



Please ask for Rachel Appleyard
Direct Line: 01246 34 5277
Email committee.services@chesterfield.gov.uk

The Chair and Members of Cabinet

2 November 2020

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 10 NOVEMBER 2020 at 10.30 am, the agenda for which is set out below.

This meeting will be held virtually via Microsoft Teams software, for which members of the Cabinet and others in attendance will receive an invitation. Members of the public will be able to access the meeting online by following the link [here](#).

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 6)

To approve as a correct record the Minutes of the Cabinet meeting held on 20 October, 2020.

4. Forward Plan

Please follow the link below to view the latest Forward Plan.

Forward Plan

Items Recommended to Cabinet via Cabinet Members

Deputy Leader

- ## 5. Quarter 2 Budget Monitoring 2020/21 & Updated Medium Term Financial Forecast (Pages 7 - 22)

Cabinet Member for Housing

- ## 6. Housing Services - Decant Policy (Pages 23 - 46)

Yours sincerely,



Local Government and Regulatory Law Manager and Monitoring Officer

CABINET

Tuesday, 20th October, 2020

Present:-

Councillor P Gilby (Chair)

Councillors Serjeant
 Blank
 Ludlow
 Holmes

Councillors J Innes
 Mannion-Brunt
 Sarvent
 D Collins

Non Voting P Innes
 Members

*Matters dealt with under the Delegation Scheme

**181 DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

182 APOLOGIES FOR ABSENCE

No apologies for absence were received.

183 MINUTES

RESOLVED –

That the minutes of the meeting of Cabinet held on 29 September, 2020 be approved as a correct record and signed by the Chair.

184 FORWARD PLAN

The Forward Plan for the four month period 1 November, 2020 to 28 February, 2021 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

185 DELEGATION REPORT

Decisions taken by Cabinet Members during September and October were reported.

***RESOLVED –**

That the Delegation Report be noted.

186 COUNCIL PLAN - DELIVERY PLAN 2020/21 HALF YEAR PERFORMANCE REPORT

The Assistant Director for Policy and Communications presented a report detailing the progress on the Council Plan Delivery Plan 2020-21 during quarters one and two.

It was acknowledged that the COVID-19 pandemic had brought significant challenges which in turn had an impact on the authority's ability to deliver the Council Plan.

The significant achievements were noted, as were projects that had strengthened the Council's resilience and ability to respond in a flexible and agile way to the pandemic.

All members of staff at the Council were commended for their hard work which had enabled the achievement of these milestones.

***RESOLVED –**

1. That members note the significant achievements that have been made against the priority areas set out within the Council Plan Delivery Plan and thank staff for their efforts and contributions in achieving this outcome during the Covid-19 pandemic.
2. That Corporate Management Team lead officers for all amber rated milestones meet with relevant key officers to develop improvement plans to support progress in quarters 3 and 4.

3. That the milestones rated as red are re-assessed in light of the impact of Covid-19 on delivery and resource reprioritisation and considered for inclusion in the 2021/22 Council Plan Delivery Plan.

REASON FOR DECISIONS

To progress delivery of the Council Plan Delivery Plan for 2020/21 and maximise positive outputs and outcomes for our communities.

187

PLANNING FOR THE FUTURE - PLANNING WHITE PAPER RESPONSE

The Strategic Planning and Key Sites Manager submitted a report to advise members on the government's consultation on changes to the planning system and sought authorisation to make any changes as necessary in consultation with the Assistant Director for Economic Development and the Cabinet Member for Economic Growth.

The White Paper proposed an extensive review of the Planning System with a clear emphasis on plan making rather than decision taking. The Council's response to the consultation was comprehensive would be submitted by the required deadline.

***RESOLVED –**

1. That the response set out in appendix A of the officer's report be agreed as the Council's response to the Government White Paper 'Planning for the Future'.
2. That the Strategic Planning and Key Sites Manager, in consultation with the Assistant Director for Economic Growth and the Cabinet Member for Economic Growth, be authorised to make such changes and additions to the response as are necessary to ensure a comprehensive response to the consultation.
3. That the Council's Strategic Planning and Key Sites Manager be authorised to submit the Council's response electronically before 11:45pm on 29 October, 2020.

REASON FOR DECISIONS

To respond to the consultation within the required timescale.

DRAFT

Agenda Item 5

For publication

Quarter 2 Budget Monitoring 2020/21 & Updated Medium Term Financial Forecast

Meeting:	Council Cabinet
Date:	16th December 2020 10th November 2020
Cabinet portfolio:	Deputy Leader
Directorate:	Acting Chief Finance Officer

1.0 Purpose of report

- 1.1 To provide Council with an update on the budget position at the end of the second quarter, covering:
 - General Fund Revenue Account
 - General Fund Capital Programme
 - Housing Revenue Account
- 1.2 To meet the requirement in the Financial Procedure Rules to provide Council with regular updates on the Council's financial position.

2.0 Recommendations

- 2.1 That the financial performance of the General Fund Revenue Account for the first half of the financial year and the updated Medium-Term financial forecast be noted (Sections 5 and 7).
- 2.2 That the General Fund reserves position as set out in Section 6 of the report be noted.
- 2.3 That the updated General Fund capital programme as outlined in Section 8 of the report be noted.
- 2.4 That the additions to the General Fund capital programme as set out in paragraph 8.2 of the report be approved.

- 2.5 That the financial performance of the Housing Revenue Account for the first half of the financial year be noted (Section 9).
- 2.6 That the proposed compensation mechanism and cost recovery model to address the income shortfall to the Operational Services Division (OSD) trading account as set out in sections 5.3 and 9.1 of the report be approved.
- 2.7 That the budget preparation guidelines as set out in paragraph 10.1 of the report be approved.

3.0 Reasons for recommendations

- 3.1 To actively manage the Council's finances in the current financial year and forecast forward the emerging budget position to future financial years.

4.0 Background

- 4.1 The Council approved the original General Fund budget for 2020/21 on 26th February 2020. The Band 'D' Council Tax was set at £169.89. The original budget for 2020/21 was established forecasting a surplus of £16k.
- 4.2 All of the indications were that the medium-term outlook would continue to be challenging. The Medium-Term financial forecast approved by full Council on 26th February 2020 showed increasing deficits of £723k in 2021/22 rising to £827k by 2023/24.
- 4.3 The impact of the coronavirus pandemic and the council's response to it in the first quarter of this financial year led to a revised deficit forecast of £3.246m being reported to members as part of the 'Month 2 Budget Monitoring 2020/21 & Updated Medium Term Financial Forecast' report in July.

5.0 Current Year's Budget

- 5.1 The Council started quarter 2 with a forecast deficit of £3.246m for the financial year 2020/21. At the end of the second quarter this position has improved to an anticipated deficit of £192k at year end. A summary of the key variances is provided in the table below:

2020/21 UPDATED BUDGET FORECAST - TO END OF QUARTER 2		
	£000	Total £000
Surplus at the start of the year		16
Changes reported at month 2		(3,262)
Deficit forecast at the start of quarter 2		(3,246)
Grants and Additional Income:		
MHCLG Covid19 Grant (Tranche 3)	205	
MHCLG Covid19 Grant (Tranche 4)	587	
Coronavirus Job Retention Scheme Grant	197	
Coronavirus Job Retention Scheme Bonus	147	
New Burdens Grant – Business Rates & Discretionary Grants	160	
Derbyshire Business Rates Pool 2019/20	250	
Cultural Recovery Grants (Venues & Museum)	414	
MHCLG Sales, Fees & Charges Compensation	2,000	3,960
Cost Pressures Identified:		
Coronavirus Job Retention Scheme Grant – Contribution to HRA	(319)	
Venues	(151)	
Car Parking	(156)	
Markets & Market Hall	(89)	
Pavements Shopping Centre	(52)	
Business Rates Liability – Vacant Units	(68)	
Commercial Catering	(36)	
Golf Course	(67)	(938)
Other Movements		32
Updated Deficit Forecast		(192)

5.2 Quarter 2 Movements

- 5.2.1 During quarter 2, a third tranche of Covid19 grant was received from the Ministry for Housing, Communities and Local Government (MHCLG) in the sum of £205k (Tranche 3). On the 21st October a further allocation of £587k (Tranche 4) was announced which gives a total to date across all four tranches of funding of £1,889k.
- 5.2.2 The council has continued to submit Coronavirus Job Retention Scheme grant claims to HMRC. The estimate at month 2 was that the council might receive £500k in grant funding through the scheme. It is now anticipated that the council will receive £697k, an increase of £197k. In addition, the council will also be eligible for Job Retention Scheme Bonus payments of £147k on the basis that no furloughed staff have been made redundant. As a proportion of the amount claimed relates to OSD employees, £319k has been transferred to the OSD trading account to offset operational costs.
- 5.2.3 Government has also provided new burdens grant funding of £160k for administering business rates reliefs, and payment of Small Business Grants and Discretionary Grants to local businesses.
- 5.2.4 The council is also set to benefit from an additional windfall payment of £250k from the Derbyshire Business Rates Pool for 2019/20. This will be finalised and paid over once all councils included in the pool have submitted their audited figures. The deadline for this is 30th November 2020.
- 5.2.5 During quarter 2, MHCLG launched an income compensation scheme which partially reimburses local authorities for lost income from sales, fees and charges in 2020/21 as a result of the pandemic. We have recently submitted the first claim to MHCLG for the period April to July for £998k. We estimate that this will provide around £2m of income to the council by year end. MHCLG have indicated that claims will be subject to assurance testing before payment is made. A breakdown of the £998k claimed to date by service area is detailed below: -

Service Area	Net Claim (April to July) £000's
Car Parking	383
Sport Facilities	486
Cultural Venues	101
Commercial Catering	28
Total	998

- 5.2.6 Estimates of the initial impact of Covid19 on income generation were reflected in the month 2 budget monitoring report to members. These have been revised based on the latest position and assumptions at quarter 2. This has resulted in further reductions in income at Venues (£151k), Car Parking (£156k), Markets and Market Hall (£89k), Pavements Shopping Centre (£52k) and Commercial Catering (£36k). Some of these income losses are partially offset by MHCLG's income compensation scheme. However, the income compensation scheme excludes reimbursement for lost rental income.
- 5.2.7 Demand for industrial/commercial and retail units has fallen due to the Covid19 pandemic. This has resulted in an additional cost pressures of £68k as the council is liable to pay business rates on void units.
- 5.2.8 Sheffield International Venues have recently advised the council that the current lease arrangements for Tapton Park golf course are no longer viable and have requested financial assistance to allow them to continue to operate the facility. The impact of agreeing a rent holiday for 2020/21 has been included in the quarter 2 financial position.

5.3 OSD Trading Position

- 5.3.1 In the first three months of the financial year 2020/21, with the exception of emergency work and work on void properties, OSD staff were unable to carry out any non-emergency responsive repairs, planned maintenance or capital works. It is also the case that post the lifting of lockdown restrictions new safe working practices have had to be introduced, which have increased the time taken by OSD operatives to carry out particular work activities. As a result, OSD reported a trading deficit at the end of August of £2.6m.
- 5.3.2 A high proportion of OSD's work is HRA funded. If the contract for this work had been awarded to a third-party contractor, the council would have received a request for additional payments to mitigate the extra costs as a result of the impact of Covid19. This is acceptable practice in the private sector. It is therefore proposed that the council make a compensation payment from the HRA to OSD to meet the additional costs incurred during the lockdown and now being incurred post the lockdown.
- 5.3.3 Going forward, it is also proposed that from 1st September, OSD move to a cost recovery model where the HRA meets in full the costs of providing the service rather than payments being made in accordance with the current schedule of rates. The service is running as close to normal as

possible but there are additional costs being incurred in working in a Covid19 secure way and the current second wave is bound to bring further challenges. A cost recovery mechanism would allow OSD to focus on delivering high levels of customer service for the council's tenants whilst not having to concern itself about achieving a balanced trading position at year end.

- 5.4 Balancing the 2020/21 General Fund Revenue Account
- 5.4.1 All of the council's budget holders have been tasked with carrying out fundamental reviews of the cost centres for which they are responsible in order to identify and agree further savings as part of the in-year annual budget review and resetting process. This will be followed by a 'check and challenge' process involving Assistant Directors and the accountancy team with a curb on all non-essential spend. It is hoped that these activities will bring the General Fund Revenue Account for 2020/21 back into balance.
- 5.4.2 A review of current reserves and provisions is also underway to identify any earmarked monies that could be repurposed to finance any shortfall that the afore mentioned activities fail to address.
- 5.4.3 The outcome will be reported to Cabinet with the first draft of the 2021/22 budget in December.

6.0 Reserves

- 6.1 In addition to the General Working Balance, which is maintained at £1.5m, the Council operates a number of other reserves. Many of the reserves are earmarked and committed for specific purposes, such as property repairs and vehicle & plant replacements.
- 6.2 As is referenced at paragraph 5.4.2, a review of planned commitments against these finite financial resources is currently underway to ensure that they are used in the most effective way and to identify any capacity for reassignment if needed.
- 6.3 There are two major reserves where the Council has wider discretion on how they are used. These are the Budget Risk Reserve and the Service Improvement Reserve. The uncommitted balances in these two reserves currently stand at £1.116m.

7.0 Medium Term Outlook

- 7.1 The medium-term financial plan approved at Council on 26th February 2020 evidenced a more challenging outlook from 2021/22 onwards with annual forecast deficits of at least £700k.
- 7.2 In response to this position, Council approved an action plan to eliminate the forecast deficits over the life of the medium-term financial plan. These were to be developed by officers and approved by members during 2020/21 so that savings could be realised for the start of 2021/22, placing the medium-term financial plan on a path to a balanced position through 2024/25.
- 7.3 However, the impact of Covid19 has meant that in the first six months of the financial year, officer time has understandably been diverted to managing the council's response to the pandemic and to supporting our residents, businesses and communities through the response and recovery stages.
- 7.4 Immediate steps are now being taken to determine how much of the action plan can be delivered between now and the end of the financial year to avoid the need for more difficult decisions to be made as part of the 2021/22 budget setting process.
- 7.5 The table below compares the latest medium-term financial plan with that approved on 26th February 2020:

	Budget Forecasts				
	2020/21 £'000	2021/22 £'000	2022/23 £'000	2023/24 £'000	2024/25 £'000
February 2020 budget Deficit / (Surplus)	(16)	723	767	827	742
Increase / (Decrease) Month 2	3,262	349	242	288	141
Increase / (Decrease) Quarter 2	(3,054)	272	95	99	104
Latest Forecasted Deficit / (Surplus) Quarter 2	192	1,344	1,104	1,214	987

- 7.6 Due to the accounting arrangements for council tax and business rates income, the consequences of any reduction in collection rates in the current financial year will not be felt until the following financial year. The current forecasts in the table above do not include any provision for this.

- 7.7 For council tax, the collection rate at the end of September was 56.7% compared to 57.6% at the same time last year. For business rates, the collection rate was 58.0% compared to 58.4% at the same time last year.
- 7.8 The Government has indicated that any deficits on the collection fund can be spread over 3 financial years rather than the normal one-year period. An analysis of the impact of this on future years' budgets will be included in the final budget reports to Cabinet and Council in February 2021.
- 7.9 The Medium-Term financial forecast is based on the best available information but inevitably there is a degree of risk and uncertainty in some of the assumptions made. The most significant risks and pressures are outlined below:
- **Delivering budget savings** at the required level and at the right time continues to be a challenge. The Council has a good track record of tackling budget deficits and delivering savings although it has become more difficult to achieve as easier options are exhausted. Future budget savings proposals are now focused on several larger savings programmes rather than those delivering smaller savings. Significant savings from the ICT Improvement Programme have been included within the Medium-Term financial forecast and timely delivery of this element of the savings plan is fundamental to achieving a balanced budget in future years.
 - **Fees and charges** income may be affected by further closures imposed by local lockdowns in response to Covid-19 and the state of the economy due to continuing uncertainty around Covid-19/Brexit. This may have a significant impact on the substantial annual income that the council generates from car parks, leisure, cultural events and planning fees.
 - **Property rents** from our industrial, commercial and retail units are also affected by the state of the economy. Current occupancy levels remain high and the Council continues to invest in its rental properties. However, income from the council's interests in the Pavements and Vicar Lane Shopping Centres continues to decline, placing an additional adverse pressure on the Medium-Term financial forecast.
 - **Pay award** uplifts of 2.5% for 2021/22 and future financial years are included in the Medium-Term financial forecast. The pay

award for 2021/22 has not yet been agreed. Each 1% increases the costs to the General Fund by £204k per annum.

- **A programme of capital receipts** from the sale of surplus assets has been a significant source of funding for the capital programme. The pipeline of assets sales is reducing which will mean that future capital projects will have to be funded from borrowing. The costs of servicing this borrowing will create further pressure on the Medium-Term financial forecast; though the council will always look to mitigate this through investing in income-generating assets and schemes.
- **The Council tax referendum limit** for 2021/22 may be capped at 1.99%. This contrasts with the position in 2020/21 where district councils were able to increase council tax by up to 2% or £5. A 1% reduction in council tax equates to £50k per annum.

8.0 General Fund Capital Programme

- 8.1 **Capital Receipts** - To date, £1.1m of capital receipts have been generated during 2020/21. The original forecast for the year was £2.3m and included the first tranche of capital receipts from disposal of the council's interest in land at Linacre. The current forecast of capital receipts for the year is £1.2m due to rephasing of the Linacre receipt. If further large capital receipts cannot be identified by the Council beyond 2021/22 when the 'pipeline' declines, then the capital programme will have to be financed by borrowing. As referenced above, this will place more pressure on the General Fund revenue budget.
- 8.2 A review of under-performing assets is therefore underway to identify any further opportunities for generation of capital receipts.
- 8.3 **General Fund Capital Spend** – the council's original capital programme for 2020/21 was projected to be £20m. The revised position now stands at £16.5m (see appendix A for details). Recent adjustments to the capital programme include:
- Changes to the timing of delivery of the Waterside Basin Square development, Revitalising the Heart of Chesterfield project and Calow Lane Industrial Units scheme;
 - Addition of a new Green Homes Grants programme (£500k), to be fully funded from government grant.
 - Addition of works to Princess Street Play Area (£50k), to be fully funded from external grants;
 - Reprofiling of spend on Disabled Facilities Grants.

8.4 **Net Capital Financing** – The 2020/21 month 2 revised capital programme assumed a break even position. The latest review shows borrowing of £10.9m is required in 2020/21 and £4.2m in 2021/22 to fund the capital programme. Repayment of prudential borrowing in respect of the Town Hall Restack has been deferred in order to utilise the Government’s capital receipts flexibility scheme to support delivery of the Council’s ICT Improvement Programme to fund the increased capital programme. An updated capital programme will be reported to members at full Council in February 2021.

9.0 **Housing Revenue Account (HRA)**

9.1 **Housing Revenue** - Rent arrears have increased in the first five months of the financial year due to the impact of Covid-19. By the year-end it is forecast that rent arrears could be as high as £4.6m, compared with £1.8m at the end of 2019/20. As a result, the bad debts provision has been increased by £605k in the revised budget for 2020/21, to give a total bad debts provision of just under £2.2m (48% of the estimated arrears).

The main areas of spend such as employees, premises and supplies and services are on target, but not expenditure on Housing Repairs, where the impact of Covid-19 resulted in repair work being reduced to just jobs of an urgent nature for the first three months of the financial year. With the introduction of safe methods of working post the lockdown and the consequential impact on the time taken to carry out repairs, housing repair work is still only around 90% of normal activity levels. This had led to a significant underspend in the housing repairs budget.

The additional amount payable to OSD as a contractor’s Covid19 compensation payment, as referred to in paragraph 5.3.2 above, will be met from this underspend.

9.2 **Housing Capital Programme** - At the end of month five there was an underspend of £2.6m on the HRA Capital Programme. It is, however, currently forecast that most of the £30.2m capital budget will be spent by year end, as work on the major schemes has now recommenced.

9.3 **HRA Business Plan** - The 30 Year HRA Business Plan is currently being reviewed to take account of capital underspends in previous financial years, approved revenue carry forward requests, level of right to buy sales, updates to the capital programme and assumptions made in

respect of bad debts, voids, inflation rates etc. The revised Business Plan will be presented to Cabinet at a future date.

10.0 2021/22 Budget Preparation Process

- 10.1 The budget preparation process started in September when budget working papers and guidelines were issued to budget holders. The budgets are prepared on an 'incremental' basis i.e. taking last year's budget as the base and making adjustments for the following:
- Variances that have been reported to and approved by Cabinet.
 - Pay inflation – an allowance of 2.5% per annum each year.
 - Energy and property maintenance inflation based on estimates prepared by the Facilities Maintenance Manager.
 - Contract inflation as specified within contracts – assuming
 - RPI of 1.0% in 2021/22 and 2.5% in future years; and
 - CPI of 0.6% in 2021/22 and 2% in future years.
 - Business rates inflation based on the CPI in the previous September – a rate of 0.6% (tbc) for 2021/22 and 2% in subsequent years is assumed.
 - No inflation on other general items of expenditure including grants to voluntary organisations.
 - Fees and charges increases – to be considered on an individual basis taking account of what the market will bear for each activity but with the objective of achieving the total level of income included in the MTFP.

These budget assumptions will be revised on a continual basis as the Council moves through the budget setting process and as more up-to-date information becomes available. Cabinet is asked to approve the budget setting guidelines.

- 10.2 In terms of future Member reporting processes, the following stages are proposed:
- a) Quarter 2 budget monitoring and updated Medium Term financial forecast report for Cabinet (October) and full Council (December) [this report].
 - b) Approval of the Localised Council Tax Support Scheme for 2021/22 at full Council in December.

- c) Cabinet to consider the first draft of the General Fund budget for 2021/22 in mid-December and the final budget report in February 2021.
- d) Full Council to approve the final budget and council tax for 2021/22 at the end of February 2021.

Updates will also be provided to the Overview and Performance Scrutiny Forum to coincide with the above stages.

- 10.3 Consultation with the public is usually done by holding a one-off community assembly in January. However, this may not be possible due to ongoing restrictions around public gatherings.

11.0 Conclusions

- 11.1 The Covid19 pandemic has had a seriously detrimental effect on the budget position for 2020/21 and future financial years. The current forecast deficit for the year is £192k. Councils have a legal duty to balance their budgets and we must therefore identify appropriate courses of action to eliminate the current deficit.
- 11.2 Officers are continuing to review their respective budgets in light of the post-lockdown restoration of council facilities and services, and work will continue to identify and agree further savings in 2020/21 as part of the budget setting process to reduce the in-year deficit to a position which will require no or only minimal recourse to the use of reserves.
- 11.3 The one-off use of reserves to cover any residual deficit forecasts will have an adverse impact on our financial standing going forward and our ability to fund service developments in future years; and is therefore an option of last resort.
- 11.4 The outlook for future years is also impacted. The ability to deliver the agreed in-year action plan to achieve savings to address predicted deficit forecasts in future financial years is at risk as officers prioritise the council's continuing response to the pandemic. Further revenue pressures are also expected as a result of the pandemic undermining the council's ability to deliver a balanced medium-term financial plan. Work is ongoing to identify those elements of the in-year action plan that are deliverable between now and the end of the financial year.
- 11.5 At the same time there are several risks that could add further pressure to the forecast deficits in future years e.g. Business Rates income, Universal

Credit, the long-awaited Fair Funding review, retail rents, inflation and the state of the economy (post Covid-19 and Brexit).

12.0 Implications for consideration – Council Plan

- 12.1 The first value for money milestone in the Council Plan is to deliver the councils medium term financial plan and actions for 2020/21. This report monitors progress against that milestone.

13.0 Implications for consideration – Legal

- 13.1 There is a legal requirement for the Council to set a balanced budget before the start of each financial year and for the Chief Finance Officer to report on the robustness of the estimates and the adequacy of the reserves. Clearly, there is still work to be done over the coming months to be able to set a balanced budget for 2021/22 in February 2021.

14.0 Implications for consideration – Human resources

- 14.1 There are no human resource implications to consider in this report.

15.0 Implications for consideration – Risk management

- 15.1 Budget forecasting, particularly over the medium term is not an exact science. Assumptions have to be made at the time of writing, but the final outcome could be very different e.g. reduction or increases in government grants, further Covid19 spikes and lockdowns, pay awards, investment returns, etc. A full risks and uncertainties scenario analysis will be included in the final budget setting reports.

16.0 Implications for consideration – Climate Change / Equality and Diversity

- 16.1 Individual equality, climate change and environmental impact assessments are not required for the budget process. These are included as part of the decision-making processes for specific spending options.

Decision information

Key decision number	974
Wards affected	All

Document information

Report author	Contact number/email
Helen Fox	Helen.fox@chesterfield.gov.uk 01246 936273
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
This must be made available to the public for up to 4 years.	
Appendices to the report	
Appendix A	Revised Capital Programme 2020/21

GENERAL FUND CAPITAL PROGRAMME 2020/21

Code	<u>CAPITAL EXPENDITURE</u>	20/21 £'000	Revised June 20/21 £'000	Revised October 20/21 £'000	21/22 £'000	22/23 £'000
8295	Home Repairs Assistance	275	150	100	450	275
8292	Disabled Facilities Grants	2,000	1,000	600	2,600	475
	Green Homes Grants			500		
8988	Town Hall Alterations Phase 2 Preliminary Works		8	17		
8968	Waterside Office Space	7,761	6,478	3,851	3,851	
8959	Northern Gateway - Saltergate MSCP		99	135		
8973	Northern Gateway - Public Realm	709	601	601	431	
8974	Northern Gateway - Enterprise Centre	3,956	4,471	3,975	993	
8989	Chester Street Play Area		47	47		
8998	Stand Road Bowls Pavilion		70	70		
8677	Princess Street Play Area			50		
8930	Relocation of Bowls Club Car Park Whitebanks Close		28	30		
8981	Beetwell Street Car Park		10	17		
8991	IT Project	1,124	1,354	1,354	26	276
8971	Tatpton Terrace Flood Resilience Work		35	35		
	Revitalising the Heart of Chesterfield - Public Realm	1,300	594	300	600	
8745	Revitalising the Heart of Chesterfield - Town Centre		575	350	800	
8995	Calow Lane Industrial Units	367	367	184	183	
	Underpinning Tapton House	50	50	50		
8445	Waste Contract Vehicles	1,635	1,635	1,635		
8678	HS2 Station Masterplan	1,100	2,068	2,318		
	Car Parking Machines		240	240		
	Total Expenditure	20,277	19,880	16,459	9,934	1,026
		20/21 £'000	Revised June 20/21 £'000	Revised October 20/21 £'000	21/22 £'000	22/23 £'000
	<u>CAPITAL FINANCING</u>					
Borrowing - Saltergate						
Borrowing - general		13,600	14,206	10,879	4,224	
Grants & Contributions - see below		4,325	4,525	4,356	4,100	750
Capital Receipts		2,332	1,066	1,141	1,610	1,729
Flood Reserve			16	16		
S106 Reserve						
IT Reserve						
Vehicle and Plant Reserve			47	47		
Home Repairs Reserve (Repaid Improvement Grants)						
IT Transfer to Revenue : Capital Receipts Flexibility		-480	-480	-480		
Repay Prudential Borrowing - Town Hall Restack						
Total resources available in year		19,777	19,380	15,959	9,934	2,479
Less total expenditure in year		20,277	19,880	16,459	9,934	1,026
Net in-year surplus / (deficit)		-500	-500	-500	0	1,453
Surplus / (deficit) b/f from prev yr		500	500	500	0	0
Cum surplus / (deficit) c/f		0	0	0	0	1,453
		20/21 £'000	Revised June 20/21 £'000	Revised October 20/21 £'000	21/22 £'000	22/23 £'000
	<u>CAPITAL GRANTS ETC (Accruals Basis)</u>					
Flood Risk Management Grant - EA			21	21		
Disabled Facilities Grants (BCF / Derbys PCT)		2,265	1,150	700	3,050	750
Green Homes Grants				500		
Home Repairs Assistance Grants (FILT / SSE)		10	0	0	0	0
Revitalising the Heart of Chesterfield - Business Rate Growth Grant		950	519		1,050	
Revitalising the Heart of Chesterfield - D2N2 Grant			650	650		
Stand Road Bowls Pavilion - DCC			30	30		
Stand Road Bowls Pavilion - Sport England			40	40		
HS2 Station Masterplan - D2N2 Grant		1,100	2,068	2,318		
Princess Street Play Area				50		
Chester Street Play Area - Viridor			45	45		
Chester Street Play Area - Friends of Monkey Park			2	2		
Grants Total	Page 21	4,325	4,525	4,356	4,100	750

This page is intentionally left blank

For publication

Housing Services Decants Policy (H000)

Meeting: 1.Cabinet
2.Finance and Performance Board

Date: 1. 10th November 2020
2. 20th October 2020

Cabinet portfolio: Housing

Report by: Assistant Director - Housing

1.1 Purpose of report

1.2 For Cabinet to adopt and approve the use of Housing Services Decants Policy.

2.0 Recommendations

2.1 That Cabinet approves the adoption and implementation of the Housing Services Decants Policy.

3.0 Report details

3.1 The Housing Services Decants Policy sets out how Chesterfield Borough Council (CBC) will assist tenants who have to move out of their homes on a temporary or permanent basis, either due to an emergency situation, where there are planned major works, or as the result of demolition.

- 3.2 The Housing Services Capital Programme includes several large programmes of regeneration to blocks of flats and estates that will require tenants to be moved either temporarily or permanently.
- 3.3 The introduction of the Decants Policy is to ensure that these decants are carried out in a clear, consistent manner and carried out in an efficient and equitable manner.
- 3.4 The Housing Services Decants Policy is attached as **Appendix 1**. The policy covers emergency decants, temporary moves and permanent moves due to refurbishment and/or repair and details the support and assistance that they can expect to receive from the Housing Service.

4.0 Consultation

- 4.1 The Housing Services Decant Policy has been consulted on with tenants. **Appendix 2** shows the results of the consultation.
- 4.2 The feedback on the Decants Policy was positive with comments on the clarity and that was easy to understand.
- 4.3 Two amendments have been made to the draft policy following the consultation. The amendments have been made for clarity.
 - Making a reference to assistance being available if required to help with the disconnection and reconnection of Broadband and other utilities (this service was provided but not explicitly stated in the draft) and
 - The offering of assistance with decorating for those moving permanently again this is offered if requested.

5.0 Human resources/people management implications

5.1 There are no Human Resource Implications.

6.0 Financial implications

6.1 There are no financial implications in adopting the Housing Service Decants Policy. The cost of payments made for disturbance and home loss is taken into account when developing budgets for capital programmes that require the decanting of tenants to take place.

6.2 Other than in an emergency any schemes that requires tenants to be decanted is approved separately by Cabinet either through a direct report or through the annual Housing Capital Programme report.

7.0 Legal and data protection implications

7.1 There are no legal or data protection implication.

8.0 Equalities Impact Assessment (EIA)

8.1 The Equality Impact Assessment is attached at **Appendix 3**. No negative impacts for groups with protected characteristic have been identified.

9.0 Recommendations

9.1 That Cabinet approves the adoption and implementation of the Housing Services Decants Policy.

10.0 Reasons for recommendations

- 11.0 To ensure a consistent approach to the decanting of tenants is introduced.

Decision information

Key decision number	966
Wards affected	All
Links to Council Plan priorities	To reduce inequality and support the more vulnerable members of our communities

Document information

Report author	Contact number/email
James Crouch	9749
Appendices to the report	
Appendix 1	Housing Services Decants Policy
Appendix 2	Consultation responses
Appendix 3	Equalities Impact Assessment

Appendix 1: Housing Services Policy Document

Title:	Decants Policy		
Approved by:	<Assistant Director – Housing> <Cabinet>	Issued:	October 2020
Covers:	Business Planning and Strategy Housing Options Careline and Support Services	Review date:	October 2025

1. Executive summary

- 1.1 The Decants Policy sets out how Chesterfield Borough Council (CBC) will assist tenants who have to move out of their homes on a temporary or permanent basis, either due to an emergency situation, where there are planned major works, or as the result of demolition, including:
- Managing the decant process in an efficient and equitable manner;
 - The support that the Council will provide to a tenant;
 - Assistance with moving to alternative housing;
 - Eligibility for statutory home loss and disturbance payments.

2. Introduction

- 2.1 We aim to maintain and improve our homes to a high standard. To achieve this and meet individual customer needs we may need to decant (move) tenants out to undertake the works. We may need to decant tenants to undertake complete refurbishment of their homes.
- 2.2 It is recognised that moving home can be disruptive, and difficult for tenants of all ages and abilities, but particularly those who are older, in poor health, or have a disability. Therefore, we will ensure that:
- Tenants are consulted about decants, provided with effective accurate information as to the nature and scope of the works and timescales;
 - We give as much notice as possible for tenants to move;
 - We assess the support needs of individual tenants and agree a support package which meets their needs.
 - We assess the households individual and collective needs to identify suitable alternative accommodation, which may be on a temporary or permanent basis.
 - We comply with the Land Compensation Act 1973 (as amended) when making home loss and disturbance payments.
 - We compensate tenants for all reasonable costs.
- 2.3 The policy aims to meet the Council's values in delivering its services. It is customer focused through engaging with affected tenants, dealing promptly and effectively with individual needs, and treating everyone fairly. It takes a 'can do' approach in all Council

services working together to seek and deliver effective solutions for both the Council and its tenants.

- 2.4 The policy embraces the objectives set out in the Council's Corporate Plan 2019-23 and Housing Services Plan 2019-20, through
- Improving quality of life for local people through providing quality housing and improving housing conditions across the Borough
 - provision of advice and support to individuals or groups of tenants, with effective communication and engagement;
 - delivering value for money services, including the capital programme;
 - delivering a flexible, high quality customer focused service that meets individual needs;
 - improving satisfaction with the service.
- 2.5 The policy takes account of appropriate legislation in relation to home loss payments. At the time of publication this is the Home Loss Payments (Prescribed Amounts) (England) Regulations 2020. The policy will take into account and implement any future updates to this legislation.

3. Objectives

- 3.1 The objectives of the policy are to:

- manage decants in an efficient and equitable manner;
- cause the least possible disturbance to tenants who have to decant on either a temporary or permanent basis, assisting them in the moving process, and identifying where additional support or reassurance is required;
- ensure that information, communication, and support is provided throughout the process;
- make reasonable and prompt payments or assistance to those affected, complying with statutory and regulatory requirements.

4. Types of decant

- 4.1 This policy covers emergency decants, temporary moves and permanent moves due to refurbishment and/or repair.

Emergency decant

- 4.2 An emergency decant occurs when a tenant's property becomes uninhabitable due to an immediate risk to health and safety (for example, due to a fire or flood). The household will be offered temporary accommodation with appropriate support and assistance with the intention of them returning to the property as soon as it becomes habitable. Chesterfield Borough Council (CBC) will meet agreed reasonable disturbance costs.

Temporary move

- 4.3 A temporary move occurs when major repairs and improvement works mean that it is not reasonable or possible for the household to remain in the property for the duration of the works. The household will be offered temporary accommodation and appropriate support and assistance with the intention of them returning to the property as soon as the work is completed. CBC will meet agreed reasonable disturbance costs.

Permanent move

- 4.4 When a permanent decant occurs these are dealt with as a management moves, for example:

- (a) Where the property is to be demolished;
- (b) Where a property requires substantial remedial works, and where Housing Services may not be in a position to do the works quickly;
- (c) Where major repairs and improvement works are planned, and the tenant(s) chooses not to return to the property.

The household will be offered alternative permanent accommodation and appropriate support and assistance with the move. Where applicable, CBC will make a statutory Home Loss payment, and meet agreed reasonable disturbance costs.

5. Support and assistance

- 5.1 For all types of decants and moves, we will provide a named liaison/support officer to co-ordinate advice, support and any payments.
- 5.2 All support measures will be agreed with the tenant(s) prior to implementation and the tenant(s) will be required to sign a pro-forma setting out the details and both their and Housing Services obligations.
- 5.3 Support will be tailored to the needs of the household and agreed with them, and where appropriate their family/carers – where family or carers are part of this process, a signed authorisation form will be required from the tenant(s). The support package will make best efforts to meet all reasonable needs and expectations but may be subject to a financial cap.

6. Housing needs

- 6.1 We will work with households to establish re-housing preferences and determine the need for temporary and/or permanent moves. We will make all reasonable efforts to accommodate household's housing requests within our own stock (or in consultation with other registered social landlords if that is an acceptable option for the household), taking into account any existing care and support needs, social and family networks and other individual factors.
- 6.2 We will consider requests from decanted tenants to move back to a redeveloped scheme on the understanding that the design, size and costs (rent and service charges) of the new homes may differ from the original scheme.

6.3 Housing Services the right to take legal action to attempt to remove a tenant once all other reasonable steps have been taken.

7. Payments

Home loss payments

7.1 Home loss payment levels and eligibility are set in legislation and will normally only be paid in the following circumstances:

- The permanent loss of the home, normally due to demolition or other disposal;
- Substantial works are planned which will significantly change the size and/or structure of the home (for example, where the number of bedrooms will change);
- Where there is a change to the designation of the home as a result of the works that are planned (for example, a change in designation from general needs to older persons, and the tenant(s) would no longer be eligible for the accommodation).

7.2 A Home loss payment cannot be claimed in circumstances where the tenant(s) returns to their original home after completion of the works. The payment is only available where the tenant(s) moves on a permanent basis. To be eligible for the payment, tenants must have:

- occupied the property as their sole or main residence for a period of one year prior to the requirement to move, and
- an outright legal interest in the property affected; lodgers and sub tenants are not entitled.

7.3 Where a tenant entitled to a home loss payment dies prior to receiving the payment, a claim may be made by any adult who lived in the property with the tenant for a minimum of one year as their main residence. The claimant must be entitled to succeed to the tenancy. Statutory successors can add the length of residence of a deceased tenant to their own period of tenancy to satisfy the one-year requirement.

7.4 Home loss payments are made per household. If joint tenants make a claim, then the entitlement will be shared equally between them.

7.5 The level of a Home loss payment is set annually by Government to be implemented from the October of that year. As at October 2020 the minimum payment is £6,500.

Disturbance payments

7.5 Disturbance payments are intended to compensate a tenant financially for the actual expenses associated with the need to move. The amount of disturbance payment will vary according to individual cases and are assessed as “reasonable expenses” associated with the move.

7.6 Housing Services will be flexible with regard to disturbance payments and will look to meet reasonable individual requests. Disturbance payments will normally be made directly to the company or individual who has provided the service.

- 7.7 Housing Services reserves the right to establish a cap for disturbance payments overall or individually for budgetary reasons. Examples of items classed as disturbance payments are shown in **Appendix A**.

Eligibility for payments and support

- 7.8 Eligibility for Home loss and disturbance payments starts when the final decision to demolish or significantly alter a scheme or property is agreed by Cabinet. This is not the decision to undertake an options appraisal, commence informal consultation or apply for planning permission.
- 7.9 In cases where a tenant has to move out of a property due to an emergency situation where the property is uninhabitable, but the tenant intends to return, eligibility for disturbance payments and other support will be agreed on an individual basis by the Assistant Director (Housing Services)
- 7.10 Any rent or service charge arrears or other debts to CBC will be deducted from any payments.

Payment of rent and service charges during the decant period

- 7.11 Where there is a permanent move, the tenant will be charged the full rent for that property from the tenancy start date
- 7.12 Where a tenant moves temporarily into accommodation with a lower rent charge (not including service charge) than the property they have moved from, the tenant will pay rent at the lower charge for the duration of their stay
- 7.13 Where the tenant moves temporarily into accommodation with a higher rent charge (not including service charge) than the property they have moved from, the tenant will pay rent at the same charge as the property they have moved from for the duration of their stay, and an adjustment will be made to their rent account.
- 7.14 Where the tenant requests to move temporarily into larger accommodation than that they have moved from, they will pay the full rent for that property for the duration of their stay.
- 7.15 If a tenant chooses to stay with friends or family, or make their own alternative arrangements for temporary accommodation, they will not be charged any rent or service charge associated with the home they have moved from whilst they are not living there.
- 7.16 Where a tenant moves into a property owned and managed by another registered social landlord, Housing Services will reach an agreement with the landlord to cover the differential in costs for the duration of their stay where the rent/service charges of the property the tenant have moved from is less than the one they are temporarily occupying.

Review of rental charges

- 7.17 Prior to works commencing, Housing Services will determine whether the rent of any property affected by the works will be reviewed. This will normally be where the nature of the property has been changed, for example where a property has been made larger or smaller as a result of the works.

- 7.18 Where a decision is made to carry out a review of the rent, the affected tenants will be advised of this during the initial consultation period, in order to assist them in their decision on whether to consider temporary or permanent rehousing.

8. Consultation

- 8.1 Housing Services will consult with affected tenants prior to a decision being made regarding planned and permanent decants. If a decant is required due to an emergency situation consultation will not always be possible.

9. Monitoring and review

- 9.1 This policy will be reviewed at least every five years, or where there is a change to legislation or guidance.
- 9.2 All tenants will be surveyed following their moves and the results used to improve future service delivery as part of any review of the policy.
- 9.3 In the event of any dispute arising that cannot be resolved informally, the Council's complaints process will be used.
- 9.4 Tenants can take any disputes over the level of disturbance payments to a Lands Tribunal.

Appendix A

Examples of Disturbance Payments

The following table outlines where Housing Services will cover payments relating to a permanent or temporary decant.

This list is not exhaustive and other reasonable requests will be considered:

Example	Permanent Decant	Temporary Decant
Removals Company	Make the arrangements for removals to take place, and cover the cost of removals	Make the arrangements for removals to take place, and cover the cost of removals
Travel Costs to view properties	Housing Services will make the arrangements for transportation where a tenant is not able to do this, and in these circumstances will cover all costs.	Housing Services will make the arrangements for transportation where a tenant is not able to do this, and in these circumstances will cover all costs.
Other Travel Costs	Not Applicable	Housing Services will consider requests to cover additional travel costs related to work or education whilst a tenant is in temporary accommodation.
Storage	Not Applicable	Make the arrangements for agreed items to be stored in a secure place for the duration of the decant, and cover all costs associated with this.
Disconnection / Reconnection of Cooker	Yes	Yes
Provision of White Goods	Housing Services will ensure that a suitable cooker is available. It may not be possible for a cooker to be moved from the existing property.	Housing Services will ensure that a suitable cooker is available. It may not be possible for a cooker to be moved from the existing property. Housing Services will consider a request for additional essential white goods, such as a washing machine, based on individual circumstances.

Disconnection / Reconnection of other appliances	Washing Machine, Dishwasher and others as appropriate	Washing Machine, Dishwasher and others as appropriate
Telephone and other utilities	Assistance to arrange for the connection of a landline and other utility connections if required within support package	Assistance to arrange for the connection of a landline, including any associated costs. Assistance with moving other utilities if required within support package
Mail redirection	For a period of three months	For the duration of the decant
Carpets	<p>Housing Services will determine whether it is viable to refit existing carpets and will meet the cost of this if possible.</p> <p>If refitting is not possible, an agreed allowance will be made available for the provision of new carpets where applicable in line with property size, and Housing Services will assist with arrangements for carpets to be fitted.</p>	<p>Housing Services will determine whether it is viable to refit existing carpets and will meet the cost of this if possible.</p> <p>If refitting is not possible, an agreed allowance will be made available for the provision of new carpets where applicable in line with property size, and Housing Services will assist with arrangements for carpets to be fitted.</p>
Curtains	<p>Where possible, Housing Services will assist with the refitting of existing curtains or blinds.</p> <p>Where this is not possible, an agreed allowance will be made available in line with property size.</p>	<p>Where possible, Housing Services will assist with the refitting of existing curtains or blinds.</p> <p>Where this is not possible, an agreed allowance will be made available in line with property size.</p>
Light fittings	Housing Services will arrange for existing light fittings to be transferred and refitted.	Housing Services will arrange for existing light fittings to be transferred and refitted.
Decoration	Where required, Housing Services will undertake to carry out basic decoration of a property in line with the void property standard. The tenant can request to keep the current décor or carry out decoration themselves.	Where required, Housing Services will undertake to carry out basic decoration of a property in line with the void property standard.

Adaptations	Each case will be assessed individually and costs of adapting the property for disabled tenants covered.	Each case will be assessed individually and costs of adapting the property for disabled tenants covered.
Small scale jobs	Not Applicable	Where requested, Housing Services will arrange for small scale jobs to be carried out up to £100 in cost

Housing Services will not cover the cost of any work that has not previously been costed and agreed, and where this is not arranged directly through Housing Services, receipts must be provided for any reimbursement.

This page is intentionally left blank

Housing Decants Policy Survey Report

Contents

1. Summary	1
2. Introduction.....	1
3. Questionnaire results.....	1
4. Equality monitoring	4

1. Summary

Type of survey:	Customer satisfaction
Format:	Web
Date range:	28th August 2020 – 19th September 2020
Total responses:	12

2. Introduction

A decant is where a Chesterfield Borough Council tenant must move out of their home on a temporary or permanent basis due to:

- an emergency situation
- where there are planned major works
- as the result of demolition

To ensure that tenants can clearly see what they can expect from us throughout the decant process, a proposed new policy has been drafted. Before formally adopting the new policy, the tenants' views on the service we are offering and the circumstances in which we will offer it have been sought. This will enable us to make sure that the proposed policy is easily understandable and covers all our tenants needs.

3. Questionnaire results

Q1. Do you think the proposed policy is?

Respondents were able to select one of four options. All responses were positive with all being either 'Yes, fully' or 'Yes partly'.

	Q1. Do you think the proposed policy is?							
	Yes, fully		Yes, partly		No		Not sure	
	Number	%	Number	%	Number	%	Number	%
Easy to understand	9	75%	3	25%	0	0%	0	0%
Informative	8	80%	2	20%	0	0%	0	0%
Detailed enough	8	80%	2	20%	0	0%	0	0%
Helpful	8	80%	2	20%	0	0%	0	0%

Q2. If you had to move out of your property for any of the reasons detailed in the Decants Policy, do you feel that this policy would help you understand the help and assistance you would get?

Respondents were able to select one of four options. All responses were positive with all being either 'Yes, fully' or 'Yes partly'. In addition, respondents were asked for reasons as to why they gave this answer.

	If you had to move out of your property for any of the reasons detailed in the Decants Policy, do you feel that this policy would help you understand the help and assistance you would get?		
	Number	%	Please tell us why you gave this answer
Yes, fully	9	75%	Information is given in an easy to understand form. I understand all of the details of these conditions It is easy to understand If I had to move out, this policy would help me a lot I understand that I might have to move out for work to be carried out It's plain and simple This document is very easy to read and understand, in normal English
Yes, partly	3	25%	It is clear what help the council will give. I have been through this myself some time ago. I found it went well but still found it hard to understand who pays for what, I find this explains in more detail.
No	0	0%	
Not sure	0	0%	

Q3. Do you think 3 months of post re-direction is long enough to enable decanted tenants to change their address details with the companies they use e.g. banks, DVLA etc?

Respondents were able to select one of three options. The results are below.

	Do you think 3 months of post re-direction is long enough to enable decanted tenants to change their address details with the companies they use e.g. banks, DVLA etc?

	Number	%
Yes	8	67%
No	3	25%
Not sure	1	8%

Q4. If a tenant opts for a permanent move, do you think that their new home should be decorated for them as it would be if it were a temporary move, rather than be issued with a decoration allowance?

Respondents were able to select one of three options and were asked to provide a reason as to why they gave their answer.

If a tenant opts for a permanent move, do you think that their new home should be decorated for them as it would be if it were a temporary move, rather than be issued with a decoration allowance?			
	Number	%	Please tell us why you gave this answer
Yes	9	75%	<p>Decorating for tenants would be helpful for those who are unable to do their own decorating, due to ill health/disability and would stop misuse of a decorating allowance.</p> <p>It takes much more than 3 months for all services to reach a new address The decor in my opinion should depend on the state of the property, however a well presented property is more likely to be respected by tenants and kept to standard</p> <p>Moving home is stressful enough so having no decorating to do would be better</p> <p>Some of us can't decorate due to disability</p> <p>They are moving from their already decorated home to another, to add to this, they need to start decorating or re-carpeting to an already stressful situation, isn't exactly fair and the financial allowance is pitiful as I have experienced and spent the entirety of these vouchers on 1 room.</p> <p>Yes, I always said I think that all council houses should be decorated reasonably instead of an allowance and that the house should be left in the same way</p> <p>Temp or permanent, that home should be clean and fresh and looking good ie painted in neutral colours</p> <p>If this is a permanent is should enable the tenant to feel comfortable and settled in their new dwelling.</p> <p>Not everyone is capable of decorating themselves and employing someone to undertake this can be very expensive.</p>

No	2	17%	Because people have different tastes, and would like to put their own stamp on it Because I have got family to help me decorate
Not sure	1	8%	Perhaps tenant could be given a choice here

Q5. Do you have any other comments to make or suggestions to improve the proposed Decants Policy?

Respondents were invited to make any further comments or suggestions. Their responses are below:

Do you have any other comments to make or suggestions to improve the proposed Decants Policy?

Most tenants have Broadband Internet and this would need moving from one property and then back, which could be a cost the Council should consider covering, as it could be a massive expense to the tenant.

Ensure it's explained correctly and amendments updated as soon as possible. The redirect for post should be 6 - 12 months in past experience.

*We give as much notice as possible for tenants to move * This needs to be a minimum length of time for people to prepare say two weeks, obviously excluding emergency decants.

No, I found it very easy to read and understand

Of all the policies I have read, I consider this document to be very well thought through and explained in very good detail.

Q6. So that we can make sure people are receiving messages and information from us, please can you tell us how you heard about this consultation.

Respondents were able to select all options that applied to them. Therefore the percentage results total greater than 100%.

	So that we can make sure people are receiving messages and information from us, please can you tell us how you heard about this consultation	
	Number	%
Via email (I'm a Council tenant)	7	58%
Via email (I'm a Chesterfield Active Tenant (CHaT))	5	42%
Via the Council's website	2	17%
Via the Council's social media	2	17%
Other, please specify: TCP	1	8%

4. Equality monitoring

Q1 What is your gender?

What is your gender?		
	Number of respondents	Percentage of respondents
Male	7	58%
Female	5	42%
Prefer not to say	0	0%

Q2 Is your gender identity the same gender you were assigned at birth?

Is your gender identity the same gender you were assigned at birth?		
	Number of respondents	Percentage of respondents
Yes	12	100%
No	0	0%
Prefer not to say	0	0%

Q3 How old are you?

How old are you?		
	Number of respondents	Percentage of respondents
Under 16 years	0	0%
16 to 24 years	0	0%
25 to 34 years	0	0%
35 to 44 years	0	0%
45 to 54 years	3	25%
55 to 64 years	6	50%
65 to 74 years	3	25%
75 years and over	0	0%
Prefer not to say	0	0%

Q4 Do you consider yourself to have a disability?

Do you consider yourself to have a disability?		
	Number of respondents	Percentage of respondents
No	4	33%
Yes	7	58%
Prefer not to say	1	8%

Q5 What is your ethnicity?

What is your ethnicity?		
	Number of respondents	Percentage of respondents
White British	12	100%
Black or Black British	0	0%
Asian or Asian British	0	0%
Mixed ethnic group	0	0%
Any other ethnic group	0	0%
Prefer not to say	0	0%

This page is intentionally left blank

Chesterfield Borough Council

Equality Impact Assessment - Preliminary Assessment Form

The preliminary impact assessment is a quick and easy screening process. It should identify those policies, projects, services, functions or strategies which require a full EIA by looking at negative, positive or no impact on any of the equality groups.

Service Area: HOUSING SERVICES
Section: ASSISTANT DIRECTOR - HOUSING
Lead Officer: LIZ COOK

Title of the policy, project, service, function or strategy the preliminary EIA is being produced for: **DECANTS POLICY**

Is the policy, project, service, function or strategy:

Existing
Changed
New/Proposed

Q1 - What is the aim of your policy or new service?

The Decants Policy sets out how Chesterfield Borough Council (CBC) will assist tenants who have to move out of their homes on a temporary or permanent basis, either due to an emergency situation, where there are planned major works, or as the result of demolition, including:

- Managing the decant process in an efficient and equitable manner;
- The support that the Council will provide to a tenant;
- Assistance with moving to alternative housing;
- Eligibility for statutory home loss and disturbance payments.

Q2 - Who is the policy or service going to benefit?

The policy will benefit any tenant requiring a move from their property due to either an emergency situation or for planned works ensure they are aware of the service available and what they can expect from the housing service.

Q3 - Thinking about each group below, does, or could the policy, project, service, function or strategy have an impact on protected characteristics below? You may also need to think about sub groups within each characteristic e.g. older women, younger men, disabled women etc.

Please tick the appropriate columns for each group.

Group or Protected Characteristics	Potentially positive impact	Potentially negative impact	No impact
Age – including older people and younger people.	X		
Disabled people – physical, mental and sensory including learning disabled people and people living with HIV/Aids and cancer.	X		
Gender – men, women and transgender.			X
Marital status including civil partnership.			X
Pregnant women and people on maternity/paternity. Also consider breastfeeding mothers.			X
Sexual Orientation – Heterosexual, Lesbian, gay men and bi-sexual people.			X
Ethnic Groups			X
Religions and Beliefs including those with no religion and/or beliefs.			X
Other groups e.g. those experiencing deprivation and/or health inequalities.	X		

If you have answered that the policy, project, service, function or strategy could potentially have a negative impact on any of the above characteristics then a full EIA will be required.

Q4 - Should a full EIA be completed for this policy, project, service, function or strategy?

Yes

No

Q5 - Reasons for this decision:

Adopting the decants policy will not have a negative impact on any group with a protected characteristic.

Please e-mail this form to the Policy Service before moving this work forward so that we can confirm that either a full EIA is not needed or offer you further advice and support should a full EIA be necessary.

This page is intentionally left blank