



# AGENDA

## CABINET

**MONDAY, 5 MARCH 2007**

**11.00 AM**

**COUNCIL CHAMBER, COUNCIL OFFICES, ST PETERS HILL,  
GRANTHAM**

Duncan Kerr, Chief Executive

**CABINET MEMBERS:** Councillor Mrs. Linda Neal (Leader/ Portfolio: Strategic Partnerships & Community Safety), Councillor Ray Auger (Portfolio: Healthy Environment), Councillor Teri Bryant (Portfolio: Resources & Assets), Councillor Paul Carpenter (Deputy Leader & Portfolio: Access and Engagement), Councillor Mrs Frances Cartwright (Portfolio: Organisational Development & Housing) and Councillor John Smith (Portfolio: Economic Development)

**Cabinet Support Officer:** Jo Toomey 01476 406152  
e-mail: [j.toomey@southkesteven.gov.uk](mailto:j.toomey@southkesteven.gov.uk)

**Members of the public are entitled to attend the meeting of the Cabinet at which key decisions will be taken on the issues listed on the following page. Key decisions are marked \*.**

- 1. APOLOGIES**
- 2. MINUTES**  
To approve the record of the Cabinet meeting held on 5<sup>th</sup> February 2007 and 12<sup>th</sup> February 2007. **(Attached)**
- 3. DECLARATIONS OF INTEREST (IF ANY)**

**CATEGORY A PRIORITY ISSUES:**

**EXCLUSION OF THE PUBLIC**

It is anticipated that, in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) the public may be excluded from the meeting during consideration of the following item of business because of the likelihood that otherwise exempt information, as described in paragraph 3 of the Act (as amended) would be disclosed to the public.

**4. TENDERING OF DRY RECYCLABLES**

Report by the Healthy Environment Portfolio Holder. (To follow)

*This item is exempt because it reveals specific information about ongoing tenders.*

**5. \*PRIVATE SECTOR FINANCIAL ASSISTANCE POLICY**

Report number HST12 by the Organisational Development and Housing Services Portfolio Holder. (Attached)

**6. \*SKDC TEMPORARY ACCOMMODATION CHARGING POLICY**

Report number HST13 by the Organisational Development and Housing Services Portfolio Holder. (Attached)

**7. PENSION CAPITAL COSTS**

Report by the Corporate Head of Finance and Resources. (To follow)

**8. MERGER OF CRIME AND DISORDER REDUCTION PARTNERSHIPS**

Report number SD9 by the Strategic Director. (Attached)

**OTHER ISSUES:**

**9. REVIEW OF FOOTWAY LIGHTING**

Report number AFM032 by the Resources and Assets Portfolio Holder. (Attached)

**10. MATTERS REFERRED TO CABINET BY THE COUNCIL OR THE DEVELOPMENT & SCRUTINY PANELS**

**11. ITEMS RAISED BY CABINET MEMBERS INCLUDING REPORTS ON KEY AND NON KEY DECISIONS TAKEN UNDER DELEGATED POWERS.**

**12. REPRESENTATIONS RECEIVED FROM MEMBERS OF THE PUBLIC ON MATTERS WITHIN THE FORWARD PLAN (IF ANY)**

**13. REPRESENTATIONS RECEIVED FROM NON CABINET MEMBERS**

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



**MEETING OF THE CABINET**  
**5 February 2007 - 11:00 – 11:34**

**PRESENT:**

**Councillor Ray Auger  
Councillor Teri Bryant  
Councillor Mrs Frances Cartwright  
Councillor John Smith**

**Councillor Paul Carpenter – Deputy Leader / Chairman**

**Chief Executive  
Strategic Directors (B. Agass, G. Plummer)  
Corporate Head, Finance and Resources  
Corporate Head, Partnerships and Organisational Development  
Corporate Head, Healthy Environment  
Director of Tenancy Services  
Service Manager, Legal (Monitoring Officer)  
Service Manager, Waste Management and Street Scene  
Performance Team Leader, Street Scene Services  
Cabinet Support Officer  
Public Relations Officer**

**Non Cabinet Councillors: M. Taylor, Turner**

**CO86. APOLOGIES**

An apology for absence was received from Councillor Mrs. Neal.

**CO87. MINUTES**

The minutes of the Cabinet meeting held on 22<sup>nd</sup> January were approved as a correct record of the decisions taken.

**CO88. DECLARATIONS OF INTEREST (IF ANY)**

No declarations of interest were made.

**CO89. \*AIRE ROAD, GRANTHAM**

**DECISION:**

### The Cabinet:

1. **Notes the three options for the redevelopment of the site proposed by Nottingham Community Housing Association (NCHA) and the result of the consultation meeting held with the Earlesfield Compact;**
2. **Approves Option 2;**
3. **Subject to 2) above:**
  - a. **Approves the transfer of the Aire Road site to NCHA at the District Valuers valuation with the Council granting the Association financial assistance in respect of the fettered value in accordance with S.25 of the Local Government Act 1998 and the General Disposal Consent 2005;**
  - b. **Confirms that the development will be subject to standard nomination arrangements in the Council's Partnership Agreement;**
  - c. **Recommends that Council amend the Capital Programme to reflect the transfer of the Aire Road site and the granting of financial assistance for the fettered value as £475,000.**

### Considerations/Reasons for decision:

- (1) Report number TSE016 by the Portfolio Holder for Organisational Development and Housing Services and the exempt appendix to the report summarising the position with the Aire Road site in Grantham, progress made in the recent negotiations with Nottingham Community Housing Association (NCHA) and recommendations for the further development of the site working in partnership with NCHA.;
- (2) Background papers: CEX212, PRO26, PRO309, DRS22 and TSE4;
- (3) The decision taken by the Cabinet on Aire Road, Grantham, made on 12<sup>th</sup> June 2006.
- (4) The District Council's Category A priority of affordable housing;
- (5) Details of three options for the development of Aire Road detailed in report TSE016;
- (6) Only Nottingham Community Housing Association (NCHA) expressed a firm commitment to developing the site;
- (7) The Housing Corporation invited 'in-year' bids for schemes able to start in April 2007 due to affordable housing targets not being met nationally;
- (8) NCHA were discussing the Aire Road development based on a capital grant from the Housing Corporation and the transfer of land to them by the Council and granting financial assistance in respect of the whole fettered value, which reflected the Council's nomination rights;
- (9) Consultation with the Earlesfield Tenants Compact identified option 2 as their preferred option.

### Other options considered and assessed:

1. Options 1 and 3 both provide fewer properties than Option 2 and they were both considered to be less favourable in the consultation exercise and by the Housing Operations and Development Group.
2. A further option to consider would be sale on the open market however the Council's Category A priority for affordable housing and the pooling requirements would need to be taken into account.

CO90. DRAFT STRATEGY FOR STREET SCENE

**DECISION:**

**That the Healthy Environment Portfolio Holder be delegated authority to amend the draft Street Scene Strategy and approve that it be issued for consultation, with the results thereof going back to the Cabinet meeting on 2<sup>nd</sup> April 2007.**

Considerations/Reasons for decision:

- (1) Report number WCS23 by the Healthy Environment Portfolio Holder on the Draft Street Scene Strategy and the appended draft strategy for 2007 to 2010;
- (2) The District Council's Category B priority – street scene

CO91. CORPORATE IMPROVEMENT PLAN

**DECISION:**

**The Cabinet endorses the Corporate Improvement Plan and gives delegated authority to the Chief Executive in consultation with the Cabinet and/or individual Portfolio Holders to revise and amend the plan throughout the year to meet the needs of the authority.**

Considerations/Reasons for decision:

- (1) Report number CEX365 by the Chief Executive on the Council's draft corporate improvement plan and the draft plan attached as an appendix to the report;
- (2) The production of an annual plan was produced following the CPA inspection in 2003;
- (3) The plan sets the framework and targets for the improvement of the Council through the period from now until April 2008.

CO92. LOCAL AREA AGREEMENT - CONSIDERATION OF PRELIMINARY LAA

**DECISION:**

**The Cabinet endorses the Local Area Agreement and delegates authority to the Leader to represent the Council on the Strategic Board and to be consulted about, and agree, any further changes necessary to secure sign-off of this agreement from GOEM.**

Considerations/ Reasons for decision:

- (1) Report number CEX364 by the Chief Executive on the draft Local Area Agreement and the appended draft document;
- (2) Changes could be needed to reach agreement with GOEM on the document;
- (3) Comments made by the Section 151 Officer. Pooling of resources will require continuous scrutiny.

CO93. ITEMS RAISED BY CABINET MEMBERS INCLUDING REPORTS ON KEY AND NON KEY DECISIONS TAKEN UNDER DELEGATED POWERS.

Councillor Mrs. Frances Cartwright: Portfolio – Organisational Development and Housing Services

DECISION:

To approve the tender received from Ian Smith Electrical Ltd in the sum of £100,586.00 for the upgrade to electrical central heating systems to 60 properties across the district.

[Decision made on: 05.02.07]

**DATE DECISIONS EFFECTIVE:**

All decisions as made on the 5<sup>th</sup> February 2007 can be implemented on 14<sup>th</sup> February 2007 unless subject to call-in by the Chairman of the relevant Development and Scrutiny Panel or five members of the Council.

**South Kesteven District Council, Council Offices, St. Peter's Hill, Grantham,  
Lincolnshire NG31 6PZ**

**Contact: Cabinet Support Officer-**

**Tel: 01476 406152**

**e-mail [j.toomey@southkesteven.gov.uk](mailto:j.toomey@southkesteven.gov.uk)**



**MEETING OF THE CABINET**  
**12 February 2007 - 11:00 – 12:34**

**PRESENT:**

**Councillor Ray Auger  
Councillor Teri Bryant  
Councillor Paul Carpenter  
Councillor Mrs Frances Cartwright  
Councillor John Smith**

**Councillor Mrs. Linda Neal – Leader / Chairman**

**Chief Executive  
Strategic Directors (B. Agass, G. Plummer, I. Yates)  
Corporate Head, Finance and Resources  
Corporate Head, Partnerships and Organisational Development)  
Service Manager, Legal (Monitoring Officer)  
Cabinet Support Officer  
Public Relations Officer**

**Non Cabinet Councillors: Craft, Mrs. Smith**

**CO94. DECLARATIONS OF INTEREST (IF ANY)**

No declarations of interest were made.

**CO95. \*BUDGET 2007/08**

**DECISION:**

**1. General Fund Revenue Estimate**

**The Cabinet recommends to Council:**

- a. to set General Fund budget requirement of £15.137m for 2007/8 (inclusive of special expenses);
- b. to set a Council Tax increase of 4.94% (excluding special expenses and parish precepts) for 2007/8 which equates to an average increase of 4.88% when including special expenses for comparative purposes;
- c. to approve the revised revenue base estimate for 2006/7;

- original base estimate for 2007/8: and indicative base estimates for 2008/9 and 2009/10 as detailed at Appendix A page 1 of report CHFR29;
- d. to approve the Treasury Management Strategy provided at appendix B to report CHFR29;
  - e. to approve increased in Fees and Charges for 2007/8 in accordance with the Fees and Charges Strategy, and summarised in report CHFR26 to Cabinet;
  - f. subject to the confirmation of Local Authority Business Growth Initiative, to make provision within the Revenue estimate to provide:
    - i. an estimate to support one-off bids for “Invest to Save”, which will be allocated according to the submitted business case, the proposed efficiency and fit with Council priorities;
    - ii. an estimate for one off bids totalling £184,000 as identified in paragraph 5.3 of report CHFR29;
    - iii. A revenue contribution to capital programme to be applied to Town Centre Development schemes in accordance with the Category A priority;
  - g. to approve the forecast balances of Revenue and Capital Reserves contained at Appendix A page 2 of report CHFR29;

and:

- h. requests a review of Special Expense Areas expenditure and funding be undertaken during the first quarter of the financial year 2007/8 and receive a report on the outcome and associated recommendations;
- i. request quarterly reviews to Cabinet on:
  - i. Corporate budget monitoring
  - ii. The performance of Council Assets
- j. has received and considered, at the meeting, the analysis of the outcome of Budget Consultation.

#### Capital Programme

- k. The Cabinet recommends to Council the approval of the revised Capital Programme for 2006/7 and Programme for 2007/8 to 2009/10 detailed at Appendix A page 10-12 of report CHFR29;
- l. the Cabinet recommends that Council authorise the funding proposals subject to an annual review of the financing options by the Corporate Head of Finance and Resources, in consultation with the Portfolio Holder, during the preparation of the Statement of Accounts to optimise the use of Council resources.

#### Housing Revenue Account (HRA)

The Cabinet recommends to Council:

- m. that dwelling rents are increased in accordance with Government guidance. The average rent will increase by 4.1% (a maximum increase of 4.1% plus £2 for individual cases)

- n. **an increase of 4.1% for Garage rents and Service Charges;**
- and**
- o. **The Cabinet requests that proposals arising out of the HRA Working Group be modelled over the 30 year life of the HRA Business Plan and reported to Cabinet for consideration prior to entering into new commitments; and**
  - p. **has received and considered at the meeting, analysis of the outcome of consultation of Tenants on the rent increase proposals.**

### **Treasury Management Strategy**

**The Cabinet recommends that the Council:**

- q. **adopt the Prudential Indicators and Limits for 2007/8 to 2009/10 contained within Part A of appendix B to report CHFR29;**
  - r. **approve the Treasury Management Strategy 20078 and the treasury Prudential Indicators contained within Part B;**
  - s. **approve the Investment Strategy 2007/8 contained in the Treasury Management Strategy (Part B), and the detailed criteria included in Annex B1.**
2. **Extra work on figures for CCTV, markets and Housing Solutions was for presentation to Council on 1<sup>st</sup> March 2007.**
  3. **No additional expenditure in Communications should be implemented until the strategy has been approved.**
  4. **The Cabinet thanked the Corporate Head of Finance and Resources and the Financial Service Team for the work they had done preparing the budget.**

*The meeting was adjourned between 11:45 until 12.27*

Considerations/Reasons for decision:

- (1) Report number CHFR29 by the Corporate Head of Finance and Resources which presented budget proposals for the District Council's budget for 2007/8, including revenue and capital expenditure and potential use of reserves, proposals regarding the setting of Council Tax;
- (2) Appendix A to report CHFR29 showing financial summaries for the General Fund, Reserves, Corporate and Customer Services, Finance and Resources, Healthy Environment, Partnerships and Organisational Improvement, Special Expense Areas, Sustainable Communities, the Housing Revenue Account and the Capital Programme;
- (3) The Treasury Management Strategy attached as appendix B to report CHFR29 which fulfils the requirement of the Local Government Act 2003 for prudential indicators and expected treasury operations for 2007/8 to 2009/10;
- (4) Integrated service and financial planning achieved through scrutiny undertaken by the District Council's Development and Scrutiny Panels during a series of 3 Gateway Reviews for each service area and recommendations made on report CHFR29 by the Resources DSP on

- 08.02.07;
- (5) Policies and strategies of the Council, particularly the Corporate Plan, the Council's priorities, the Medium Term Financial Strategy and service strategies;
  - (6) The Budget has taken account of the impact of: the outcome of the Local Government Financial Settlement, use of resources assessment and budget consultation, including feedback from meetings of Local Forums, which was provided at the meeting;
  - (7) Estimates for 2007/8 including analysis of changes to base budget and budget pressures, one-off budget requirements and Special Expense Areas;
  - (8) When considering the General Fund, partnership funding, fees and charges and the proposed Local Area Agreement were taken into account;
  - (9) The revised capital programme of 2006/7, the programmes for 2207/8 to 2009/10 and the forecast of capital receipts;
  - (10) The report of the chief financial officer on the state of reserves;
  - (11) Report CHFR26 providing details of the Local Government settlement;
  - (12) Risks to the budget, including capping. The cost of re-billing would be £60,000. Guidance from the Depart for Communities and Local Government stated that the government had no power to cap district council on the basis of parish councils' precepts.
  - (13) Prudential Indicators for 2007/8-2008/9 and the Investment Strategy for 2007/8-2009/10;

**DATE DECISIONS EFFECTIVE:**

Minute number CO95, being a policy framework proposal, stands referred to the next ordinary meeting of the Council on 1<sup>st</sup> March 2007.

**South Kesteven District Council, Council Offices, St. Peter's Hill, Grantham,  
Lincolnshire NG31 6PZ**

**Contact: Cabinet Support Officer-**

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## REPORT TO CABINET

**REPORT OF:**       **ORGANISATIONAL DEVELOPMENT AND HOUSING SERVICES PORTFOLIO HOLDER**

**REPORT NO.:**   **HST 12**

**DATE:**           **5<sup>th</sup> March 2007**

<b>TITLE:</b>	PRIVATE SECTOR FINANCIAL ASSISTANCE POLICY
<b>FORWARD PLAN ITEM:</b>	YES
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	FEBRUARY 2007
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	KEY DECISION

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	Councillor Frances Cartwright Housing & Organisational Development	
<b>CORPORATE PRIORITY:</b>	Category A	
<b>CRIME AND DISORDER IMPLICATIONS:</b>	Parts of the proposed policy refer to the possibility of financial assistance to address security related issues on private sector properties under decent homes standards	
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	None. Policy to be published on Council website	
<b>INITIAL EQUALITY IMPACT ASSESSMENT</b>	<b>Carried out and appended to report?</b>  Yes	<b>Full impact assessment required?</b>  No
<b>BACKGROUND PAPERS:</b>		

## **1. INTRODUCTION**

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 empowers local authorities to give financial assistance to improve living conditions in the private sector in order to meet local people's housing needs. The attached policy document proposes a number of schemes of financial assistance that fit with the priorities identified in the council housing strategy.

The policy is required to regulate the council's grant giving powers in the private housing sector. Spending under those powers is, of course, subject to the availability of funding from both government and council sources.

## **2. RECOMMENDATION**

That the attached is adopted as the council's private sector renewal policy for 2007/08.

## **3. DETAILS OF REPORT**

The Council's housing strategy approved and adopted in July 2006 identified a number of priorities areas which reflected national and local issues. These were:

- Affordable housing
- Homelessness and housing choice
- Decent homes

The attached policy aims to target any financial assistance available from the council to those areas where these priorities are best met. The policy covers mandatory areas such as disabled facilities grants, refers to national schemes provided by other government agencies such as Warmfront as well as outlining a number of discretionary schemes to be provided by the council subject to funding availability.

The award of any financial assistance by the council is subject to full means-testing in accordance with council policy. A range of conditions such as eligibility and the repayment of grants/loans are also detailed within the policy.

## **4. OTHER OPTIONS CONSIDERED AND ASSESSED**

The Council is required to have a suitable policy in place to regulate its spending under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002. In preparing this policy, consultation has been undertaken with members of the public, council members and other agencies (e.g. CAB, Warmfront, and Lincolnshire Home Improvement Agency) and other stakeholders such as private sector landlords. Comments received from this consultation have informed the development of the policy.

Government policy on a number of agendas (e.g. decent homes, affordable warmth, houses in multiple occupation and vulnerable persons) dictates much as

what is expected of the council in its private sector dealings. The approved policy will need reviewing therefore from time to time to reflect any changes.

**5. COMMENTS OF SECTION 151 OFFICER**

As stated in the report the allocation of funding will be subject to available funding and in conjunction with Council policy

**6. COMMENTS OF MONITORING OFFICER**

A policy is required in accordance with the regulations. Legal Services have been consulted and assisted in the formulation of the policy.

**7. CONTACT OFFICER**

Kevin Martin  
Service manager, Housing Solutions  
01476 406211  
Email: [k.martin@southkesteven.gov.uk](mailto:k.martin@southkesteven.gov.uk)

South Kesteven District Council Private Sector Housing Financial  
Assistance Policy 2007/08 – 2008/09

## 1 Introduction

The Private Sector Housing Financial Assistance Policy is made in accordance with the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.

The purpose of the Policy is to direct the Council's power to give financial assistance to improve the living conditions in the private sector in order to meet local people's housing needs.

The Council's Housing Strategy identified three key priorities for the district –

- Affordable housing
- Homelessness and housing choice
- Decent homes

This policy introduces a number of schemes in accordance with these priorities through regulating the grant-giving power of the Council in the private housing sector.

## 2 Objectives

The Policy aims to give financial assistance to local residents to improve housing conditions in order to meet the following objectives.

1. Achieve a year on year increase in the percentage of vulnerable people living in decent homes to 80% by 2010
  - a. Bringing 150 non decent homes up to decent standard for vulnerable households every year
  - b. Bringing 20 non decent homes up to decent standard for non vulnerable households to prevent them from falling into 'vulnerable' category
2. Achieve a year on year increase in the percentage of decent homes amongst all private housing stock in the district
3. Ensure people with mobility problems can continue to live in their own homes
4. Eliminate fuel poverty within vulnerable households by 2010
5. Proactively engage with and regulate the private rented sector of Houses in Multiple Occupation

### 3 Grants detail

#### 3.1 Mandatory Disabilities Facilities Grant (DFG)

Purpose of assistance	To provide specialist adaptations to enable disabled persons to live safely in their own home.
Main objective	3
Eligible persons	Any disabled person, owner occupiers or tenants, some landlords may apply on behalf of tenants
Eligible properties	A permanent or legal residence including dwellings, mobile homes, caravans and houseboats
Eligible works	Essential work for access, personal care, bedroom, kitchen, safety and services  Necessary and appropriate work to meet the needs of the disabled person as detailed by Occupational Therapy services  Reasonable and practical works having regard to the age and condition of the dwelling or building
Priority system	<ol style="list-style-type: none"> <li>1. access to toileting</li> <li>2. access to home</li> <li>3. kitchen adaptation</li> <li>4. access to bathing</li> </ol>
Maximum grant	£25,000 (subject to amendment by legislation)
Means test	All applications are subject to a test of financial resources of eligible persons, apart from applications made on behalf of children under 19 that are exempt from means testing.
Conditions	<p>A Local Land Charge will be placed on the property for 5 years from the date the grant is completed.</p> <p>An additional condition is that –</p> <p>Responsible parties must notify the Council if the person who received the grant no longer resides in the property or ceases to use the portable equipment within 5 years of completion of the grant.</p> <p>The Council will carry out an assessment to see whether it is practically possible to recycle any portable equipment for another disabled facilities grant application.</p>

### 3.2 Relocation grant assistance for owner occupiers

Purpose of assistance	To enable people to stay in more suitable accommodation
Main objective	3
Eligible persons	Any disabled person, property owners
Eligible properties to move from	A permanent and legal residence including dwellings, mobile homes and houseboats within our district Properties that require major adaptations to meet the needs of a disabled resident.
Eligible properties to move to	A permanent and legal residence including dwellings, mobile homes and houseboats (could be in another district) Properties that are more suitable for the needs of the disabled resident.
Maximum grant amount	£5000, payable following completion of the move subject to receiving copies of eligible receipts
Conditions	Applicants to have lived in the original property for at least 2 years. A Local Land Charge will be placed on the purchased property for 5 years from the completion of the property purchase (completion of the grant) A 5-year repayment condition applies.
Other information	Applications are approved on a strict case by case assessment. The Council has the discretion to determine the reasonableness of each case.

### 3.3 Handy Person Scheme

Purpose of assistance	To carry out minor repairs and adaptations around homes to assist independent living or hospital discharge
Eligible persons	Owner occupiers, private rented tenants, people due to be discharged to their home from the hospital
Eligible work	Any minor repair or adaptation, such as handrails, ramps.
Other information	The service is provided by the Lincolnshire Home Improvement Agency.

### 3.4 Warmfront and Warmfront top up grant

Background	<p>Warmfront is a national scheme to install grant-aided energy efficiency measures in owner occupied or privately rented homes.</p> <p>The programme has its criteria of eligible persons. Although it is a stand-alone programme, the Council works very closely with Warmfront in order to maximise the benefits brought to local residents.</p> <p>The Council has a top-up grant available for people who have received confirmation of eligibility from Warmfront and where the Warmfront grant does not cover all the costs of the works</p>
Main objective	1, 4
Purpose of assistance	<p>Install grant-aided energy efficiency measures to people's homes</p> <p>Improve thermal comfort of vulnerable people, as defined in PSA7.</p>
Eligible person	<p>See Warmfront's own criteria in Appendix A</p> <p>For top-up grant, households who have received confirmation of grant from Warmfront but who need to pay a self contribution</p>
Eligible work	See Warmfront leaflet for details
Grant	<p>Warmfront £2700, or £4000 for oil central heating</p> <p>Top-up, 100% grant up to £2000 maximum</p>
Condition	<p>There are no conditions attached to the Warmfront top up grant.</p> <p>There are no conditions to the Warmfront grant if the applicant is an owner occupier.</p> <p>If the applicant is a private tenant, the landlord's consent is required. In addition, upon completion of the work the landlords should -</p> <ul style="list-style-type: none"> <li>• Not increase the rent for 1 year if insulation improvement is carried out or</li> <li>• Not increase the rent for 2 years if heating improvement is carried out</li> <li>• Exception applies to a fair rent agreement or to rent increase already specified in the tenancy agreement.</li> </ul>

Other information	See the Warmfront scheme leaflet
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### 3.5 £300 Rebate Scheme

Background	<p>This scheme is operated by the Eaga Partnership, the same operator as Warmfront in the Region. This is however a separate scheme from Warmfront. It rebates eligible applicants with £300 for carrying out eligible heating improvement.</p> <p>Although it is a separate scheme from the Council, the Council works closely with Eaga Partnership to promote the scheme among local residents.</p>
Main objective	2
Purpose of assistance	To financially rebate people for carrying out heating improvement to their homes
Eligible person	Home owners or private tenants Aged 60 and above, but not eligible for Warmfront
Eligible work	Install or repair heating system when the old one fails to function properly (See the scheme leaflet for details in Appendix B)
Rebate amount	£300

### 3.6 Decent Homes Grants for vulnerable households

Purpose of assistance	<p>To reduce the number of non decent homes</p> <p>To increase the number of vulnerable people living in decent homes</p>
Main objective	1,2
Eligible persons	<p>Owner occupiers or private tenants, who meet the criteria of 'vulnerable person' under the PSA7 Target</p> <p>Detailed criteria under PSA7 are –</p> <p>People in receipt of one or more of the principal income related or disability benefits –</p> <ul style="list-style-type: none"> <li>• Income support</li> <li>• Working tax credit</li> <li>• Child tax credit</li> <li>• Housing benefit</li> <li>• Council tax benefit</li> </ul>

	<ul style="list-style-type: none"> <li>• Pension credit</li> <li>• Income based job seekers allowance</li> <li>• Attendance allowance</li> <li>• Disability living allowance</li> <li>• Industrial injuries disablement benefit</li> <li>• War disablement pension</li> </ul>
Eligible property	Properties that fail decent homes standard at the time of inspection
Eligible work	<p>Essential work to bring properties up to and above decent homes standards. Common examples are -</p> <ul style="list-style-type: none"> <li>• Roof Repairs, Electrical Rewires, Damp Proofing, Structural Defects</li> <li>• General repairs dealing with any health &amp; safety issues</li> </ul> <p>If the property needs heating improvement, a referral will be made to Warmfront for grant aided work to be carried out. The Warmfront grant is a separate grant from Council's decent homes grant.</p>
Grant	<p>If the applicant is on one or more of the principal income related benefits, the grant covers up to 100% of eligible cost or £5000 maximum per property.</p> <p>The Council retains the discretion to apply means testing to determine the maximum amount a household is eligible to apply for.</p> <p>The Council will not consider more than one application regarding the same property during a 5-year period.</p>
Condition	<p>The property is the main residence of the applicant. The applicant has lived in the property for at least 2 years prior to the application.</p> <p>A Local Land Charge will be placed on the property and will last for 5 years. The 5 year repayment condition applies.</p> <p>The landlord's consent is required if the property is privately rented.</p>
Other information	The Council has a monthly allocation of capital grant for this purpose. If within a calendar month, the total amount applied for is lower than the monthly

	<p>allocation, all applications will be dealt with based on date order.</p> <p>However, if the total amount applied for exceeds the monthly allocation, a priority system will be applied –</p> <p>Priority 1 application for the least monetary value</p> <p>Priority 2 acceptance of the grants offer for the least monetary value.</p>
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### 3.7 Houseproud Loan for household

Purpose of assistance	To reduce the number of non decent homes
Main objective	2
Eligible person	Home owners either 60+ or with a disabled member in the household.
Eligible properties	Any privately owned properties that require improvement and adaptation.
Other information	See Houseproud leaflet

### 3.8 Decent Homes Loan for non-vulnerable household

Purpose of assistance	To reduce the number of non decent homes
Main objective	2
Eligible persons	<p>Owner occupiers who do not meet the criteria of 'vulnerable person' according to PSA7 and are not eligible for the Houseproud scheme</p> <p>Private tenants not meeting the criteria of PSA7 vulnerable person criteria.</p>
Eligible properties	<p>Properties that fail decent homes standard at the time of inspection</p> <p>Properties that are highly likely to rapidly fall non-decent based on the judgement at the inspection</p>
Eligible work	<p>Essential work to bring properties up to and above decent homes standard</p> <ul style="list-style-type: none"> <li>• Roof Repairs, Electrical Rewires, Damp Proofing, Structural Defects</li> <li>• General repairs dealing with any health &amp; safety issues</li> </ul>

Amount	<p>The amount of loan each application is eligible for will be determined through means testing. Minimum amount considered is £500 and maximum £5000.</p> <p>100% interest-free loan, £5000 maximum per property.</p> <p>The loan could be used in conjunction with the £300 Rebate Scheme if the work is eligible for that.</p> <p>The Council will not consider more than one application regarding the same property during a 5-year period.</p>
Condition	<p>The property is the main residence of the applicant. The applicant has lived in the properties for at least 2 years.</p> <p>If the applicant is a private tenant –</p> <ul style="list-style-type: none"> <li>• Landlord consent is required if the property is privately rented</li> <li>• The loan is granted provided that the landlord is fulfilling the repair obligation to meet statutory minimum requirement</li> <li>• Landlords and tenants are to decide between themselves as to who are responsible for the repayment of the loan</li> <li>• This must be decided before the loan is granted</li> </ul> <p>In all cases, the repayment plan will run over a maximum period of 5 years.</p> <p>A Local Land Charge will be placed on the property and any remaining balance must be repaid upon disposal of the property.</p>
Other information	

### 3.9 Empty homes assistance

A separate policy for empty homes will be developed for 2007/08.

## 4 General Conditions of financial assistance

### 4.1 Mandatory DFG

Responsible parties must inform the Council if the grant applicant either no longer requires the portable equipment or ceases to reside in the property within 5 years from the completion date of the work.

The Council will carry out an assessment to see whether it is practically possible to use the portable equipment for another disabled facilities grant application.

A Local Land Charge will be placed on the property for 5 years from the completion date of the work.

#### 4.2 Discretionary assistance

Assistance is given to applicants aged 18 and over.

A Local Land Charge will be placed on the property for 5 years.

In cases where the tenants receive grants or loans, where applicable, the responsibility of repaying the loans, as well as maintaining the improved element, such as the service for central heating, is to be agreed between the tenants and landlords, before the approval could be granted.

For some types of assistance, a 5 year repayment condition applies to the properties in question.

#### 4.3 5-year repayment condition

The 5 year repayment condition requires the grant to be repaid upon the disposal of the property within 5 years from the completion date of the grant-aided work. The amount is repaid on a sliding scale.

- If sold within one year of completion, the full amount is repayable;
- If sold after one year, but within two years of completion, 80% of the full amount is repayable;
- If sold after two years, but within three years of completion, 60% of the full amount is repayable;
- If sold after three year, but within four years of completion, 40% of the full amount is repayable;
- If sold after four years, but within five years of completion, 20% of the full amount is repayable;
- If sold after five years, the condition does not apply.

#### 4.4 Legal and financial advice

Applicants should seek their own legal advice regarding the Local Land Charge which will be placed on the property and their own financial advice regarding the loan.

#### 4.5 Ineligible work

The following works are not eligible for assistance –

- Where the owners have a statutory to carry out the necessary works and it is reasonable in the circumstances for them to do so.
- Repair to any shed, outbuilding, or appurtenances.
- Where the works are started or have completed.
- Works expected to be covered by standard housing insurance.
- Works of land drainage.

The Council retains the discretion to assess the eligibility of certain work in complex cases.

## 5 Summary

The Policy gives financial assistance to private landlords, tenants and owner occupiers to improve housing conditions within the district.

The Policy promotes owners' and landlords' responsibility to repair and improve housing conditions by offering loans/ grants and referring people for other available assistance.

The financial assistance includes –

- Mandatory disability facilities grant
- Moving home grant
- Minor repair & adaptations
- Warmfront and Warmfront top up grant
- £300 Rebate Scheme
- Decent homes grants for vulnerable household
- Houseproud loan
- Decent homes loan for non vulnerable household

## Appendix A Warm Front Eligibility

If you own your home, or rent it from a private landlord, you may be able to claim a grant of up to £2,700 under the Warm Front Scheme.

If the property has previously received any measures under Warm Front, the value of the grant available to the existing householder under Warm Front will be the balance of £2,700 or £4,000 if oil central heating is involved, less the value of all works previously completed in the property under Warm Front since June 2000.

The following people may be able to claim a grant under Warm Front:

1. Householders<sup>1</sup> aged 60 or over and are in receipt of one or more of the following benefits:

- Income Support
- Council Tax Benefit
- Housing Benefit
- Job Seekers Allowance (Income Based)
- Pension Credit

OR

2. Householders who (a) have a child under 16, or (b) are pregnant and have been given maternity certificate MAT B1 in relation to the pregnancy concerned, and are also in receipt of one or more of the following benefits:

- Income Support
- Council Tax Benefit
- Housing Benefit
- Jobseeker's Allowance (Income Based)
- Pension Credit

OR

3. Householders in receipt of one or more of the following benefits:

- Working Tax Credit with income of less than £15,460 and which must include a disability element
- Disability Living Allowance
- Child Tax Credit with an income of less than £15,460
- Housing Benefit + Disability Premium

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<sup>1</sup> Householder includes the applicant's spouse, or partner, if they are living with the applicant. Partner means the spouse of the person with whom the applicant lives as husband or wife or civil partner.

- Income Support + Disability Premium
- Council Tax + Disability Premium
- War Disablement Pension (+ Constant Attendance Allowance or Mobility Supplement)
- Industrial Injuries Disablement Benefit + Constant Attendance Allowance
- Attendance Allowance

## Appendix B Warm Front £300 Heating Rebate Scheme

If you are over 60, then you may be able to claim a £300 heating rebate if you install a new heating system when either:

- Your home does not currently have a heating system, or
- Your existing heating system is broken and needs to be replaced

### Eligibility

The rebate is available to people over 60 years old who own or privately rent their home. There is no requirement to be in receipt of any benefits. The rebate is only available where there is no current heating system or the existing heating system is inoperable. The rebate is not available to anyone who has qualified for the Warm Front Grant Scheme.

### Application Process

#### Stage 1

You can register for the £300 heating rebate by calling the Warm Front Contact Centre on: 0800 316 2808

#### Stage 2

Once you have registered, a letter and voucher will be sent to you with the names of up to six registered installers working in your area. The voucher is valid for three months from the date shown on the letter. If the voucher is not used within this time it is possible to reapply but please remember that there is limited funding and it is offered on a first come, first served basis.

Once you have received your voucher then you can contact one or more of the installers on the list to carry out a survey and provide a quote. If you wish to use an installer who is not on the list provided, then they must be approved by CORGI, NICEIC or OFTEC and be registered with Warm Front for the £300 Heating Rebate Scheme. We recommend that customers obtain more than one quote for the work. You can then decide which installer you want to carry out the work and contact them directly to arrange the installation.

#### Stage 3

Once the installation has been completed and you are satisfied, you then provide the installer with the signed voucher to enable them to claim the rebate.

The contractual relationship lies between yourself and the installer. If you are unhappy with the installation work, you should approach the installer directly and agree a solution. Any remedial work should be carried out to your satisfaction prior to the submission of the voucher.

More information is available at [www.eagagroup.com/grants/warmfront](http://www.eagagroup.com/grants/warmfront)

## INITIAL EQUALITY IMPACT ASSESSMENT PRO FORMA

Section: Housing Solutions		Names of those undertaking assessment: Kevin Martin, Jane Booth, Crystal Dewsbury	
Name of Policy to be assessed: South Kesteven District Council Private Housing Financial Assistance Policy 2007/08 (draft)		Date of Assessment: 20 <sup>th</sup> December 2006	Is this a new or existing policy?: new policy (draft)
1. Briefly describe the aims, objectives and purpose of the policy: This interim policy is published for the Council to exercise its powers to improve housing condition in the private housing sector using grant assistance under the Regulatory Reform Order (2002).			
2. What are the key performance indicators? <ul style="list-style-type: none"> <li>• Corporate PI of SK80 &amp; SK81, of time taken to process DFG applications</li> <li>• Percentage of vulnerable people living in decent homes</li> <li>• Number of non decent homes brought back into decency</li> </ul>			
3. Who will be affected by this policy? All residents in the private sector or housing associations tenants.			
4. Who is intended to benefit from this policy and in what way? People requesting assistance to improve their living condition in their homes.			
5. Are there any other organisations involved in the delivery of the service? Lincolnshire Adult & Children's Service Lincolnshire Home Improvement Agency Private contractors Warmfront Eaga Partnership			
6. What outcomes are required from this policy and for whom? <ul style="list-style-type: none"> <li>• Reduced time length taken to process the DFG application</li> <li>• Increased percentage of vulnerable people living in decent homes</li> <li>• Increased number of households benefiting from warm homes</li> <li>• Increased number of non decent homes brought back into decency</li> </ul>			
7. What factors/forces could contribute/detract from the outcomes? SKDC has a large owner occupation sector (80%). Offering effective advice on equity release or other appropriate financial product would potentially reduce the reliance on grant funding. SKDC has an aging population that could benefit from services offered in the policy. Large parts of SKDC are not connected to the gas main. An improvement in this will contribute to thermal comfort in homes across these areas.			
8. Who are the main stakeholders in relation to the policy? <ul style="list-style-type: none"> <li>• Residents (excluding council tenants)</li> <li>• Lincolnshire Adult &amp; Children Services</li> <li>• SKDC</li> </ul>			

<ul style="list-style-type: none"> <li>• Warmfront Eaga Partnership</li> <li>• Voluntary agencies</li> </ul>
<p>9. Who implements the policy, and who is responsible for the policy? Kevin Martin, Service Manager, Housing Solutions, implements the policy. The council as a whole is responsible for the policy</p>
<p>10. Are there concerns that the policy <u>could</u> have a differential impact on different racial groups? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this? No.</p> <p>The Housing Act 2004 makes financial assistance available to caravans if they are the main residence of the applicants thus embracing issues for gypsies and travelers.</p>
<p>11. Are there concerns that the policy <u>could</u> have a differential impact on men and women? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this? No.</p> <p>However, research shows the average life span of females is longer than that of males. Estimate for 2021, female 82.7yr male 78.6yr. Source: Office for National Statistics.</p> <p>It is likely that more females are using this service in the long run than males. It is not likely to constitute differential impact based on genders.</p>
<p>12. Are there concerns that the policy <u>could</u> have a differential impact on disabled people? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this? No.</p> <p>Disabled Facilities Grants are based on assessment from occupational therapists as qualified health professionals.</p>
<p>12. Are there concerns that the policy <u>could</u> have a differential impact on the grounds of sexual orientation? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this? No.</p>
<p>14. Are there concerns that the policy <u>could</u> have a differential impact on the grounds of age? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this? Potentially.</p> <p>Some of the assistance is available to people aged 18+. Some is for aged 60+. Some is for all age groups. The policy will be delivered equally to all community groups based on needs assessment and the potential differential impact is expected to be minimal.</p>
<p>15. Are there concerns that the policy <u>could</u> have a differential impact on the grounds of religious belief? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this? No.</p>
<p>16. Are there concerns that the policy <u>could</u> have a differential impact on any other groups of people e.g. those with dependants/caring responsibilities, those with an offending past, transgendered or transsexual people. If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this? No.</p>

<p>17. Are there any obvious barriers to accessing the service eg language, physical access? Potentially. The policy is available in English. People who speak another language might find it difficult to comprehend the policy. The Council is providing language line and translation services to mitigate the impact of the potential access barriers.</p>
<p>18. Where do you think improvements could be made? To make the interpretation of the policy available in other languages. The Council is providing the language line and translation services to mitigate the impact of the potential barriers.</p>
<p>19. Are there any unmet needs or requirements that can be identified that affect specific groups. If yes, please give details. No.</p>
<p>20. Is there a complaints system? Yes. The council's corporate complaints system.</p>
<p>21. Do we monitor complaints by race, gender, disability, age, sexual orientation, religious belief? Yes.</p>
<p>22. Do we have feedback from managers or frontline staff? Yes.</p>
<p>23. Is there any feedback from voluntary/community organisations? Yes.</p>
<p>24. Is there any research or models of practice that may inform our view? Yes. Other local authorities' private sector housing policies and Government good practice guidance.</p>
<p>25. Could the differential impact identified in 8 – 16 amount to there being unlawful discrimination in respect of this policy? No.</p>
<p>26. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy? No.</p>
<p>27. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason? n/a</p>
<p>28. Should the policy proceed to a full impact assessment? No.</p>
<p>29. Date on which Full assessment to be completed by n/a</p>
<p>Signed (Lead Officer): .....Kevin Martin      Date:20<sup>th</sup> December 2006</p>

## REPORT TO CABINET

REPORT OF: ORGANISATIONAL DEVELOPMENT AND HOUSING SERVICES PORTFOLIO HOLDER

REPORT NO.: HS13

DATE: 5<sup>th</sup> March 2007

<b>TITLE:</b>	Temporary Accommodation Charging Policy relating to the provision of Bed & Breakfast under Homelessness legislation	
<b>FORWARD PLAN ITEM:</b>	YES	
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	February 2007	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	Key Decision	

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	Councillor Frances Cartwright Housing and Organisational Development Portfolio Holder	
<b>CORPORATE PRIORITY:</b>	Affordable Housing Priority A	
<b>CRIME AND DISORDER IMPLICATIONS:</b>	None	
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	None; Policy to be published.	
<b>INITIAL EQUALITY IMPACT ASSESSMENT</b>	<b>Carried out and appended to report?</b>  <b>Yes</b>	<b>Full impact assessment required?</b>  <b>No</b>
<b>BACKGROUND PAPERS:</b>		

## **1. INTRODUCTION**

The Council incurs significant costs in the fulfilment of its legal obligations to provide temporary accommodation to homeless people. Part VII of the 1996 Housing Act allows local authorities to make a reasonable charge to clients as a contribution towards the temporary accommodation costs it incurs.

The attached document which outlines the criteria, process and procedure is presented to Cabinet members for approval as the Council's Temporary Accommodation Charging Policy relating to the use of bed & breakfast type establishments. Clients who are provided with temporary accommodation from within the council's own housing stock will be charged rentals and any associated costs in accordance with the terms of their licence or tenancy.

## **2. RECOMMENDATION**

It is recommended that Cabinet approve the attached as the Council's Temporary Accommodation Charging Policy relating to the provision of bed & breakfast.

## **3. DETAILS OF REPORT**

As part of our obligations under the Housing Act 1996 and the Homelessness Act 2002 the council has a legal duty to provide accommodation to homeless people in certain circumstances. There are a number of properties already identified within our landlord stock for use as temporary accommodation and any clients placed in these properties are charged in accordance with the council's tenancy regulations and access the housing benefits system in the normal manner. From time to time and where demand and circumstances require it, the council has to access other temporary accommodation in the form of bed and breakfast establishments within the district.

It is only over the last two to three years that this type of accommodation has been needed by the authority; so in the light of increasing expenditure and to add value to the council's homelessness prevention agenda this charging policy has been compiled by the council's housing benefits and housing options teams.

The proposed charges have been set having regard for:

- The average daily amount charged by the B & B establishments; and the elements that make up the charge (e.g. light, heat, cleaning, council tax, rent etc)
- The thresholds allowed with the council tax & housing benefit regime
- Indicative Fair Rent Officer determinations

The £15 per night charge identified is thus considered appropriate to represent the housing related element of B & B provision. If the circumstances of the person(s) being placed in B & B by the council are such they would be eligible for support from the benefit system. For those not eligible for support from the benefit system the charges would be levied and collected by the housing solutions team.

(Based on the period April to November 2006 of the total 360 nights where B & B was provided by the council it is estimated that only one night's charge to a client would not have been eligible for benefit support)

#### **4. OTHER OPTIONS CONSIDERED AND ASSESSED**

There is no statutory requirement for an authority to have a temporary accommodation charging policy unless the authority seeks some reimbursement for its non HRA accommodation provision from the benefit regime.

The adoption of a policy will enable the council's housing options advisors to provide further clarity to the homeless and potential homeless clients dealt with by the council as to what each party's responsibilities are.

The charging policy will not of course be used to abrogate any of the council's legal duties on homelessness.

#### **5. COMMENT OF SECTION 151 OFFICER**

Based on the contents of the report it is clear the Council requires a policy in order to recover reasonable costs it incurs with regard to its homelessness statutory obligations. Without such a policy the Council continues to be potentially exposed to undetermined costs.

#### **6. COMMENTS OF MONITORING OFFICER**

Whilst the charge will be made for temporary accommodation in bed and breakfast accommodation, it should be noted that homeless clients housed in temporary council housing accommodation are already charged a weekly licence fee for the period of their stay. That fee is set at the amount of weekly rent paid by Council tenants.

#### **7. CONTACT OFFICER**

Kevin Martin  
Service Manager, Housing Solutions  
Telephone 01476 406211  
Email: [k.martin@southkesteven.gov.uk](mailto:k.martin@southkesteven.gov.uk)

**South Kesteven District Council**  
**Temporary Accommodation Charging Policy for bed & breakfast accommodation**

**1 BACKGROUND**

The Council incurs significant costs in the fulfilment of its legal obligations to provide temporary accommodation to homeless people.

Part VII of the 1996 Housing Act allows local authorities to make a reasonable charge to clients as a contribution towards temporary accommodation costs.

This policy clearly sets out when charges will be made, what those charges will be and how the charge will be collected.

**2 DEFINITION OF TEMPORARY ACCOMMODATION**

For the purposes of this policy temporary accommodation is bed and breakfast accommodation which the Council uses to accommodate people presenting themselves as homeless. It is important to note that only accommodation is provided by Housing Solutions and provision is not made for breakfast.

**3 PRINCIPLES OF CHARGING**

A client has the liability to pay a contribution towards the costs incurred by the Council in the provision of temporary accommodation.

Charges made to the Council for temporary accommodation can often include utility costs and council tax and it is reasonable for all clients, irrespective of income level, to contribute in this respect.

It is recognised however, that being placed in temporary accommodation can cause stress and inconvenience as well as additional expenditure to the level of charges.

**4 POLICY**

A charge to all clients will be made of £15 per night per household. Charges will be levied on a daily basis. The charge will be made irrespective of whether the household is in receipt of benefits or not.

**5 RECHARGE**

If a client fails to take up the accommodation arranged or cancels with insufficient notice and the Council is charged by the owner, then the full costs associated with the accommodation will be recharged to the applicant.

If the applicant causes damage to the property for which the Council is charged, this cost will be recharged in full to the applicant.

In exceptional circumstances charges may be waived, but only with the authorisation of the Housing Solutions Team Leader. All exceptions will be recorded, monitored and reported monthly to the Service Manager Housing Solutions.

## **6 RECOVERY OF CHARGES**

Applicants will be informed of the charges at the outset and required to sign an agreement accepting responsibility to pay.

Clients might be entitled to housing benefits. In such event, it is the clients' responsibility to claim the housing benefit to cover the charges.

Clients will be invoiced on a weekly basis.

Payments will be closely monitored and the council's debt recovery procedures followed for any unpaid amounts.

## **7 DIVERSITY AND EQUAL OPPORTUNITIES**

South Kesteven District Council is committed to reflecting the full diversity of the community it serves and to promoting equality of opportunity for everyone.

This policy and all associated documentation and leaflets can be made available in large print, Braille, tape format or in any other languages, on request.

## **8 MONITORING AND REVIEW**

The policy will be monitored regularly and reviewed annually.

## **9 PROCEDURE**

On making the decision to place a person /family in bed and breakfast accommodation, the Housing Options Advisor should:

Advise the applicant that he / she will be required to pay £15 per night towards the costs of accommodation, and he / she must sign an agreement to pay the fee.

Complete a Housing Benefit Form with the applicant. The applicant should sign the declaration and the officer to sign as having completed the form on the applicant's behalf.

**Housing Solutions February 2007**

## INITIAL EQUALITY IMPACT ASSESSMENT PRO FORMA

Section: Housing Solutions	Names of those undertaking assessment: Crystal Dewsbury, ext 6353 Kevin Martin ext 6211	
Name of Policy to be assessed: Temporary Accommodation Charging Policy	Date of Assessment: 16 Feb 2007	Is this a new or existing policy?: New policy
1. Briefly describe the aims, objectives and purpose of the policy: Charge homeless households £15 per night per household for staying in B&B where the council has an interim duty; Set out the principle of charging; Specify the procedure and cost recovery associated with the charges Identify the process for clients to access housing benefits to cover the charges where available		
2. What are the key performance indicators? The charging policy is not directly associated with any KPIs; it is most relevant to BVPI183a.		
3. Who will be affected by this policy? The Council – it will reduce the net cost of providing bed & breakfast accommodation Homeless households – it will encourage households to become responsible for their stay in B&Bs under the Council’s interim duty.		
4. Who is intended to benefit from this policy and in what way? The Council – reduction of the net cost of B & B Homeless households – the Council is able to help more households through homelessness prevention work		
5. Are there any other organisations involved in the delivery of the service? Privately owned B&Bs.		
6. What outcomes are required from this policy and for whom? Reduce the net cost of B&B to the Council Encourage homeless households to be responsible during their stay in B&Bs under the Council’s interim duty.		
7. What factors/forces could contribute/detract from the outcomes? Payment collection might not be successful in 100% of cases.		
8. Who are the main stakeholders in relation to the policy? The Council Homeless households		
9. Who implements the policy, and who is responsible for the policy? The Housing Solutions Team Leader and all housing option advisors implement the policy. The Service manager, Housing Solutions, is responsible for the policy.		
10. Are there concerns that the policy <u>could</u> have a differential impact on different racial groups? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this?		

<p>No. All homeless households are assessed in the same way.</p>
<p>11. Are there concerns that the policy <u>could</u> have a differential impact on men and women? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this? No. All homeless households are assessed in the same way.</p>
<p>12. Are there concerns that the policy <u>could</u> have a differential impact on disabled people? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this?  No. All homeless households are assessed in the same way.</p>
<p>13. Are there concerns that the policy <u>could</u> have a differential impact on the grounds of sexual orientation? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this? No. All homeless households are assessed in the same way.</p>
<p>14. Are there concerns that the policy <u>could</u> have a differential impact on the grounds of age? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this? No. All homeless households are assessed in the same way.</p>
<p>15. Are there concerns that the policy <u>could</u> have a differential impact on the grounds of religious belief? If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this? No. All homeless households are assessed in the same way.</p>
<p>16. Are there concerns that the policy <u>could</u> have a differential impact on any other groups of people e.g. those with dependants/caring responsibilities, those with an offending past, those with learning difficulties, transgendered or transsexual people. If yes, please explain. What existing evidence (either presumed or otherwise) do you have for this?  No. All homeless households are assessed in the same way.</p>
<p>17. Are there any obvious barriers to accessing the service e.g. language, physical access? No. All information could be provided in other language or other format.</p>
<p>18. Where do you think improvements could be made?  N/A</p>
<p>19. Are there any unmet needs or requirements that can be identified that affect specific</p>

groups. If yes, please give details. N/A
20. Is there a complaints system? Yes, the corporate complaints system.
21. Do we monitor complaints by race, gender, disability, age, sexual orientation, religious belief?  Yes.
22. Do we have feedback from managers or frontline staff?  Yes.
23. Is there any feedback from voluntary/community organisations?  No.
24. Is there any research or models of practice that may inform our view?  Best practice by other councils
25. Could the differential impact identified in 8 – 16 amount to there being unlawful discrimination in respect of this policy? N/A
26. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy?  N/A
27. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason? N/A
28. Should the policy proceed to a full impact assessment? No.
29. Date on which Full assessment to be completed by  N/A
Signed (Lead Officer):  Kevin Martin Service Manager, Housing Solutions. Date: 16 <sup>th</sup> February 2007

## REPORT TO CABINET

REPORT OF: Strategic Director

REPORT NO.: SD9

DATE: 5<sup>th</sup> March 2007

<b>TITLE:</b>	<b>Future Community Safety Partnership Arrangements</b>
<b>FORWARD PLAN ITEM:</b>	N/A
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	Councillor Linda Neal, Portfolio Holder: Strategic Partnerships & Community Safety	
<b>CORPORATE PRIORITY:</b>	Anti Social Behaviour	
<b>CRIME AND DISORDER IMPLICATIONS:</b>	The proposed partnership area of South Holland and South Kesteven is dealing with the real and perceived threats of nuisance, anti-social behaviour and crime. The Council is committed to promoting the south of the county as a cohesive community, based on encouraging good citizenship, effective prevention and law enforcement and the right to a good quality of life without prejudice. The Council will work with partners and the local community to try to achieve this.	
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	This report is publicly available via the Local Democracy link on the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	
<b>INITIAL EQUALITY IMPACT ASSESSMENT</b>	<b>Carried out and appended to report?</b> Not applicable	<b>Full impact assessment required?</b> No
<b>BACKGROUND PAPERS:</b>	Report to Cabinet (5 <sup>th</sup> of February report no.CEX364 ) of the Chief Executive on the Local Area Agreement .	

## **1. INTRODUCTION**

- 1.1 The Crime and Disorder Act 1998 placed a duty on statutory partners, including local authorities, to establish Crime and Disorder Reduction Partnerships (CDRP's) conduct an audit of the crime and disorder problems in the area and consult with residents to devise a strategy to address priority problems
- 1.2 To date, the CDRP has focused on using Government allocated funds to commission work from a variety of organisations and agencies to deliver the strategy and tackle the identified priorities. In this respect, it has delivered its statutory duty.
- 1.3 In May 2006, a self-assessment concluded that the partnership could further improve in the areas of performance management, coordination and do more to influence the core operations of the partner organisations.

## **2. RECOMMENDATIONS**

It is recommended that Cabinet:

..

1. Agree the requirement for an approved Constitution for the new South Lincolnshire Community Safety Partnership subject to consultation with the legal representatives of the statutory partners.
2. Agrees the proposed arrangements for representation as set out at paragraphs 4.3 and 4.4 of this report and paragraphs 1.6 to 1.11 of the Draft Constitution and nominates officer and member representatives to deputise for the Chief Executive and the Leader when required.

## **3. DETAILS OF REPORT**

### **REASONS FOR CREATING A NEW COMMUNITY SAFETY PARTNERSHIP**

- 3.1 Within the last year improvements in the way the existing CDRP in South Kesteven works have seen the partnership become more effective; mainly through the commitment of the Chairman and partners. In the same period, a number of external drivers have caused the partnership to fundamentally consider it's future remit and purpose:
  1. The Local Area Agreement will change the function of the CDRP from being a local strategic partnership to being a delivery agent for county-wide outcomes.
  2. Funding for community safety projects is now directed into the Safer Stronger Community Fund, for which the County Council is the accountable body.
  3. The review of the Crime and Disorder Act looks likely to remove the requirement to undertake the three yearly crime audit and replace it with six-monthly assessments.
  4. In conjunction with changes to the Police basic command unit structure, the review of the Crime and Disorder Act introduces the option for partnerships to merge to enable more effective and efficient partnership working.
- 2.2 As a result, the prospect of a merger of South Holland and South Kesteven CDRP's was discussed within the respective partnerships in early 2006. A steering group drawn from both began initial talks in May 2006 and has since worked towards creating

a new community safety partnership for South Lincolnshire that will replace the existing CDRP's.

- 2.3 The primary objective of the new partnership will be to increase community safety and public reassurance by co-ordinating partner plans for reducing crime and disorder and the fear of crime. In addition, the partners will monitor compliance with Section 17 of the 1998 Crime and Disorder Act to ensure the partners are taking into account the crime and disorder implications of their own plans and functions.

### **3.0 PROGRESS TOWARDS THE NEW PARTNERSHIP**

- 3.1 In June 2006, the Chairmen of the two current CDRP's wrote to all the statutory partners and wider stakeholder groups setting out the reasons for the merger and seeking support. The response was positive in supporting the merger. The statutory partners are keen to be adequately and consistently represented but the Police, County Council and PCT in particular find it difficult under the existing structure to support two partnerships that are essentially doing the same thing. All are prepared to commit to the merger. The general sense is that they see this as an opportunity to learn from experience and create a strong and effective new partnership.
- 3.2 Plans are being developed that will enable the new partnership to meet its statutory duties and deliver its primary objective. These are summarised in the diagram attached at Annex 1. The partners are determined to ensure that through the governance, performance management and support arrangements, the new partnership works effectively to promote safer, stronger communities and delivers clear benefits and value for money.
- 3.3 The aim is to operate the new partnership from 1 April 2007. In practice, the new arrangements require Home Secretary approval and there is a requirement for the partnership to be established for twelve months and prove itself fit for purpose before it can be formally signed-off.

### **4.0 LEGAL IMPLICATIONS**

- 4.1 The new partnership will include statutory partners as defined in the Crime and Disorder Act (1998), as amended by the Police Reform Act (2002). Each of the statutory partners will have a single vote on any decision should voting be required. The proposed statutory partners are:
- South Holland District Council,
  - South Kesteven District Council,
  - Lincolnshire Primary Care NHS Trust,
  - Lincolnshire Police Authority,
  - Lincolnshire County Council,
  - Lincolnshire Police,
  - Lincolnshire Fire and Rescue Service
  - British Transport Police
- 4.2 The partnership will be strengthened by involving other partners such as the probation service, voluntary sector, community organisations and the business sector. Such partners as are best placed to support the partnership in delivering its primary objective will be invited to be represented but will have no voting rights.

- 4.3 The constitution (see Annex 2) should include provision for the nomination of a Chairman and Vice-Chairman elected by decision of the majority of those eligible to vote.
- 4.4 As it is a statutory partnership, the constitution states that District Councils will be represented by their respective Leaders and Chief Executives. The constitution allows for alternative representatives to be nominated, who are expected to be senior members and officers with delegated authority to represent the views of the Leader and Chief Executive. It is proposed that a member of the cabinet and Strategic Director are nominated to deputise for the Leader and Chief Executive.

## **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The new partnership will resolve some of the problems experienced by partners who currently support two partnerships doing essentially the same thing. Better still, it enables South Kesteven DC, South Holland DC and the County Council to share in providing the resources that it takes to deliver strong and effective partnerships. This enhanced two-tier and shared service approach will produce better results for the same level of input as now and in time is expected to produce savings (not yet quantifiable) in the support costs. The merging of the two CDRP's offers better use of resources and better value for money in this respect.
- 5.2 The funding arrangements will not change under the proposed new partnership arrangement other than the Government funding will be directly allocated from the Safer Stronger Community Fund, for which the County Council is the accountable body .
- 5.3 The new partnership will be a key delivery agent for the Safer Stronger Communities component of the Local Area Agreement. The new partnership brings with it the opportunity to exert greater influence on spending allocations

## **6. OTHER OPTIONS CONSIDERED AND ASSESSED**

The Cabinet could recommend to the CDRP that it should not proceed with establishing the new partnership.

## **7. COMMENTS OF SECTION 151 OFFICER**

I confirm the financial implications for the Authority have been specified in paragraph 5 of the report. The funding allocation forms part of the Local Area Agreement Safer Stronger Community Fund block and is administered from the County Council as it is the accountable body.

## **8. COMMENTS OF MONITORING OFFICER**

The Crime and Disorder Act 1998 places a duty on statutory partners, including local authorities, to establish Crime and Disorder Reduction Partnerships (CDRP's). In undertaking this duty it is important that a Constitution is approved

and agreed for the new South Lincolnshire Community Safety Partnership in consultation with the legal representatives of the statutory partners.

*(Comments on behalf of the Monitoring Officer)*

## **9. CONCLUSION/SUMMARY**

- 9.1 It is important that the Council continues to be a key partner in promoting community safety in South Lincolnshire. The new partnership will enable the Council to be closely involved in joint working on solutions to issues across the two districts, resulting in improved targeting, greater impact and more effective use of resources across the partnership area. The new partnership may enable South Kesteven to have greater influence on county-wide spending allocations and partner activity .
- 9.2 Members and officers of South Kesteven District Council will be engaged in shaping the new partnership arrangements. The Leader in her capacity as portfolio holder and the Strategic Director attend the South Kesteven CDRP on behalf of this authority. In addition, the Leader has more recently been a member of the steering group that was established jointly by the two CDRP's to progress and explore the merger option. Members and officers will continue to be engaged in shaping the new partnership as it develops over time.

## **10. CONTACT OFFICER**

**Beverly Agass**  
**Strategic Director**  
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**[b.agass@southkesteven.gov.uk](mailto:b.agass@southkesteven.gov.uk)**

# **South Lincolnshire Community Safety Partnership**

## **Constitution**

**(Version 3, February 2007)**

## 1. Definitions

- 1.1. South Lincolnshire Community Safety Partnership means this partnership to deliver the joint Statutory Duty detailed in the Crime and Disorder Act 1998 as amended by the Police Reform Act 2002 and the Police and Justice Act 2006.
- 1.2. "Accountable Body" means the Lincolnshire County Council being nominated to act on behalf of The Partnership in taking responsibility for the receipt and use of allocated Government Partnership Funding.
- 1.3. "Accountable Partner" means any partner with the delegated responsibility for the partnership in leading, delivering, monitoring and reporting back on the effect of an agreed project.
- 1.4. "Community Safety Strategy" means the strategy devised and agreed by the Partners in compliance with Section 6 of the Crime and Disorder Act 1998 and any subsequent enactment.
- 1.5. The "Action Plan" means the Partnership's agreed actions to deliver the objectives of the Strategy (Strategic Assessment from 1 April 2008).
- 1.6. "Statutory Partners", for voting purposes, means those defined in the 1998 Crime and Disorder Act as amended by the 2002 Police Reform Act, that operate in Lincolnshire. These are:
  - 1.6.1. South Kesteven District Council,
  - 1.6.2. South Holland District Council,
  - 1.6.3. Lincolnshire Primary Care NHS Trust,
  - 1.6.4. Lincolnshire Police Authority,
  - 1.6.5. Lincolnshire County Council,
  - 1.6.6. Lincolnshire Police,
  - 1.6.7. Lincolnshire Fire and Rescue
  - 1.6.8. British Transport Police
- 1.7. "Financial Year" means 1st April in any year to the 31st March in the following year.
- 1.8. "Partnership" means the Statutory Partners and may include any other organisation as may be added from time-time.
- 1.9. "Partnership Funding" means funding allocated by the Government through the Local Area Agreement .
- 1.10. "Partnership Objectives" means the implementation of the following objects, current and other projects in furtherance of the Community Safety Strategy (strategic assessment from 1 April 2008):

1.11. “Statutory Partners Representatives” means each of the following or their nominated representatives who attend with their delegated authority:

1.11.1. The Leader and Chief Executive of South Holland District Council

1.11.2. The Leader and Chief Executive of South Kesteven District Council

1.11.3. The Chair and the Chief Executive of Lincolnshire Primary Care Trust

1.11.4. Chairman of the Lincolnshire Police Authority

1.11.5. The Leader and Chief Executive of Lincolnshire County Council

1.11.6. The Chief Constable of Lincolnshire Police

1.11.7. Chief Fire Officer of Lincolnshire Fire and Rescue

1.11.8. The Chief Constable of the British Transport Police

1.12. “Terms of Reference” means the document entitled Terms of Reference of The South Lincolnshire Community Safety Partnership

1.13. “Voting Partners” means one vote for each of the Statutory Partner organisations. Invited partners will have no voting rights. Any Statutory Partner wishing to exercise a vote, who is not represented at a particular meeting, may vote by documented communication to the Chair.

## **2. Object**

2.1. The object of the Partnership is to promote: safer, stronger communities, and improve community safety by reducing crime and disorder as detailed in the Strategy (Strategic Assessment from 1 April 2008).

2.2. To act as a strategic enabler to overview and co-ordinate a tactical response to issues as they emerge.

2.3. To act as the delivery body for the Lincolnshire Assembly in the Local Area Agreement, Safer Stronger Communities theme.

## **3. Scope of Activities of the Partnership**

3.1. To reduce Crime and Disorder in South Lincolnshire by monitoring data and other information and then to plan implement and support activities to reduce crime and disorder in South Lincolnshire.

3.2. The partnership will gather and analyse data and from which data priorities and plan a response or responses.

3.3. The Partnership shall keep a formal record of each Project which shall include:

- 3.3.1. any conditions which should be taken into account,
  - 3.3.2. the agreed way forward where there are a number of possible alternative routes, and
  - 3.3.3. a clear recommendation as to whether the Project should proceed.
- 3.4. To bring together, as necessary, representatives of voluntary organisations, companies, corporations, government departments, statutory authorities and individuals for the purposes of affecting the Strategic objectives and the Action Plan.
- 3.5. The Partnership will engage the community to assess needs to help it to discharge its responsibilities
- 3.6. The partnership will commission activity.
- 3.7. The partnership shall conduct performance management through the appraisal and approval and evaluation of Projects.
- 3.8. The Partnership shall be responsible to the Accountable Body for undertaking project appraisal and reporting on all Projects undertaken within the Strategy (Strategic Assessment from 1 April 2008) and the Action Plan.
- 3.9. The partners will monitor compliance with Section 17 of the 1998 Crime and Disorder Act.
- 3.10. The partnership will communicate openly through the media, publications other means with people in the community to give advice about issues and information about actions and performance
- 3.11.
- 3.12. Partner representatives embarking on a project in the name of the Partnership must have the prior approval of the partnership to do so.
- 3.13. Partner representatives must have the authority of their own organisation or possess delegated authority to sign-up their organisation up to a commitment to deliver a proposed action.

#### **4. Charing Role**

- 4.1. A Chair and Vice-Chair of the Partnership shall be nominated by any of the other Representatives and elected by a decision of the majority of those present.
- 4.2. For the avoidance of doubt all those nominated for the said offices of the Chairman and Vice-Chairman shall be permitted to vote in their own election.
- 4.3. The term of an appointed chair shall be for an initial term of one year and be eligible for annual re-election.

- 4.4. The chair shall be subject to the discipline of their-own organisation whilst engaging in partnership activity. In the event that partners consider a conflict or transgression has occurred with the relevant code of conduct or ethical behaviour then it shall be entitled to consider removing the chair from that role by taking a vote (excluding the chair) which will be carried by a simply majority.
- 4.5. Any statutory partner representative, or their nominated substituted may be co-opted in to the chair on occasions that the chair and vice chair holders are unavailable.

## **5. Quorum**

- 5.1. The quorum shall be not less than five Representatives.
- 5.2. Failure to achieve a quorum within thirty (30) minutes of the time advised for any meeting of the Partnership shall render the meeting adjourned for seven (7) days after which the meeting shall be reconvened.
- 5.3. Any meeting of The Partnership which becomes inquorate shall cease its business until a quorum is re-established provided that such re-establishment occurs within thirty (30) minutes of the meeting being declared inquorate. Failure to re-establish a quorum within the said time limit shall render the meeting closed.

## **6. Frequency and Venue**

- 6.1. The Partnership shall meet every 2 months to affect the Objects as set out in Clause 2.0 and shall in any event meet within fourteen days of the receipt of a written notice by the Chairman or Vice Chairman or any three Representatives addressed to the Secretary requesting the holdings of a meeting.
- 6.2. The meetings of the Partnership shall be held at a venue agreed by the Partnership on such dates and times agreed by the Partnership. Where such dates times and venues cannot be so agreed the Chairman or in his absence the Vice Chairman shall select the date time and venue of the next meeting. The Chairman and Vice-Chairman together shall have the power to call additional meetings or cancel meetings when there is insufficient business for the Partnership to consider.
- 6.3. Notice of each meeting of the Partnership shall be given by the Secretary on all Representatives not less than seven (7) days before the date of the meeting unless an earlier date is agreed in writing by all of the Representatives.
- 6.4. Notice of cancellation of a meeting of the Partnership must be served by the Secretary on all Representatives not less than twenty four (24) hours before the meeting was due to commence.

## **7. Procedure**

7.1. In the event that the Chairman is absent from any meeting of the Partnership and fails to attend within thirty (30) minutes of the time set for the commencement of the meeting the Vice-Chairman, if present, shall be co-opted to the Chair. In the event that the Vice-Chairman is absent from any meeting of the Partnership at which he would have been co-opted to the Chair any other Representative in attendance at the meeting may be elected as Chairman for that meeting by a majority of the Representatives present.

7.2. Failure to elect a Chairman pursuant to clause 7.1 above shall render the meeting closed.

## **8. Period of Operation of the Partnership**

8.1. The Partnership shall commence on the date of its first meeting and shall continue unless continued or dissolved in accordance with Clause 9.2.

## **9. Alterations to the Constitution**

9.1. Full details of any proposal to alter this Constitution must be delivered in writing to the Secretary to the Partnership not less than 14 days before the day of the meeting at which it is first to be considered. Any alteration will require the approval of simple majority of Representatives of the Partnership.

9.2. The period of notice required to dissolve the partnership shall be at least 6 months or as directed by the Home Secretary

## **10. Voting**

10.1. Each Representative of each of the Statutory Partners shall have one vote.

10.2. Any decision or resolution made by the Partnership shall be carried where there is a simple majority vote of those representatives present or submitted to the Chairman in their absence

## **11. Minutes**

11.1. The Secretary shall be appointed by mutual agreement of the partners. The Secretary shall prepare the Minutes of all the Partnership meetings and shall distribute a fair copy to each Representative within twenty eight (28) days of the date of the last meeting or earlier in the event of an emergency meeting being convened.

## **12. Declarations of Interest**

12.1.

12.2. The Local Government code of Conduct that relates to declarations of interest apply to all statutory partner representatives when involved in any decision made by a contested vote.

**13. Canvassing of and Recommendations by Representatives**

13.1. Canvassing of Representatives of the Partnership directly or indirectly for any appointment, or for the purchase, sale or letting of any land, or property, or for any licence or other matter where the Partnership may have to decide between competitors, shall disqualify the candidate, tenderer or applicant concerned.

**14. Adoption of Constitution**

14.1. This Constitution was adopted as the Constitution of the South Lincolnshire Community Safety Partnership at a meeting duly convened at the Bourne Corn Exchange on

2007.

Signed: Chairman

Secretary

# Community Safety Partnership

Strategic Enabler\*

- Cross tabulate priorities (community and partners)
- Merge objectives (LAA and Local)
- Gapping and consistency

LAA strategic outcomes

Intelligence Group\*

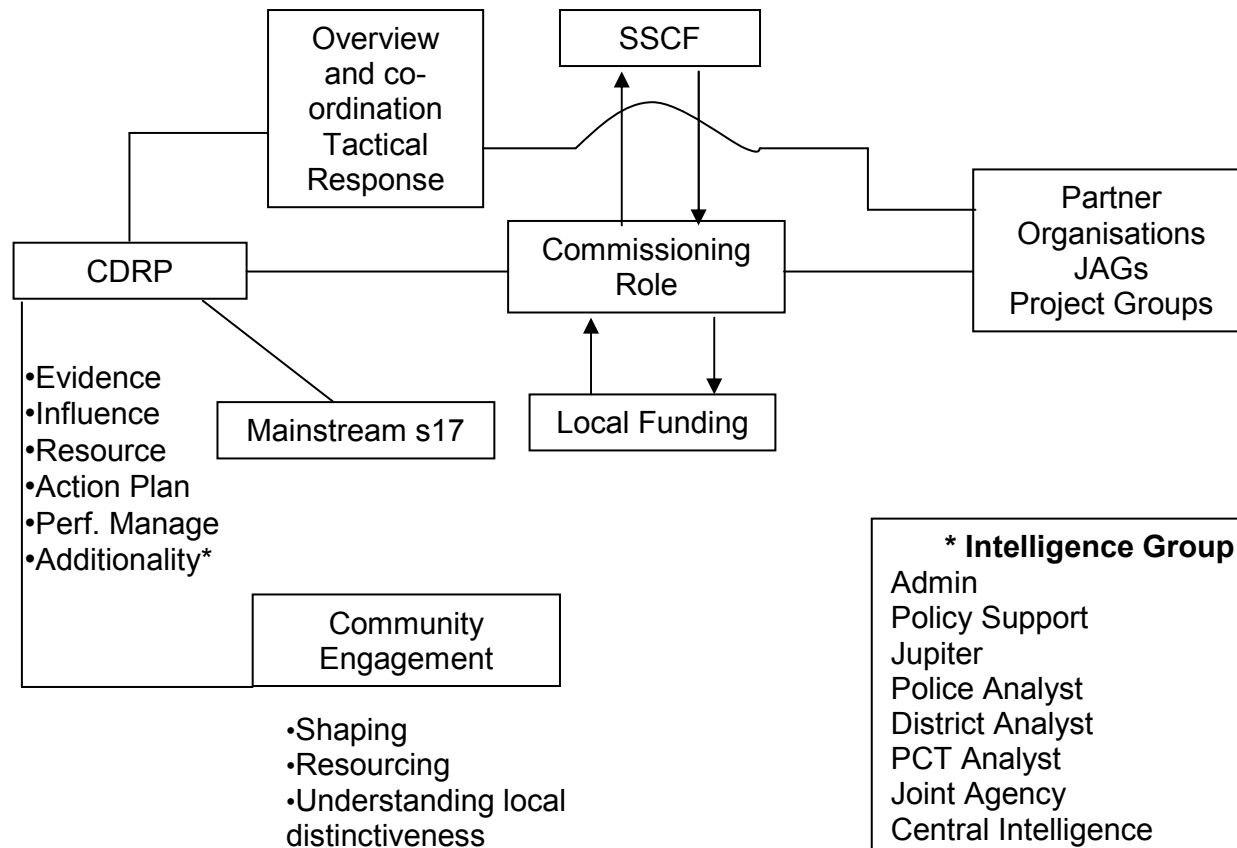
Joint Agency Groups (JAGs)

Prolific & Persistent Offenders

Domestic Violence

LSP

Drug & Alcohol Action Team



**\* Intelligence Group**

Admin  
Policy Support  
Jupiter  
Police Analyst  
District Analyst  
PCT Analyst  
Joint Agency  
Central Intelligence

## REPORT TO CABINET

REPORT OF: HEALTHY ENVIRONMENT PORTFOLIO HOLDER

REPORT NO: AFM0032

DATE: 18<sup>th</sup> January 2007

<b>TITLE:</b>	Review of Footway Lighting Throughout the District
<b>FORWARD PLAN ITEM:</b>	No
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	N/A
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	Key Decision

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	Healthy Environment – Councillor Ray Auger	
<b>CORPORATE PRIORITY:</b>	-	
<b>CRIME AND DISORDER IMPLICATIONS:</b>	No Negative Implications	
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	None	
<b>INITIAL EQUALITY IMPACT ASSESSMENT</b>	<b>Carried out and appended to report?</b>  Not Applicable	<b>Full impact assessment required?</b>  No
<b>BACKGROUND PAPERS:</b>	AFM 7 – Report to Cabinet dated 21 <sup>st</sup> November 2005	

## 1. **INTRODUCTION**

- 1.1 Following a previous report to Cabinet (AFM 7) it was decided to continue discussions with Lincolnshire County Council – Technical Services regarding their taking over full responsibility for dealing with all lighting throughout the district.

Detailed costings have now been obtained and are presented within this report for discussion.

## 2. **RECOMMENDATION**

- 2.1 That the County Council are commissioned to carry out a survey of SKDC footway lighting to determine condition as detailed.
- 2.2 That consideration is given to passing over the responsibility for dealing with all footway lighting throughout the district following the outcomes of the survey.

## 3. **DETAILS OF REPORT**

- 3.1 The County Council have indicated that they would expect to adopt street lights that are in a serviceable condition and have a residual life of at least 10 years.
- 3.2 In order to determine the condition of the street lights the County would wish to survey SKDC lighting. The survey would include:

- |   |   |
|---|---|
| <input type="checkbox"/> Road Class     | <input type="checkbox"/> Column Type                            |
| <input type="checkbox"/> Parish         | <input type="checkbox"/> Condition Assessment                   |
| <input type="checkbox"/> Road Name      | <input type="checkbox"/> Notes on Condition                     |
| <input type="checkbox"/> Location       | <input type="checkbox"/> DFT Risk Assessment                    |
| <input type="checkbox"/> Unit ID        | <input type="checkbox"/> Estimated Age of the Unit              |
| <input type="checkbox"/> No. Items      | <input type="checkbox"/> ID of Asbestos Present as Gasket Seals |
| <input type="checkbox"/> Grid Reference |   |
| <input type="checkbox"/> Height         |   |

The cost of the survey would be £3.00 per light. Based on 3700 no. lights this equates to a cost of £11,100.

- 3.3 Upon completion of the survey a commuted sum to cover the estimated replacement cost of all street lights assessed to have less than 10 years residual life would be expected.
- 3.4 A further sum would be requested to cover the cost of an initial routine maintenance visit to include lamp change and electrical test.
- 3.5 The following figures provide an estimate of the possible commuted sum total:-

Based on 20% of the lights needing replacement during the next 10 years.

		£
Replace Column	740 no. x £850	629,000
Routine Maintenance and Test	3700 no. x £17.50	64,750

**TOTAL** 693,750

3.6 The final figure will depend on the outcome of the survey.

**4. COMMENTS OF SECTION 151 OFFICER**

I have assumed the cost of undertaking the survey can be financed from existing budget provision within Assets and Facilities. However I can confirm no budget provision has been allocated in the Capital Programme in respect of the commuted sum payment referred to in the report. If this proposal proceeds then it will be necessary to submit an invest to save business case.

**5. COMMENTS OF MONITORING OFFICER**

If LCC are commissioned to carry out the survey which will ultimately determine how much the District Council have to pay for the potential transfer of the service, this Council must ensure there is a robust system of evaluation of the survey report to determine any amount payable.

Under legislation, the District Council may provide lighting for footpaths (unadopted paths). It is understood the District Council currently provides lighting for footpaths and footways (adopted paths adjoining the adopted highway). Any transfer of this service must include lighting currently provided by the District Council on footpaths and footways. It must also be established the County Council propose to take a transfer of this service and not merely act as agents for the District Council in respect of its responsibility for footpath lighting.

**6. CONCLUSIONS**

6.1 That Cabinet considers the recommendations made.

**7. CONTACT OFFICER**

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