





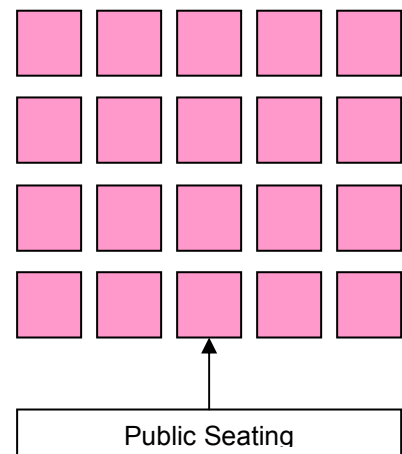
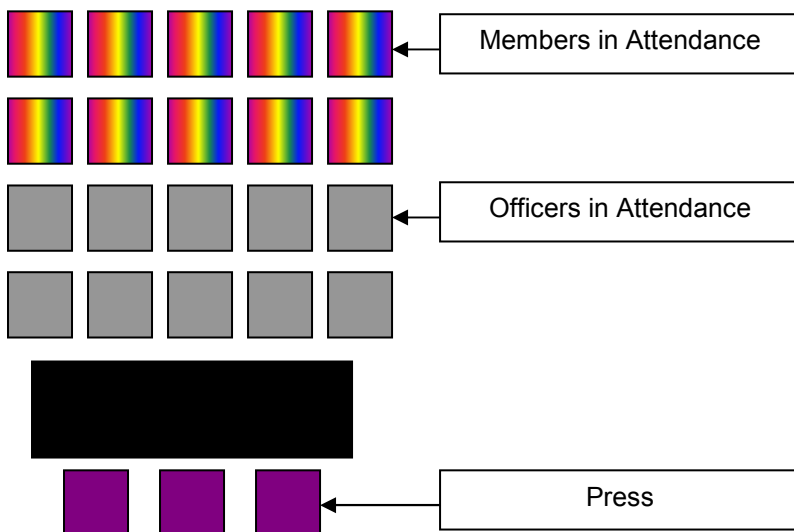
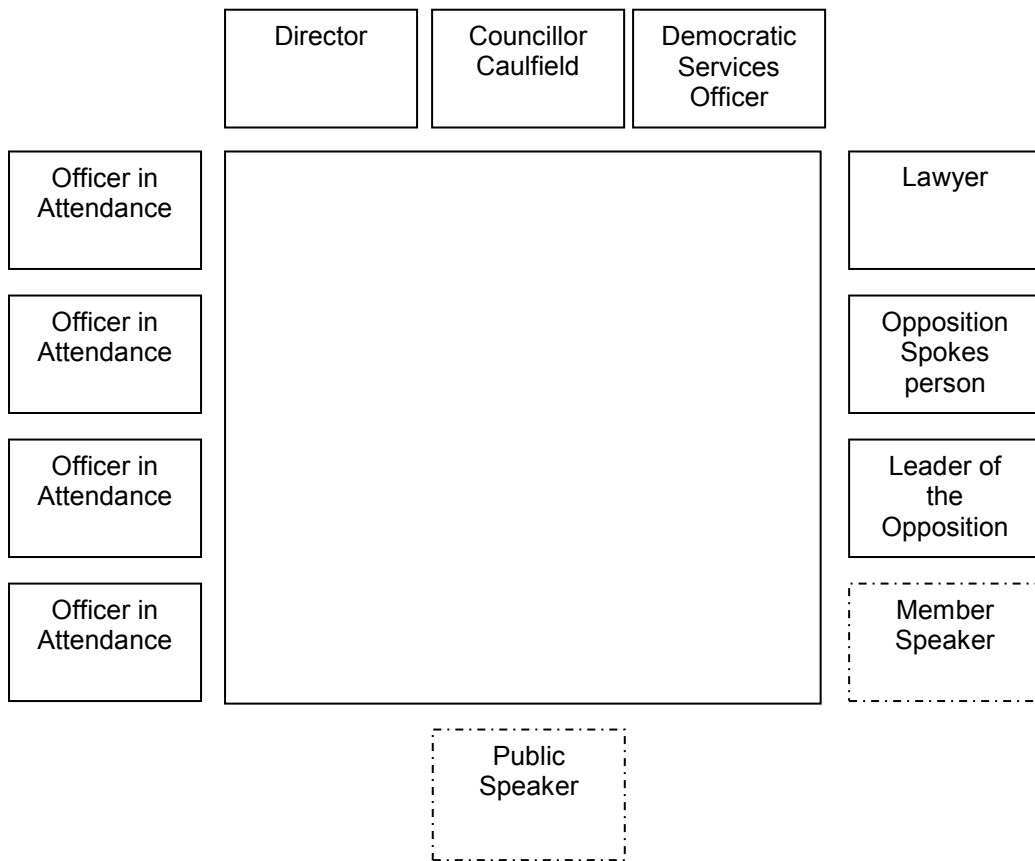
**Brighton & Hove
City Council**

Cabinet Member Meeting

Title:	Housing Cabinet Member Meeting
Date:	11 February 2009
Time:	4.00pm
Venue	Committee Room 1, Hove Town Hall
Members:	Councillor: Caulfield (Cabinet Member)
Contact:	Martin Warren Senior Democratic Services Officer 01273 291058 martin.warren@brighton-hove.gov.uk

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Democratic Services: Meeting Layout



AGENDA

85. PROCEDURAL BUSINESS

- (a) Declarations of Interest by all Members present of any personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
- (b) Exclusion of Press and Public - To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

NOTE: Any item appearing in Part 2 of the Agenda states in its heading either that it is confidential or the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.

A list and description of the categories of exempt information is available for public inspection at Brighton and Hove Town Halls.

86. MINUTES OF THE PREVIOUS MEETING

1 - 4

Minutes of the Meeting held on 14 January 2009 (copy attached).

87. CABINET MEMBER'S COMMUNICATIONS

88. ITEMS RESERVED FOR DISCUSSION

- (a) Items reserved by the Cabinet Member
- (b) Items reserved by the Opposition Spokesperson
- (c) Items reserved by Members, with the agreement of the Cabinet Member.

NOTE: Public Questions, Written Questions form Councillors, Petitions, Deputations, Letters from Councillors and Notices of Motion will be reserved automatically.

89. PETITIONS

5 - 6

Report of the Director of Strategy & Governance (copy attached)

Contact Officer: Martin Warren

Tel: 01273 291058

Ward Affected: Hollingbury & Stanmer

HOUSING CABINET MEMBER MEETING

90. PUBLIC QUESTIONS

(The closing date for receipt of public questions is 12 noon on 4 February 2009)

91. DEPUTATIONS

(The closing date for receipt of deputations is 12 noon on 4 February 2009)

92. LETTERS FROM COUNCILLORS

(The closing date for receipt of letters from Councillors was 10.00am on 30 January 2009)

93. WRITTEN QUESTIONS FROM COUNCILLORS

(The closing date for receipt of written questions from Councillors was 10.00am on 30 January 2009)

94. NOTICES OF MOTIONS

None received.

95. REPORTS FROM OVERVIEW & SCRUTINY COMMITTEES

No reports have been received

96. REPORT OF THE HOUSING MANAGEMENT CONSULTATIVE COMMITTEE - 20 JANUARY 2009 7 - 14

Minutes of the Housing Management Consultative Committee (copy attached)

Contact Officer: Martin Warren *Tel:* 01273 291058
Ward Affected: All Wards

97. HOUSING REVENUE ACCOUNT BUDGET 2009/10 15 - 28

Contact Officer: Sue Chapman *Tel:* 29-3105
Ward Affected: All Wards

98. LEARNING DISABILITY DAY SERVICES - CREATION OF DAY OPTIONS TEAM 29 - 34

Report of the Director of Adult Social Care & Housing (to follow)

Contact Officer: Naomi Cox *Tel:* 29-5813
Ward Affected: All Wards

99. DELIVERY OF SUPPORT SERVICES FOR COUNCIL SHELTERED HOUSING TENANTS 35 - 46

Contact Officer: Hilary Edgar *Tel:* 29-3354
Ward Affected: All Wards

HOUSING CABINET MEMBER MEETING

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fifth working day before the meeting.

Agendas and minutes are published on the council's website www.brighton-hove.gov.uk. Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

For further details and general enquiries about this meeting contact Martin Warren, (01273 291058, email martin.warren@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

Date of Publication - Tuesday, 3 February 2009

BRIGHTON & HOVE CITY COUNCIL
HOUSING CABINET MEMBER MEETING
4.00pm 14 JANUARY 2009
COMMITTEE ROOM 1, HOVE TOWN HALL

MINUTES

Present: Councillor Caulfield (Cabinet Member)

Also in attendance: Councillor Simpson (Opposition Spokesperson)

Other Members present: Councillors Mears.

PART ONE

71. PROCEDURAL BUSINESS

71a Declarations of Interests

71a.1 There were none.

71b Exclusion of Press and Public

71b.1 The Committee considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in Schedule 12A, Part 5A, Section 100A(4) or 100 1 of the Local Government Act 1972 (as amended).

71b.2 **RESOLVED** - That the press and public be excluded from the meeting from Part Two version of Item 83 'St. Gabriel's 10 –year lease'.

72. MINUTES OF THE PREVIOUS MEETING

72.1 **RESOLVED** – That the minutes of the meeting held on the 12 November 2008 be approved as a correct record.

72.2 The Cabinet Member reported that a report regarding the deputation made by CHIBAH would be bought to a future meeting.

73. CABINET MEMBER'S COMMUNICATIONS

73.1 There were none.

74. ITEMS RESERVED FOR DISCUSSION

74.1 All items were reserved.

75. PETITIONS

75.1 There were none.

76. PUBLIC QUESTIONS

76.1 There were none.

77. DEPUTATIONS

77.1 There were none.

78. LETTERS FROM COUNCILLORS

78.1 There were none.

79. WRITTEN QUESTIONS FROM COUNCILLORS

79.1 There were none.

80. NOTICES OF MOTIONS

80.1 There were none.

81. REPORT OF THE HOUSING MANAGEMENT CONSULTATIVE COMMITTEE - 4 NOVEMBER 2008

81.1 The Cabinet Member for Housing considered for information, the minutes of the Housing Management Consultative Committee as held on 4 November 2008 (for copy see minute book).

81.2 **RESOLVED** – That the minutes of the Housing Management Consultative Committee, 4 November 2008 be noted.

82. LEARNING DISABILITY DAY SERVICES

- 82.1 The Cabinet Member for Housing considered a report of the Director of Adult Social Care & Housing that provided information on a review of Learning Disability Day Services. (fro copy see minute book).
- 82.2 The Cabinet Member noted that a decision on the report had been deferred at the previous meeting. The report provided at this meeting was for information and a further revised version would be bought to a future meeting for determination.
- 82.3 **RESOLVED** – That the report be noted.

83. ST. GABRIEL'S 10-YEAR LEASE

- 83.1 The Cabinet Member for Housing considered a report of the Director of Adult Social Care & Housing that sought delegated authority for the Director to enter negotiations with a view to entering into a 10 year lease of St Gabriels, Wellington Road, Brighton (for copy see minute book).
- 83.2 **RESOLVED** – That, having considered the information and the reasons set out in the report, the Cabinet Member accepted the following recommendations:
- (1) Approves, in principle to taking a lease of St. Gabriel's, Wellington Road, Brighton.
 - (2) Delegates to the Director of Adult Social Care & Housing the power to approve the detailed terms of the lease providing the terms are certified by the Valuer to the Council as the best consideration reasonably obtainable.
 - (3) Authorises the Head of Law to prepare and execute any documentation necessary to give effect to the above.

PART TWO SUMMARY

83A ST GABRIELS 10-YEAR LEASE

83a.1 The Cabinet Member for Housing considered a report of the Director of Adult Social Care & Housing that sought delegated authority for the Director to enter negotiations with a view to entering into a 10 year lease of St Gabriels, Wellington Road, Brighton (for copy see minute book).

83a.2 **RESOLVED** – That, having considered the information and the reasons set out in the report, the Cabinet Member accepted the following recommendations:

- (1) Approves, in principle to taking a lease of St. Gabriel's, Wellington Road, Brighton.
- (2) Delegates to the Director of Adult Social Care & Housing the power to approve the detailed terms of the lease providing the terms are certified by the Valuer to the Council as the best consideration reasonably obtainable.
- (3) Authorises the Head of Law to prepare and execute any documentation necessary to give effect to the above.

The meeting concluded at 4.30pm

Signed

Chair

Dated this

day of

HOUSING CABINET MEMBER MEETING

Agenda Item 89

Brighton & Hove City Council

Subject:	Petitions		
Date of Meeting:	11 February 2009		
Report of:	Director of Strategy & Governance		
Contact Officer:	Name:	Martin Warren	Tel: 29-1058
	E-mail:	martin.warren@brighton-hove.gov.uk	
Key Decision:	No		
Wards Affected:	Various		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

1.1 To receive the following petitions presented at Council on 29 January 2009 and any petitions presented directly to the Cabinet.

164. (i) To receive the following petition presented at Council on 29 January by Councillor Hawkes and signed by 98 people:

There are an increasing number of young people and children living on Bates Estate. None of the flats on the estate have gardens and there are no safe play areas for children. Children playing on the grass verges and roads are in danger from traffic and can cause damage to parked vehicles, causing tensions within the community.

We are calling on the local council to provide a safe play area for the children of Bates Estate.

Local people are prepared to fundraise to support this project.

BRIGHTON & HOVE CITY COUNCIL

HOUSING MANAGEMENT CONSULTATIVE COMMITTEE

3.00pm 20 JANUARY 2009

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillors Caulfield (Chairman); Allen, Davey, Fryer, Mears, Simpson (Opposition Spokesperson), Simson, Wells and Barnett

Tenant Representatives: Chris El-Shabba (Brighton East Area Housing Management Panel), Ted Harman (Brighton East Area Housing Management Panel), Heather Hayes (North & East Area Housing Management Panel), Beryl Snelling (Central Area Housing Management Panel), Tom Whiting (Sheltered Housing Action Group), Sue Hansen (Tenant Disability Network) and Beverley Weaver (Foredown Estate Residents' Association)

PART ONE

48. PROCEDURAL BUSINESS

48.1 Declarations of Substitutes

48a.1 Councillor Barnett for Councillor Pidgeon.
Jean Davis for Chris Kift (Central Area Panel)

48b Declarations of Interest

48b.1 There were none.

48c. Exclusion of Press and Public

48c.1 In accordance with section 100A(4) of the Local Government Act 1972, it was considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in section 100I (1) of the said Act.

48.4 **RESOLVED** - That the press and public be not excluded from the meeting.

49. MINUTES OF THE PREVIOUS MEETING

- 49.1 **RESOLVED** – That the minutes of the meeting held on 4 November 2008 be approved and signed by the Cabinet Member.

50. CHAIRMAN'S COMMUNICATIONS

- 50.1 The Chairman reported that, from May 2009 the Housing Management Consultative Committee (HMCC) would meet on Mondays rather than Tuesdays.
- 50.2 The Chairman noted that a suggestion had been made by Tom Whiting that Tenant Representatives hold a 'pre-meeting' prior to the HMCC in order to prepare. The Chairman supported the idea and noted that should Tenant Representatives wish to organise this themselves she would endeavour to offer relevant support.
- 50.3 The Chairman reported that, following the Tenant-led meeting about Communal Heating various actions had taken place; 1627 properties had been surveyed and all communal heating systems had been examined. Where practical and necessary, minor repairs had been carried out. A meeting was planned for late January with contractors to establish an Action Plan to resolve outstanding issues.
- 50.4 The communal heating system at St. James' House had been surveyed, though the Chairman noted that residents had not felt involved in the process.
- 50.5 The Chairman noted that John Melson and Tina Urquhart had stepped down from the HMCC and thanked them for their dedication and support.
- 50.6 The Chairman noted that (previous HMCC Rep) Ted Kitchen had been unwell and wished him a speedy recovery. She also noted that Stewart Gover was in hospital and wished him well.
- 50.7 The Chairman reported that information about the Local Delivery Vehicle would be provided to the Area Panels in February. The Chairman offered Members and Representatives the opportunity to be briefed in the interim by Officers should they request.
- 50.8 The Chairman recognised the amount of work that Officers, Members and Tenant Representatives undertook and the frustrations that occasionally arose. She asked that the atmosphere of mutual respect engendered over years of co-working, was remembered.

51. CALLOVER

- 51.1 All items were reserved.

52. PETITIONS

- 52.1 The Chairman acknowledged receipt of a survey style petition from the members of the North Whitehawk Tenants and Residents Association in relation to the provision of thermal cladding.
- 52.2 The Chairman requested that a report on the issue be provided to a future meeting of the HMCC.

53. PUBLIC QUESTIONS

- 53.1 There were none.

54. DEPUTATIONS

- 54.1 There were none.

55. LETTERS FROM COUNCILLORS

- 55.1 There were none.

56. WRITTEN QUESTIONS FROM COUNCILLORS

- 56.1 There were none.

57. HOUSING REVENUE ACCOUNT BUDGET REPORT 2009/10

- 57.1 The meeting considered a report of the Director of Adult Social Care & Housing that presented the Housing Revenue Account Forecast Outturn for 2008/09 as at month 6 and the proposed Budget for 2009/10 as required by the Local Government and Housing Act 1989 (for copy see minute book).
- 57.2 The Chairman accepted an amendment tabled in relation to the report. The amendment reflected recent changes to the national economy and their impact on the Housing Revenue Account.
- 57.3 Councillors Mears and Wells noted the 3 million Housing Subsidy that the Government collected from the council. They felt that this could be perceived as a 'tax' levied on Tenants.
- 57.4 Councillor Simpson noted the many years that the council had benefited from the subsidy. She also noted that Government were currently looking to review of subsidy arrangements.
- 57.5 Councillor Fryer noted a reduction in the gardening scheme for older people. Officers clarified that the reduction was in administration of the scheme rather than to the budget.

- 57.6 In response to a query from Councillor Fryer, Officers reported that the 1.6 million identified in the report would be the subject of a report to the next meeting, in consideration of the Capital Programme.
- 57.7 Councillor Fryer asked if there were to be reductions in the number of Community Wardens. Officers explained that of the 13 posts originally created only 12 were recruited too. Following restructuring the 13th post was redundant and had been abolished.
- 57.8 Councillor Allen asked about the re-alignment of rent charges in anticipation of stock transfer in 2007. Officers commented that this work was required by the Government of The South East in order to access Stock Transfer Gap Funding.
- 57.9 **RESOLVED** – That, having considered the information and the reasons set out in the report, the Housing Management Consultative Committee accepted the following recommendations:

That the Housing Management Consultative Committee recommend to the Housing Cabinet Member that Cabinet:

- (1) approves the budget for 2009/10 as shown in Appendix 1
- (2) approves individual rent increases and decreases in line with rent restructuring principles as determined by the Government.
- (3) approves the changes to fees and charges as detailed in paragraph 3.14 to 3.20 of the report.
- (4) authorises the Director of Adult Social Care & Housing to implement the new rents, fees and charges, but with delegation to make any minor amendments which may appear to be appropriate in particular cases; and
- (5) authorises the Director of Adult Social Care & Housing to prepare and place on deposit the statement of proposals, estimates and other particulars as required by Section 76 of the Local Government and Housing Act 1989.
- (6) That the Housing Management Consultative Committee recommends to Housing Cabinet that the late adjustment is included in the HRA 2009/10 budget.

58. SHELTERED HOUSING REVIEW

- 58.1 The meeting considered a report of the Director of Adult Social Care & Housing that offered recommendations on the future delivery of the support service for council sheltered housing tenants. This, following a review of the service. The report also included a review of the communal service charges in sheltered housing and details of the support charge for 2009/10 (for copy see minute book).
- 58.2 Tom Whiting welcomed the report and thanked those officers involved for their patience and hard work in negotiating with the Sheltered Housing Action Group.

- 58.3 Members welcomed the report and the close working with Tenants.
- 58.4 In response to concerns from Tenant Representatives about the employment of Scheme Managers, officers noted that a review of recruitment and retention had been undertaken. The results of this review would be discussed with the Sheltered Housing Action Group.
- 57.10 **RESOLVED** – That, having considered the information and the reasons set out in the report, the Housing Management Consultative Committee accepted the following recommendations:

The Housing Management Consultative Committee recommends that the Housing Cabinet Member meeting:

(1) Notes the proposal, following consultation with residents, to retain a traditional, on site, scheme manager model of service, which will continue to be managed as a non residential service.

(2) Agrees the revised communal service charges as set out in Appendix 1 with effect from 6 April 2009 and authorises the Director of Adult Social Care and Housing to implement the new service and charges, but with power to make any minor amendments which may appear to be appropriate in particular cases.

59. HOUSING MANAGEMENT PERFORMANCE REPORT

- 59.1 The meeting considered a report of the Director of Adult Social Care & Housing that provided information on current performance within Housing Management services and on general policy initiatives underway to improve performance (for copy see minute book).
- 59.2 Beryl Snelling noted that a gas pipe had been damaged during construction work near the Patching Lodge site; she asked if the council would have to pay for this. Officers replied that the council was in negotiations with contractors to recover any costs.
- 59.3 Heather Hayes and Ted Harman noted that the 'Out of Hours' emergency repair service had, at one point recently been staffed by a single contractor. This individual had worked extremely long hours in difficult circumstances and the service to those in need had been poor. The Chairman and Assistant Director understood this to be an isolated incident but would check with Managers and report back.
- 59.4 Jean Davis noted that the electric tumble dryer at Leach Court had been out of action for some time, she wondered when it would be replaced. Officers expected that a repair or replacement should be effected within a fortnight.
- 59.5 Councillor Allen noted the improvement in rent collection and that figures were recorded area by area. He suggested that it might be prudent to move to a single, 'city-wide' figure. Councillor Allen also suggested a more challenging target be set in dealing with cases where tenants were more than seven weeks in arrears. The Assistant Director noted that new targets were currently being formulated and he would take into account the comments.

59.6 **RESOLVED** - That, having considered the information and the reasons set out in the report, the Housing Management Consultative Committee accepted the following recommendation:

(1) That comments of the Housing Management Consultative Committee be noted.

60. DRAFT TENANCY AGREEMENT

60.1 The meeting considered a report of the Director of Adult Social Care & Housing that presented further results of the tenant led Chairman's Working Group considering the development and adoption of a revised tenancy agreement for tenants living in council housing (for copy see minute book).

60.2 Councillor Mears welcomed the report and the revised Tenancy Agreement. She noted the work that had gone into producing the document and the need to consistently enforce the agreement.

60.3 Councillor Wells noted that if the relationship between Joint Tenants broke down, both parties remained responsible for the Tenancy even if one of them had moved out of the property. Officers confirmed that this was the case.

60.4 Ted was concerned that Leaseholders were at a disadvantage if they had poorly behaved neighbours. Ted understood that if a Leaseholder wished to sell their property they had to say what their neighbours were like. A poorly behaved neighbour could impact negatively on the selling of the property. Ted felt that it was important that any reported poor behaviour was acted on quickly and the Tenancy Agreement enforced thoroughly.

60.5 Sue Hansen noted that Tenancy Agreement stated that running a business from your home was not allowed. She asked what the case was if someone was running an illegal business; selling drugs for example. Officers commented that drugs and drug dealing were covered by the Tenancy Agreement and were not acceptable.

60.6 Ted noted that the Tenancy Agreement was a legal document and he felt this point should be made clear to those signing it and those enforcing it.

60.7 The Assistant Director noted that the next stages for the draft Tenancy Agreement were wider formal consultation with Tenants and then the production of a Handbook to support and expand upon the meaning of the agreement.

60.8 In response to a query from Heather, the Assistant Director explained that the new Agreement would cover all tenancies (existing and new) and that all Tenants would be affected. Not everyone was required to sign a new document as the issuing of a 'variation notice' would cover the legal requirements.

60.9 **RESOLVED** - That, having considered the information and the reasons set out in the report, the Housing Management Consultative Committee accepted the following recommendations:

- (1) That the Housing Management Consultative Committee notes the amended draft of the Tenancy Agreement agreed by the working group attached at Appendix 1.
- (2) That the Housing Management Consultative Committee endorse the conclusions of the working group which will be taken forward as the basis for wider consultation with stakeholders and tenants on the development and adoption of a revised tenancy agreement for tenants living in council housing and forward to the housing cabinet member meeting for approval.

The meeting concluded at 4.20pm

Signed

Chairman

Dated this

day of

HOUSING CABINET MEMBER MEETING

Agenda Item 97
Brighton & Hove City Council

Subject: Housing Revenue Account Budget 2009/10
Date of Meeting: 11 February 2009
REPORT OF: Director of Adult Social Care & Housing
Director of Finance & Resources
Contact Officer: Name: Sue Chapman **Tel:** 29-3105
E-mail: sue.chapman@brighton-hove.gov.uk
Key Decision: Yes **Forward Plan No.** 6576
Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report presents the Housing Revenue Account Forecast Outturn for 2008/09 as at month 9 and the proposed Budget for 2009/10 as required by the Local Government and Housing Act 1989. Members are required to consider the budget proposals including changes to rents, fees and charges as well as savings and service pressures.
- 1.2 The council's Housing Revenue Account (HRA) contains the income and expenditure relating to the council's landlord duties in respect of approximately 12,320 properties and 2,230 leasehold properties. These properties are accounted for separately from the council's other services/activities which form part of the council's General Fund.

2. RECOMMENDATIONS:

- 2.1 That the Housing Cabinet Member recommend that Cabinet:
- approves the budget for 2009/10 as shown in Appendix 1
 - approves individual rent increases and decreases in line with rent restructuring principles as determined by the Government.
 - approves the changes to fees and charges as detailed in paragraph 3.14 to 3.20.
 - authorises the Director of Adult Social Care & Housing to implement the new rents, fees and charges, but with delegation to make any minor amendments which may appear to be appropriate in particular cases; and
 - authorises the Director of Adult Social Care & Housing to prepare and place on deposit the statement of proposals, estimates and other particulars as required by Section 76 of the Local Government and Housing Act 1989.

3. RELEVANT BACKGROUND INFORMATION

TARGETED BUDGET MANAGEMENT (TBM) 2008/09 MONTH 9

- 3.1 The adjusted budget for 2008/09 is a net expenditure budget of £0.250 million. The forecast outturn as at month 9 is an underspend of £0.373 million resulting in a surplus of £0.123 million, as shown in Appendix 1. The main variances are:
- Salary costs are projected to underspend by £0.383 million from vacancy management pending reviews to be implemented as part of the improvement programme, together with a £0.060 million provision for the implementation of single status.
 - The premises repairs budgets are now projected to overspend by £0.018m and the forecast includes the following variances:
 - An overspend of £0.100 million (1.8% of total £5.6 million budget) for the responsive repairs contract based on an improved forecasting methodology.
 - The empty property repair costs overspend has increased by £0.050 million to £0.250 million due to an increase in the average cost of repair per property from £2,300 to £2,600 compared to the last year. These works will be operating through the open book process from December 2008 which will enable officers to work with partners to use transparent information to achieve unit cost reductions.
 - An underspend on service contracts of £0.232 million due to continuing with the existing contracts, which have a lower specification than the new contracts, the costs of which have been budgeted for and will be let in 2009/10.
 - An underspend of £0.100 million for cyclical decorations as more works were capitalised than anticipated.
 - A review by Corgi of the way that gas inspections to installation works are carried out has resulted in an efficiency saving in the use of consultants, creating an underspend of £0.140 million.
 - The income budget for service charges is projected to overachieve by £0.100 million in respect of leaseholder service charges due to costs for recharging being greater than anticipated at budget setting.

HRA BUDGET PROPOSALS 2009/10

Summary

- 3.2 The HRA budget has been set with the overall aim of 'achieving excellence in Housing Management', in accordance with the 30 year business plan and to maximise delivery of the core priorities in new Housing Management Service Improvement Plan. The 5 core priorities are:
1. Improve services to an excellent standard, with residents at the heart of everything we do
 2. Improve the quality and sustainability of our homes and neighbourhoods
 3. Deliver value for money services and maintain a sustainable 30 year business plan
 4. Make best use of our housing stock to address housing need
 5. Ensure that social housing provides a platform for reducing inequality and creating opportunity
- 3.3 The HRA Budget has also been developed to provide a balanced budget taking into account the HRA subsidy determination and other income and expenditure assumptions. The council's Medium Term Financial Strategy outlines an efficiency savings target for all services across the city of 3%. In setting this budget, officers have taken into account the required level of efficiency savings but also sought to maximise the level of resources available to invest in meeting the Decent Homes Standard and have therefore identified savings of 7.4%.
- 3.4 The 7.4% savings of £0.709 million identified, along with a much lower increase in HRA subsidy payable to the Government than anticipated, has resulted in an increase in revenue contributions of £1.469 million to fund additional Decent Homes works such as kitchens and bathrooms, in the capital programme for 2009/10.
- 3.5 The HRA budget for 2009/10 is shown in Appendix 1. In preparing the base budget, inflation of 2.3% on employee costs and 2.5% on other costs has been applied. Savings proposals, service pressures, and changes to rents, fees and charges and housing subsidy are detailed in paragraphs 3.7 to 3.29.

3.6 The following table summarises the movement on the HRA base budget between 2008/09 and 2009/10:

Main Budget Variations	£'000
Original Base Budget 2008/09	250
Increases in Resources:	
Savings Proposals as detailed in paragraph 3.7	(709)
Increase in Rent for Dwellings (net of Empty Properties)	(1,919)
Reduction in Capital Financing Costs due to lower interest rates on borrowing	(585)
Reductions in Resources:	
Employees pay award and other inflation	243
Increase in Revenue Contribution to Capital Programme	1,469
Increase in Subsidy Payable to the Government	823
Reduction in interest on reserves due to lower interest rates	78
Service Pressures as detailed in paragraph 3.8	315
Other minor variances	35
Base Budget 2009/10	0

Savings and Service Pressures

3.7 The budget includes savings of £0.709 million as detailed below:

Proposed Savings 2009/10	£'000
Review of various roles and responsibilities leading to a reduction of 1.94 fte posts and regrading of posts. These posts are vacant or reduced hours have already been agreed with staff.	73
Efficiency savings target of 2% for the responsive repairs and voids and gas servicing and maintenance contracts operating within open book accounting.	181
A review by Corgi of the way that gas inspections to installation works are carried out has resulted in an annual efficiency saving in the use of consultants.	198
Reduction in contract administration through efficient procurement of the Gardening for Older People Scheme	20
Reduction in supplies and services budgets	45
No inflationary increase and reduction in central support services recharge.	63
Housing Strategy – reduction in staff charged to HRA for management of temporary accommodation	21
Additional income from the communal cleaning service charge as approved at Housing Cabinet 4 November 2008	76
Realignment of commercial property rental income budget to reflect the current level of income.	32
Total Proposed Savings	709

3.8 The budget also includes service pressures of £0.315 million resulting from:

- Legal fees and other associated costs of £0.015 million for the creation of St James House as a Tenant Management Organisation
- Additional energy costs of £0.300 million from the increased contract prices, of an average of 53% for gas and 83% for electricity. This service pressure is net of additional income from tenants and leaseholders heating charges.

Rents 2009/10

- 3.9 Rents are calculated in accordance with the government's rent restructuring guidelines. Target rents for each property are calculated based on the relative property values, bedroom size and local earnings. The act of moving tenants' current rents to the target rent is called rent convergence. In order to limit increases in current rents to reach target rents, the guidance specifies a maximum rent increase equivalent to inflation + ½% + £2 per week.
- 3.10 From 1 April 2007, in anticipation of a positive vote for stock transfer (and in accordance with the department for Communities and Local Government Housing Stock Transfer Guidance), the property values used within the rent calculation were increased to reflect the value of improvement works to be completed by 2012. The council has now once again reviewed the property values used in the rent calculation and adjusted them to exclude those works that are now unlikely to be completed by 2012. This has resulted in a reduction in each tenant's target rent compared to that previously calculated, which will be reflected through smaller increases to actual rents until rent convergence. The average reduction in the target rents at 2009/10 prices, by number of bedrooms is shown in the table below:

Number of Bedrooms	2009/10 Current Weekly Target Rent £	2009/10 Revised Weekly Target Rent £	Reduction £
0	56.03	54.93	1.10
1	64.37	62.96	1.41
2	74.03	72.15	1.88
3	87.71	85.02	2.69
4	95.00	92.06	2.94
5 and 6	112.87	108.89	3.98

- 3.11 The Housing subsidy determination 2009/10 requires Local Authorities to use the September 2008 RPI (Retail Price Index) of 5% for setting rent inflationary increases. The Government has acknowledged that this level of RPI will set high rent increases and in order to minimise these, the determination now proposes to set a 'provisional' rent convergence date for the future. This means that the date for rent convergence will now change yearly depending on the level of inflation for that each year.
- 3.12 Therefore, the rent convergence date has now been extended from 2011/12 to 2023/24. This results in an average rent increase of 5.45% for Brighton & Hove, equivalent to £3.50 per week, increasing the average rent to £67.70 (compared to a greater increase of 6.58 % for a rent convergence date of 2011/12). However, in line with rent restructuring and all rents moving towards their individual targets, some rents will increase by more than the average and others by less than this. The maximum increase will be approximately £6.80, with the lowest increase being £1.01.

Fees and Service Charges 2009/10

- 3.13 The proposed changes to fees and charges for 2009/10 are as follows:
- 3.14 **Heating** - There are no contract price increases for 2009/10. However charges may be amended from 6 April 2009 to reflect the latest estimates of consumption. This means that some tenants will see a reduction in their charges due to lower consumption and others an increase from higher consumption.
- 3.15 **Water Charges** - Contract price increases from 1 April 2009 will be advised to tenants once the council receives notification of the increases by Southern Water. However charges may be amended from 6 April 2009 to reflect the latest estimates of consumption. This means that some tenants will see a reduction in their charges due to lower consumption and others an increase from higher consumption.
- 3.16 **Grounds Maintenance** – Charges will increase by 2.5% from 6 April 2009 in line with contract charges to the HRA.
- 3.17 **Communal Cleaning Services** – New charges for 2009/10 were approved at Housing Cabinet on 4 November 2008 and are based on the type of building occupied. Weekly charges are £2.41 for low rise blocks, £3.58 for high rise blocks and £0.50 for Houses in Multiple Occupation.
- 3.18 **Garages & Car Parking** - All charges are frozen until 31 March 2010 as approved at Housing Committee on 16 November 2006
- 3.19 **Supporting People** – Charges will reduce by 3% as detailed in a separate report on this agenda.
- 3.20 **Sheltered Services** – The charges have been reviewed and revised charges are subject to approval in a separate report on this agenda.

Housing Subsidy Determination 2009/10

- 3.21 The HRA is part of the national housing subsidy system through which Council Housing Rents are standardised across the country. The subsidy system uses a national formula to set guideline rents for each property together with allowances for management, maintenance and capital charges based on notional costs. The current subsidy system was introduced in 1990 and relies on the Secretary of State publishing annual 'Determinations' which set out the basis of subsidy.
- 3.22 The department for Communities and Local Government (CLG) stated that the HRA Subsidy Determination for 2008/09 was to be a one year only methodology to give Ministers time to explore the possibilities for wider reform of the HRA subsidy regime. Subsequently Ministers announced a joint CLG and Treasury review to develop a sustainable long term system for financing council housing. As the review is not expected to report until Spring 2009 it has been necessary to delay again until a new regime can be introduced possibly in 2011/12. CLG have therefore issued a determination on a similar basis to before, which will apply to 2009/10 only.
- 3.23 The 2009/10 Subsidy Determination proposes changes resulting in revenue subsidy payable of £12.317 million compared to £11.494 million payable last year. The overall subsidy position (taking into account the capital element) is an increase in subsidy payable to the Government of £0.538 million.
- 3.24 The following table summarises the determination and the notional elements included:

Housing Subsidy	2008/09 £'000	2009/10 £'000	Change £'000
'Notional' Revenue Items			
Management Allowance	(7,638)	(8,041)	(403)
Maintenance Allowance	(14,526)	(14,869)	(343)
Capital Charges	(7,065)	(6,240)	825
	(29,229)	(29,150)	79
Less Guideline Rent	40,723	41,467	744
Net revenue subsidy payable to the Government (exc. MRA)	11,494	12,317	823
Capital Items			
Major Repairs Allowance	(9,067)	(9,352)	(285)
Overall subsidy position – net payment to the Government	2,427	2,965	538

Note: Credits represent income

3.25 **Management** – The main change to the notional cost formulae used is the reintroduction of the 3 year average for crime data inputs which has led to a much more favourable settlement than last year.

The Management Allowance per dwelling will increase by 5.8% to £652.57 (0.65% increase last year) compared to a national average increase of 3.5% at £659.40 per dwelling.

3.26 **Maintenance** – The main changes to the notional cost formulae is the reintroduction of the 3 year average for crime data inputs and the use of a 3 year average to smooth the changes to the building cost indices adjustment. This has led to a much more favourable settlement than last year.

The Maintenance Allowance per dwelling will increase by 2.9% to £1,206.71 (no change last year) compared to a national average decrease of 0.8% at £1,103.20 per dwelling.

3.27 **Capital Charges** – The HRA receives subsidy based on the cost of financing historical borrowing allocations. This has reduced due to lower interest rates anticipated for 2009/10.

3.28 **Guideline Rent** – The subsidy system assumes a notional guideline rent per dwelling which increases annually in line with the government's Rent Restructuring Policy. The guideline rent for 2009/10 is £66.04 per property per week, an increase of 2.36%.

3.29 **Major Repairs Allowance (MRA)** – In addition to the revenue subsidy the HRA also receives a Major Repairs Allowance for each property, which is used to partly fund the Capital Programme. The MRA represents the estimated long term average amount of capital spending required to maintain the stock in its current condition. Although there have been no changes to the methodology, the national average unit costs used to calculate the MRA have been revised. The net effect of this change is an increase of 3.7% per unit (compared to the national average of 2.4%), increasing average MRA to £758.98 per dwelling. The total MRA, including the loss of stock from Right to Buy sales, has increased by £0.285 million to £9.352 million.

PROJECTED HRA RESERVES

3.30 The month 9 forecast outturn for 2008/09 shows a contribution to reserves of £0.123 million increasing the projected reserves to £4.352 million at 31 March 2009. The 2009/10 budget has been set for a breakeven position. Therefore, the reserves are projected to remain at £4.352 million as at 31 March 2010 as shown in the table below.

Projected HRA general reserves at 31 March 2010	£'000
Reserves at 1 April 2008	5,615
Less: Contribution to fund 2008/09 Capital Programme	(1,386)
Plus: Forecast contribution from 2008/09 Revenue Outturn	123
Projected Reserves at 31 March 2009	4,3520
Plus: contribution from 2009/10	
Projected Reserves at 31 March 2010	4,352

3.31 The recommended minimum level of reserves is now £2.400 million so there is £1.952 million available for use.

3.32 Estate Development Budget revenue reserves are £0.034 million as at 1 April 2008. These reserves relate to committed revenue and capital expenditure for schemes agreed in previous financial years that are not yet completed. Therefore these reserves will reduce as schemes are finished.

4. CONSULTATION

4.1 Tenants are consulted during the year on the HRA Budget and the Estate Development Budget. After Cabinet approval, tenants will receive notification of their individual rents and charges for 2009/10.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

5.1 Financial Implications are included in the main body of the report

Sue Chapman, Head of Financial Services 7 January 2009

Legal Implications:

5.2 The Council is required to keep a separate Housing Revenue Account (HRA) by virtue of the Local Government and Housing Act 1989. Preceding any financial year, the council must formulate for that year proposals relating to i) the income from rent and charges of all property within the HRA, ii) the expenditure on repair, maintenance, supervision and management of that property and iii) any other prescribed matters. In formulating the proposals, the council must use its best assumptions and estimates to secure that on their implementation the account will not show a debit balance. Within one month of formulating the proposals it must prepare and place on deposit a statement setting out the proposals and estimates.

Liz Woodley, Lawyer

7 January 2009

Equalities Implications:

5.3 The HRA budget will fund services to people with special needs due to age, vulnerability or health needs.

Sustainability Implications:

5.4 The HRA budget will fund a range of measures that will benefit and sustain the local environment.

Crime & Disorder Implications:

5.5 The Budget includes financial provision for Crime and disorder implications.

Risk and Opportunity Management Implications:

5.6 Financial risks have been assessed throughout the development of the council's budget.

Corporate / Citywide Implications:

5.7 The Budget seeks to improve the quality of housing and services provided to tenants across the City.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 There are no alternative options proposed. Rents are set in accordance with the Government's rent restructuring guidance and increases are in line with the Housing Subsidy Determination. The Housing Subsidy Determination controls rent setting by removing resources from local authorities through non compliance.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 The Local Government and Housing Act 1989 requires each Local Authority to formulate proposals relating to income from rent and charges, expenditure on repairs, maintenance, supervision and management and any other prescribed matters in respect of the HRA. In formulating these proposals using best estimates and assumptions the Authority must set a balanced account. This budget report provides a breakeven budget and recommends rent increases in line with current government guidance.

SUPPORTING DOCUMENTATION

Appendices:

1. Housing Revenue Account Forecast Outturn 2008/09 and Budget 2009/10

Documents In Members' Rooms

1. None

Background Documents

1. 2009/10 Housing Revenue Account Subsidy Determination
2. 2009/10 Housing Revenue Account Working Papers

Appendix 1

HOUSING REVENUE ACCOUNT - BUDGET 2009-10			
	2008-09 Adjusted Budget £'000	2008-09 Forecast Outturn £'000	2009-10 Original Budget £'000
EXPENDITURE			
Employees	9,044	8,661	9,262
Premises - Repairs, Response & Voids	7,701	8,051	7,342
Premises - Repairs, Service Contracts	2,777	2,545	2,910
Premises - Repairs, Programmed Repairs	1,264	1,164	764
Premises – Grounds Maintenance	512	503	505
Premises - Other	2,411	2,449	2,428
Transport	159	249	187
Supplies and Services - Provision for Bad Debt	300	270	308
Supplies and Services - Other	1,698	1,569	1,633
Support Services - from Other Departments	2,300	2,320	2,250
Revenue contribution to Capital Schemes	2,481	2,561	4,854
Capital Financing Costs	4,941	4,908	4,356
Housing Subsidy Payable	11,494	11,547	12,317
TOTAL EXPENDITURE	47,082	46,797	49,116
INCOME			
Rents Dwellings	(41,009)	(41,069)	(42,870)
Empty Properties	531	508	473
Rents Car Parking/Garages	(757)	(721)	(728)
Commercial Rents	(452)	(490)	(495)
Service Charges	(3,433)	(3,533)	(3,861)
Other recharges and Interest	(1,712)	(1,615)	(1,635)
TOTAL INCOME	(46,832)	(46,920)	(49,116)
DEFICIT / (SURPLUS)	250	(123)	0

HOUSING CABINET MEMBER MEETING

Agenda Item 98

Brighton & Hove City Council

Subject:	Review of Learning Disability Day Services – Creation of Day Options Team		
Date of Meeting:	11 February 2009		
Report of:	Director of Adult Social Care & Housing		
Contact Officer:	Name:	Naomi Cox	Tel: 29-6400
	E-mail:	naomi.cox@brighton-hove.gov.uk	
Key Decision:	Yes	Forward Plan No: HSG 2189	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT

- 1.1 The government's 'Valuing People Now' paper issued 19th January 2009 emphasises the need for personalised services offering more choice and control to service users. This is an update of the 'Valuing People: A New Strategy for Learning Disability for the 21st Century' White Paper that was issued in 2001.
- 1.2 In December 2008 the Government published the 'Putting People First' ministerial concordat setting out the reform of public services and transformation of adult social care.
- 1.3 In September 2007 the Adult Social Care and Health Committee endorsed a vision for the future of day services. This vision was of a person-centred service empowering people to pursue day activities of their choice.

2. RECOMMENDATIONS

- 2.1 That the Cabinet Member for Housing approves that the council's Integrated Learning Disability Services create a Day Options Team. The Day Options Team would be developed slowly over time. The Day Options Team would offer an advice, guidance and co-ordination point to maximise the day opportunities available to people with learning disabilities in Brighton & Hove.
- 2.2 That the Cabinet Member for Housing monitors the progress on the development of this additional team through regular briefings from the implementation team.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS

- 3.1 In 2006 the Improving Day Services working group of the Learning Disability Partnership Board completed a self-audit of day services using government toolkits supplied by the Valuing People Support Team. The audit identified several key issues and questions about current methods of service delivery.
- 3.2 In 2007 the Lead Commissioner for Learning Disabilities hosted two visioning days to consult stakeholders about the future of day services. The vision was endorsed by the Adult Social Care and Health committee in September of 2007
- 3.3 December 2007 the Learning Disabilities Modernisation Project Board initiated a review of in-house day services. The outcome of the review proposed changes to the delivery of day services and recommended creating a Day Options Team.
- 3.4 The proposal to create the Day Options Team along with the proposed changes to day services were consulted on during a 12-week formal consultation, the outcomes of which are reported below.
- 3.5 The proposals were then presented in a report to Housing Cabinet Member in November 2008. The recommendations about day services have not been approved and are no longer part of this recommendation.
- 3.6 The Day Options Team would be modelled on and developed from the successful and popular Voluntary Work Project (which helps people with learning disabilities obtain voluntary work using the support systems available to them). This means that, like the Voluntary Work Project, the Day Options Team would provide a service to anyone with a learning disability in the city and to their support providers. The Day Options Team would give people more choice and control by:
 - Helping support services to co-ordinate their efforts and share some resources
 - Helping services to develop new opportunities for day options
 - Providing information and expertise about day options to service providers and to people with learning disabilities and their carers.
 - Providing some brokerage assistance to people using self-directed support and helping people maximise the use of the support they have available

4. CONSULTATION

- 4.1 The formal 12-week consultation ran from 7 July to 28 September 2008. It involved all key stakeholders: service users, family carers, the Learning Disability Partnership Board and key partners in the 3rd sector. Account was taken of accessible ways of communicating with service users given their specific communication needs as a result of their learning disabilities.

4.2 Responses received:

Day Service Users: 103 individuals responded to this consultation, with assistance from the day services' staff. 70 service users participated in speak up groups facilitated by an independent advocacy organisation. An independent person-centred planning facilitator audited 37 service users' person-centred plans.

Carers and families: 14 individual responses and 32 people contributed to group responses.

Staff: 20 individual responses and five in-house day service staff teams, two residential staff teams and one management team sent group responses. Unison attended project team meetings.

Other organisations and groups: Better Lives steering group, Carers Centre, Speak Out network Big Meeting, and a public consultation event.

5. CONSULTATION FINDINGS

5.1 The feedback received fell broadly into distinct themes (the complete consultation report was submitted to the Housing Cabinet Member's meeting in November 2008 and is available upon request):

- What people like about the current day services
 - Consistency & safe, secure environment
 - Trained, experienced, familiar staff
 - Variety of activities or options available to service users
- Responses to the proposed new team
 - More options will be available for service users
 - Will reach more people than at present
 - Difficult for people with learning disabilities to make informed choices
- Emphasis on the importance of changes being carefully planned and personalised or avoided all together
 - People with learning disabilities find change very difficult
 - Belief that change is the same as loss
- Belief that this is a plan to save money and reduce services
 - Lots of statements about anticipated day centre closures
 - Lots of questions and queries about self-directed support in the future

6. FINANCIAL & OTHER IMPLICATIONS

Financial Implications:

- 6.1 The total budget for the Integrated Learning Disabilities Service is £23m, which is made up with £32m expenditure budget offset by £9m income budgets. The Integrated Learning Disabilities Service intends to apply for temporary external funding to initiate the Day Options team. The creation of a Day Options Team is one of the objectives in the Learning Disability Commissioning Strategy recently approved by Housing Cabinet Member and by the Joint Commissioning Board. The implementation will be managed through the Financial Recovery Plan (FRP) process already in place.

Finance Officer Consulted: Neil Smith Date: 23rd January 2009

Legal Implications:

- 6.2 The report sets out the proposal to create a new Day Options Team, in line with government initiatives seeking to make adult social care services more person-centred, flexible and efficient.

The creation of a Day Options Team is one of the objectives in the Learning Disability Commissioning Strategy recently approved by Housing Cabinet Member and by the Joint Commissioning Board

The need to formally consult with key stakeholders has been met and consideration must be given to the outcome of that consultation. In particular, concerns expressed regarding how changes and choices are managed must be acknowledged and such changes implemented carefully and sensitively. Further, officers must ensure that day support received continues to meet assessed need.

Staff job descriptions and roles will be created for the new team. There will need to be ongoing consultation with staff and trade unions regarding the specific implications for individual staff, in accordance with employment legislation.

Service users will need to continue to receive support as per their needs assessment – it is not suggested that eligibility will be affected by the proposed addition of the Day Options Team. The level of service provision to service users and families should not change; it should remain in-line with their assessed needs.

Lawyer Consulted: Hilary Priestley Date: 23/01/09

Equalities Implications:

- 6.3 The purpose of the new team is to make a more flexible range of day opportunities available to more people with learning disabilities. This improves many people's access to services, information and activities. An Equalities Impact Assessment was done during the consultation process.

Sustainability Implications:

- 6.4 It is anticipated that the addition of the new team would result in an increase in the use of community and mainstream services and facilities.

Crime & Disorder Implications:

- 6.5 It is hoped that the new team will increase the community's capacity to welcome and support citizens with learning disabilities as they are supported to participate more fully in community services and facilities.

Risk and Opportunity Management Implications:

- 6.6 The new team affords more opportunity to meet the government and council's move towards personalisation of services.
- 6.7 The proposed new team afford the opportunity for services to work in partnership even more frequently, which also gives service users more choice.
- 6.8 The existing support services could be in a better position to move towards the user driven market, which is the model of future social services.

Corporate / Citywide Implications:

- 6.9 The changes proposed should enable people with learning disabilities to be more active participants in the life, activities and facilities of Brighton & Hove.

7. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 7.1 Leave things as they are: The government and Brighton & Hove Adult Social Care are clear that services must become more personalised and service users must be given more choice and control than they have at present. The existing support services for people with learning disabilities in the city are endeavouring to provide more choices and more control for their service users. However resources are tied up in the provision of the current, more traditional services. It will assist the move to personalisation and will assist service providers to make the most efficient use of their resources if they have a central resource they can use and share.

8. REASONS FOR REPORT RECOMMENDATIONS

- 8.1 To ensure we are providing a personalised range of day options to people with learning disabilities in line with national requirements and the personalisation of adult social care.

SUPPORTING DOCUMENTATION

Appendices:

1. None

Documents In Members' Rooms: None

Background Documents

1. Learning Disability Day Services Review (Adult Social Care Committee Report 17th Sept 2007)
2. Valuing People White Paper 2001 & Valuing People Now 2009.
3. Putting People First 2007
4. Having a Good Day - Social Care Institute for Excellence 2007.
5. 'Review of Learning Disability Day Services' report to Brighton & Hove Housing Cabinet Members Meeting November 2008

Subject:	Delivery of support services for council sheltered housing tenants
Date of Meeting:	11 February 2009
Report of:	Director of Adult Social Care & Housing
Contact Officer: Name:	Hilary Edgar
E-mail:	Hilary.edgar@brighton-hove.gov.uk
Key Decision:	No Forward Plan No: HSG 7623
Wards Affected:	All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT

- 1.1 This report sets out recommendations for the future delivery of the support service for council sheltered housing tenants following the review of the sheltered service, consultation with residents and discussions with staff. The structure of the service needs to change to address problems in the current model of service, to meet residents' service requirements and accommodate future budget pressures. This report and its recommendations have been endorsed by the meeting of the Housing Management Consultative Committee on 20 January 2009.
- 1.2 The report also includes a review of the communal service charges in sheltered housing and details of the support charge for 2009/10.

2. RECOMMENDATIONS

- 2.1 That the Cabinet Member for Housing:
- 2.2 (1) Approves the proposal, following consultation with residents, to retain a traditional, on site, scheme manager model of service, which will continue to be managed as a non residential service.
- 2.3 (2) Agrees the revised communal service charges as set out in Appendix 1 with effect from 6 April 2009 and authorises the Director of Adult Social Care and Housing to implement the new service and charges, but with power to make any minor amendments which may appear to be appropriate in particular cases.

3. CURRENT SHELTERED HOUSING SERVICE

- 3.1 The council has 24 sheltered schemes with 855 units of accommodation. This represents half of the social rented sheltered stock in the city, and the council is by far the largest provider of sheltered housing.
- 3.2 The council currently operates a scheme manager based model at individual sites with the out of hours cover based on relief wardens and the Carelink service. There are currently 19 Scheme Manager posts. This structure was introduced in 2000, following a best value review.
- 3.3 Prior to sheltered schemes being supplied with emergency equipment linked to CareLink, residential staff were employed to respond to all out of hour's emergencies. The advent of CareLink rendered the 'live-in' aspect of residential staff less important.
- 3.4 Some staff have found residential working stressful as they felt as if that they were never off duty. As a result, some residential staff have asked to become non-residential with the support of their union and occupational health. At the time of the review in 2000 there were 22 residential staff and by 2008 this had fallen to just 5.
- 3.5 As there are currently fewer managers than schemes, some of the smaller schemes share a manager. However, in the medium and larger schemes there is only one scheme manager and this has created imbalances in workloads between staff.
- 3.6 The current service model has been difficult to sustain over the past few years – it has been difficult to recruit staff to vacant residential posts and there are currently 5 agency workers in the service. A new model of service is therefore required which addresses the needs of residents at the same time as providing staff with manageable workloads and links with colleagues so that services can be maintained in their absence.

4. PROPOSED CHANGES TO THE SHELTERED HOUSING SERVICE

- 4.1 The options for managing sheltered support services range from residential scheme managers to floating support, which is usually located off site and based on short term interventions to tenants in need rather than continuous support. There were two rounds of road shows in the summer and autumn of 2008 advising residents of the need to review the sheltered housing service and of the different ways the service could be provided.
- 4.2 This consultation established that residents did not want a model based on floating support and that they were keen to maintain a service based on scheme managers as they believed they were integral to a successful sheltered service. This view was represented in a petition from the majority of sheltered residents to this committee in July 2008 which said they wanted to retain scheme managers and not introduce floating support.
- 4.3 Discussions between officers and the Sheltered Housing Action Group established the following areas of agreement:

- a) Scheme managers are an important asset in the sheltered housing service and should be locally based.
 - b) Savings can be made by reviewing overheads and by changing the out of hour's service provision. These savings could then be used to supplement scheme manager numbers.
 - c) The current service delivery model has a number of fundamental problems with equity of workload, cover arrangements, recruitment and consistency of service and this needs to be addressed in the chosen model of service.
- 4.4 Having established common ground between officers and residents, a desk top review of the costs other sheltered housing providers pay for their out of hours service, was carried out. This confirmed there is substantial scope for budgetary savings in this part of the service which can be invested in providing front line support services.
- 4.5 It is anticipated that there will be sufficient savings to fund 2 additional scheme managers, taking the total number of scheme managers from 19 to 21.
- 4.6 Site based scheme managers will be the bedrock of the new sheltered service. However, scheme managers will at times need to work with partner scheme managers to address the imbalances in work load and continuity of service provision when staff are on leave.
- 4.7 Links will be made between schemes taking account of the number of units and their location, so that the managers' workload is more fairly distributed. Each scheme will have a dedicated scheme manager who will be the main contact for residents, however in the larger schemes some tasks may be carried out by another manager.
- 4.8 Photographs and information about the scheme managers that residents in a particular scheme will have contact with will be available in each scheme, and these managers will be encouraged to build links with residents in the blocks they will be working in through social activities, and joint working with the dedicated scheme manager. This will ensure residents become familiar with the other scheme managers who may work in their scheme.
- 4.9 The five existing residential scheme managers will be offered the opportunity to remain living on site, whilst employed to deliver front line support services to sheltered tenants. Should any residential scheme managers wish to move, they will be offered assistance with their housing options.

5. ACHIEVING EXCELLENCE IN THE MANAGEMENT OF SHELTERED HOUSING

- 5.1 Consensus over the model of service provides an excellent starting point for the council and residents to continue working together on the following areas for improvement that were identified by tenants at the consultation road shows, the chairman's working group on sheltered housing and Sheltered Housing Action Group meetings:
- a) Reviewing the scheme manager job description
 - b) Resident involvement in the recruitment of scheme managers
 - c) Providing clearer, more accessible, information for residents on service charges

- d) Involving residents in the advertising and viewings of empty properties in their schemes
- e) Developing a sheltered housing policy
- f) Developing a communications strategy for sheltered housing
- g) Specifying and procuring a new out of hours service
- h) Reviewing, on a scheme by scheme basis, what to do with the empty warden's flats in schemes where they are no longer occupied by residential scheme managers
- i) Undertaking a value for money review of the financial overheads within the sheltered service

5.2 Following this meeting, a project plan will be drawn up and presented to a future meeting of the Sheltered Housing Action Group which timetables this work over the coming year so that everyone involved in sheltered housing – residents, officers and members - will know the range and scope of the work that is being carried out.

6. SERVICE CHARGES

- 6.1 Sheltered tenants currently pay charges for support and communal services. The support charge is eligible for Supporting People grant where a tenant is in receipt of Housing Benefit and the communal areas service charge is eligible for Housing Benefit.
- 6.2 The support charge is currently a flat fee of £13.25 per week for each tenant and covers providing housing related support to enable vulnerable tenants to live independently within the community. For example this includes completing benefit forms, arranging adaptations or other professionals to call, arranging social events for residents.
- 6.3 Approximately 84% of sheltered tenants are eligible for supporting people grant funding to cover their support charge with the remaining tenants paying themselves. The service was initially set up as self financing but is now operating at a cost to the HRA of £46,000 per annum. This is because the income received from the Supporting People grant and tenants has only increased by 2.1% over the last five years whilst the expenditure, mainly salaries, has continued to increase annually by inflation.
- 6.4 The Commissioning Body has advised that the Supporting People grant funding will be reducing over the next three years with no allowance for inflation. The exact level of reduction is unknown at present and is awaiting the strategic review of older peoples' services by the Commissioning Body. For 2009/10 the new Supporting People charge to tenants will reduce by 3% from £13.25 to £12.85 per week.
- 6.5 The charge for communal services includes communal cleaning, electricity costs, fire precaution equipment and materials. This service charge has been reviewed to ensure that costs are accurately recovered. The individual elements of the service charges including the increases or reductions are shown in Appendix 1. The main variation is from increased electricity costs averaging 83% from the new contract which was awarded on 1 April 2008.

- 6.6 Approximately 84% of sheltered tenants receive full or partial housing benefit to cover the communal areas service charges. Scheme Managers will work with the 59 tenants who will need to personally fund increases of more than £0.60 per week to ensure they are receiving all benefits to which they are entitled and offer general support.
- 6.7 Appendix 2 shows the net effect of the changes to both service and support charges for each sheltered scheme with effect from 1 April 2009.

7. CONSULTATION

- 7.1 There has been extensive consultation with tenants. This included a series of road shows visiting sheltered schemes to specifically discuss operational service delivery issues. This complemented the earlier series of road shows and wide ranging work of the Chairman's Working Group and the Sheltered Housing Action Group.
- 7.2 The majority of tenants who participated in the road shows expressed a desire to have a model of service based on scheme managers rather than floating support. The majority of tenants also agreed the provision of out of hours cover should be reviewed for efficiency and value. Most tenants consulted expressed strong views that the out of hours service should be re specified, with service levels agreed and procured in accordance with their wishes with an emphasis on better value for money and a less complex service.
- 7.3 The council welcomed a petition organised by the Sheltered Housing Action Group presented to this committee in July 2008. This overwhelmingly supported scheme manager services as opposed to floating support.
- 7.4 In response to these views officers proposed to redesign the service with team based scheme managers. Residents were concerned about some elements of this model of service and following further consultation with residents a revised model has been designed which retains traditional on site scheme managers, working in partnership with each other to cover absences and even out their workload.
- 7.5 There will be a review of the redesigned service, involving residents, six months after implementation. The outcome of this review will be reported back to the Sheltered Housing Action Group.

8. FINANCIAL & OTHER IMPLICATIONS

Financial Implications:

- 8.1 The supporting people expenditure budget for 2008/09 is £635,530 against an income budget of £589,530 which shows a forecast under recovery of £46,000. The proposed changes to the service will increase this level of under recovery to an estimated £65,000 which is absorbed by the HRA revenue budget. In order to reduce this under recovery, further savings relating to the out of hours service will need to be made as mentioned in paragraph 4.4 above.
- 8.2. The sheltered services budget will need to be closely monitored over the next few years to ensure that any future reductions in funding are matched with efficiency savings in order to ensure no further service pressures occur.
- 8.3 The review of the sheltered common areas service charges has highlighted an under recovery of £19,800 which is due to be the 83% increase in electricity costs. Implementing the new charges from April 2009 will ensure all costs are fully recovered.
- 8.4 Further details regarding the service charge calculation are included in section 6 of the report and the Appendices.

Finance Officer Consulted: Monica Brooks Date: 07/01/2009

Legal Implications:

- 8.5 The Council is empowered to provide sheltered housing, and to impose a reasonable charge on tenants for that service.

Lawyer Consulted: Liz Woodley Date: 22/09/2008

Equalities Implications:

- 8.6 The proposed changes will ensure greater consistency in the support services provided to older vulnerable tenants.

Sustainability Implications:

- 8.7 There are no direct implications

Crime & Disorder Implications:

- 8.8 There are no direct implications

Risk and Opportunity Management Implications:

- 8.9 There are no direct implications

Corporate / Citywide Implications:

8.10 There are no direct implications

9. EVALUATION OF ANY ALTERNATIVE OPTION(S)

9.1 The petition referred to at 6.3 above clearly demonstrated that tenants do not want to move to a floating support based model of service delivery. Discussions with tenants at all schemes during the consultation road shows confirmed this position.

9.2 The proposal to move to a team based system of working was not supported by residents and the future model will be based around on site scheme managers.

10. REASONS FOR REPORT RECOMMENDATIONS

10.1 For the Cabinet Member for Housing to agree a revised service delivery structure and changes to communal areas service charge.

SUPPORTING DOCUMENTATION

Appendices:

- 1) Proposed sheltered communal areas service charge with effect from 6 April 2009
- 2) Proposed sheltered common areas and supporting people charges with effect from 6 April 2009

Documents In Members' Rooms None

Background Documents None

PROPOSED SHELTERED COMMON AREAS SERVICE CHARGE WITH EFFECT FROM 6 APRIL 2009

APPENDIX 1

Scheme	No. units	Cleaning / window cleaning			Utility			Alarm maintenance / fire precaution			Other supplies			Current charge total	Reviewed charge total	Diff	% diff
		(incl ward)	Current	Proposed	Diff	Current	Proposed	Diff	Current	Proposed	Diff	Current	Proposed				
Ainsworth House	19	2.93	2.67	(0.27)	2.67	3.02	0.35	0.74	1.19	0.45	0.26	0.28	0.02	6.61	7.16	0.55	8.32%
Broadfields	15	3.64	3.30	(0.34)	3.65	3.46	(0.19)	0.56	1.16	0.60	0.26	0.28	0.02	8.12	8.21	0.09	1.11%
Churchill House	36	6.15	5.56	(0.60)	1.20	1.23	0.03	0.57	1.18	0.61	0.26	0.28	0.02	8.18	8.24	0.06	0.73%
Ditchling	26	2.16	1.97	(0.19)	0.17	0.14	(0.04)	0.56	0.54	(0.01)	0.26	0.28	0.02	3.15	2.93	(0.22)	-6.98%
Elizabeth Court	32	5.27	4.76	(0.51)	1.09	2.28	1.19	0.56	1.18	0.62	0.26	0.28	0.02	7.18	8.50	1.32	18.38%
Elwyn Jones Court	72	6.94	6.26	(0.68)	3.45	2.41	(1.03)	0.70	1.19	0.49	0.26	0.28	0.02	11.35	10.15	(1.20)	-10.57%
Evelyn Court	22	3.81	3.45	(0.36)	1.37	3.60	2.23	0.69	1.19	0.51	0.26	0.28	0.02	6.13	8.53	2.40	39.15%
Hazelholt	24	7.43	6.70	(0.73)	1.42	2.44	1.02	0.56	1.17	0.62	0.26	0.28	0.02	9.67	10.60	0.93	9.62%
Jasmine Court	32	2.81	2.56	(0.26)	1.27	2.85	1.58	0.71	1.18	0.47	0.26	0.28	0.02	5.05	6.86	1.81	35.84%
Jubilee Court	29	4.90	4.43	(0.47)	2.04	3.61	1.57	0.77	1.19	0.42	0.26	0.28	0.02	7.98	9.52	1.54	19.30%
Laburnum Grove	59	4.70	4.25	(0.45)	1.42	3.39	1.97	0.65	1.19	0.53	0.26	0.28	0.02	7.04	9.11	2.07	29.40%
Lavender House	25	3.88	3.52	(0.37)	1.66	3.60	1.94	0.56	1.17	0.62	0.26	0.28	0.02	6.36	8.58	2.22	34.91%
Leach Court	108	7.56	6.82	(0.74)	1.96	2.61	0.64	0.59	1.19	0.60	0.26	0.28	0.02	10.38	10.90	0.52	5.01%
Lindfield Court (incl Burwash Lodge)	31	6.51	5.88	(0.63)	2.32	2.51	0.19	0.56	1.19	0.64	0.26	0.28	0.02	9.66	9.87	0.21	2.17%
Manor Paddock	24	2.33	2.13	(0.21)	1.69	2.17	0.48	0.57	1.19	0.63	0.26	0.28	0.02	4.85	5.78	0.93	19.18%
Muriel House	35	7.75	6.99	(0.76)	1.40	2.61	1.21	0.72	1.18	0.46	0.26	0.28	0.02	10.12	11.06	0.94	9.29%
Rose Hill Court	27	6.60	5.96	(0.64)	2.12	2.12	0.00	0.82	1.18	0.36	0.26	0.28	0.02	9.80	9.54	(0.26)	-2.65%
Sanders House	38	4.34	3.93	(0.41)	0.97	2.71	1.74	0.68	1.19	0.52	0.26	0.28	0.02	6.25	8.12	1.87	29.92%
Sloane Court	40	4.22	3.82	(0.40)	1.71	3.57	1.86	0.88	1.18	0.30	0.26	0.28	0.02	7.08	8.86	1.78	25.14%
Somerset Point	71	3.00	2.72	(0.28)	1.42	2.45	1.03	0.69	1.19	0.50	0.26	0.28	0.02	5.37	6.64	1.27	23.65%
Southease	24	2.84	2.58	(0.26)	1.00	2.20	1.20	0.75	1.19	0.44	0.26	0.28	0.02	4.85	6.25	1.40	28.87%
Stonehurst Court	25	2.24	2.04	(0.20)	0.53	0.94	0.40	0.56	0.54	(0.01)	0.26	0.28	0.02	3.59	3.80	0.21	5.85%
Walter May House	32	3.83	3.47	(0.36)	1.55	2.53	0.98	0.63	1.18	0.55	0.26	0.28	0.02	6.27	7.46	1.19	18.98%
Woods House	26	4.93	4.46	(0.47)	1.30	1.96	0.67	0.61	1.19	0.58	0.26	0.28	0.02	7.10	7.90	0.80	11.23%

