

**To: Members of the Housing Sub-Committee  
(Councillors Winter, Davis, N Dirveiks, Fox, Johnston,  
Lewis and Moore)**

**For the information of other Members of the Council**

**For general enquiries please contact Emma Humphreys/Amanda Tonks on 01827 719221 or via email – emmahumphreys@northwarks.gov.uk or amandatonks@northwarks.gov.uk.**

**For enquiries about specific reports please contact the Officer named in the reports.**

**This document can be made available in large print and electronic accessible formats if requested.**

## **HOUSING SUB-COMMITTEE AGENDA**

**7 October 2013**

The Housing Sub-Committee will meet in the Committee Room at The Council House, South Street, Atherstone, Warwickshire on Monday 7 October 2013 at 6.30 pm.

### **AGENDA**

- 1 Evacuation Procedure.**
- 2 Apologies for Absence / Members away on official Council business.**
- 3 Disclosable Pecuniary and Non-Pecuniary Interests.**

- 4 **Minutes of the Housing Sub-Committee held on 8 July 2013** (copy herewith) to be approved and signed by the Chairman.

5 **Public Participation**

Up to twenty minutes will be set aside for members of the public to ask questions or to put their views to elected Members. Participants are restricted to five minutes each. If you wish to speak at the meeting please contact Amanda Tonks/Emma Humphreys on 01827 719221 or email [democraticservices@northwarks.gov.uk](mailto:democraticservices@northwarks.gov.uk).

**PART A – ITEMS FOR DISCUSSION AND DECISION  
(WHITE PAPERS)**

- 6 **Progress Report on Achievement of Corporate Plan Targets – April – June 2013** – Report of the Chief Executive and the Deputy Chief Executive

**Summary**

This report informs Members of the progress with the achievement of the Corporate Plan targets relevant to the Housing Sub-Committee for April to June 2013.

The Contact Officer for this report is Robert Beggs (719238).

- 7 **Tenant Scrutiny – Window Cleaning Service** – Report of the Assistant Director (Housing)

**Summary**

This report provides information about the Borough Wide Tenants Forum scrutiny of the Housing Division's window cleaning service for tenants.

The Contact Officer for this report is Angela Coates (719369).

- 8 **Housing Revenue Account Budgetary Control Report 2013/2014  
Period Ended 30 August 2013** - Report of the Assistant Director  
(Finance and Human Resources)

**Summary**

The report covers total Housing Revenue Account revenue expenditure and income for the period from 1 April to 30 August 2013.

The Contact Officer for this report is Nigel Lane (719371).

**PART C – EXEMPT INFORMATION  
(GOLD PAPERS)**

**9 Exclusion of the Public and Press**

**Recommendation:**

**That under Section 110A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.**

**10 Energy Company Obligations and Improvement Works to Council Properties – Report of the Assistant Director (Housing).**

The Contact Officer for this report is Peter Collins (719308).

JERRY HUTCHINSON  
Chief Executive

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE HOUSING SUB-COMMITTEE

8 July 2013

Present: Councillor Winter in the Chair

Councillors Davis, Lewis, Moore, Phillips and Smith

Apologies for absence were received from Councillors N Dirveiks (substitute Councillor Phillips), Fox and Johnston (substitute Councillor Smith).

Councillor Lea was also in attendance.

#### 1 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

#### 2 **Minutes of the Housing Sub-Committee held on 22 April 2013**

The minutes of the meeting of the Sub-Committee held on 22 April 2013, copies having previously been circulated, were approved as a correct record and signed by the Chairman.

#### 3 **Progress Report on Achievement of Corporate Plan Targets – April – March 2013**

The Chief Executive and the Deputy Chief Executive informed Members of the progress with the achievement of the Corporate Plan targets relevant to the Housing Sub-Committee for April 2012 to March 2013.

##### **Resolved:**

**That the progress with the achievement of the Corporate Plan targets relevant to the Housing Sub-Committee for April 2012 to March 2013 be noted.**

#### 4 **Empty Homes Update**

The Assistant Director (Housing) summarised the impacts of measures to reduce the numbers of long term empty dwellings in the Borough.

##### **Resolved:**

**That the report be noted.**

**5 Update on the Local Investment Plan**

The Assistant Director (Housing) set out the update on the Local Investment Plan in regards to affordable housing within North Warwickshire.

**Resolved:**

**That the report be noted.**

**6 Impact of Welfare Benefit Reforms on Council Tenants – Under Occupation Charge**

The Assistant Director (Housing) provided information about the implications of the Government's welfare reforms with regard to the under occupation charge and Council tenants.

**Resolved:**

**That the implications of the Government's Welfare Reform Act under occupation charge for the Council's tenants be noted.**

**7 Exclusion of the Public and Press**

**Resolved:**

**That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.**

**8 Energy Company Obligations and Improvement Works to Council Properties**

The Assistant Director (Housing) provided information about the provision of energy efficiency measures in the Council's own stock and made a proposal about how the Council could attract energy Company Obligation funding to support its improvement schemes.

**Resolved:**

**That the Housing Division attract Energy Company Obligation funding for relevant improvement schemes on a scheme by scheme basis as part of its usual tender arrangements**

**John Winter  
Chairman**

## Agenda Item No 6

### Housing Sub-Committee

7 October 2013

#### Report of the Chief Executive and the Deputy Chief Executive

#### Progress Report on Achievement of Corporate Targets - April - June 2013

### 1 Summary

- 1.1 This report informs Members of the progress with the achievement of the Corporate Plan targets relevant to the Housing Sub-Committee for April to June 2013.

#### **Recommendation to the Sub-Committee**

**That Members consider the performance achieved and highlight any areas for further investigation.**

### 2 Consultation

- 2.1 Consultation has taken place with the relevant Members and any comments received will be reported at the meeting.

### 3 Background

- 3.1 This report shows the first quarter position with the achievement of the Corporate Plan targets for 2013/14. This is the first report showing the progress achieved so far during 2013/14.

### 4 Progress achieved during 2013/14

- 4.1 Attached at Appendix A is a report outlining the progress achieved for all the Corporate Plan targets during April to June 2013/14 for the Housing Sub-Committee.

- 4.2 Members will recall the use of a traffic light indicator for the monitoring of the performance achieved.

Red – target not achieved (shown as a red triangle)

Amber – target currently behind schedule and requires remedial action to be achieved (shown as an amber circle)

Green – target currently on schedule to be achieved (shown as a green star)

## 5 Overall Performance

- 5.1 The Corporate Plan performance report shows that 100% of the Corporate Plan targets are currently on schedule to be achieved. The report shows that individual targets that have been classified as red, amber or green. Individual comments from the relevant division have been included where appropriate. The table below shows the following status in terms of the traffic light indicator status:

### Corporate Plan

Status	Number	Percentage
Green	8	100%
Amber	0	0%
Red	0	0%
Total	8	100%

## 6 Summary

- 6.1 Members may wish to identify any areas that require further consideration where targets are not currently being achieved.

## 7 Report Implications

### 7.1 Safer Communities Implications

- 7.1.1 There are community safety performance indicators which are reported to Executive Board.

### 7.2 Legal and Human Rights Implications

- 7.2.1 The national indicators were specified by the Secretary of State for Communities and Local Government. They have now been ended and replaced by a single list of data returns to Central Government from April 2011.

### 7.3 Environment and Sustainability Implications

- 7.3.1 Improvements in the performance and quality of services will contribute to improving the quality of life within the community. There are a number of actions and indicators which contribute towards the priorities of the sustainable community strategy including customer access strategy, outreach services, financial inclusion, health and well being services and decent and affordable housing.

### 7.4 Risk Management Implications

- 7.4.1 Effective performance monitoring will enable the Council to minimise associated risks with the failure to achieve targets and deliver services at the required performance level.

## 7.5 Equality Implications

7.5.1 There are a number of equality related actions highlighted in the report including, affordable housing, adaptations for people with disabilities returning empty homes into occupation and support on the welfare reforms.

## 7.6 Health, Well-being and Leisure Implications

7.6.1 The actions relating to the Warwickshire Local Investment Plan, adaptations services, affordable housing, neighbour wardens and empty homes are all positive contributions towards improving the health and well being of local residents.

## 7.7 Links to Council's Priorities

7.7.1 There are a number of targets contributing towards the priorities of access to services, improving housing in the borough and tackling health inequalities.

The Contact Officer for this report is Robert Beggs (719238).















### Background Papers



Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
National Indicators for Local Authorities and Local Authority Partnerships	Department for Communities and Local Government	Statutory Guidance	February 2008



NWCP Housing Sub 13/14

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 033	To act on the objectives set out in the Warwickshire Local Investment Plan by appraising how public land holdings can be used to deliver affordable homes, find new ways of funding schemes, progress Local Authority new build and bringing empty homes back into use and to review the position annually from March 2013	Housing	Coates, Angela	This is on track and the good progress we are making is reported to the Housing Sub Committee regularly. The Council's own new build schemes in Atherstone will be starting on site in October 2013.	 Green	
NWCP 037	To work in partnership with other organisations to implement the Home Improvement Agencies and Adaptations Business Case by March 2014	Housing	Coates, Angela	We are on track to deliver to the Business Plan objectives	 Green	
NWCP 053	To deliver the objectives from the review of the Neighbourhood Warden Service by March 2014	Housing	Coates, Angela	The Housing Sub Committee agreed that the review outcomes would be concluded in parallel with the Borough Care and Grounds Maintenance Reviews.	 Green	
NWCP 062 13/14	To produce an Asset Management Plan actions to ensure the Council's stock meets housing needs and is in good condition and report by March 2014	Housing	Coates, Angela	We are actively progressing the actions.	 Green	
NWCP 066 13/14	To implement the Private Sector Housing Policy action plan by March 2014. This includes how the Council will act to assist residents to access funding to improve their homes (especially with regard to energy efficiency)	Housing	Coates, Angela	The Housing Sub Committee has received reports and made decisions about how the Council can engage with the Government's energy saving initiatives.	 Green	
NWCP 067 13/14	To deliver the objectives set out in the Empty Homes Strategy by March 2014	Housing	Coates, Angela	This is on track and regular updates are provided to the Housing Sub Committee	 Green	
NWCP 083	To meet the objectives set out in the action plan to address and mitigate the impact of welfare reforms for the Council's tenants and ensure that rent due is collected and report by March 2014	Housing	Coates, Angela	The interventions agreed by the Housing Sub Committee are working well and there continues to be a focus on those tenants who have had their Housing Benefit reduced because of the underoccupation charge.	 Green	

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 085	To establish a programme of tenant scrutiny of housing management and maintenance with a view to agreeing the review of two services annually. Outcomes and recommendations will be reported to the Housing Sub-Committee (two scrutiny exercises to be completed)	Housing	Coates, Angela	The scrutiny panel has completed its first project and will report to the October Housing Sub Committee.	 Green	

**Agenda Item No 7**

**Housing Sub-Committee**

**7 October 2013**

**Report of the  
Assistant Director (Housing)**

**Tenant Scrutiny – Window  
Cleaning Service**

**1 Summary**

- 1.1 This report provides information about the Borough Wide Tenants Forum scrutiny of the Housing Division's window cleaning service for tenants.

**Recommendation to the Sub-Committee**

- a That the Borough Wide Tenants Forum is thanked for its work to scrutinise the window cleaning service and their report; and**
- b That the report be considered and noted.**

**2 Consultation**

- 2.1 An advanced copy of this report has been sent to the Chairman of the Sub-Committee (Councillor Winter) and the Opposition Spokesperson (Councillor Johnston) for comment. Any comments received will be reported verbally at the meeting.

**3 Background**

- 3.1 Members are aware from reports to the Committee about the regulatory requirements of the social housing regulator the Homes and Communities Agency that Registered Providers are expected to set out a clear role for tenant involvement and scrutiny of the services which are delivered for them. The regulatory framework is one of co-regulation which centres on a productive relationship between Councillors, tenants and officers.
- 3.2 The role of the Borough Wide Tenants Forum and the Tenant Improvement Groups is set out in the Council's Tenant Partnership Agreement. One of the roles is to provide for scrutiny of two services annually. This is a new role for the Forum. Their first scrutiny exercise was undertaken at the end of 2012. They had support from the Tenant Participation Association (TPAS) to help set out the remit and the most productive processes. The Forum members who engaged in the

Scrutiny Panel chose the Council's window cleaning service as their first project.

#### **4 Window Cleaning Contract**

4.1 The Council has had a window cleaning contract in place for many years. In 2006, in accordance with an Audit Commission recommendation, how we charge for the service changed. At that time all tenants paid for a service which they didn't all receive. The service changed so that it only included flats and sheltered scheme communal rooms (previously some bungalows also had the service) and a service charge was made for those who had their windows cleaned. The sites were chosen because they had hard to reach windows. Low rise flats are not included. A survey dated 2006 indicated some concerns with the standard of service.

4.2 In October 2008 the Council received tenders back for the window cleaning service. The contract was awarded to IES Environmental Solutions. The work on site started in January 2009. Initially for a period of 3 years with the contract was extended with a view to reviewing it and re-tendering the contract at the end of 2011 ready for an early 2012 start date. However capacity issues and the need to refresh how the contract is delivered caused a delay.

4.3 The value of the contract is £57K. In 2009 the spending against the contract was £15,264, in 2010 it was £18,227, in 2011 it was £15,858 and in 2012 it was £15,470.

4.4 There are 26 sites where blocks of flats have a window cleaning service and 23 communal rooms.

4.5 The specification is a simple one:

- Windows to flats are cleaned externally only
- Windows and doors in communal entrances and staircases are to be cleaned both sides
- Windows and doors in communal rooms to be cleaned both sides

The practice has been for an 8 week cycle for cleaning.

4.6 The oversight of the contract sits within the Contracts Section. Historically one of the Surveyors oversees the contract. During 2012 the Contract Section, which has a small number of three staff, had capacity issues because of the retirement of two members of staff.

4.7 Feedback about the service is received informally as customers contact us and formally in quality questionnaires. In 2011 the survey about cleaning indicated some dissatisfaction with quality. In April 2012 the tenants of Long Street Dordon raised concerns with the Performance and Quality Officer. These were raised with the Contractor and addressed.

## 5 Scrutiny Panel Project

5.1 The Scrutiny Panel undertook a comprehensive review of the window cleaning service and the charges the Council makes to tenants. It had 9 panel members and was supported by TPAS. It did so by undertaking a desk top review, interviews of key Council personnel, surveying the tenants who received the service, speaking to the window cleaning contractor and undertaking site visits.

5.2 A comprehensive report about findings was submitted to the Housing Division in February 2013. The report set out some key recommendations:

- There needs to be a service standard for window cleaning (shared with tenants so that they know the service level to expect)
- The work of the contractors should be monitored closely through site visits and inspections
- Skylights should be replaced with self cleaning glass
- Window cleaners need to have access to flats to clean landing windows (they cannot rely on tenants)
- The window cleaning rota needs to be published and made available in advance so that tenants are aware of what days they will be on site
- NWBC should monitor the contract closely for compliance
- NWBC should inform the contractor if there is scaffolding (or other obstruction) which will prevent the window cleaning to take place
- The price structure is confusing for tenants and needs to be made easier with tenants informed of what they are actually paying for

5.3 The Housing Division responded to the report. However whilst it was doing so the contractor undertaking the service went out of business. This has meant that since April the Maintenance Section has been undertaking a tender exercise to appoint a new contractor. As part this exercise the Maintenance Manager has committed to acting on the recommendations which could be agreed to.

5.4 The Assistant Director (Housing)'s response to the report included the following:

“a **Monitoring the Contract**

It is agreed that the window cleaning will be monitored formally in future. This will include:

- Introducing a formal log to record site visits (including quality checks, health and safety and personnel – ID badges)
- The logs will be considered quarterly by the Performance and Quality Officer and any issues reported to the Maintenance Manager and Maintenance Tenant Improvement Group

- Agreement about which personnel will undertake the monitoring (the Contract Section Surveyor will be the lead however Neighbourhood Wardens will also play a role and we will have tenants willing to be contacted about the service)

**b Information to tenants paying for the service**

It is agreed that tenants will be provided with information about the service they pay for. This will include:

- Information at the start of the contract (who the contractor is, the specification they are working too and arrangements for letting them know the schedule as well as how to make a complaint)
- Information during the contract about the schedule of work (this will be agreed with the contractor & provided to tenants so that they know when to expect the cleaning to be undertaken)

**c Price structure**

It is agreed that charges to tenants paying for this service will be explained clearly and in full.

At the start of the contract, and then annually as part of the rent increase, a full explanation will be given about the charge being made.

**d Standard of cleaning**

It is agreed that the standard for cleaning set out in the contract specification (attached) will be provided to tenants. (Site visits and schedule of works are referred to at 1 & 2 above) This will include:

- Providing the specification when a new contractor is appointed
- A reminder of the specification as part of the annual charge letter
- A reminder of the specification when the annual cleaning questionnaire is sent out asking for feedback.

5.5 Replacing skylights was not agreed but can be considered as part of future capital programme schemes if appropriate and as funding allows.

5.6 This was the first scrutiny project that the Borough Wide Tenant Forum has undertaken. There was some learning for both the tenants involved and for the Housing Division. Considerations for future scrutiny exercises include:

- Future Scrutiny Panels will be provided with all relevant documentation – electronic and/or paper
- When a file is considered an officer will provide information about how processes work
- The Performance and Quality Officer will provide a co-ordination role for the scrutiny panel.

5.7 It is worth noting that the tenants involved in the Scrutiny Panel gave their time voluntarily to do so. They conducted the project with a great deal of care and thoroughness.

## **6 Report Implications**

### **6.1 Finance and Value for Money Implications**

6.1.1 There is a budget of £13,890 (excluding staffing costs) for delivering Tenant participation activities. The Tenant Partnership Agreement will be delivered within that budget provision. The budget covers involvement related training, membership of the Tenant Participation Advisory Board, computer and printer related expenditure for Tenant Led Community Panels, newsletters to all tenants and travel expenses to enable tenants to get to meetings.

6.1.2 Tenant participation helps the Council understand what services are important to Tenants and how they expect them to be delivered. Acting on this information helps the Council to be more efficient by focussing on priorities and to provide services which receive high satisfaction levels.

6.1.3 The total budget available to ensure the Council meets the regulatory 'Empowerment and Involvement Standard' is £43,500. This includes staffing costs which are mainly attributed to a designated Tenant Participation Officer. This post gives a focus to the work, ensures information can go out to all tenants who need to be informed about the services we provide and supports tenants who do give up their time to get involved and attend meetings.

6.1.4 The Scrutiny Panel were concerned about the diverse range of charges made to tenants for the window cleaning service. This ranges from £2.12 per fortnight at the highest and 37p at the lowest. The charge made is done so annually in arrears because it is based on actual costs. However the range of charges is because it is also dependent on the number of flats included in the service. This means the lowest charge is 37p at Alder and Heather Court because a lot of tenants receive the service. The highest charge rate is at Coleshill Road Atherstone because few flats receive the service. The Housing Division is considering how it might be possible to even out the charges whilst still retaining the service charging principle that each tenant should pay for the service they receive.

### **6.2 Legal and Human Rights Implications**

6.2.1 The Council is required to conform to the housing regulator's Regulatory Framework and Standards.

### 6.3 **Equality Implications**

- 6.3.1 The involvement of tenants by providing the opportunity to shape service delivery and hold the service to account will help the Council to assess any adverse impacts as defined by the protected characteristics in the Equality Act 2010 and will also demonstrate that the particular needs of our tenants are understood.

The Contact Officer for this report is Angela Coates (719369).



## Agenda Item No 8

### Housing Sub-Committee

7 October 2013

**Report of the Assistant Director  
(Finance and Human Resources)**

**Housing Revenue Account  
Budgetary Control Report 2013/2014  
Period Ended 30 August 2013**

#### 1 Summary

- 1.1 The report covers total Housing Revenue Account revenue expenditure and income for the period from 1 April to 30 August 2013.

#### **Recommendation to the Sub-Committee**

**That the report be noted.**

#### 2 Consultation

- 2.1 Councillors N Dirveiks, Moore and Smith have been sent an advanced copy of this report for comment. Any comments received will be reported verbally at the meeting.

#### 3 Report

- 3.1 Under the Service Reporting Code of Practice (SeRCOP), services should be charged with the total cost of providing the service, which not only includes costs and income directly incurred, but also support costs relating to such areas as finance, office accommodation, telephone costs and IT services and Member costs.

#### 4 Overall Position

- 4.1 The Housing Revenue Account (HRA) includes all costs and income relating to the letting and management of the Council's housing stock, and this has to be kept separate from General Fund expenditure. The actual position for the HRA for the period ended 30 August 2013 is a surplus of £1,217,204, compared with a forecast surplus position for the period of £1,329,928. Where possible, the forecast position has been profiled to reflect seasonal variations in expenditure and income, in order to give a better comparison with actual figures. The actual position is an unfavourable variance of £112,725 against the forecast position. Appendix A to this report provides details of the profiled and actual position for expenditure and income incurred by the HRA, and an explanation of significant variations are given in more detail below.

...

- 4.2 There is an increase in the cost of democratic process recharged to the Housing Revenue Account.
- 4.3 There is an under spend on Supervision and Management Special relating to utility costs and window cleaning at flats and communal centres. The window cleaning company we were using went bankrupt in April 2013, therefore we are currently in the process of appointing a new contractor. In addition there is an increase in the letting income received from community centres.
- 4.4 There is an under spend to date on capital expenditure relating to the Community Centres budgets.
- 4.5 There has been a lower level of dwellings rental income to date due to higher than expected sales of 13 dwellings against a budget of 5 and a higher level of void properties.
- 4.6 There is a lower level of shop vacancies to date. We budgeted for 3 vacant shops which are all currently let.

## 5 **Housing Repairs Fund**

- 5.1 The Housing Repairs Fund covers expenditure on all repairs and maintenance, both day to day and programmed whether carried out by Housing Direct Works or external contractors. This includes any surplus or deficit on the operation of Housing Direct Works.
- 5.2 The balance on the Fund at the start of the year amounted to £59,815. The balance can be used to cover timing issues between years. In 2013/14 the contribution to the fund is £2,653,080. Any over-spend in the repairs fund would impact on the use of Housing Revenue Account balances if it exceeded the balance on the fund and the contribution in the year.
- ... 5.3 The position on the fund at the end of August is shown in Appendix B. A lower level of work relating to capital and Facilities Management has been carried out by Housing Direct Works, so additional costs have been charged to the Housing Repairs Fund for housing work. It shows that if spend continues at current levels, there will be a significant shortfall on the fund at year end.

## 6 **Housing Direct Works**

- 6.1 There is an over spend on employee costs reflecting the use of agency staffing on day to day repairs and voids. There is a small decrease to date in supplies and services due to lower usage and cost of materials, scaffolding and skip hire. Appendix C to this report provides the profiled and actual expenditure of Housing Direct Works in more detail.
- ... 6.2 Within Housing Direct works from March through to August 2013 we had an increase in the numbers of void properties compared to expected levels. This has required additional resource to be deployed to undertake the repair requirements to bring them back up to a lettable standard.

## **7 Risks to the Budget**

- 7.1 The key risks to the budgetary position of the Housing Revenue Account in 2012/13 include:
- Rising tenant expectations, following extensive improvement works may increase the demand for repairs, which will need to be continuously monitored;
  - Any reduction in the performance of Housing Direct Works will put pressure on the Council to use external contractors and therefore will impact on the level of expenditure.

## **8 Estimated Out-turn**

- 8.1 Members have requested that Budgetary Control Reports provide details on the likely out-turn position for the Council. The anticipated out turn for the HRA for 2013/14 is £232,550 surplus.
- 8.2 The estimated out-turn for the Repairs Fund remains the same as that included in the original budget.

## **9 Report Implications**

### **9.1 Finance and Value for Money Implications**

- 9.1.1 The Council is currently forecasting a contribution to the Housing Revenue Fund balance for the 2013/14 financial year of £232,550. Income and expenditure will continue to be closely managed and any issues that arise will be reported to this Board for comment.

### **9.2 Environment and Sustainability Implications**

- 9.2.1 The Council has to ensure that it adopts and implements robust and comprehensive budgetary monitoring and control, to ensure not only the availability of services within the current financial year, but in future years.

The Contact Officer for this report is Nigel Lane (719371).

	Original Budget 2013/2014	Expected Spend to August 2013/2014	Actual Spend to August 2013/2014	Variance	Comments
<b>EXPENDITURE</b>					
Repairs and Maintenance	2,653,080	1,110,011	1,220,274	110,263	Comment 5
Supervision and Management - General	1,144,830	456,590	461,836	5,246	Comment 4.2
Supervision and Management - Special Services	458,880	189,469	173,761	(15,708)	Comment 4.3
Provision for Bad Debts	100,000	41,667	41,667	-	
Interest on Loans	1,640,300	683,458	683,458	-	
Revenue Set Aside (debt Repayment)	1,250,000	520,833	520,833	-	
PWLB Settlement Fee	-	-	-	-	
Contribution to Contingency Reserve	308,900	128,708	128,708	-	
Contribution to New Build Reserve Reserve	3,240	1,350	1,350	-	
Capital Expenditure - New Build	1,000,000	20,000	17,408	(2,592)	
Capital Expenditure	2,735,710	796,318	787,258	(9,059)	Comment 4.4
<b>Total Expenditure</b>	<b>11,294,940</b>	<b>3,948,404</b>	<b>4,036,554</b>	<b>88,150</b>	
<b>INCOME</b>					
Gross Rent Income from Dwellings	(11,117,310)	(5,095,434)	(5,067,690)	27,744	Comment 4.5
Gross Rent Income from Non-Dwellings	(317,660)	(147,958)	(151,338)	(3,380)	Comment 4.6
Charges for Services and Facilities	(78,390)	(29,053)	(28,842)	211	
<b>Total Income</b>	<b>(11,513,360)</b>	<b>(5,272,445)</b>	<b>(5,247,870)</b>	<b>24,575</b>	
<b>NET COST OF SERVICES</b>	<b>(218,420)</b>	<b>(1,324,041)</b>	<b>(1,211,316)</b>	<b>112,725</b>	
Amortised Premiums and Discounts	28,950	12,063	12,063	-	
Investment Income - Mortgages	(50)	(21)	(21)	-	
- Other	(43,030)	(17,929)	(17,929)	-	
<b>TOTAL (SURPLUS)/DEFICIT FOR THE YEAR</b>	<b>(232,550)</b>	<b>(1,329,928)</b>	<b>(1,217,204)</b>	<b>112,725</b>	

## Appendix B

### HOUSING REPAIRS FUND (to end of August 2013)

	£
<b>Balance available at 1 April 2013</b>	<b>59,815</b>
Contribution 2013/14 (to August 2013)	1,110,011
Expected Use of Fund (to August 2013)	(1,220,274)
<b>Deficit on the Fund at 31 August 2013</b>	<b>(50,448)</b>

**APPENDIX C**

**HOUSING REVENUE ACCOUNT**  
**HOUSING DIRECT WORKS**  
**Budgetary Control Report as at 30 August 2013**

	<b>Original Budget 2013/2014</b>	<b>Expected Spend 2013/2014</b>	<b>Actual Spend 2013/2014</b>	<b>Variance</b>
<b>EXPENDITURE</b>				
Employee Costs	853,190	353,798	358,534	4,736
Supplies and Services	644,880	268,638	267,184	(1,453)
Transport	104,360	40,592	40,592	0
<b>Gross controllable Expenditure</b>	<b>1,602,430</b>	<b>663,027</b>	<b>666,310</b>	<b>3,283</b>
Central Support	292,940	122,058	122,058	-
Capital Charges	49,040	20,433	19,708	(726)
<b>Housing Direct Works Expenditure</b>	<b>1,944,410</b>	<b>805,518</b>	<b>808,076</b>	<b>2,557</b>

**Agenda Item No 9**

**Housing Sub-Committee**

**7 October 2013**

**Report of the  
Chief Executive**

**Exclusion of the Public and Press**

**Recommendation to the Sub-Committee**

**That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.**

**Agenda Item No 10**

**Energy Company Obligations and Improvement Works to Council Properties** – Report of the Assistant Director (Housing)

Paragraph 3 – by reason of the report containing financial implications.

The Contact Officer for this report is David Harris (719222)