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The Chair and Members of Scrutiny
Select Committee – Resilient Council

28 February 2024

Dear Councillor,

Please attend a meeting of the SCRUTINY SELECT COMMITTEE – RESILIENT COUNCIL to be held on THURSDAY, 7 MARCH 2024 at 5.00 pm in Committee Room 1. Town Hall, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests Relating to Items on the Agenda
2. Apologies for Absence
3. HRA Budget 2024-25 (Pages 3 - 22)
4. HRA Capital Programme 2024-25 (Pages 23 - 54)
5. Scrutiny Project Groups Progress Updates
6. Scrutiny Monitoring
7. Forward Plan (Pages 55 - 64)
8. Work Programme for the Scrutiny Select Committee - Resilient Council (Pages 65 - 68)

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9. Minutes (Pages 69 - 74)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Head of Regulatory Law and Monitoring Officer

For publication

Housing Revenue Account (HRA) – Budget 2024/25 to 2028/29

Meeting:	Cabinet Council
Date:	27 th February 2024 28 th February 2024
Cabinet portfolio:	Housing
Directorate:	Finance Housing

1.0 Purpose of report

- 1.1 To consider the forecast outturn for the Housing Revenue Account (HRA) for the current financial year, 2023/24.
- 1.2 To consider the draft HRA budget for 2024/25 and the Medium-Term Financial Plan (MTFP) for the years 2024/25 to 2028/29.

2.0 Recommendations

- 2.1 That the forecast outturn for the Housing Revenue Account for the current financial year, 2024/24 be noted.

That Cabinet recommends to full Council that:
- 2.2 The draft estimates for the Housing Revenue Account for 2024/25 and future financial years be approved.
- 2.3 That delegated authority is given to the Service Director – Housing, in consultation with the Cabinet Member for Housing and the Service Director – Finance, within the total funding provision of £700k to identify and progress service transformation projects and spend to save initiatives, and to respond to possible in-year changes in legislation or national housing policy to ensure that the authority continues to meet its statutory obligations and has a social housing offer which is fit for purpose.
- 2.4 That delegated authority is given to the Service Director – Housing, in consultation with the Cabinet Member for Housing, within the total funding provision of £1m (£750k revenue and £250k capital), to progress the immediate procurement of contractors to undertake the work on void properties as set out in **paragraph 4.18** of the report.

3.0 Reasons for recommendations

- 3.1 To provide an updated assessment of the Council's Housing Revenue Account forecast outturn for the financial year 2023/24 and report on the progress made in addressing a number of financial challenges facing the council's Housing Service.
- 3.2 To provide the necessary authority for the council's Housing Service to take forward a number of transformation projects and other response measures to address the ongoing financial challenges facing the social housing sector.
- 3.3 To present a balanced Housing Revenue Account for the financial year 2024/25 for recommendation to full Council.

4.0 Report Details

Background and Context

- 4.1 The Council is required to keep a separate account for its activities as a housing landlord. This is called the Housing Revenue Account (HRA). The HRA is closely governed by the Local Government and Housing Act 1989 and by Determinations made under this Act by the Department of Levelling up, Housing and Communities (DLUHC). The account is ring-fenced and does not receive any subsidy from the Government or from Council Tax, and nor is it allowed to subsidise the General Fund.
- 4.2 As a result of the introduction of self-financing in April 2012 the Council is required to produce a 30-year HRA Business Plan that is financially viable, delivers a reasonable standard of housing for tenants and maintains homes to at least the minimum Decent Homes Standard.
- 4.3 Self-financing has, in the main, improved the financial position of the HRA. The Council can determine its own financial future and can also borrow to finance improvements. Initially the level of borrowing was limited by the Government (the £156m debt ceiling for Chesterfield). However, the borrowing cap was removed by the Government in October 2018 to encourage councils to build new homes. Any extra borrowing must be affordable within the HRA 30-year Business Plan. The debt ceiling provides a useful guide to the extent of borrowing that is affordable within the HRA.
- 4.4 Social rents are usually set according to the Government's National Social Rent Policy and the Welfare Reform and Work Act 2016. In accordance with that policy, rents are allowed to increase by CPI plus 1% until April 2024. The basis for annual rent increases is the September Consumer Price Inflation (CPI) i.e., 6.7% in September 2023. The maximum rent increase for 2024/25 is therefore 7.7%.
- 4.5 On 16th January 2024, Cabinet considered the rent and service charge levels for 2024/25 and agreed a rent increase of 7.7% (based on the latest

Government policy highlighted above) and various service charge increases. These changes have been built into the 2024/25 budget forecast.

- 4.6 Government rent policy has resulted in significant reductions in the resources available to the Council's Housing Service in recent years. The mandated rent cap of 7% in 2023/24 (which was 4.1% less than inflation), had the cumulative impact of removing **£1.5m** of annual income (after voids) in perpetuity, with an estimated loss over the business plan period in terms of income of **£61m**. This is in addition to the impact of the four-year rent reductions imposed by Government between 2016 and 2020, which further reduced the amount of income available to the 30-year Business Plan.
- 4.7 Whilst increasing rent by 7.7% in 2024/25 will provide additional income to the HRA, it falls short of covering off a range of additional cost pressures impacting the Council's Housing Service. Like the General Fund, the HRA has been significantly impacted by the rapid increase in inflation. This has resulted in additional costs relating to pay awards, utilities and contracts, due to material, fuel, and labour cost increases, both in the current financial year, as well as across the MTFP.
- 4.8 The position across the timeframe of the MTFP remains challenging and the Council will have to make difficult decisions to ensure the long-term viability and robustness of the HRA, including reviewing the efficiency of services but also how investment is prioritised. Given the uncertainty of Government policy direction as well as the wider economic climate, this is going to make future investment decisions very challenging.
- 4.9 Given the size and scale of the challenges it is advised that a fundamental review of the HRA Medium Term Financial Plan and 30-year Business Plan be undertaken during 2024, to review the assumptions informing their construct, the finances needed to maintain the Council's housing stock at least to the minimum Decent Homes Standard and achieve compliance with new regulatory standards, and identify the savings and efficiencies that will need to be made over the medium term to maintain a balanced, risk-adjusted and financially resilient Housing Revenue Account.

Financial Position at Year End 2023/24

- 4.10 The deficit for 2023/24 is forecast to be **£858k** (as at period 8), which is an improved position of **£2.223m** against the original budget, primarily due to a number of funding and financing adjustments such as removing the planned **£3.389m** revenue contribution to fund the capital programme and pausing the voluntary repayment of debt (**£1.841m**). Table 1 summarises the forecast outturn for 2023/24 against the original budget:

Table 1: Original Budget 23/24 - Forecast/ Revised Estimate (P8) 2023/24 Movement
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Description	Original Budget 2023/24 £'000	Forecast Estimate 2023/24 £'000	Variance £'000
Net rents	(39,536)	(39,007)	529
Non-Dwelling Rents	(960)	(960)	0
Service Charges and other income	(1,163)	(1,163)	0
Total Income	(41,659)	(41,130)	529
<u>Expenditure</u>			
Supervision and Management -General	9,274	9,402	128
Supervision and Management -Special	2,858	2,879	21
Rent, taxes and other charges	245	548	303
Repairs and Maintenance	10,196	10,716	520
Depreciation and contribution to Major Repairs Reserve	12,132	13,656	1,524
Interest and Debt Management Expenses	4,215	4,186	(29)
Provision for the repayment of debt	1,841	0	(1,841)
Bad Debt Provision	589	600	11
Direct Revenue Financing	3,389	0	(3,389)
Total Expenditure	44,740	41,988	(2,752)
Deficit / (Surplus)	3,081	858	(2,223)
HRA working balance B/F	(6,937)	(6,657)	280
HRA working balance C/F	(3,856)	(5,799)	(1,943)

4.11 The main variances are set out below:

- **Rents** are forecast to reduce by **£529k** due to an increase in the level of void properties. The percentage of void properties currently stands at 3.57%.
- **Supervision and Management** costs are forecast to overspend by **£149k**. This is after allowing for the pay award for 2023/24 of £1,925 on all staff salaries and the impact of an-year pension increase (£210k). The Housing Service has also been faced with increased costs for dealing with disrepair legal claims (£157k), higher costs for dealing with antisocial behaviour (£78k) and higher than budgeted IT software and hardware costs (£187k). There have however been underspends on utility bills and other costs. The 2023/24 budget also included £300k for transformation activities, which has not been fully spent and will be carried forwards into 2024/25.
- **Rent, tax and other charges** are forecasting an overspend of **£303k** mainly due to council tax charged on void properties.
- **Repairs and Maintenance** budgets have been reviewed and the forecast outturn is **£520k** above the original budget. This is due to increased employee costs from the above budgeted pay award

(averaging 5.6% against a budgeted 4%) and an increase in the costs of dealing with housing disrepair claims. This has been partially offset by an underspend on materials within Housing Property Services. The full cost of providing these services is retained within the Housing Revenue Account.

- **Depreciation charges** have increased by **£1.524m** to reflect the increase in valuation of the housing stock. This has been transferred to the Major Repairs Reserve and used to fund the Capital Programme.
- **Provision for the Repayment of Debt.** As agreed by Council on 18th October 2023, the voluntary provision for debt repayment (**£1.841m**) has been paused for 2023/24 and 2024/25 to provide funds to enable the council's Housing Service to take forward a number of transformation projects and other response measures to address the ongoing financial challenges facing the Service and the social housing sector more widely.
- **Direct Revenue Financing.** Direct Revenue Financing relates to the funding of the Council's capital programme. The planned direct revenue financing contribution of **£3.389m** towards the Capital Programme in 2023/24 is not currently deemed affordable due to the scale and nature of the in-year pressures on the Housing Revenue Account.

Financial Strategy 2024/25

- 4.12 The financial strategy for the HRA is to deliver a balanced and sustainable budget which is self-financing in the longer term, and which reflects both the requirements of tenants and the strategic vision and priorities of the Council.
- 4.13 The HRA is not permitted to run at an overall deficit and risks must continue to be identified and managed effectively. A minimum working balance of **£3.5m** (increased annually by inflation) is maintained to avoid the risk of the HRA moving into a position of negative balance in the event of an exceptional cost(s) arising.
- 4.14 It is important to note that the budget projections shown in this report assume that the loss of rental income through bad debt (rent arrears written off) and void (empty) properties continues to be minimised through robust management and control procedures. Should these losses increase above the assumptions contained in the budget there is the real risk that HRA balances will move towards and potentially below the afore mentioned minimum working balance, which is not a sustainable position.
- 4.15 The Medium-Term Financial Plan at **Appendix 1** show that the HRA balance is anticipated to fall to **£5.071m** in 2024/25, primarily due to the increased pressures set out later in the report. The impact of these additional costs has been partially mitigated by the removal of any direct revenue financing contribution to fund the Capital Programme and pausing the voluntary repayment of debt (£1.841m) for a further financial year. Without these measures to reduce costs, the working balance would be below the minimum required level for 2024/25.

Core Planning Assumptions

4.16 The following budget assumptions have been used to produce the draft Housing Revenue Account Budgets.

- Rent levels for 2024/25 have been increased by 7.7% (CPI +1%)
- Rent levels for 2025/26 have been increased by 2.8%
- Rent levels for 2025/26 onwards have been increased by 2%
- The pay award for 2024/25 has been estimated at 3%
- Pay awards for 2025/26 onwards have been estimated at 2%
- General expenditure for 2025/26 has been increased by 2.8%
- General expenditure for 2026/27 onwards has been increased by 2%
- The Void rate to be reduced to 2% by 2025/26
- Debt Repayment (1.5% of balance) at £1.8m per annum to resume from 2025/26

4.17 Details of service pressures and savings proposals are set out in the following paragraphs:

Service Pressures

4.18 New pressures of **£3.673m** have been included within the budget for 2024/25, some of which are one off, whilst **£1.625m** are ongoing and have been built into budgets from 2025/26. These pressures are essential activities but in the short-term represent costs over and above the base budget. However, many of the activities will deliver savings in future financial years. A fuller breakdown of the service pressures is set out in **Appendix 2** but summarised below:

- **New Social Regulator £65k** (one off) – All social landlords are required to pay an annual fee to the new Social Housing Regulator, relative to their stock holding and while we are still awaiting determination of the final figure this represents a prudent estimate of the cost for 2024/25 and future financial years. Whilst the introduction of new standards and requirements are greatly welcomed by the social housing sector, they are placing additional financial burdens on the HRA, which were not contemplated when the self-financing regime was introduced in 2012.
- **Derbyshire Law Centre £22k** (ongoing) - The Derbyshire Law Centre project has proved to be successful in securing better outcomes for tenants who have submitted disrepair claims, and the Council's continuing financial support for the project will help to mitigate the rising costs of dealing with disrepair claims, specifically the fees paid to external solicitors.

- **Local Plan Contribution £15k** (one off) - The strategic housing assessment is a key element of the Local Plan, requiring an annual HRA contribution of £15k towards the costs of refreshing the Local Plan.
- **Void Properties £750k** (one off) – A range of activity is underway to improve the Council’s performance in dealing with voids (empty council homes) – reducing the number and speeding up the relet process. It is recommended that £1m of additional funding be allocated in 2024/25 (£750m from revenue and £250k has been included with the capital programme) for the procurement of external contractors to undertake this work and reduce the backlog of void properties.

The current rate of void properties is 3.57% and it is estimated that this commission will bring 200 empty homes back into use within 2024/25, reducing the void rate to 2.5%. These assumptions have been built into our medium-term financial plan and will deliver substantial savings in lost rent and reduced council tax payments from 2024/25.

Pending the procurement of the external contractors, there will however be additional costs associated with the current levels of void properties in 2024/25; an additional **£427k** in lost rental income and **£267k** in additional council tax payments. The approval of the activity set out above to reduce the level of voids will however mitigate this pressure from 2025/26.

- **Disrepair Claims £250k** (ongoing) - Disrepair claims continue to be a major challenge with case numbers continuing to increase. Whilst the Derbyshire Law Centre project has proven to be successful in terms of improved outcomes for the tenant and reduced expenditure on external solicitors’ legal fees, a budget provision of **£250k** is viewed as needed for the foreseeable future.
- **Corporate Health and Safety Reshape (HRA contribution) £82k** (ongoing). Additional resources are required to support the council’s Housing Service to be fully health and safety compliant, undertake a fundamental review of health and safety policies and procedures, and deliver health and safety improvements.
- **Creation of key posts to deal with compliance, decarbonisation, and other key priorities £427k** (ongoing) – Permanent additional staff are now needed within the Housing Assets and Compliance team , to ensure we can continue to maintain our performance in relation to multiple areas of landlord compliance and keep our tenants safe, as well as attracting inward investment for and coordinating the Council’s stock decarbonisation programme. Funding has been included within the budget for 2024/25 but its allocation will be subject to a separate report to the Council’s Joint Cabinet and Employment and General Committee.

- **Temporary staff to improve customer care and address repairs delays, pending reshape £290k** (one off) – Provision has also been made for the funding of some additional temporary staff, pending a re-structure of the Housing Property Services team. These staff will concentrate on improving customer care, handling complaints more effectively and swiftly, and increasing capacity within the trades' workforce to deal with repairs delays.
- **Legal costs to tackle Antisocial Behaviour £50k** (ongoing). This pressure is based on experience from the current financial year where the Housing Service has had to incur additional legal support costs to enable it to take a robust approach to enforcement action in relation to the anti-social behaviour of a minority of tenants.
- **Lone Worker Devices £25k** (one off) – The purchase of additional lone worker devices is required to keep our officers safe when working alone in tenants' properties.
- **New Fleet Costs £722k** (ongoing) - As set out in the July 2023 report to Cabinet on replacing the Council's vehicle fleet, there is an additional cost to the HRA for the purchase of new vehicles, which will allow the Council to progress plans to decarbonise the fleet, in line with the Council's climate change strategy.
- **Apprentices £80k** (ongoing) – Additional salary costs associated with five new trades apprentices until they have secured permanent posts within the service following completion of required training.
- **Transformation Activities £200k** (one off) – a range of transformation activity is underway to develop a more efficient and effective model of delivering repairs and maintenance services, implement better ICT systems, and undertake a review of red-book staff payment arrangements / terms and conditions.

An additional provision of £500k (£300k in 2023/24 and £200k in 2024/25) was included within the budget as part of the MTFP which was approved in February 2023. This was to allow for investment in service transformation projects, spend to save initiatives and better enable the Council to respond to changes in legislation, or major changes in national housing policy.

The provision for 2023/24 remains unspent and will be carried forward into 2024/25. The total funding for transformation activity in 2024/25 will therefore be £700k.

It is recommended that responsibility for identification of suitable projects and approval of funding for them, is delegated to the Service Director - Housing, in consultation with the Cabinet member for Housing and the Service Director - Finance, who are responsible for ensuring that

the Council continues to meet its statutory obligations and has a housing offer which is fit for purpose.

This programme of activity will lead to HRA savings and efficiencies moving forwards. No corresponding savings arising from the transformation programme have been built into the budget at this time as it is not possible to accurately quantify the level of savings that will be delivered from these activities until the reviews have been undertaken and the details have been confirmed. However, there is an expectation that significant savings will be achieved and built into future budgets as part of the 2025/26 MTFP process.

Savings Proposals

4.19 Savings in 2024/25 include:

- **Savings from Vacant Post (£34k)** – This saving arises as a result of a reduction in General Fund staffing, where the Housing Revenue Account has paid for a proportion of the costs of the vacant post that has been removed.
- **Phasing out Voluntary Sector Advice Agency Grants (£35k in 2024/25 rising to £81k in 2027/28)**. The Council currently provides four community and voluntary sector organisations with core grant funding of £217.7k (64% (£139k) from the General Fund and 36% from the Housing Revenue Account). This proposal is subject to a 12-week consultation period. A further report will be presented for Cabinet consideration and decision on 19 March.
- **Changes to Careline (£260k)** – Cabinet approved the changes to the delivery of the Council's Careline service on 5 February 2024. The reduction in budget reflects the reduced proportion of Careline customers who are also council tenants. This a net saving as there remains an annual HRA contribution to the costs of running the Careline service of £145k.

Budget 2024/25 and Medium-Term Financial Plan

4.20 Table 2 summarises the budget estimates for 2024/25 and compares the movements to the original budget estimates for 2023/24. The MTFP is attached at **Appendix 1** and evidences a working balance, over and above the minimum of £3.5m (updated by inflation), in all years through 2028/29. However, the 2024/25 budget has a gap of **£729k** which has been covered by an allocation from the working balance and, whilst the deficits over the MTFP reduce year on year, it is not until 2028/29 that the MTFP does not rely on the use of the working balance to achieve a balanced budget position.

Table 2: Original Estimate 23/24 - 24/25 Movement			
Description	Original Estimate 2023/24	Original Estimate 2024/25	Variance
	£'000	£'000	£'000
Net rents	(39,536)	(43,247)	(3,711)
Non-Dwelling Rents	(960)	(1,009)	(49)
Service Charges and other income	(1,163)	(1,010)	153
Total Income	(41,659)	(45,266)	(3,607)
<u>Expenditure</u>			
Supervision and Management -General	9,274	11,000	1,726
Supervision and Management -Special	2,858	2,819	(39)
Rent, rates, taxes and other charges	245	513	268
Repairs and Maintenance	10,196	12,660	2,464
Depreciation and contribution to Major Repairs Reserve	12,132	13,656	1,524
Bad Debt Provision	589	656	67
Interest and Debt Management Expenses	4,215	4,692	476
Provision for the repayment of debt	1,841	0	(1,841)
Direct Revenue Financing	3,389	0	(3,389)
Total Expenditure	44,739	45,995	1,256
Deficit / (Surplus)	3,081	729	(2,351)
HRA working balance B/F	(6,937)	(5,799)	1,138
HRA working balance C/F	(3,856)	(5071)	(1,213)

4.21 The original 2023/24 budget estimates were approved on the basis of there being a forecast in-year deficit of **£3.081m**. The original 2024/25 budget shows a decrease in the deficit to **£729k** and an overall HRA working balance of **£5.071m**, which is in line with the financial strategy. The main variances are set out below:

- Rental Income has increased by **£3.711m**, this is the net effect of the agreed 7.7% rent increase and the additional work proposed to reduce the percentage of void properties to 2.5% of the current stock holding.
- There is a small uplift in the bad debt provision contribution of **£67k** to £656k. This will be reviewed periodically, as more tenants transition to Universal Credit and the impact of the current cost of living crisis becomes clearer.
- Supervision and management costs have increased overall by **£1.726m**. Included within this figure is an estimated 3% pay award for 2024/25, £427k for the creation of new posts to deal with compliance, decarbonisation and other priorities, £272k to cover the costs of dealing with disrepair claims, and an £82k contribution towards the costs of the corporate Health and Safety reshape.

This expenditure line also includes the additional provision of £700k (£300k carry forward from 2023/24 and £200k in the existing base 2024/25 plus a £200k new pressure) to allow investment in service transformation projects.

- Repairs and maintenance costs have also increased by **£2.464m**. This sum includes the proposed £750k revenue contribution towards the costs of commissioning external contractors to bring 200 void properties back into use in 2024/25. It also includes £1.2m of new pressures, including provision for the estimated 3% pay award for Housing Property Services staff in 2024/25 and inflationary costs in relation to supplies and materials.
- Depreciation is charged on HRA properties, with the sum calculated (**£13,656**) re-invested in the Capital Programme. The level of depreciation has increased in proportion to the increase in valuation of the Council's stock holding.
- Provision for the Repayment of Debt **£1.841m**. As agreed by Council on 18th October 2023 the provision for the voluntary repayment of debt has been paused for 2023/24 and 2024/25 to enable the council's Housing Service to take forward a number of transformation projects and other response measures to address the ongoing financial challenges facing the Service and the social housing sector more widely.
- Direct Revenue Financing is capital expenditure funded from revenue balances. As is the case for 2023/24, it is not deemed affordable for a direct revenue financing contribution to be made towards the Capital Programme in 2024/25 due to the scale and nature of the current pressures on the Housing Revenue Account.

30-year Business Plan and Working Balance

- 4.22 There is a requirement for the Housing Revenue Account (HRA) Business Plan to forecast over a 30-year period. This provides a financial assessment of the affordability and viability of the Council's vision and priorities for the borough's housing service. The aims of the Business Plan should be to ensure:
- That the HRA working balance does not go into a negative position (there is a legal requirement for the working balance to remain in a surplus position)
 - That HRA loans can be repaid as they fall due (or be refinanced)
 - That interest on the loans is affordable.
 - That there is sufficient funding available to ensure that the stock can be maintained as a minimum to the level of the Decent Homes Standard.
 - That the Plan is sufficiently well resourced to ensure that compliance with regulatory standards can be achieved.
- 4.23 The Business Plan measures the expected cashflows coming into the Housing Service and those going out on an annual basis. The Business Plan combines the HRA, which accounts for revenue cashflows, and the Capital

Programme, which provides for investment in the existing stock and funding to meet the Council's development aspirations. Taking the two together, we are able to estimate whether there are sufficient revenue balances to fund both the Council's revenue and capital plans for its housing stock.

- 4.24 The increase in costs set out in the MTFP, lower than inflationary increases in income and the need for increased spending on the Capital Programme, has and will continue to have a detrimental impact on HRA balances and reduce the HRA's ability to provide a direct revenue contribution towards capital spending. This will necessitate the requirement for additional borrowing (if within the parameters of the Business Plan) or for spending to be scaled back either on service provision or on the Capital Programme.
- 4.25 Given the uncertainty of Government policy direction as well as the wider economic climate, future investment decisions will be very challenging, given these are significant, long-term investments and how critically important it is for the Council to be able to ensure the long-term viability of the HRA.
- 4.26 The Business Plan has been refreshed based on the assumptions set out in this report to take account of the increased cost pressures, the cost-of-living challenges facing tenants, the enhanced focus on compliance and regulation, and the time for planned transformation activities to deliver the required efficiencies. Whilst the working balance is above the minimum requirement the Business Plan is showing signs of distress over the medium-term.
- 4.27 As is evidenced in **paragraph 4.18**, there are a range of service pressures and investment requirements, especially service transformation activities, totalling **£3.672m** in 2024/25 and **£1.625m** ongoing, which have had a detrimental financial impact on the Business Plan. The HRA Business Plan is a long-term forecast based on a multitude of assumptions, where even minor changes in the core assumptions can have a material impact on the viability of the Plan. Whilst there is an expectation that the planned transformation activities will lead to savings and efficiencies, these have not been able to be built into the Business Plan as it is not possible to accurately quantify the level of savings that will be delivered until the necessary work has been undertaken.
- 4.28 Over the 5-year MTFP, there is a requirement to deliver balanced budgets. However, for 2023/24 there is a forecast deficit of **£858k** which will need to be wholly covered by the HRA working balance. The 2024/25 budget currently shows a gap of **£729k** and, whilst the forecast deficits over the MTFP reduce year on year, it is 2028/29 before there is no reliance on the use of the HRA working balance to deliver a balanced budget.
- 4.29 The HRA working balance is a statutory reserve that should hold sufficient revenue funds to meet unexpected, unplanned expenditure and / or shortfalls in income. The level of the working balance has been reviewed based on a thorough assessment of budget risks and uncertainties and whilst it is sufficient for 2024/25, this position has only been achieved by the

removal of Direct Revenue Financing, as this is no longer deemed affordable, and the pausing of voluntary debt repayment for a second year.

5 Alternative options

5.1 There are no alternative options to consider.

6 Implications for consideration – Financial and value for money

6.1 The report in its entirety deals with financial and value for money implications.

7 Implications for consideration – Legal

7.1 The HRA is governed by requirements of the Local Government and Housing Act 1989 and by Determinations made by the Department for Levelling-up, Housing and Communities under the terms of the Act.

8 Implications for consideration – Human resources

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

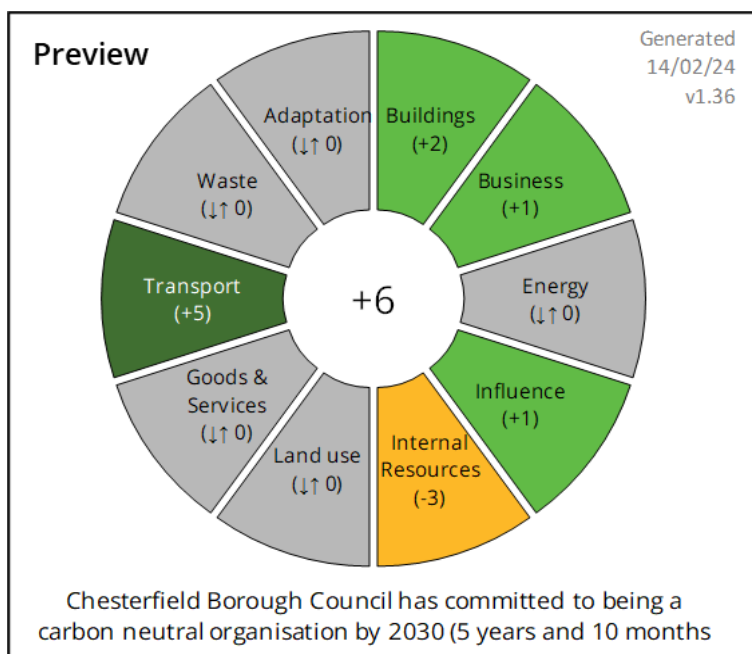
9 Implications for consideration – Council Plan

9.1 In preparing the HRA for 2024/25 and updating the MTFP, detailed consideration has been given to the need for the resourcing levels to be suitable and sufficient for the Council to deliver in full on the priorities and objectives that it has set out within the Council Plan in relation to its statutory responsibilities as a social housing landlord.

9.2 The preparation of sustainable and balanced HRA budgets over the medium term is also a key activity in contributing to delivery of the second Council Plan priority 'improving the quality of life for local people.'

10 Implications for consideration – Climate Change

10.1 Climate Change has been a key consideration during the development of the HRA budget for 2024/25 and the MTFP. Climate Change Impact Assessments are undertaken for specific spending options and activities and form a key part of informed decision making. The MTFP makes appropriate allocations to provide the required staffing resources and project funds needed to support the Climate Change Strategy and the delivery of the Climate Change Action Plan and 2030/2050 targets.



11 Implications for consideration – Equality and diversity

11.1 Equality and diversity has been a key consideration during the development of the HRA for 2024/25 and the MTFP. Individual equality and diversity impact assessments are undertaken as part of the decision-making processes for specific spending options.

12 Implications for consideration – Risk management

12.1 There are a number of significant risks inherent in any budget forecasting exercise and the risks increase as the period covered increases. The key budget risks for the HRA are detailed below:

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
2023/24 overspending	High	Medium	Enhanced monitoring in place during the latter part of 2023/24. Forecasting tool rolled out to budget managers. Weekly meeting between Housing and Finance.	Medium	High
Future economic changes / accuracy of the budget assumptions / Budget assumptions do not cover	High	High	All budget assumptions reviewed as part of the budget process. Inflation for pay at 3% and materials and contract inflation built into the MTFP. Maintaining a	High	Medium

inflationary impact			minimum working balance of £3.5m. Active monitoring and management of in-year budgets to identify cost pressures and income shortfalls at the earliest opportunity.		
Capital programme slippage relating to in Housing Property Services. Non recovery of costs will impact on revenue account	High	Medium	Monthly review of recharge account. Capital programme on track as at period 9. 2023/24 budgets adjusted to take account of current activity.	Medium	High
The impact of the cost-of-living crisis on bad debts	Medium	High	Active monitoring and management of debt levels and collection rates. Ensuring sufficient provision to cover the writing off of bad debt	Medium	High
The impact of Universal Credit on bad debts	Medium	Medium	Active monitoring and management of debt levels and collection rates. Ensuring sufficient provision to cover the writing off of bad debt	Medium	Medium
Ability to deliver the capital programme and maintain Decent Homes standard	High	High	Regular meetings with both internal & external contractors to identify any slippage at the earliest stage and to put in place mitigating actions to recover slippage and prevent any further slippage.	Medium	Low
Repayment of Right to Buy receipts if the new build programme is not completed as planned	High	Medium	New legislation means that the repayment of right to buy receipts is only triggered if they are not used within 5 years. The Council's new build plans will ensure that the receipts are all used within the extended timescale.	Low	Low
Policy changes including future limits on rent increases	High	High	Increasing rents to the maximum allowance possible	Medium	Medium

			<p>will protect income for future years. Funding built into the MTFP for transformation activity including creation of key posts to deal with compliance, decarbonisation, and other key priorities. In addition, funding for investment in service transformation projects, spend to save initiatives and to better enable the Council to respond to changes in legislation, or major changes in national housing policy.</p>		
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Decision information

Key decision number	
Wards affected	All

Document information

Report authors	Contact number/email
Theresa Channell Cynthia. Shumba	Theresa.channell@chesterfield.gov.uk 01246 936275 Cynthia.shumba@chesterfield.gov.uk
Background documents	
These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	
Annexes to the report	
Appendix 1	Statutory HRA Operating Account
Appendix 2	Pressures

Appendix 1

HRA Medium Term Financial Plan 2024/25 to 2028/29

Detail	2024/25 Budget £'000	2025/26 Budget £'000	2026/27 Budget £'000	2027/28 Budget £'000	2028/29 Budget £'000
<u>INCOME</u>					
Net Rents	(43,247)	(43,828)	(44,694)	(45,569)	(46,513)
Non-Dwelling Rents	(1,009)	(1,036)	(1,055)	(1,074)	(1,094)
Service Charges and Other Income	(1,010)	(1,033)	(1,069)	(1,069)	(1,078)
Total Income	(45,266)	(45,897)	(46,818)	(47,712)	(48,685)
<u>EXPENDITURE</u>					
Supervision and Management -General	11,000	10,522	10,697	10,911	11,129
Supervision and Management -Special	2,819	2,885	2,943	3,002	3,062
Rent, rates, taxes and other charges	513	253	258	263	268
Repairs and Maintenance	12,660	11,798	12,034	12,274	12,520
Depreciation and contribution to Major Repairs Reserve	13,656	13,620	13,528	13,528	13,528
Interest and Debt Management Expenses	4,692	5,284	5,290	5,408	5,550
Provision for the repayment of debt	0	1,841	1,813	1,786	1,759
Bad Debt Provision	656	536	547	558	569
Direct Revenue Financing	0	0	0	0	0
Total Expenditure	45,995	46,739	47,110	47,730	48,385
Deficit/ (Surplus)	729	842	310	17	(299)
HRA working balance B/F	(5,799)	(5,071)	(4,228)	(3,919)	(3,902)
HRA Balance CF	(5,071)	(4,229)	(3,919)	(3,902)	(4,201)

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Appendix 2

Housing Revenue Account Pressures

Detail	2024/25 £	2025/26 £	2026/27 £	2027/28 £
New Social Housing Regulator	65,500	67,334	68,681	70,054
Derbyshire Law Centre project	22,000	22,616	23,068	23,530
Local Plan Contribution	15,000	0	0	0
Void Properties to external contractor	750,000	0	0	0
Lost rent on Voids	427,088	0	0	0
Council Tax on void properties	267,228	0	0	0
Disrepair Claims (£100k within HPS)	250,000	257,000	262,140	267,383
Corporate H&S reshape - HRA Contribution	81,509	83,791	85,467	87,176
Creation of key posts to deal with compliance, decarbonisation and other key priorities	427,000	438,956	447,735	456,690
Temporary staff to improve customer care and address repairs delays, pending reshape (HPS)	290,000	0	0	0
Legal costs to tackle Antisocial behaviour	50,000	51,400	52,428	53,477
Lone Worker Devices	25,000	0	0	0
New Vehicle Fleet	722,639	621,426	633,855	646,532
Apprentices	80,000	82,240	83,885	85,562
Transformation Activities	200,000	0	0	0
Total Pressures and Growth	3,672,964	1,624,763	1,657,259	1,690,404

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For publication

Housing Capital Programme: New Programme for 2024/25 through to 2028/29 (HC000)

Meeting:	Cabinet Council
Date:	27 February 2024 28 February 2024
Cabinet portfolio:	Housing
Directorate:	Housing
For publication	

1.0 Purpose of the report

- 1.1 To seek approval for the Housing Capital Programmes for 2023/24 and 2024/25 and to provide an indicative programme for 2025/26 to 2028/29.

2.0 Recommendations

- 2.1 That Cabinet recommends to Full Council that the Housing revised Capital Programme for 2023/24 be approved.
- 2.2 That Cabinet recommends to Full Council that the Housing Capital Programme for 2024/25 be approved and its procurement, as necessary, be authorised.
- 2.3 That Cabinet recommends to Full Council that the Housing Capital Programme for 2025/26 to 2028/29 be provisionally approved.
- 2.4 That delegated authority is given to the Service Director – Housing, in consultation with the Cabinet Member for Housing and the Service Director – Finance, to vire between programmes and budgets as necessary, to manage and deliver the Capital Programme for 2024/25 as set out in the report.

3.0 Reason for recommendations

- 3.1 The Council as a social landlord has a legal duty to ensure that all its properties are fully compliant and maintained to Decent Homes standards.

4.0 Report details

Capital Programme – 2023/24

- 4.1 The 2023/24 Programme has been revised to recognise changes during the year. The principal change is the delayed start of major new build schemes at Staveley and Middlecroft, due to the Covid pandemic and a main contractor going into liquidation. The delayed works have been incorporated into the revised 2023/24 and 2024/25 Programmes (please see Appendix 1).

Capital Programme – 2024/25 to 2028/29

Investment in existing housing stock

- 4.2 The 2022 Stock Condition Survey was carried out by Savills, identifying that the condition of the housing stock had improved since the previous survey in 2017. This demonstrates that the Council has directed expenditures from its previous Programmes into the right areas with significant investment being made in relation to typical decent homes works, such as kitchens, bathrooms, electrical installations, heating renewals and external doors and windows.
- 4.3 The proposed 2024/25 Programme has been designed to ensure stock achieves and maintains 100% decency. Currently, 99.7% of the housing stock meets the Decent Homes Standard (as of December 2023) and we fully anticipate this to reach 100% during 2024/25.
- 4.4 One of the main focusses of the programme remains the modernisation of properties to maintain the Decent Homes Standard, with the balance of activity over the next 12 months concentrating on building elements such as kitchens, heating renewals, roofs and windows, and further improvements to external estate environments.
- 4.5 The work programmes for 2024/25 until 2028/29 continue to be prioritised in line with the level of investment needed according to the 2022 stock condition survey, and the amount of recent expenditure on repairs and maintenance. The areas with the highest level of need and expenditure will receive work in the first year, reducing to year 5, with the work being packaged into four distinct types, with routine decent homes internal work e.g. kitchens, bathrooms, heating, rewires continuing on a year-by-year basis depending on whether that work is required to ensure the property continues to meet the Decent Homes Standard. The other packages include:
- Externals – Works to the exterior of a property for example windows, doors, roofs, pointing and external wall insulation
 - Blocks – Exterior work as described above to blocks and communal areas of flats
 - Environmental – Fencing, gates, footpaths
- 4.6 The fire risk improvement works to blocks (identified in the Compliance Review undertaken by Savills in December 2019) are progressing well and will continue to reflect the recommendations of the planned programme of Fire

Risk Assessments to be undertaken on a 5 yearly cycle; and stratified in accordance with risk priority.

- 4.7 The Stock Condition Survey in 2022 identified that approximately 6% of the housing stock surveyed was experiencing issues with damp and mould, although a recent exercise showed that this has reduced by approximately half to 2.7%. This is due to recent focused activity and prioritisation of repairs to address damp and mould problems. Significant investment has been ringfenced in the Capital Programme to deal with these cases, which are expected to rise again due to fuel poverty and the cost-of-living crisis.
- 4.8 Investment in blocks will continue through the block refurbishment programme, with the next scheme to complete being Newland Dale (expected in February 2024) and Loundsley Green commencing in 2024/25.
- 4.9 The refurbishment of Aston Court, changing the use to general needs housing accommodation is due to complete in February 2024, and the construction of three new traditional build terraced properties will start on completion of the refurbishment project.
- 4.10 Based on the prior approval of the indicative Programmes for future years in 2023/24, some of the programmes of work for 2024/25 have already been procured, to ensure timely delivery.
- The Central Heating Programme, to remove the risk of large-scale heating failures as a result of the age of the boilers and non-availability of the required parts.
 - The kitchen and window replacement programmes, the largest areas of works to ensure that properties maintain the Decent Homes Standard.
 - The roofing programme, in conjunction with the renewal of chimneys, soffits, fascias and rainwater goods, to minimise the need to scaffold, although this will be a much-reduced programme due to the extensive roofing works undertaken over the past few years.
 - The replacement programme for aging UPVC windows and doors.
 - Programmes of external work to blocks of flats, in conjunction with estate environmental improvements, garage site improvements and the renewal of fences, gates, footpaths and drives for general needs properties. The indicative Blocks Refurbishment Programme is attached at Appendix 3.
- 4.11 The investment proposed in the Programme will make a significant contribution to improving the energy efficiency of the Council's housing stock. In delivering programmes of work, for example the block refurbishment programmes, specific consideration will be given to energy efficiency and the

components used in window replacements. Heating replacement systems will also be regularly reviewed to ensure improved SAP ratings (the calculation that is required in order to produce a Predicted Energy Assessment and an Energy Performance Certificate) and make positive reductions to tenants' utility bills whilst also contributing to the Council's decarbonisation targets.

- 4.12 A decarbonisation feasibility study has been undertaken for a pilot scheme at one of the sheltered schemes, Brocklehurst Court to work towards meeting the 2030 Council Climate Change target and a feasibility study is planned for 2024/25 to identify options available to enable Housing Services to meet the 2050 target.
- 4.13 The Programme has been developed in accordance with the funding profile set out in the stock condition survey. By ensuring that work is planned and procured in accordance with this survey, the unit prices identified within the survey should be achievable and not pose any substantial risk of increase due to rising building cost inflation.

Investment in new build

- 4.14 The Council's new build programme will continue with Middlecroft and Westwood Avenue due to complete in 2024/25. An additional new site at Mastin Moor has been identified and the designs submitted to planning. Development is planned to start in 2024/25. All existing and proposed new build schemes are tabulated below:

Project Title	Proposed In-Year Start	Project Duration (Years)	Number of units
Aston Court	2024	1	3
Barrow Hill	2025	2	25
Belmont Drive	2025	1	6
Mastin Moor (2 sites)	2024	2	17
Middlecroft Cluster	2022 (restart 2023)	2	10
Westwood Avenue	2024	1	9
New sites to be identified	2026-2028		24
Total Units in Plan			94

- 4.15 Business cases for the additional projects identified at Barrow Hill, Belmont Drive and any new sites will be submitted for approval at a later date.

- 4.16 All new housing projects are being designed and built to standards that exceed the minimum standards set out in Part L Conservation of Fuel and Power of the current building regulations, through installation of energy efficient boilers and increased levels of insulation in floors, walls, and ceilings. The developments will also include cycle stores, electric car charging points and rainwater recycling through collection points in gardens, to improve sustainability; and water usage will be calculated and features such as perforated taps and low flow baths introduced to reduce consumption.

Investment in acquisitions

- 4.17 It is also proposed that the council's successful programme of strategic housing acquisitions continues, to allow the purchase of properties which meet housing need, thus increasing the Council's housing stock. Seven new units were acquired at Newhall Road in August 2023.
- 4.18 All future proposed acquisitions are tabulated below:

Project Title	Proposed In-Year Start	Project Duration (Years)	Number of units
Linacre	2026/2027	4	28
Total units in Plan			28

5.0 Alternative options

- 5.1 Various options have been considered in terms of the content and scale of the Programme, but in order to ensure the Council's housing stock remains in a decent condition, and to achieve the necessary balance between affordability and ambition, the Programme attached as Appendix 1 is recommended as the best option.

6.0 Implications for consideration – Financial and value for money

- 6.1 The table below shows the level of planned investment in the council's housing stock, over the 5-year Programme to 2028/29. This has been informed by the stock condition survey carried out in 2022 by Savills.

Public Sector Housing Capital Programme							
Programme	Revised 2023/24 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £	Total £
Works to existing stock	17,678,810	18,341,430	15,426,371	15,057,534	15,222,248	15,246,872	96,973,265
Other programmed works & compliance	2,011,301	2,419,057	2,244,153	2,222,023	2,205,406	2,281,083	13,383,023

New build and acquisition	2,637,750	9,362,061	6,750,000	2,050,000	4,050,000	4,050,000	28,899,811
Total	22,327,861	30,122,548	24,420,524	19,329,557	21,477,654	21,577,955	139,256,097
Financed by							
Direct Revenue Financing	0	0	0	0	0	0	0
Borrowing	6,200,927	11,615,506	8,662,442	3,758,857	4,783,492	5,097,109	40,118,331
Capital Receipts	2,470,826	4,850,934	2,138,244	2,042,452	3,165,914	2,952,598	17,620,968
Major Repairs Reserve	13,656,108	13,656,108	13,619,838	13,528,248	13,528,248	13,528,248	81,516,798
Total Financing	22,237,861	30,122,548	24,420,524	19,329,555	21,477,654	21,577,955	139,256,097

6.2 The overall financial strategy continues to focus on the maintenance of the Decent Homes Standard, delivering improvements to estate environments, our climate change ambitions and increasing the development programme of new council housing.

6.3 The proposed financing arrangements are shown in the above table. The Programme will be financed from the Major Repairs Reserve, capital receipts and borrowing. Given the challenging financial position of the Housing Revenue Account (HRA) a direct revenue financing contribution towards the Programme is not currently feasible.

6.4 The Council is able to borrow to fund the Programme. Until October 2018 the amount of borrowing was limited to the HRA debt cap, which was a specific maximum amount of borrowing that a council was permitted. For Chesterfield, the notional debt cap is £155m. The debt cap was abolished by the government to allow councils to increase house building. However, although there is no longer a limit on borrowing, all programmes of work will need to comply with the principles of the Prudential Code. In simple terms, this means that all debt must be affordable and sustainable within the rental income of the HRA over the 30-year business plan. New build schemes will, therefore, need to be supported by a robust business plan. The balance of debt at the end of the 5-year Programme is estimated to be £159m, which is above the notional debt cap limit.

6.5 The Council is able to utilise receipts from the sale of council houses to support the Programme. The Council has sold 38 houses to date during 2023/24 (down from the 63 homes sold last year). Additional receipts from Right to Buys, exceeding those in the self-financing assumptions, can be retained in Chesterfield for the provision of new affordable housing. This money must be spent within five years and will require a funding contribution of 60% from HRA resources. The receipts accumulated to date have been spent on delivery of the new build council house programme and property acquisitions.

6.6 The HRA Business Plan has been refreshed based on the assumptions set out in this report and those contained within the HRA Medium Term Financial

Plan. In developing the Business Plan, a number of assumptions have been made around future rent increases, inflation, and interest rates, as well as the levels of voids and right-to-buy. The Business Plan is sensitive to the assumptions made and small changes in any of these variables can, particularly over time, have a significant effect on the sustainability of the Plan.

6.7 Further work will need to be undertaken to review the Business Plan and to further review the assumptions, which may require amendments to both the capital and revenue budgets. The Business Plan will be kept under review as part of ongoing revenue and capital budget monitoring processes.

6.8 The Council is required to demonstrate value for money for all areas of expenditure including for the Housing Capital Programme. The ways in which value for money will be demonstrated include:

- Commissioning work packages from external contractors if they provide overall Value for Money (VFM) to the Council
- Market testing work when and where appropriate through corporately agreed procurement arrangements.

6.9 A value for money exercise was undertaken on the 2023/24 Capital Programme to compare external contractors and internal services, to test commercial competitiveness and ensure the unit values are appropriate. It is recommended that this exercise be repeated in 2024/25 and expanded to include the revenue funded repairs and maintenance work programme.

7.0 Implications for consideration – Legal

7.1 The Council's failure to maintain its homes and comply with legislation could result in risks to tenants' safety and adverse legal implications, including Health and Safety Executive and Regulator of Social Housing investigation and prosecution.

8.0 Implications for consideration – Human resources

8.1 The sustained value of the Programme means that some of the work packages will be available to local contractors, subject to their winning the work in competition.

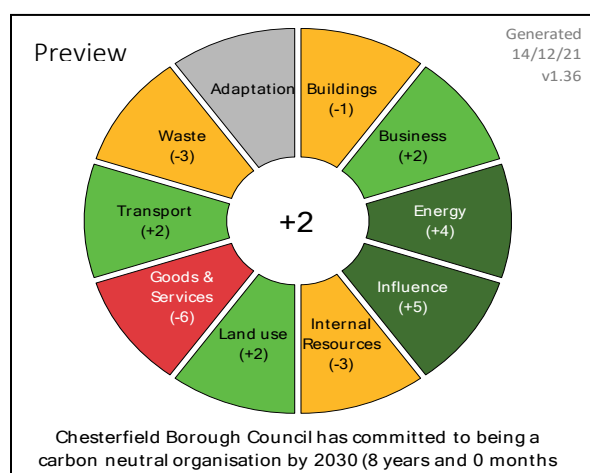
8.2 The Council's in-house Housing Property Services will however continue to deliver a good proportion of the Decent Homes programmes of work.

9.0 Implications for consideration – Council plan

9.1 Delivery of the Housing Capital Programme contributes to the Council Plan priority of *improving the quality of life for local people*.

- 9.2 The Council continues through the Housing Capital Programme to invest in major improvements in our council homes including new kitchens, bathrooms, heating systems, windows and rewiring, contributing towards reduced energy usage and costs.
- 9.3 Housing Services continue to take a key role in the council's corporate arrangements for the procurement of contracts and their management. A clause will be included in all contracts to ensure a proportion of the labour employed by external contractors is from the local area alongside apprentice opportunities.
- 9.4 The Council also continues to improve access to and the quality of public spaces and parking through the completion of estate improvements, e.g. those at Newland Dale.
- 10.1 **Implications for consideration – Climate change**
- 10.1 A climate change impact assessment has been completed. This is attached at Appendix 4.

10.2 The estimated climate impact score of the Capital Programme is +2.



10.3 Whilst there are clear costs associated with the Capital Programme, the benefits outweigh the costs and steps are being taken to minimise the impact on climate change whilst ensuring our buildings are sustainable and fit for purpose in the future.

11.0 Implications for consideration – Equality and diversity

11.1 A full Equality Impact Assessment is attached at Appendix 2.

12.0 Implications for consideration – Risk management

Description of the Risk	Impact	Likelihood	Mitigating Action	Impact	Likelihood
Failure to maintain Decent Homes Standard targets / invest in stock in a timely manner	Medium	Medium	The Programme has been set based on the outcomes from the most recent 2022 stock condition survey in order to ensure that the Decent Homes Standard is met. Resources will be targeted to areas at risk of Decent Homes Standard failure.	Low	Low
Worsening Tenant Satisfaction due to re-phased Capital Programme	Medium	Medium	Ensure that tenants and elected members are involved in any future reviews of the Capital Programme. Publicise the 5-year programme of works to tenants so they	Low	Low

			can see when homes in their community will benefit from improvement work.		
Declining Stock Condition	Medium	Medium	A new stock condition survey will continue to be carried out on a 3 yearly basis to inform the HRA Business Plan and to ensure future investment needs are met. This will include a further detailed survey of the non-traditional housing stock in 2026/27.	Low	Low
Managing slippage on programmes which may result in an underspend on the overall Capital Programme and work being carried forward into future years.	High	High	A 5-year programme of works will allow sufficient time for growth in the workforce to have the capacity to undertake the programmes of work. The 5-year programme will also allow for sufficient planning time to undertake design work, prepare specifications and seek any permissions, undertake any consultations and necessary procurements prior to works starting as soon as possible in any financial year. Regular contract progress meetings with Housing Property Services and external contractors to identify any slippage at the earliest stage and to	Medium	Low

			put in place mitigating actions to prevent any further slippage.		
Health Impacts on occupants	Medium	Medium	Ensure Capital Programme continues to prioritise investment in the non-traditional housing stock, which exhibit the most issues linked with poor health e.g., cold and damp conditions.	Low	Low
Loss of council homes through Right To Buy	High	High	RTB assumptions are made within the HRA Business Plan to reflect this loss of stock.	Medium	High
Additional investment in Fire Risk Works	High	High	Further investment over the period of the 5-year Capital Programme may be required on the blocks accommodation to meet the new regulations and requirements of fire safety.	Medium	Medium

Decision information

Key decision number	<i>All key decisions must be in the Forward Plan at least 28 days in advance. There are constitutional consequences if an item is not in the Forward Plan when it should have been. Contact Democratic Services if in doubt.</i>
Wards affected	All

Document information

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Background documents

These are unpublished works which have been relied on to a material extent when the report was prepared.

Appendices to the report

Appendix 1	Capital Programme
Appendix 2	Equality Impact Assessment
Appendix 3	Blocks Refurbishment Programme
Appendix 4	Climate Change Impact Assessment

HOUSING CAPITAL PROGRAMME - 2024/25 + 4 Year plan	Assumed at revised prices										
PROPOSED INVESTMENT PLAN:	HPS unit rate (from 30yr plan)	2024/25 Provisional	Required Units for Decent Homes	2025/26 Provisional	Required Units for Decent Homes	2026/27 Provisional	Required Units for Decent Homes	2027/28 Provisional	Required Units for Decent Homes	2028/29 Provisional	Required Units for Decent Homes
Compliance:											
Smoke detectors	98	84,240	860	84,240	860	65,000	663	34,020	347	36,600	373
CO detectors	98	64,380	657	76,500	781	38,700	395	16,260	166	40,680	415
Communal Lighting Replacement to blocks	5,530	50,000	9	50,000	9	50,000	9	50,000	9	50,000	9
Asbestos Removal Works	N/a	50,000	N/a	50,000	N/a	50,000	N/a	50,000	N/a	50,000	N/a
Asbestos Management / R&D Surveys	N/a	120,000	N/a	120,000	N/a	120,000	N/a	120,000	N/a	120,000	N/a
Fire Risk Works	N/a	3,000,000	N/a	3,000,000	N/a	2,000,000	N/a	1,500,000	N/a	1,500,000	N/a
Fire Risk Assessments	N/a	100,000	N/a	100,000	N/a	100,000	N/a	100,000	N/a	100,000	N/a
Decent Homes works											
Kitchens	8,180	2,895,720	354	3,202,527	392	3,525,104	431	4,918,256	601	5,041,212	616
Bathrooms + WC	3,689	405,790	110	419,181	114	429,661	116	440,402	119	451,412	122
Decarbonisation / heating solutions	4,000	1,576,000	394	2,256,072	564	2,888,475	722	4,315,135	1,079	4,111,534	1,028
Rewiring	3,500	700,000	200	578,480	165	604,060	173	486,212	139	471,113	135
Property Improvements (External contractor)	N/a	2,000,000	N/a	0	N/a	0	N/a	0	N/a	0	N/a
Roof Renewals inc loft insulation, S&F's, hanging tiles and metal roofs plus chimneys	6,900	1,271,500	184	1,033,517	150	1,059,354	154	1,085,838	157	1,154,255	167
DPC/Damp Works and Pointing General plus render	3,000	249,000	83	309,900	103	317,648	106	260,471	87	100,119	33
Windows	8,000	2,584,000	323	2,010,218	251	1,728,532	216	1,758,722	220	1,989,578	249
Doors	900	190,800	212	135,736	151	81,000	90	86,932	97	30,369	34
Major Refurbishment works											
Blocks Refurbishments inc. environmental works	N/a	3,000,000	N/a	2,000,000	N/a	2,000,000	N/a	0	N/a	0	N/a
Other programmed works											
Internal Soil Stacks	N/a	25,000	N/a	25,000	N/a	25,000	N/a	0	N/a	0	N/a
Structural Works	N/a	300,000	N/a	300,000	N/a	300,000	N/a	300,000	N/a	300,000	N/a
Fences + gates, footpaths + drives inc. new off street parking	1,400	95,350	68	95,350	68	95,350	68	95,350	68	165,350	118
Footpath Proactive Maintenance	N/a	50,000	N/a	50,000	N/a	50,000	N/a	50,000	N/a	50,000	N/a
Disabled Adaptations	N/a	750,000	N/a	750,000	N/a	750,000	N/a	750,000	N/a	750,000	N/a
Capital Administration Fees											
Fees @ 6%	N/a	1,173,707	N/a	998,803	N/a	976,673	N/a	985,056	N/a	990,733	N/a
Acquisitions & New build											
New Build - site to be identified	N/a	0	N/a	0	N/a	0	N/a	3,000,000	N/a	3,000,000	N/a
New Build Construction - Barrow Hill	N/a	500,000	N/a	3,700,000	N/a	1,000,000	N/a	0	N/a	0	N/a
New Build Construction - Belmont Drive	N/a	0	N/a	2,000,000	N/a	0	N/a	0	N/a	0	N/a
New Build construction - Fortem Solutions Limited Infill Site Contract	N/a	4,611,280	22	0	N/a	0	N/a	0	N/a	0	N/a
New Build construction - Henry Boot Mastin Moor Site	N/a	4,200,781	18	0	N/a	0	N/a	0	N/a	0	N/a
New Build feasibility (fees)	N/a	50,000	N/a	50,000	N/a	50,000	N/a	50,000	N/a	50,000	N/a
Property Acquisitions	N/a	0	N/a	1,000,000	N/a	1,000,000	N/a	1,000,000	N/a	1,000,000	N/a
Management and ICT											
Stock condition survey	N/a	25,000	N/a	25,000	N/a	25,000	N/a	25,000	N/a	25,000	N/a
TOTAL		30,122,548		24,420,524		19,329,557		21,477,654		21,577,955	
FINANCED BY											
Revenue Financing		0		0		0		0		0	
Borrowing		11,615,506		8,662,442		3,758,855		4,783,492		5,097,109	
1-4-1 RTB Receipts		3,724,824		1,171,507		76,124		0		0	
Useable Capital Receipts		1,126,109		966,737		1,966,328		1,965,915		1,752,599	
Grants and Contributions		0		0		0		1,200,000		1,200,000	
Major Repairs Reserve		13,656,108		13,619,838		13,528,248		13,528,248		13,528,248	
TOTAL RESOURCES AVAILABLE		30,122,548		24,420,524		19,329,555		21,477,655		21,577,956	

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Chesterfield Borough Council Equality Impact Assessment - Full Assessment Form

<i>Title of the policy, project, service, function or strategy:</i>		Housing Capital Programme for 2024/25 through to 2028/29
<i>Service Area:</i>	Housing	
<i>Section:</i>	Business, Planning & Strategy	
<i>Lead Officer:</i>	Jane Davies	
<i>Date of assessment:</i>	11/23	
<i>Is the policy, project, service, function or strategy:</i>		
<i>Existing</i>	<input type="checkbox"/>	
<i>Changed</i>	<input type="checkbox"/>	
<i>New / Proposed</i>	<input checked="" type="checkbox"/>	

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Section 1 – Clear aims and objectives

1. What is the aim of the policy, project, service, function or strategy?
<i>A brief description of the aims of the policy – use a bullet point list if appropriate</i>
The Housing Capital Programme finances the major repair and improvements to the Council housing stock. Capital Improvement works include kitchen and bathroom replacements, central heating upgrades, roof/chimney replacements, rewiring, window/door replacements, disabled adaptations, health and safety related works.

2. Who is intended to benefit from the policy and how?
<i>Eg. specific sections of the community, employees</i>
The Capital Programme is for the benefit of all Council tenants and in certain instances leaseholders of ex council flats.

3. What outcomes do you want to achieve?

A brief summary of the anticipated outcomes as explained in the accompanying Cabinet/Council report.– use a bullet point list if appropriate

For all tenants to have the opportunity of a Decent Home, which is accessible and suitable for their needs.

4. What barriers exist for both the Council and the groups/people with protected characteristics to enable these outcomes to be achieved?

Eg. conflicting interests, budget limitations etc.

Some tenants have specific cultural requirements e.g. Male workers where only a female Muslim is present, carrying out improvements during specific religious festivals (Ramadam), however work can be planned to meet the requirements of the tenant.

5. Any other relevant background information

Eg. related and/or pre-existing projects and EIAs, cumulative impact, scope etc.

Section 2 – Collecting your information

6. What existing data sources do you have to assess the impact of the policy, project, service, function or strategy?

Eg. information about the workforce affected by the profile, report from prior engagement activity, for example, Are You Being Served.

The ongoing Tenant Participation programme and in particular the consultation activities which take place with tenants before capital improvement works begin, help us to develop programmes of work tailored to the individual needs of tenants with protected characteristics. We also have data available from previous capital improvement works which can give us an indication of future needs.

Section 3 – Additional engagement activities

7. Please list any additional engagement activities undertaken when developing the proposal and completing this EIA. Have those who are anticipated to be affected by the policy been consulted with?

Date	Activity	Main findings
------	----------	---------------

		<i>Brief description of key themes and outcomes of related engagement activity eg. concerns raised and/or how the activity helped to develop the proposal.</i>
Ongoing	Tenant Participation Programme	Range of individual requirements identified with tenants.

Section 4 – What is the impact?

8. Summary of anticipated impacts. *Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories eg. older people, younger people, people with hearing impairment etc.*

	Positive impact	Negative impact	No disproportionate impact
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability and long term conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender and gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women and people on parental leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Details of anticipated positive impacts.

a)	<i>Please provide details of any positive impacts identified in the summary table above and tick the group/s the impact applies to. Delete or add rows below as required.</i>							
	Capital improvements work can include adaptations related to age and disability.							
	<input checked="" type="checkbox"/> Age	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
b)								
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion
c)								
	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender	<input type="checkbox"/> Marriage	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Religion

10. Details of anticipated <u>negative</u> impacts.							
a)	Negative impact:	<p><i>Please provide details of any negative impacts identified in the summary table above and tick the group/s the impact applies to below. Delete or add rows below as required.</i></p> <p>A negative impact could arise where tenants have specific cultural requirements e.g. Male workers where only a female Muslim is present, carrying out improvements during specific religious festivals (Ramadan).</p>					
	Mitigating action:	<p><i>If action has been identified to mitigate against the negative impact, please provide details</i></p> <p>Actions are already in place to mitigate these negative impacts, our Customer Liaison Officers work with the tenants to support them through the improvement work and as the work is planned it can be scheduled in to meet the requirements of the tenant.</p>					
	<input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Marriage <input type="checkbox"/> Pregnancy <input type="checkbox"/> Sexual orientation <input type="checkbox"/> X Ethnicity <input type="checkbox"/> Religion						
b)	Negative impact:	As above in Ethnic Groups.					
	Mitigating action:	As above in Ethnic Groups.					
	<input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Marriage <input type="checkbox"/> Pregnancy <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Ethnicity <input type="checkbox"/> X Religion						
c)	Negative impact:						
	Mitigating action:						
	<input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender <input type="checkbox"/> Marriage <input type="checkbox"/> Pregnancy <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Ethnicity <input type="checkbox"/> Religion						

11. Have all negative impacts identified in the table above been mitigated against with appropriate action?			
<input type="checkbox"/> xYes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<i>If no, please explain why:</i>

Section 5 – Recommendations and monitoring

12. How has the EIA helped to shape the policy, project, service, function or strategy or affected the recommendation or decision?

A brief description of how the proposal has been developed to take into consideration protected groups, outcomes of consultation etc.

The EIA highlighted the importance for strong Tenant participation at an early stage in improvement planning and additional permanent resources for this purpose are part of the report.

13. How are you going to monitor the policy, project, service, function or strategy, how often and who will be responsible?

Include review date etc if applicable

The Housing Capital Improvement Programme is monitored annually.

Section 6 – Knowledge management and publication

Please note the draft EIA should be reviewed by the appropriate Service Manager and the Policy Service **before** WBR, Lead Member, Cabinet, Council reports are produced.

Reviewed by Head of Service/Service Manager	Name:	Vanessa Watson
	Date:	05/02/24
Reviewed by Policy Service	Name:	
	Date:	DD/MM/YY
Final version of the EIA sent to Policy Service	<input type="checkbox"/>	
Decision information sent to Policy Service	<input type="checkbox"/>	

Appendix 3 Blocks Refurbishment Programme

	Block	Ward
	Ashcroft Court 1 block	Old Whittington
	Seaton Court 1 block	Dunston
	Dixon /Brearley Court 2 blocks	Old Whittington
	Willow Garth Road Newbold 5 blocks	Dunston
	Newland Dale 11 blocks	St.Helens
	Aston Court	Staveley
	White Edge Close & Masson Close 7 blocks	Loundsey Green
	Loundsley Green Flats Phase 2 6 blocks	Newbold

Commencement / completion date
Completed 2021/22
Completed 2021/23
Completed 2022/23
Completed 2022/23
Project expected to complete January 2024
Project expected to complete March 2024
Project started November 2023, due to complete November 2024
Work to be scoped and planned from 2025 onwards

Climate Change Impact Assessment

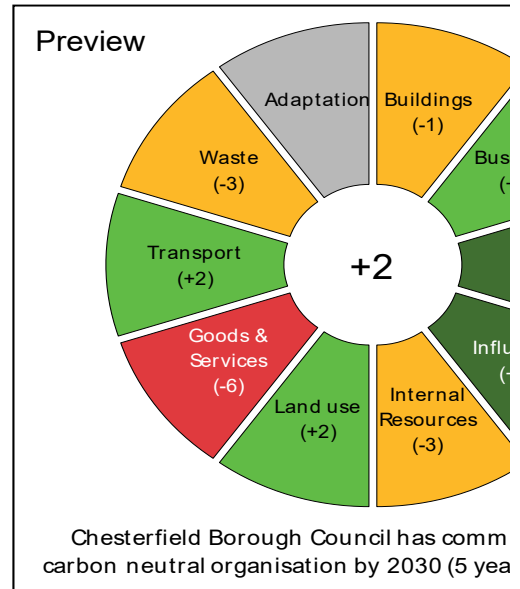
Developed by Chesterfield Borough Council 2022

Report Name	Housing Capital Programme 2024/25
Report date	14/11/23
Report author	Vanessa Watson
Project Notes	Housing Capital Programme including new build, refurbishments, adaptations and programmed works.
Export filename	<i>Housing Capital Programme 2024/25 CCIA 14 11 2023</i>

Category	Impact
Buildings	Building construction
Buildings	Building use
Buildings	Green / blue infrastructure
Buildings	
Business	Developing green businesses
Business	Marketable skills & training
Business	Sustainability in business
Business	
Energy	Local renewable generation capacity
Energy	Reducing energy demand
Energy	Switching away from fossil fuels
Energy	
Influence	Communication & engagement
Influence	Wider influence
Influence	Working with communities
Influence	Working with partners
Influence	
Internal Resources	Material / Infrastructure requirement
Internal Resources	Staff time requirement
Internal Resources	Staff travel requirement
Internal Resources	External funding
Internal Resources	
Land use	Carbon storage
Land use	Improving biodiversity adaptation
Land use	Natural flood management
Land use	
Goods & Services	Food & Drink

Goods & Services	Products
Goods & Services	Single-use plastic
Goods & Services	Services
Goods & Services	
Transport	Decarbonising vehicles
Transport	Improving infrastructure
Transport	Supporting people to use active travel
Transport	
Waste	End of life disposal / recycling
Waste	Waste volume
Waste	
Adaptation	Drought vulnerability
Adaptation	Flooding vulnerability
Adaptation	Heatwave vulnerability
Adaptation	
Other	Other 1
Other	Other 2
Other	Other 3
Other	Other 4

nt Tool (v1.36)



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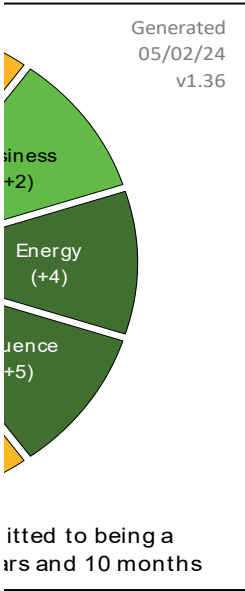
Notes / justification for score / existing work
(see guidance sheet or attached notes for more information)

<p>Large building programme Adding ev points, insulation etc. Small amount of landscaping / suds / habitat creation, net biodiveristy gain</p>
<p>Local contactors - will include new green technologies</p>
<p>solar panels where appropriate good insulation, low ebnergy light fittings heat reclamation no GCH or gas cookers</p>
<p>PR and storytelling re energy efficiency etc</p> <p>consultations and contractors community events improve ability to work with partners on issues like fuel poverty</p>
<p>Major internal resource use</p>
<p>small amount of tree planting small amount of meadow planting SUDS - no net change</p>

building supplies
packaging

EV points, active travel included in design

Steps to recycle materials where possible
short term waste from building projects



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Cheat Sheet

1. We are looking at the effects of this decision (not our past performance, c that represent future decisions)
2. We are looking at the whole impact of the decision (regardless of geogra location or organisational boundary)
3. We are only looking at the climate impact - other environmental impacts, social, economic, wellbeing measures are recorded elsewhere.
4. We need to stay accessible. Click on the "copy alt-text" button above and paste the result into the alt text box for your infographic in word. Click here f guide
5. Your report must include some explanation as well as the infographic. If t decision will have consequences past 2030 you must say so in your report.
6. While there are no other specific rules for writing the summary, some of t you may want to discuss include:
 - What are the biggest costs and benefits of this activity in terms of the clim
 - Are there things that we will have to include in future iterations of this act you have a recommendation?
 - Are there measures already included in your plan to minimise the costs a maximise benefits with respect to climate change?
 - Are there other costs and benefits which are outside the scope of the CC example, does the project have high value in terms of economic or socia which outweighs the climate cost? Is this a valuable climate action which cost elsewhere?

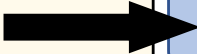
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cost elsewhere:

- What are your ambitions for this activity – what is technically feasible and you think we should be aiming for?
- If we were to carry out the activity in the best possible way for the climate would that look like?
- What method(s) if any are available to monitor our climate performance of activity? This might include internal data (electricity bills, mileage claims etc) external verification process. Is this feasible? If not, why not?
- What are the constraints which stop you doing more? Time, money, expertise, political support, partner buy in, something else?

If you get stuck, contact your friendly local climate change officer

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CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 APRIL 2024 TO 31 JULY 2024

What is the Forward Plan?

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of key decisions to be made on behalf of the Council. This Forward Plan sets out the details of the 'key' and other major decisions which the Council expects to take during the next four month period. The Plan is available to the public 28 days before the beginning of each month.

What is a Key Decision?

Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:

- a decision to spend £100,000 or more from an approved budget, or
- a decision to transfer funds of more than £50,000 from one budget to another, or
- a decision which would result in a saving of £50,000 or more to any budget head, or
- a decision to dispose or acquire any interest in land or buildings with a value of £50,000 or more, or
- a decision to propose the closure of, or reduction by more than ten (10) percent in the level of service (for example in terms of funding, staffing or hours of operation) provided from any facility from which Council services are supplied.

Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in one or more electoral wards. This includes any plans or strategies which are not within the Council's Policy Framework set out in Article 4 of the Council's Constitution.

Are any other decisions included on the plan?

The Forward Plan also includes details of any significant issues to be considered by the Executive Cabinet, full Council and Overview and Scrutiny Committee. They are called "non-key decisions". Non-key decisions that will be made in private are also listed.

How much notice is given of forthcoming decisions?

As far as possible and in the interests of transparency, the Council will seek to provide at least 28 clear days' notice of new key decisions (and many new non-key decisions) that are listed on this document. Where this is not practicable, such key decisions will be taken under urgency procedures (in accordance with Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to information Procedure Rules). This will be indicated in the final column and a separate notice is also published with additional details.

What information is included in the plan?

The plan will provide a description of the decision to be taken, who will make the decision and when the decision is to be made. The relevant Cabinet Member for each decision is listed. If you wish to make representations about the decision to be made, the contact details of the appropriate officer are also provided. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private" and the reasons privacy is required will also be stated. Each issue is also listed separately on the website which will show more details including any Urgency Notices if issued.

How is consultation and Community Engagement carried out?

We want all our communities to be given the opportunity to be involved in the decisions that affect them so before a decision is taken, where appropriate, community engagement activities are carried out. The Council's Community Engagement Strategy sets out a framework for how the Council engages with its customers and communities. Details of engagement activities may be found in reports when published. Alternatively you can contact the officer to whom representations may be made.

Notice of Intention to Conduct Business in Private

Whilst the majority of the business at Cabinet meetings will be open to the public and media to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the Cabinet meetings shown on this Forward Plan will be held partly in private because some of the reports for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

A list of the reports which are expected to be considered at this meeting in private are set out in a list on this Forward Plan. They are marked "private", including a number indicating the reason why the decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

If you would like to make representations about any particular decision to be conducted in private at this meeting then please email: democratic.services@chesterfield.gov.uk. Such representations must be received in advance of 5 clear working days before the date Cabinet meeting itself, normally by the preceding Monday. The Council is required to consider any representations received as to why an item should not be taken in private and to publish its decision.

It is possible that other private reports may be added at shorter notice to the agenda for the Cabinet meeting or for a Cabinet Member decision.

Huw Bowen
Chief Executive

Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website: www.chesterfield.gov.uk



CHESTERFIELD
BOROUGH COUNCIL

Meeting Dates 2023/24

<u>Cabinet</u>	<u>Council</u>
23 May 2023	15-May-2023 17 May 2023
20 June 2023 20 June 2023*	
18 July 2022 18 July 2023*	19 July 2023
19 September 2023 19-September 2023*	
17 October 2023 17-October-2023*	18 October 2023
14 November 2023 14 November 2023*	
12 December 2023 12 December-2023*	13 December 2023
16 January 2024 16-January-2024*	
6 February 2024 6-February 2024* 20 February-2024 20-February-2024*	21 February 2024
19 March 2024 19-March-2024**	
16 April 2024 16 April 2024*	24-April-2024
14 May 2024 14 May 2024*	15 May 2024

*Joint Cabinet and Employment and General Committee

Cabinet members and their portfolios are as follows:	
Leader and Cabinet Member for Economic Growth	Councillor Tricia Gilby
Deputy Leader and Cabinet Member for Finance and Asset Management	Councillor Amanda Serjeant
Cabinet Member for Business Transformation and Customers	Councillor Gavin Baldauf-Good
Cabinet Member for Climate Change, Planning and Environment	Councillor Martin Stone
Cabinet Member for Governance	Councillor Judy Staton
Cabinet Member for Health and Wellbeing	Councillor Jonathan Davies
Cabinet Member for Housing	Councillor Jean Innes
Cabinet Member for Town Centres and Visitor Economy	Councillor Kate Sarvent
Minority Member without portfolio	Councillor Paul Holmes

In addition to the Cabinet Members above, the following Councillors are voting Members of the Joint Cabinet and Employment and General Committee

Councillor Peter Innes
Councillor Maureen Davenport
Councillor Glenys Falconer
Councillor Bob Brock
Councillor Dave Culley
Councillor Gavin Baldauf-Good

(To view the dates for other meetings please click [here](#).)

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decisions							
Key Decision 398	Sale of CBC Land/Property	Deputy Leader	Cabinet Member - Finance and Asset Management	Not before 1st Apr 2024	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3	No
Key Decision 584	Purchase of Property under Strategic Acquisitions and Right of First Refusal Policy	Service Director - Housing	Cabinet Member for Housing	Not before 1st Apr 2024	James Crouch Tel: 01246 345150 james.crouch@chesterfield.gov.uk	Exempt 3	No
Key Decision	Staveley 21: Procurement and Appointment of a Main Contractor (two stage design and build)	Cabinet Member for Town Centres and Visitor Economy	Cabinet Member - Economic Growth, Cabinet Member - Town Centres and Visitor Economy	4 Sep 2023	Abbie Miladinovic, Stephen Wenlock abbie.miladinovic@chesterfield.gov.uk, stephen.wenlock@chesterfield.gov.uk	Confidential 3	No
Key Decision 1187	Tapton Park Golf Course	Cabinet	Cabinet Member - Health and Wellbeing	27 Feb 2024	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Public	No
Key Decision 1204	Property and technical services reshape	Joint Cabinet and Employment & General Committee	Deputy Leader	19 Mar 2024	Neil Johnson Service Director - Economic Growth Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Confidential 1	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 1205	HR and payroll reshape	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation and Customers	16 Apr 2024	Rachel O'Neil Service Director - Digital, HR and Customer Services rachel.oneil@chesterfield.gov.uk	Confidential 1	No
Key Decision 1206	Customer services and support services reshape	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation and Customers	16 Apr 2024	Rachel O'Neil Service Director - Digital, HR and Customer Services rachel.oneil@chesterfield.gov.uk	Confidential 1	No
Key Decision 1211	Asset Management Delivery Plan	Cabinet	Deputy Leader	19 Mar 2024	Christine Durrant Executive Director christine.durrant@chesterfield.gov.uk	Public	No
Key Decision 1214	Senior Pay Policy	Joint Cabinet and Employment & General Committee Council	Cabinet Member - Business Transformation and Customers	20 Feb 2024 28 Feb 2024	Rachel O'Neil Service Director - Digital, HR and Customer Services rachel.oneil@chesterfield.gov.uk	Public	No
Key Decision 1217	HRA Budget 2024/25	Council	Cabinet Member - Finance and Asset Management, Cabinet Member - Housing	28 Feb 2024	Theresa Channell, Jane Davies Service Director - Finance theresa.channell@chesterfield.gov.uk, Service Director - Housing jane.davies@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 1218	HRA Capital Programme 2024/25	Council	Cabinet Member - Finance and Asset Management, Cabinet Member - Housing	28 Feb 2024	Theresa Channell, Jane Davies Service Director - Finance theresa.channell@chesterfield.gov.uk, Service Director - Housing jane.davies@chesterfield.gov.uk	Public	No
Key Decision 1219	General Fund Capital Programme 2024/25	Council	Cabinet Member - Finance and Asset Management	28 Feb 2024	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No
Key Decision 1220	Budget and Medium Term Financial Plan 2024/25	Standards and Audit Committee Council	Cabinet Member - Finance and Asset Management	14 Feb 2024 28 Feb 2024	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No
Key Decision 1221	Council Tax 2024/25	Council	Cabinet Member - Finance and Asset Management	28 Feb 2024	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No
Key Decision 1222	Civic Arrangements for 2024/25	Council	Cabinet Member - Governance	28 Feb 2024	Bethany Fletcher bethany.fletcher@chesterfield.gov.uk	Public	No
Key Decision 1223	Council Plan Delivery Plan 2024/25	Cabinet	Cabinet Member - Finance and Asset Management	19 Mar 2024	Donna Reddish Service Director - Corporate Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 1224	Climate Change Delivery Plan 2024/25	Cabinet	Cabinet Member - Climate Change, Planning and Environment	19 Mar 2024	Katy Marshall Tel: 01246 345247 katy.marshall@chesterfield.gov.uk	Public	No
Key Decision 1225	Modern Slavery Statement 2024/25	Cabinet	Cabinet Member - Governance	19 Mar 2024	Donna Reddish Service Director - Corporate Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 1226	Market Fees and Charges	Cabinet	Cabinet Member - Town Centres and Visitor Economy	19 Mar 2024	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Public	No
Key Decision 1227	Town Centre Events Programme	Cabinet	Cabinet Member - Town Centres and Visitor Economy	19 Mar 2024	Ian Waller Service Director - Leisure, Culture and Community Wellbeing ian.waller@chesterfield.gov.uk	Public	No
Key Decision 1228	Advice Agency Grant Funding	Cabinet	Cabinet Member - Health and Wellbeing	19 Mar 2024	Donna Reddish Service Director - Corporate Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 1229	Commemorations and Flag Flying Policy	Cabinet	Cabinet Member - Governance	19 Mar 2024	Donna Reddish Service Director - Corporate Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 1232	Treasury Management Strategy 2023/24 (including investment and capital strategy)	Standards and Audit Committee	Leader	14 Feb 2024	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Public	No
Key Decision 1233	Future Towns Funding and Board Arrangements	Cabinet	Cabinet Member - Economic Growth, Leader	19 Mar 2024	Neil Johnson Service Director - Economic Growth Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Public	No
Key Decision 1234	Community Governance Review Request Response	Council	Cabinet Member - Governance	24 Apr 2024	Donna Reddish Service Director - Corporate Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 1235	Housing Strategy	Council	Cabinet Member - Housing	24 Apr 2024	Donna Reddish Service Director - Corporate Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No
Key Decision 1236	Deputy Leader and Cabinet Appointments	Council	Leader	24 Apr 2024	Bethany Fletcher bethany.fletcher@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 1237	Council Outside Body Appointments	Council	Leader	24 Apr 2024	Bethany Fletcher bethany.fletcher@chesterfield.gov.uk	Public	No
Key Decision 1238	Committee Appointments	Council	Leader	24 Apr 2024	Bethany Fletcher bethany.fletcher@chesterfield.gov.uk	Public	No
Private Items (Non Key Decisions)							
Non-Key 374	Outstanding debts for write off	Cabinet Member for Business Transformation and Customers	Cabinet Member for Business Transformation and Customers	Not before 1st Apr 2024	Theresa Channell Service Director - Finance theresa.channell@chesterfield.gov.uk	Exempt 3	No
Non-Key 363	Application for Home Repairs Assistance	Cabinet Member for Housing	Cabinet Member for Housing	Not before 1st Apr 2024		Exempt 1, 3	No
Non-Key 367	Lease of Commercial and Industrial Properties	Deputy Leader	Cabinet Member - Finance and Asset Management	Not before 1st Apr 2024	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3	No
Non-Key 368	Application for Discretionary Rate Relief	Cabinet Member for Business Transformation and Customers	Cabinet Member for Business Transformation and Customers	Not before 1st Apr 2024	Carolyn Szadura Revenue Services Manager Carolyn.szadura@chesterfield.gov.uk	Exempt	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Non Key Items							
Non-Key	Member Development Support and Parental Leave Policy	Cabinet	Cabinet Member - Governance	19 Mar 2024	Donna Reddish Service Director - Corporate Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No

CHESTERFIELD BOROUGH COUNCIL

WORK PROGRAMME: SCRUTINY SELECT COMMITTEE – RESILIENT COUNCIL 2023/24

Scheduled Meeting Date(s):	Business Items:	Status:	Raised by:	Cabinet Member Responsibility
06.07.2023	Scrutiny Annual Report	The Service Director – Corporate presented a report to the Committee detailing the work of the Council’s overview and scrutiny committees.	Annual Scrutiny Work Programme 2023/24.	Governance
06.07.2023	Council Plan Annual Performance Report 2022/23	The Service Director – Corporate presented a report on the progress made towards the delivery of the Council Plan Delivery Plan 2022/23.	Annual Scrutiny Work Programme 2023/24.	Finance and Asset Management
09.11.2023	Council Plan Delivery Plan 2023/24 Quarter 2 Monitoring	The Policy and Partnerships Manager presented a report to the Committee detailing the Council’s performance against the 2023/24 Council Plan Delivery Plan.	Annual Scrutiny Work Programme 2023/24.	Finance and Asset Management
18.01.24	Climate Change Delivery Plan Quarter Two Performance Out-Turn	The Policy and Partnerships Manager and Climate Change Officer gave a presentation on the Climate Change Delivery Plan Quarter Two Out-turn.	Part of EG&C Annual Work Programme 2023/24.	Climate Change, Planning and Environment
25.01.2024	Budget Strategy and Implementation Plan	The Service Director – Finance & Accountancy presented a report detailing the budget challenge faced by the Council and the	Annual Scrutiny Work Programme 2023/24.	Finance and Asset Management

CHESTERFIELD BOROUGH COUNCIL

Scheduled Meeting Date(s):	Business Items:	Status:	Raised by:	Cabinet Member Responsibility
		progress in delivering the budget strategy and implementation plan.		
25.01.2024	Budget Conversation Workshop	The Service Director – Corporate presented an update on the budget challenge faced by the Council and the budget strategy implementation plan.	Annual Scrutiny Work Programme 2023/24.	Finance and Asset Management
25.01.2024	Cultural/ Community/ Commercial Spaces Proposals	The Service Director – Leisure, Culture & Community Wellbeing presented proposals for cost-saving as part of the budget strategy implementation plan.	Members of the Committee	Town Centre and Visitor Economy
<i>Items Pending Reschedule or Removal:</i>				
16.05.24	My Chesterfield Update	Rachel O’Neil. Originally planned for presentation on 06.07.2023, and then 09.11.2023. Now scheduled for 16.05.2024	Members of the Committee	Customers and Business Transformation
<i>New Business Items Proposed:</i>				
07.03.24	HRA Account	Jane Davies & Theresa Channel to present an update.	Members of the Committee on 25.01.24	Housing
16.05.2024	Emergency Planning & Business Continuity	Grant Ilett – Update from the previous year and look forward to the year ahead.	Annual Scrutiny Work Programme 2023/24.	Governance

CHESTERFIELD BOROUGH COUNCIL

Scheduled Meeting Date(s):	Business Items:	Status:	Raised by:	Cabinet Member Responsibility
16.05.2024	Customer Services, I.T and the aging population	Rachel O’Neil, Andrew Mitchell and Linda White.	Members of this Committee.	Customers and Business Transformation
16.05.2024	ICT/ Digital Inclusion	Rachel O’Neil, Andrew Mitchell and Linda White.	Members of this Committee.	Customers and Business Transformation
04.07.2024	Lighting Strategy Update	Neil Johnson. Update to be given on the progress/ implementation of this project.	Members of the Committee on 09.11.23	Economic Growth
04.07.2024	Asset Management Plan & its Implementation	Neil Johnson. Update to be given.	Members of the committee on 25.01.24	Finance and Asset Management
Scrutiny Project Groups:				

Note: Members may wish to agree items from the Forward Plan (FP) and Scrutiny Monitoring Schedule for the work programme. *[KEY to abbreviations: RC = Scrutiny Select Committee – Resilient Council. EG&C = Scrutiny Select Committee – Economic Growth & Communities. TBC = to be confirmed].*

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SCRUTINY SELECT COMMITTEE – RESILIENT COUNCIL**Thursday, 25th January, 2024**

Present:-

Councillor Dyke (Chair)

Councillors Blakemore
Kellman
Ogle
TwiggCouncillors Hollingworth
McLaren
Snowdon

*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

21 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ridgway and Wheeldon.

22 BUDGET STRATEGY AND IMPLEMENTATION PLAN

The Deputy Leader and Cabinet Member for Finance and Asset Management gave an overview of the Council's Budget Strategy and Implementation Plan. This included a detailed approach to addressing the £2.5m budget gap was developed and approved by Cabinet in November 2023. The implementation plan was developed in line with the thematic interventions set out in the Budget Strategy:

- Identifying General Efficiencies
- Increasing Income and Establishing Stronger Commercial Operating Principles
- Transforming how we Deliver Services
- Reducing Service Offers / Stop Doing
- Statutory and Non-Statutory Services
- Rightsizing the Organisation
- Asset Rationalisation and Effective Asset Management

The projected shortfalls in the coming financial years were reported as being addressed by the Stage 1 and 2 proposals in the Budget Strategy and Implementation Plan, shown at Appendix 1 of the report.

Members asked how the external auditors viewed the Council's finances. It was reported that CBC is a well-run Council, with no specific concerns, and well within what would be expected for a District Council. The viability of delivering the strategies proposed by 2025 was also questioned. It was reported that the Stage 2 proposals are being developed and decisions being brought forward over the next couple of months. The Service Director Finance and Section 151 Officer had confidence in the delivery of a robust budget that would be monitored closely. Members questioned the quoted figure of £48,000 for leasing out vacant floor space at The Healthy Living Centre. The Service Director – Leisure, Culture and Community Wellbeing explained that there were a number of different areas within the centre, including former midwifery treatment rooms on the first floor, and the figures were based on expressions of interests already received.

Members discussed the difficulty in setting a 4-year financial plan for the Council when funding settlements from Central Government was given yearly. It was noted how the uncertainty in funding streams was adding to the already tight financial pressures.

RESOLVED –

That the report be noted.

23 BUDGET CONVERSATION WORKSHOP

The Deputy Leader and Cabinet Member for Finance and Asset Management introduced the Budget conversation workshop by stating that the Council wishes to keep the conversation going with residents ensuring that they remain involved.

The Service Director – Corporate presented an overview of the Budget Conversation which ran from 17.11.23 to 15.12.23. The budget conversation brochure and examples of publicity were included with the report. It was reported that it was a useful tool for looking at themes within the local authority and asking residents about future ideas. Residents could access the conversation via the website or hard copy and there was

much publicity and media articles advertising it to residents. The budget conversation brochure included info graphics and fonts, colours, sizing etc. chosen to make it as accessible as possible.

It was reported that analysis has been done on the 154 responses, and 940 comments, that were received. This has provided a source of rich information around current and potential future proposals. There was also a specific consultation held about garden waste, using the same publicity, and over 1400 responses were received. Consultations have also been held with stakeholders regarding room hire, and negotiations with Advice Agencies about discretionary grant funding.

The key themes that residents were questioned about were:

- Identifying General Efficiencies
- Increasing Income and Establishing Stronger Commercial Operating Principles
- Transforming how we Deliver Services
- Reducing Service Offers/ Stop Doing
- Statutory and Non-Statutory Services
- Rightsizing the Organisation
- Asset Rationalisation and Effective Asset Management

In the theme of 'Asset Rationalisation and Effective Asset Management' 60% of respondents were in favour of this to meet budgetary constraints. It was noted that it is under this Committee's responsibility to scrutinise the Asset Management Plan so this was of note for members.

Throughout the conversation there had been confusion about what responsibilities CBC have and DCC have. Explaining the difference was key in the budget conversation brochure and publicity.

Members questioned how 154 responses to the budget conversation (1% of the adult population of Chesterfield) could be representative. The Service Director - Corporate explained that this was a budget conversation to consider key themes and ideas rather than a representative consultation regarding specific proposals. Questions were also posed about staff input into the conversation as it was suggested that they would be better placed to know where savings could be made. The Service Director – Corporate responded that the budget conversation was available for staff to access on Aspire. Staff had also been consulted through the VIP process (1:1s and appraisals) to ensure that ideas were constantly flowing through. It was noted that many staff are also residents

of the borough. Where appropriate, specific employee consultations are taking place on formal proposals.

There was discussion around if residents were aware about the difference between statutory and discretionary services. Members were happy to raise this with residents through their street surgeries and when other opportunities arose. The Deputy Leader and Cabinet Member for Finance and Asset Management noted that both members and staff are committed public servants who care about the communities they serve. She noted that there were things that could be done differently regarding the running of services. However, this change could create opportunities to create links across communities. The belief and hope were that ultimately a great service would be provided by a fit for the future Council.

The Chair thanked officers for their detailed reports and the information which was provided.

RESOLVED –

That the report be noted.

24 CULTURAL/ COMMUNITY/ COMMERCIAL SPACES PROPOSALS

The Service Director – Leisure, Culture and Community Wellbeing reported on proposals to suspend operations from Hasland Village Hall, Assembly rooms and the Revolution House, with a projected cost saving of between £10,000 and £50,000. The Council has a role to maintain and manage these properties effectively, but this could be an opportunity for commercial letting and community use. The venues have real community value, and the proposals need to be deliverable through vision, drive and staff embracing the challenge. Community engagement with the users of Hasland Village Hall and Assembly rooms could lead to alternative management arrangements including potential community asset transfer.

Questions were raised by members about the ability of community groups and charities to access funding for projects which may be run out of the aforementioned properties. The Service Director – Leisure, Culture and Community Wellbeing reported that there are various benefits and access to grants including discretion around VAT and Non – Domestic Rates. It was also mentioned that for historical assets, such as the Revolution House, Charitable Trusts could be established.

The Chair thanked the officer for an excellent report. The Cabinet Member for Town centres and Visitor economy noted that in these times of financial uncertainty the easy option would be to simply stop providing the services which are discretionary, however the report received had captured how the Council can look at things differently so that this does not have to be the only option.

RESOLVED –

That the report be noted.

25 SCRUTINY PROJECT GROUPS PROGRESS UPDATES

It was noted that progress was being made in regard to a project group focussing on Climate Change. A formal plan would be in place after the on-line briefing on 08.02.24.

26 SCRUTINY MONITORING

This is a standard agenda item for the Committee to consider the scrutiny recommendations implementation monitoring schedule.

Members discussed the planned reports for up-coming meetings.

It was agreed that there would be reports requested about the HRA account, particularly in terms of voids and homelessness, on asset management and the delivery of CCTV operations within the town centre.

An update on the Lighting Strategy that was not signed off would also be requested from the officer responsible.

It was noted that Members requested that full reports be circulated as part of the agenda pack prior to meetings in order for proper scrutiny of the information to be achieved.

RESOLVED –

There was no scrutiny monitoring schedule to be noted.

27 FORWARD PLAN

The Committee considered the Forward Plan for the period 1 February 2024 to 31 May 2024. Members were reminded to check this document regularly as dates are changeable. As this Committee can complete pre-

decision scrutiny it is timely to scrutinise areas before they go to Cabinet for decision.

RESOLVED –

That the Forward Plan be noted.

28 WORK PROGRAMME FOR THE SCRUTINY SELECT COMMITTEE - RESILIENT COUNCIL

The Work Programme for the Scrutiny Select Committee – Resilient Council would be updated and forwarded on to Members the next day.

RESOLVED –

That the action be noted.

29 MINUTES

RESOLVED –

That the Minutes of the meeting Scrutiny Select Committee - Resilient Council on 9th November 2023 be approved as a correct record and signed by the Chair.