4.00    | 4.00    | 6.00             |
| 2 | LONG STAY                   |                |         |         |                  |
|   | Up to 3 hours               | 01/04/10       | 1.80    | 1.80    | 2.00             |
|   | Up to 4 hours               | 01/04/10       | 2.50    | 2.50    | 2.80             |
|   | All Day                     | 01/04/10       | 3.00    | 3.00    | 3.30             |
| 3 | COACH PARKING (ALL DAY)     |                |         |         |                  |
|   | Cattle Market               | 01/04/10       | 10.00   | 10.00   | 12.00            |

**ASSETS**

**CAR PARK CHARGES**

| 2013/14<br>Inc / (Dec)<br>£ | VAT       |
|-----------------------------|-----------|
| (0.10)                      | Inclusive |
| (0.20)                      | Inclusive |
| (0.40)                      | Inclusive |
| 0.20                        | Inclusive |
| 2.00                        | Inclusive |
| 2.00                        | Inclusive |
| 0.20                        | Inclusive |
| 0.30                        | Inclusive |
| 0.30                        | Inclusive |
| 2.00                        | Inclusive |

## REPORT TO RESOURCES P.D.G.

**REPORT OF:** Liz Banner – Service Manager Property Services

**REPORT NO:** RIM.0320

**DATE:** 3<sup>rd</sup> October 2013

|                                                                      |                                                                                                                                                                               |                                     |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>TITLE:</b>                                                        | Review of the Housing Revenue Account Asset Management Strategy                                                                                                               |                                     |
| <b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>                    | Key Decision                                                                                                                                                                  |                                     |
| <b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>                       | Councillor Teri Bryant – Portfolio Holder for Good Housing                                                                                                                    |                                     |
| <b>CONTACT OFFICER:</b>                                              | Liz Banner – Service Manager Property Services<br>Telephone: 01476 406411<br>e-mail <a href="mailto:l.banner@southkesteve.gov.uk">l.banner@southkesteve.gov.uk</a>            |                                     |
| <b>INITIAL IMPACT ANALYSIS:</b><br><br><b>Equality and Diversity</b> | Carried out and Referred to in paragraph (7) below<br>To be completed as part of the final Housing Asset Management Strategy document                                         | Full impact assessment Required: No |
| <b>FREEDOM OF INFORMATION ACT:</b>                                   | This report is publicly available via the Your Council and Democracy link on the Council's website:<br><a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> |                                     |
| <b>BACKGROUND PAPERS</b>                                             | Asset Management Plan – Housing Revenue Account – 2009-2016                                                                                                                   |                                     |

## 1. RECOMMENDATIONS

Resources PDG is recommended to:-

Discuss and agree the key points highlighted within this report as proposed within the draft Housing Asset Management Strategy to recommend to Cabinet for approval of the strategy.

## 2. PURPOSE OF THE REPORT

To update Resources PDG on the progress of the review of the asset management strategy and seek feedback on the draft South Kesteven Standard, asset management strategic priorities and the related basket of performance measures.

## 3. DETAILS OF REPORT

There are key elements within the strategy which would welcome collective discussion and agreement. These are detailed within the report below.

### South Kesteven Standard

The proposed South Kesteven Standard has been designed to ensure that, over time, the housing stock not only continues to meet statutory and/or regulatory standards but offers a quality of accommodation that ensures the sustainability of the housing stock.

The South Kesteven Standard is defined in Appendix 1 of this document.

South Kesteven District Council (SKDC) are already delivering or aiming to deliver through current budgets the elements within the standard and therefore there will be no additional cost to the authority.

Other authorities have developed their own standards. The table below shows a number of other neighbouring authorities approach with regards to standards.

| Local Authority                 | Standard                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| North Kesteven District Council | NK Homes Standard whereby home improvements are carried out based on expected lifespan of the various components of each homes.                                                                                                                                                                                                                                                                       |
| Melton Borough Council          | Decent Homes Standard which is being sustained.                                                                                                                                                                                                                                                                                                                                                       |
| South Holland District Council  | South Holland's own 'Decent Homes Plus' Standard which includes replacement of external entrance doors; providing extractor fans, new floor coverings and redecoration as part of kitchen and bathroom refurbishments; fitting electric showers when required by tenants; external wall insulation to homes with solid walls; replacement of sewage treatment works and re-lining of Finlock gutters. |
| City of Lincoln                 | The Lincoln Standard incorporates the Decent Homes Standard plus a replacement window programme based on age and single glazing rather than just structural failure as with the Decent Homes Standard.                                                                                                                                                                                                |

**The Resources PDG views would help the development of the Asset Management Strategy.**

### **Void Property Standard**

This is the collective name for the range of repairs and checks that are undertaken prior to a property being re-let.

SKDC has developed a 'Property Standard' that clearly sets out the range of checks which will be carried out prior to the property being re-let and the minimum condition standard for a wide range of individual components and facilities including internal finishes, floors and floor coverings, windows, doors, kitchens, bathrooms and external areas.

A copy of the 'Void Property Standard' is provided at Appendix 2.

**Does the Resources PDG agree with the continued application of this void property standard?**

### **Energy Efficiency**

SKDC will set progressive targets to ensure that, over time, all properties fall within Energy Rating Bands A to D. Delivering this target will be challenging but is designed to ensure that all our tenants are given the opportunity to live in a well insulated, energy efficient home, which helps to prevent avoidable damage through condensation etc.

Detail of the stock breakdown for properties with a SAP rating of A – D are shown in the table below.

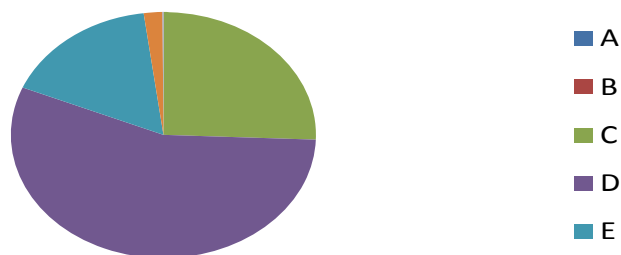
| SAP Rating | No. of Properties | Percentage of stock |
|------------|-------------------|---------------------|
| A          | 0                 | 0                   |
| B          | 3                 | 0.05%               |
| C          | 1587              | 25.57%              |
| D          | 3457              | 55.69%              |

Detail of the stock breakdown for properties with a SAP rating of E-G are shown in the table below.

|   |      |        |
|---|------|--------|
| E | 1031 | 16.61% |
| F | 123  | 1.98%  |
| G | 6    | 0.10%  |

The pie chart below illustrates the information of stock breakdown A-G.

## Breakdown of Properties within SAP Ratings A-G



Works required to upgrade these properties range from loft insulation, external wall insulation and fuel switching and if the council were to implement these works immediately at our own cost, the approximate total amount would be approximately 2 million pounds; however, we are currently undertaking wall insulation programmes which is grant funded by 3.5 million pounds which will significantly impact on those properties E-G and the proposal is that we continue to seek further grant funding which will minimise any direct impact from SKDC.

Improving SAP ratings of E-G will have a significant impact on tenants in terms of their fuel bills and health and wellbeing, but will also maintain the ongoing sustainability of our assets which are generally in sound condition structurally particularly in rural areas, thus retaining viable neighbourhoods and communities.

**Does the Resources PDG agree with the continuation of this approach?**

### Priorities

The Housing Asset Management Strategy has a range of proposed strategic priorities. These priorities have been developed specifically in response to the range of distinct issues for SKDC, the stock and future residents' needs.

An Action Plan has been prepared for delivering the strategic priorities and this clearly sets out what SKDC wants to achieve, and by when. It is anticipated that the actions will be monitored, reviewed and revised during the life of the Strategy as works are completed and new actions are established.

The Priorities are:

1. **Our Standard** - To ensure that all housing stock that has a long term, sustainable future is brought up to a locally determined Standard to ensure it continues to remain attractive and meets modern requirements & needs.
2. **Energy Efficiency** - To have in place a long term strategy and programme to improve the energy efficiency of the housing stock, at the same time helping to reduce fuel poverty.
3. **Repair and Maintenance** – To have in place well designed, repair and maintenance systems which ensure the stock is maintained to the agreed standard in an efficient, cost effective and responsive way and to use procurement and contract management processes to best effect to ensure value for money is achieved.

4. **Meeting Particular Needs** - To ensure the ongoing availability of housing stock that meets the particular housing needs of elderly, vulnerable, disabled or minority households through the provision of appropriate attributes and facilities.
5. **Business Resilience** - To profile, review and appraise the stock to fully understand its relative performance and contribution to the Business Plan and to identify obsolete or uneconomic stock and replace with new properties
6. **Development Potential** –To identify land whether HRA, General Fund or non-council, to build additional homes to increase the number of Council owned/managed properties available of the type and quality needed and in areas where people want to live and to identify potential opportunities for increasing the housing stock by acquiring properties, particularly if property types and location match housing need and management arrangements.
7. **Managing Opportunities and Liabilities** - To identify and dispose of properties where doing so would remove liabilities and/or generate funds for future re-investment in properties which are either better located, which better meet housing needs and/or are more efficient to manage and to put in place affordable, economic investment programmes that provide an appropriate balance between competing repair and investment requirements.

### **Meeting Particular Needs**

The aim of the priority 'Meeting Particular Needs' is that all of the sheltered housing stock should be modernised and, if appropriate, re-structured as necessary to improve it over time and to ensure it is 'fit for purpose' to meet local needs. This process will ensure that we continue to provide attractive, appropriate housing that meet both the needs and aspirations of older people.

The action plan has addressed this priority by ensuring that the Council:

- Undertake a condition survey of all sheltered housing schemes.
- Develop and put in place a planned, costed programme of works - to be undertaken as part of other planned works programmes - for upgrading the sheltered housing schemes.

### **Does the Resources PDG agree with this action plan approach?**

### **Business Resilience**

The aim of the priority 'Business Resilience' is to profile, review and appraise the stock to fully understand its relative performance and contribution to the Business Plan and to identify obsolete or uneconomic stock for potential disposal and replace with new properties.

Appraisal of the stock will enable properties to fall into one of three categories as follows:

- **Category 3** - stock that is sustainable for the long term based on its sound financial and non-financial performance.
- **Category 2** - stock that exhibits some issues in terms of its financial and non-financial performance but that may, through some targeted interventions, be potentially sustainable.
- **Category 1** - stock that gives cause for concern due to its poor financial and also possibly non-financial performance and where, due to its high investment needs may require more significant levels of investment such as remodelling, demolition & redevelopment or disposal.

The action plan has addressed this priority by ensuring that the Council:

- Develop a Sustainability Assessment Tool, utilising best practice approaches that link to stock condition and other data to evaluate stock performance.
- Use the Sustainability Modelling Tool to assess and evaluate the performance of the housing stock, reviewing the long term future of properties where investment may not be economically worthwhile or where the stock is obsolete.

**Does the Resources PDG agree with this approach to evaluating the performance of the stock?**

### **Development and Regeneration Potential**

The aim of the priority 'Development and Regeneration Potential' is to identify land whether HRA, General Fund or non-council, to build additional homes to increase the number of Council owned/managed properties available of the type and quality needed and in areas where people want to live and to identify potential opportunities for increasing the housing stock by acquiring properties, particularly if property types and location match housing need and management arrangements. This will assist with the delivery of growth and regeneration objectives.

To help address this priority the following approaches will be applied:

- Develop and maintain a list of potential sites and assess their relative appropriateness for development
- Agree which sites to pursue for development and how best to achieve through the carrying out of option/feasibility appraisals.
- Develop delivery schedule and timetable.
- Set up systems/processes for identifying, pursuing and securing the acquisition of properties.
- Actively seek properties to acquire.

**Does the Resources PDG agree with this approach to evaluating the development potential of the stock?**

### **Performance**

The principal way in which SKDC will measure its performance in meeting the strategic objectives set down in the strategy will be to use Key Performance Indicators (KPIs). KPIs are quantifiable measurements, agreed to beforehand, that reflect the critical success factors of an organisation. In this case, these are the strategic priorities set out in the Strategy. The current KPI's are detailed in Appendix 3.

**Does the Resources PDG agree with the basket of KPI's currently monitored?**

## **4. OTHER OPTIONS CONSIDERED**

Not applicable

**5. RESOURCE IMPLICATIONS**

The Asset Management Strategy includes plans relating to the maintenance and improvements of homes and other essentials over the five year period to which the strategy refers.

**6. RISK AND MITIGATION**

Risk has been considered as part of this report and any specific high risks are included in the table below:

| <b>Category Risk</b>                                                                                                                     | <b>Action / Controls</b>                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| The Asset Management Strategy details procedures in place which are reliant upon maintenance of accurate data and upkeep of the system.. | Continous update of stok condition data through Stock Management Coordinators. |
|                                                                                                                                          |                                                                                |

**7. ISSUES ARISING FROM IMPACT ANALYSIS**

As referred to on page 1 of this report.

**8. CRIME AND DISORDER IMPLICATIONS**

Implications are taken into account of essential works in maintenance of stock.

**9. COMMENTS OF FINANCIAL SERVICES**

The HRA business plan has been based upon maintaining decent homes and utilises data from the Housing Asset Management system. Based on the current information available which is in line with the prosoals outlined within this report the HRA business model is affordable. If members of Resources PDG suggest an alternative approach which may incur additional costs the HRA business plan would beed to be updated to ensure the proposals are affordable.

**10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

The Council has a duty to provide housing accommodation in accordance with the Housing Act 1985 and all other relevant legislation. The proposed strategy and the standards should all reflect and assist the delivery of that duty.

11. APPENDICES:

| <b>APPENDIX NO.</b> | <b>TITLE</b>                               |
|---------------------|--------------------------------------------|
| Appendix 1          | The South Kesteven Standard                |
| Appendix 2          | The Void Property Standard                 |
| Appendix 3          | Current Key Performance Indicators (KPI's) |

# APPENDIX 1

## The South Kesteven Standard

| <b>The Decent Homes Standard</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>The South Kesteven Standard</b>                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Kitchens to be replaced after 30 years, if it is in a poor condition.                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Kitchens in a poor condition will be repaired or if beyond economic repair, replaced, providing the condition is due to normal wear and tear. Tenants will be consulted regarding worktops, floors and wall finishes.                                                       |
| Bathrooms to be replaced after 40 years, if it is in a poor condition.                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Bathrooms in a poor condition will be repaired, or if beyond economic repair, replaced, providing the condition is due to normal wear and tear. Tenants will be consulted regarding flooring and wall tiling.                                                               |
| Homes will not meet the current Decent Homes standard if 50% or more of the roof covering requires repair or replacement. Homes will not meet the current Decent Homes standard if the chimney is in poor condition and needs to be partially or fully rebuilt. Homes will not meet the current Decent Homes standard if more than 10% of the wall structure requires replacement or 30% requires repair. Homes will not meet the current Decent Homes standard if 50% of the wall finishes require re-pointing or renewal. | Roof, Chimney and Walls will all be repaired/replaced at the same time under the External Works Programme. Survey to each property is carried out prior to any work commencing on a property.                                                                               |
| The condition, repair and replacement of gutters and downpipes are not included.                                                                                                                                                                                                                                                                                                                                                                                                                                            | All the gutters and rainwater downpipes will be inspected and, if necessary, they will be repaired or replaced.                                                                                                                                                             |
| There is no specific standard relating to redecoration in the current Decent Homes Standard.                                                                                                                                                                                                                                                                                                                                                                                                                                | As part of an ongoing programme the outside of properties and all the communal areas will be redecorated every 7 years.                                                                                                                                                     |
| If a property has a central heating boiler that is 15 years old or more and in poor condition, it will fail the current Decent Homes standard.                                                                                                                                                                                                                                                                                                                                                                              | All boilers in poor condition and beyond economic repair will be replaced. All boilers are replaced with a modern equivalent that has an energy efficient A-rating.                                                                                                         |
| Although this is not covered by the current Decent Homes standard, landlords are required to carry out annual gas safety checks by law.                                                                                                                                                                                                                                                                                                                                                                                     | There are annual checks of gas and oil-fired boilers. Solid fuel appliances and renewable appliances are also serviced annually.                                                                                                                                            |
| Homes will meet the current standard if they have an electrical system that is less than 30 years old and free from major disrepair.                                                                                                                                                                                                                                                                                                                                                                                        | If electrical wiring in a property is in poor condition this will be repaired or replaced. An electrical inspection condition report for wiring in properties is carried out every 10 years (or at change of tenancy whichever is the sooner) to ensure that it is safe for |

|                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                              | tenants to use and that it complies with the current wiring regulations.                                                                                                                                                                                                |
| The current Decent Homes standard does not cover smoke detectors or fire alarm systems.                                                                                                                                                                                                                                                                                                                                      | All properties will have a smoke detector installed. As part of the electrical rewiring programme these will be hard wired or lithium. If it is a mains operated smoke detector it will be inspected as part of the periodic electrical test and any annual service.    |
| The current Decent Homes standard does not require carbon monoxide detectors to be installed.                                                                                                                                                                                                                                                                                                                                | Carbon Monoxide (CO) detectors will be installed to homes where there is a fossil fuel burning appliance. This forms part of the electrical rewiring programme.                                                                                                         |
| The current Decent Homes Standard does not require asbestos surveys to be carried out. However, landlords are required to keep an Asbestos Register and let residents and contractors know where asbestos can be found in the home.                                                                                                                                                                                          | We have an Asbestos Register which records the type and location of asbestos containing materials in a property. Properties will be surveyed before any work starts.                                                                                                    |
| If a home has a gas/oil fired central heating system, then the current Decent Homes standard requires that a minimum of 50mm (2") loft insulation or effective cavity insulation is installed. If a property is heated with an electric storage/LPG/programmable solid fuel central heating system, the current standard requires that a home has both cavity insulation (where possible) and 200mm (8") of loft insulation. | Loft insulation will be upgraded to at least 250mm (10") irrespective of the heating system. This meets the Building Regulations standard and will help to reduce energy bills.                                                                                         |
| If a home has been built with cavity wall construction, then the current standard requires a property to have effective cavity insulation, depending on the heating system installed in the home.                                                                                                                                                                                                                            | A survey will be conducted to check if a home can have cavity wall insulation. If a property can have cavity wall insulation, this will be installed irrespective of heating type. This will help reduce energy bills.                                                  |
| SAP stands for Standard Assessment Procedure and is the Government's recommended system for the energy rating of dwellings. Houses are rated from 0 - 100, 0 being very inefficient and 100 being highly efficient. The current standard does not require landlords to produce energy efficiency (SAP) ratings for properties.                                                                                               | A calculation of the SAP rating for homes is carried out in order to establish how energy efficient it is.<br><br>SKDC will set progressive targets to ensure that, over time, all properties fall within Energy Rating Bands A to D.                                   |
| The current Decent Homes standard does not include details of adaptations, although landlords are normally responsible for this work up to £500.                                                                                                                                                                                                                                                                             | Minor adaptations in the home will be carried out for the elderly, physically or mentally impaired.<br><br>Moderate and major adaptations are completed following a referral from an Occupational Therapist, which include widening doors, installing ramps, installing |

|  |                                                                                                                      |
|--|----------------------------------------------------------------------------------------------------------------------|
|  | grab rails, installing a stairlift, installing a level access shower and moving light switches and electric sockets. |
|--|----------------------------------------------------------------------------------------------------------------------|

# APPENDIX 2

## The Void Property Standard

### Our current Property Standard

#### What you can expect in your new home

We want to make sure that your new home is secure, meets all your basic needs and is in a reasonable condition when you move in. All our properties meet our 'property standard'. Here's what it covers:

#### Security

We will:

- Fit new locks to the main front and back doors
- Check any other security measures like window locks are working properly and give you the keys.

#### Electrics

We will:

- Check all electrical installations like sockets and switches
- Do repairs if necessary and certify them as safe.

#### Gas

We will:

- Check all gas connections and installations including boilers, gas cookers and fires
- Do repairs if necessary and certify them as safe.

#### Plumbing

We will:

- Make sure there is hot and cold running water and all taps are working properly
- Check all the pipe work inside and do repairs if necessary

#### Heating and energy efficiency

We will:

- Make sure the heating system is working properly
- Do an energy efficiency assessment and give you an energy performance certificate.

#### Kitchens

We will:

- Make sure the kitchen is adequate and has:
  - A kitchen sink unit with cupboard under
  - A gas or electric cooker point
  - An electric point for a fridge
  - At least two usable cupboards
  - Enough space for you to work

## **Bathrooms**

We will:

- Make sure all toilets, showers, baths, sinks and taps are working properly.
- If a shower is checked and this has not been fitted by SKDC we will ask you to sign a disclaimer that any repairs to this shower are undertaken by the tenant.

## **Roofs, guttering & outside maintenance**

We will:

- Make sure the property is wind and weather-proof
- Check the roof and make repairs if necessary
- Clear the loft of any rubbish
- Check all the guttering and outside pipe work and make repairs if necessary
- Clear the garden of any rubbish
- Remove any garages or sheds which have been built using asbestos
- Fill in or remove any garden ponds unless you tell us you would like to keep them.

We cannot be responsible for any ponds or garden features you decide to keep and we will ask you to sign a disclaimer.

## **Doors, windows & stairs**

We will:

- Make sure all doors are in good working order and that any glass panels in doors and side panels meets current safety standards
- Make sure all windows are in good working order and any cracked glass is replaced.
- Check the window locks are working (if there are any) and give you the keys
- Check that staircases, banisters and balustrades are secure and safe
- Make sure there are curtain battens fitted above all windows.

## **Walls & ceilings**

We will:

- Check the plasterwork on walls (including under wallpaper) and ceilings is in a sound condition
- Strip wallpaper and do repairs if necessary.

## **Floors and floor coverings**

We will:

- Remove any fitted carpets and floor coverings unless you tell us you would like to keep them
- Secure and/or repair any loose or broken floorboards
- Remove any cracked or broken vinyl tiles.

We cannot be responsible for any floor coverings you decide to keep and we will ask you to sign a disclaimer.

## **Decoration & cleaning**

We don't re-decorate as most people prefer to decorate to their own taste.

We will:

- Offer you a decorating allowance for some rooms if they are in a very poor condition.
- Have the property professionally cleaned before you move in and remove any graffiti
- Replace all toilet seats.

### **General maintenance and future upgrades**

If there are any general maintenance or repairs to do, we will tell you if they will be done before or shortly after you move in

We have an ongoing programme of major upgrades and replacement of bathrooms and kitchens. We will let you know if and when we're planning to do any major work to your new home.

## APPENDIX 3

### Current Key Performance Indicators

| SK  | DETAILS                                                                                                  | TARGET |
|-----|----------------------------------------------------------------------------------------------------------|--------|
| 226 | Percentage of properties with a current Landlords Gas Safety Certificate                                 | 100%   |
| 229 | Percentage of tenant satisfaction rating gas servicing                                                   | 99%    |
| 305 | Number of working days taken to complete the repair from first contact to job completed                  | 7      |
| 309 | Percentage of repairs within the 'right to repair' regulations completed within the statutory timescales | 100%   |
| 395 | Percentage of jobs completed on first visit (Reactive only)                                              | 90%    |
| 396 | Percentage of appointments kept                                                                          | 100%   |
| 399 | Customers that are satisfied - Reactive Repairs                                                          | 97%    |
| 400 | Customers that are satisfied - Voids new tenants                                                         | 97%    |
| 449 | Number of days of total "void" lettings and repairs                                                      | 28     |
| 548 | Percentage of SKDC housing stock that is rated above the average energy efficiency rating (E/F)          | 78%    |

|      |                                                   |    |
|------|---------------------------------------------------|----|
| 610e | Percentage of calls that are abandoned in Repairs | 5% |
|------|---------------------------------------------------|----|

## REPORT TO RESOURCES PDG

**REPORT OF: HEAD OF FINANCE**

**REPORT NO: HOF252**

**DATE: 3<sup>rd</sup> October 2013**

|                                                   |                                                                                                                                                                                                                                                                                                                                                                               |                                  |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>TITLE:</b>                                     | <b>Financial Report for 2013/14 – Monitoring Information</b>                                                                                                                                                                                                                                                                                                                  |                                  |
| <b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b> | None                                                                                                                                                                                                                                                                                                                                                                          |                                  |
| <b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>    | Councillor Mike Taylor<br>Well Run Council Portfolio Holder                                                                                                                                                                                                                                                                                                                   |                                  |
| <b>CONTACT OFFICER:</b>                           | Richard Wyles –Head of Finance<br>01476 406210<br>Email: <a href="mailto:r.wyles@southkesteven.gov.uk">r.wyles@southkesteven.gov.uk</a>                                                                                                                                                                                                                                       |                                  |
| <b>INITIAL IMPACT ANALYSIS:</b>                   | Carried out and Referred to in paragraph (7) below:                                                                                                                                                                                                                                                                                                                           | Full impact assessment Required: |
| <b>Equality and Diversity</b>                     | N/A                                                                                                                                                                                                                                                                                                                                                                           | No                               |
| <b>FREEDOM OF INFORMATION ACT:</b>                | This report is publicly available via the Your Council and Democracy link on the Council's website:<br><a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>                                                                                                                                                                                                 |                                  |
| <b>BACKGROUND PAPERS</b>                          | HOF225 – Determination of Budget 2013/14<br>HOF246 – Resources Monitoring Information<br><br>The above reports can be located by putting their reference number in the search section of the committee website via the link below:<br><a href="http://moderngov.southkesteven.gov.uk/ieDocSearch.aspx?bcr=1">http://moderngov.southkesteven.gov.uk/ieDocSearch.aspx?bcr=1</a> |                                  |

### 1. RECOMMENDATIONS

1.1 Members are asked to note the comments and figures contained in this report.

### 2. PURPOSE OF THE REPORT

2.1 In order to ensure effective budget management it is important that the members are updated with budget monitoring information. This serves the purpose of ensuring members are kept informed of actual spend compared to budget and the forecast outturn position. The report provides a summary of the year to date (YTD) position against original budget for 2013/14 and the forecast outturn covering the following areas:

- General Fund Revenue Budget (including significant income streams and salaries)
- Housing Revenue Account Revenue Budget (including salaries)
- Capital Programme
  - General Fund
  - HRA

2.2 Forecast outturn work is undertaken during the course of the year by the service areas in order to anticipate the outturn position. This process enables options to be considered in respect of the spending proposals for the remainder of the year or alternatively it is used to identify emerging financial issues that can be then investigated and mitigating actions put in place. This is the second report for the current financial year and includes activity for the financial year 1<sup>st</sup> April – 31<sup>st</sup> July 2013

### 3 DETAILS OF REPORT

3.1 The original net cost of service budget for 2013/14 was set at £15.619m. The financial position as at 31<sup>st</sup> July 2013, shows a forecast underspend of £100k which is summarised in the table below:

Table A - General Fund Total Revenue Summary

| Corporate Area                 | Annual Budget<br>£'000 | YTD Budget<br>£'000 | Net Spend to Date<br>£'000 | YTD Variance<br>£'000 | Forecast outturn<br>£'000 | Forecast variance<br>£'000 |
|--------------------------------|------------------------|---------------------|----------------------------|-----------------------|---------------------------|----------------------------|
| Community Assets               | 2,952                  | 460                 | 435                        | (25)                  | 2,904                     | (48)                       |
| Corporate                      | 2,460                  | 546                 | 529                        | (17)                  | 2,413                     | (47)                       |
| Development & Growth           | 2,355                  | 290                 | 333                        | 43                    | 2,130                     | (225)                      |
| Environmental Services         | 5,856                  | 579                 | 518                        | (61)                  | 5,775                     | (81)                       |
| Finance                        | 4,099                  | 1,894               | 1,862                      | (32)                  | 4,052                     | (47)                       |
| Housing & Neighbourhoods       | 588                    | 111                 | 90                         | (21)                  | 570                       | (18)                       |
| Legal & Democratic             | 1,585                  | 365                 | 352                        | (13)                  | 1,570                     | (15)                       |
| People, Projects & Performance | 2,003                  | 522                 | 530                        | 8                     | 2,011                     | 8                          |
| Property Development           | 1,450                  | 107                 | 148                        | 41                    | 1,623                     | 173                        |
| Special Expense Areas          | 605                    | 58                  | 53                         | (5)                   | 605                       | 0                          |
| Workforce Efficiency Target    | (357)                  | (119)               | 0                          | 119                   | 0                         | 357                        |
| Recharged to Services          | (7,367)                | 0                   | 0                          | 0                     | (7,367)                   | 0                          |
| <b>Cost of Service</b>         | <b>16,230</b>          | <b>4,813</b>        | <b>4,850</b>               | <b>37</b>             | <b>16,286</b>             | <b>56</b>                  |
| Set-Asides 2012/13             | (611)                  | 0                   | 0                          | 0                     | (608)                     | 3                          |
| Reserve Financing              | 0                      | 0                   | 0                          | 0                     | (159)                     | (159)                      |
| <b>Net Cost of Service</b>     | <b>15,619</b>          | <b>4,813</b>        | <b>4,850</b>               | <b>37</b>             | <b>15,518</b>             | <b>(100)</b>               |

## Key Forecast Variances by Corporate Area

### Community Assets

- Markets - There is a forecast reduction on market income of £16k (mainly Grantham) due to change in the number of market traders who are now paying for casual stalls as opposed to fixed.
- Leisure Centres - The council has recently finalised a new leisure trust delivery model which will reduce the annual management fee. The estimated pro-rotta saving for 2013/14 is £58k.

### Development and Growth

- Economic Development – Due to the Public Realm scheme now being aggregated within the wider development for St Peters Hill it is now anticipated the full budget will not be required to be spent during 2013/14 and is anticipated to be spent in 2014/15.
- Georgian Festival – The original festival budget did not include any forecast income predictions but it is now anticipated there will be ticket sales and grants totalling £12k which will reduce the overall project spend.
- Gravity Fields – Following a review of the spending profile for this project it is now anticipated £22k will now be spent in 2014/15 resulting in an in-year underspend
- Planning - income is lower than budgeted levels by 12% which is mainly due to a reduction in the number of major applications received at this point in the year when compared with the same period in 2012/13. Therefore, a forecast shortfall of £50k is anticipated.
- Land Charges - Income levels are up compared to profiled budget which is expected to continue for the remainder of the year and therefore additional income of £12k has been forecast.

### Environmental Services

- Waste Management - As a result of the transfer of the dry recyclables arrangements there is likely to be a budget variance of £107k based on reduced tonnage payments. This additional expenditure will be met within the in-year budget framework.
- CCTV and Private Sector Landlords – During the budget setting process for 2013/14 no confirmation had been received from either LCC or the PCC regarding second homes funding and therefore it was not included within the budget framework. The Council has now received confirmation these monies will be paid which will be used to meet specific expenditure within the work of CCTV and Private sector landlords.

## Finance

- Salaries - There are forecast underspend of £29k across these corporate area which mainly relates to salary underspend due to vacancies, specifically within the Finance and Risk Management and ICT service areas.

## Property Development

- Building Control – income is 18% down compared to the profile budget and based on a rolling 12 month average there is a monthly shortfall of £3k which is resulting in a forecast shortfall of £55k.
- Car Parks – income levels are below the profiled budget specifically in Stamford which is 12% down year to date and as a result a forecast shortfall of £85k is being predicted at this time.

## HRA

- 3.2 The financial position as at 31<sup>st</sup> July 2013, shows a year to date overspend of £87k which is summarised in the table below:

Table B - HRA Total Revenue Summary

| Area                               | Annual Budget<br>£'000 | YTD Budget<br>£'000 | Net Spend To Date<br>£'000 | YTD Variance<br>£'000 | Forecast Outturn<br>£'000 | Forecast Variance<br>£'000 |
|------------------------------------|------------------------|---------------------|----------------------------|-----------------------|---------------------------|----------------------------|
| <b>Income</b>                      | (24,197)               | (8,069)             | (8,108)                    | (39)                  | (24,211)                  | (14)                       |
| Expenditure                        | 11,448                 | 3,267               | 3,271                      | 4                     | 11,391                    | (57)                       |
| Support Services                   | 921                    | 136                 | 122                        | (14)                  | 921                       | 0                          |
| Other Expenditure                  | 8,892                  | 1,865               | 1,865                      | 0                     | 8,892                     | 0                          |
| Interest                           | 3,170                  | 1,057               | 1,057                      | 0                     | 3,170                     | 0                          |
| <b>Total Expenditure</b>           | <b>24,431</b>          | <b>6,325</b>        | <b>6,315</b>               | <b>(10)</b>           | <b>24,374</b>             | <b>(57)</b>                |
| Recharged to Services              | (921)                  | 0                   | 0                          | 0                     | (921)                     | 0                          |
| Set-Asides 2012/13                 | (349)                  | 0                   | 0                          | 0                     | (349)                     | 0                          |
| <b>Workforce Efficiency Target</b> | <b>(108)</b>           | <b>(36)</b>         | <b>(36)</b>                | <b>0</b>              | <b>(108)</b>              | <b>0</b>                   |
| <b>Deficit/ (Surplus)</b>          | <b>(1,144)</b>         | <b>(1,780)</b>      | <b>(1,829)</b>             | <b>(49)</b>           | <b>(1,215)</b>            | <b>(71)</b>                |

- Income – the current void rate is running at 0.84% against a budget figure of 1.5% on dwelling rent income which is therefore resulted in additional income compared to the profiled budget. However it is worth noting that since the introduction of the spare bedroom subsidy there is a progressive increase in the number of tenants falling into arrears (currently £103k)

- Expenditure – the forecast underspend mainly relates to employee costs in a small number of service areas. Service delivery is being maintained without the need to fill the vacancies at the present time.

3.3 The capital programmes include a number of significant capital projects for 2013/14. The current financial position is outlined in the table below;

Table C - Capital Programmes

| Programme    | Annual Budget<br>£'000 | YTD Budget<br>£'000 | Total Spend to Date<br>£'000 | YTD Variance<br>£'000 | Forecast outturn<br>£'000 | Forecast variance<br>£'000 |
|--------------|------------------------|---------------------|------------------------------|-----------------------|---------------------------|----------------------------|
| General Fund | 7,202                  | 1,433               | 1,787                        | 354                   | 5,671                     | (1,531)                    |
| HRA          | 6,000                  | 941                 | 1,122                        | 181                   | 6,200                     | 200                        |
| <b>Total</b> | <b>13,202</b>          | <b>2,374</b>        | <b>2,909</b>                 | <b>535</b>            | <b>12,200</b>             | <b>(1,331)</b>             |

#### General Fund

- Business Innovation Centre (BIC) – due to the CPO for station approach not proceeding alternative options are being discussed with respect to the Growth Point projects, however the full budget may not be spent during 2013/14 (£250k)
- Station Approach – the budget £1.1m may not be spent during the financial year as the project is being reviewed.
- Better Homes – active marketing is being undertaken in order to maximise the take up of the grants available for home owners.
- Empty homes – the project review work has identified less properties than expected that could utilise and access funding under the empty homes programme, therefore an underspend of £64k on empty homes has been predicted

#### HRA

- Purchase of land – there have been 2 asset acquisitions (£200k) which will be funded from the HRA Reserves in order to progress the delivery of the HRA business plan of strategic housing build schemes.

#### 3.4 Headcount and Budgets

- The position as at 31<sup>st</sup> July 2013 shows that against an original FTE budget of 609.8 the actual FTE (including agency and wages staff) is 597.2 which equates to a variance of (12.6) FTE

### 3.5 Local Authority Mortgage Scheme (LAMS)

The scheme was went live in June 2012 and an analysis of the take up of the scheme is provided below. Active marketing is underway with our banking partners with the Council taking a proactive role in ensuring the scheme is well advertised in the district in order to assist those seeking to purchase their first home.

| Month          | Offers made in month<br>(cumulative total) | Completed | Cumulative indemnity amount |
|----------------|--------------------------------------------|-----------|-----------------------------|
| July 2012      | 1                                          | -         | £19,800                     |
| August 2012    | 2 (3)                                      | -         | £61,800                     |
| September 2012 | 3 (6)                                      | 2         | £111,550                    |
| October 2012   | 5 (11)                                     | 2         | £183,150                    |
| November 2012  | 2 (13)                                     | 5         | £213,600                    |
| December 2012  | 2 (15)                                     | 8         | £251,400                    |
| January 2013   | 2 (17)                                     | 13        | £288,400                    |
| February 2013  | 4 (21)                                     | 14        | £364,375                    |
| March 2013     | 3 (24)                                     | 16        | £425,650                    |
| April 2013     | 2 (26)                                     | 18        | £450,650                    |
| May 2013       | 3 (29)                                     | 21        | £518,225                    |
| June 2013      | 5 (34)                                     | 22        | £608,738                    |
| July 2013      | 6 (40)                                     | 24        | £671,450*                   |

\*Remaining indemnity as at 31 July 2013 £328,550

In term of postcode analysis, the 40 applications received to date are received in respect of the following postcode areas:

NG31 – 32  
NG32 – 1  
NG33 – 1  
PE9 – 6

At the Council meeting in July 2013 a further £1M was approved to support the scheme and the maximum loan size per application was increased to £147,250 in order to increase the take up of the scheme in the PE9 area.

#### **4. OTHER OPTIONS CONSIDERED**

None applicable

#### **5. RESOURCE IMPLICATIONS**

None applicable

#### **6. RISK AND MITIGATION**

None applicable

#### **7. ISSUES ARISING FROM EQUALITY IMPACT ANALYSIS**

None applicable

**8. CRIME AND DISORDER IMPLICATIONS**

None applicable

**9. COMMENTS OF FINANCIAL SERVICES**

Financial considerations are included in the report.

**10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

As part of good governance it is important members are kept updated in respect of the financial position of the Council expenditure during the course of the year.

**11. COMMENTS OF OTHER RELEVANT SERVICES**

None applicable

**12. APPENDICES:**

None

| Date     | Item                                                                                                                                                                                                                                         | Action Notes to Officers                                                                          | Recurring item | Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 30/05/13 | <p><b>LAMs</b></p> <p>Report presented by HoF asking members to consider the introduction of further lenders into the scheme, increase the loan size and to deposit further funds into the Lloyds/TSB to continue the scheme for 2013/14</p> | <p>Information on LAMS should be permanently visible on the homepage of the Council's website</p> |                | <p>The authority should continue with the scheme and a further deposit of £500,000 should be placed with Lloyds TSB</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|          |                                                                                                                                                                                                                                              |                                                                                                   |                | <p>The authority should only use Lloyds TSB for the present timer. This should be reviewed on a regular basis as new lenders join the scheme</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|          |                                                                                                                                                                                                                                              |                                                                                                   |                | <p>That the maximum loan value should increase to £147,250</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|          | <p><b>Local Business Support Scheme</b></p> <p>The HoF summarised a report on a small business loan scheme and hardship awards for businesses</p>                                                                                            |                                                                                                   |                | <p><b>Small Loan Scheme</b></p> <p>The Council should set up a small business loan scheme, providing loans between £4,000 and £10,000 as part of a three-way match funding arrangement with the bank and the applicant</p> <p>The applicant should provide evidence of support from the bank with their application</p> <p>The board for considering applications should comprise the Grow the Economy-Economic Development Portfolio Holder, a member of Resources PDG and an officer from Economic Development</p> <p>The principles behind the scheme should be as set out in report number HOF235</p> <p><b>Hardship Relief</b></p> <p>The Council should implement the assessment criteria (as stated in report number HOF235) for consideration of applications for hardship relief</p> <p>Decision-making in relation to hardship relief should be taken by Members based on officer recommendations</p> |

| Date                 | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Action Notes to Officers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Recurring item | Recommendation |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| 30.5.13<br>Cont..... | <p><b>Question referred by Council</b><br/>PDG considered the question put by Cllr Selby at the Council meeting of 18.4.13. Charging for use of community spaces within sheltered housing developments</p> <p><b>Pre Application Planning Advice</b><br/>The Development Management Service Manager gave an update on charges for pre-app advice and the Accredited agent scheme</p>                                                                                                                                                                                                                                                                                                  | <p>Add service charges for sheltered housing to the work programme for the meeting on 3.10.13</p> <p><b>Pre-application charging</b><br/>That the charge for pre-application advice for the development of 50 or more dwellings should be a flat rate of £3,600<br/>Fees for very large schemes would be negotiated by the authority and the developer</p> <p><b>Accredited agent scheme</b><br/>An accredited planning agent scheme should be developed and implemented alongside the publishing of new fees and charges</p> | 3.10.13        |                |
| 25/07/13             | <p><b>Budget Monitoring Report 2013/14</b><br/>Report to PDG</p> <p><b>Market Development Plan</b><br/>The Head of Community Assets and the Leisure and Amenities Team Leader presented a report on the Market Development Plan for Grantham</p> <p><b>Debt Enforcement Policy</b><br/>Report by Head of Finance</p> <p><b>Car Parking Review</b><br/>The Head of Finance and the Property Development Manager summarised a report into the impact of CPE following its introduction in December 2012</p> <p><b>Empty Homes Project</b><br/>The PDG was shown a presentation by Performance Management Officer on the development of a project to bring Empty Homes back into use</p> | <p>Investigate an incentive scheme to encourage traders to use the Council's stall covers</p> <p>To appoint Councillor Nick Craft and Councillor Jacky Smith to the working group to consider alternative methods of payment for car parking</p> <p>Resources PDG to consider the charging structure for car parking as part of the 2014/15 budget-setting process</p>                                                                                                                                                        |                |                |

| Date               | Item                                                                                                                      | Action Notes to Officers | Recurring item | Recommendation |
|--------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------|----------------|
| 03/10/13           | <b>Medium Term Financial Strategy</b><br>Update from working group                                                        |                          |                |                |
|                    | <b>Housing Revenue Account</b><br>Progress on business plan                                                               |                          |                |                |
|                    | <b>Welfare Reform</b><br>Impact of introduction of Bedroom Tax<br>Council Tax Support Scheme<br>Business Rates monitoring |                          |                |                |
| 28/11/13<br>onward | <b>Fees and Charges</b><br>Evening and weekend charging for car parks<br>Service Charging for Sheltered Housing           |                          |                |                |

# RESOURCES PDG – DECISION BULLETIN

3 OCTOBER 2013

## RECOMMENDATIONS

### **30.5.13 Local Business Support Scheme**

- The Council should set up a small business loan scheme, providing loans between £4,000 and £10,000 as part of a three-way match funding arrangement with the bank and the applicant
- The applicant should provide evidence of support from the bank with their application
- The board for considering applications should comprise the Grow the Economy-Economic Development Portfolio Holder, a member of Resources PDG and an officer from Economic Development
- The principles behind the scheme should be as set out in report number HOF235

#### **Hardship Relief**

- The Council should implement the assessment criteria (as stated in report number HOF235) for consideration of applications for hardship relief
- Decision-making in relation to hardship relief should be taken by Members based on officer recommendations

## DECISION

### **5.8.13 Local Business Support Scheme**

- **That Cabinet approves the establishment of a small business loan scheme and allocates up to £100K from the provision agreed in the 2013/14 budget for the formation of the fund**
- **A board for considering applications to be established. Members to comprise of the Grow the Economy – Economic Development Portfolio Holder; Well Run Council – Strategic Resources Portfolio Holder; the Chairman of Resources PDG or a Member nominated by him and an officer from Economic Development**

#### **Hardship Relief**

- **That the proposed criteria contained within report HOF245 be approved in respect of applications for Hardship Relief**

# RESOURCES PDG – DECISION BULLETIN

25 JULY 2013

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## RECOMMENDATION

### **30.5.13 LAMS**

- The authority should continue with the scheme and a further deposit of £500,000 should be placed with Lloyds TSB
- The authority should only use Lloyds TSB for the present time. This should be reviewed on a regular basis as new lenders join the scheme
- That the maximum loan value should increase to £147,250

## DECISION

### **1.7.13 LAMS**

- That the LAMS scheme is extended and a further amount of £1M is given to the Lloyds TSB Bank Plc scheme
- That additional lenders be included such as Teachers Building Society
- That the maximum loan size per application is increased to £147,250

## ACTION NOTES TO OFFICERS

### **30.5.13 LAMS**

- Information on LAMS should be permanently visible on the homepage of the Council's website

## RESPONSE

### **21.6.13 LAMS**

- Information is now on the home page and every internal page of the Council's website