



ADUR & WORTHING
C O U N C I L S

27 October 2017

Joint Strategic Committee

Date: 7 November 2017

Time: 6:30pm

Venue: QEII Room, Shoreham Centre, Shoreham-by-Sea

Adur Executive: Councillors Neil Parkin (Leader), Angus Dunn (Deputy Leader), Carson Albury, Brian Boggis, Emma Evans and David Simmons

Worthing Executive: Councillors Daniel Humphreys (Leader), Kevin Jenkins (Deputy Leader), Edward Crouch, Diane Guest, Heather Mercer and Val Turner

Agenda

Part A

1. Declarations of Interest

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

2. Minutes

To approve the minutes of the Joint Strategic Committee meeting held on 10 October 2017, copies of which have been previously circulated.

3. Public Question Time

To receive any questions from members of the public.

4. Items Raised Under Urgency Provisions

To consider any items the Chairman of the meeting considers to be urgent.

5. 2nd Revenue Budget Monitoring 2017/18 (Q2)

To consider a report from the Director for Digital & Resources, a copy is attached as item 5.

6. 2nd Capital Investment Programme and Projects Monitoring 2017/18

To consider a report from the Director for Digital & Resources, a copy is attached as item 6.

7. Temporary Accommodation Placement and Procurement Policy

To consider a report from the Director for Communities, a copy is attached as item 7.

8. Exclusion of the Press and Public

In the opinion of the Proper Officer the press and public should be excluded from the meeting for consideration of the following item. Therefore the meeting is asked to consider passing the following resolution:

'that under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting from the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the paragraph of Part 3 of Schedule 12 A to the Act indicated against the item'

Part B - Not for Publication – Exempt Information Reports

9. Grafton Multi-Storey Car Park Redevelopment

To consider an exempt report from the Director for the Economy, a copy is attached as item 9.

Recording of this meeting

The Council will be voice recording the meeting, including public question time. The recording will be available on the Council's website as soon as practicable after the meeting. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

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The agenda and reports are available on the Councils website, please visit www.adur-worthing.gov.uk



2nd REVENUE BUDGET MONITORING 2017/18 (Q2)

REPORT BY THE DIRECTOR FOR DIGITAL AND RESOURCES

EXECUTIVE SUMMARY

1. PURPOSE

- 1.1 This report updates the Joint Strategic Committee with the latest expenditure and income projections for each Council in the current financial year 2017/18, compared to the Revenue Budget approved by both Councils on the 23rd February 2017 (Adur District Council) and 21st February 2017 (Worthing Borough Council).

The projected outturn position as at quarter 2 are underspends of £176,000 in Adur District Council and £117,000 in Worthing Borough Council. This is an improvement on the quarter 1 position when an overspend of £55,000 was forecast in Adur and an underspend of £58,000 in Worthing. The areas that have contributed to the net movement are highlighted in the report and appendix 4(b) and include; External borrowing costs, investment income, Minimum Revenue Provision, Waste and Recycling and income from Environmental Services, Development Management, Building Control and property investments.

Whilst the 'spend to date' will be the position as at the 30th September 2017, the forecast position will reflect the latest information available to ensure an up-to-date forecast is presented.

- 1.2 The following appendices have been attached to this report:

- | | | | |
|-------|-------------------|-----|------------------------------------|
| (i) | Appendix 1 | (a) | Adur Summary |
| | | (b) | Adur Use of Earmarked Reserves |
| (ii) | Appendix 2 | (a) | Worthing Summary |
| | | (b) | Worthing Use of Earmarked Reserves |
| (iii) | Appendix 3 | | HRA Summary |
| (iv) | Appendix 4 | (a) | Table of Variations over £20,000 |
| | | (b) | Quarterly Comparison |

2. RECOMMENDATIONS

- 2.1 The Joint Strategic Committee is asked:
- To note the report and projected outturn position for the Joint, Adur and Worthing Revenue Budgets and proposed use of reserves (Appendix 1b and 2b).

3. CONTEXT

- 3.1 The Joint Strategic Committee considered the 'Outline 5-year forecast for 2017/18 to 2021/22 and the Budget Strategy' on 13th September 2016.

This report outlined the Financial Context, the Key Budget Pressures, the Options for Addressing the Budget Gap and the Budget Strategy for Adur and Worthing Councils. The report built on the strategy first proposed last year whose strategic aim was to ensure that the Councils would become community funded by 2020 reliant, by then, on income from trading and commercial activities, council tax income and business rate income.

- 3.2 The successful delivery of the strategy is fundamentally changing how the Council is funded. The Council is moving increasingly away from government funding towards funding from the local community via Council Tax and Business Rates, and will become increasingly reliant on income from commercial activities.
- 3.3 The 2017/18 budgets approved in February 2017 addressed the reduction in Government support, the Councils committed to savings of £1.093m for Adur District Council and £1.740m for Worthing Borough Council to produce a balanced budget. Services have been required to carry out efficiency, procurement and base budget reviews.
- 3.4 Local authorities have a statutory duty under the Local Government Act 2003, to monitor their income and expenditure against their budget, and be ready to take action if overspends or shortfalls in income emerge.

4. ISSUES FOR CONSIDERATION - REVENUE 2017/18 FORECAST

- 4.1 This report represents the 2nd quarter of the monitoring cycle. The projected outturn is reported three times during each year with a final analysis of the variances at the end of the year when the outturn figures are reported.
- 4.2 This means that the net expenditure is fully allocated out to the two councils and the overall projected outturn for the JSC at the yearend will be zero.
- 4.3 The current year-end forecasts indicate that both Adur and Worthing are broadly in line with the budget set. Considering the extensive commitments included in the current year's budgets, overall, services are successfully achieving these targets by reviewing their services, thinking more commercially and changing how these are delivered.

4. ISSUES FOR CONSIDERATION - REVENUE 2017/18 FORECAST

In summary the overall revenue outturns reported for Q2 are as follows:-

Summary of 2nd Quarter Budget Monitoring Report			
	Joint	Adur	Worthing
	£000s	£000s	£000s
Current Budget 2017/18	20,744	9,708	15,632
Projected outturn	21,041	9,531	15,515
Projected Forecast over/ (underspend)	297	(176)	(117)
Projected over/(underspend) percentage	1.4%	(1.8%)	(0.8%)

The JSC budgets are held separately and operate as holding accounts. They represent pooled budgets of Adur and Worthing Councils. All expenditure and income in the JSC budgets are recharged back to the respective authorities. The reported budget variances in Adur and Worthing, in the table above, include the total share transferred from the Joint.

4.4 The Joint Strategic Committee (JSC) is asked to consider:-

- the current projections of variations in the two Councils General Fund Revenue Budgets and the anticipated position relating to the staff vacancy provision;
- the current projections of variations in the Adur Housing Revenue Account; and
- any amendments and virements to budgets for each Council which may require a recommendation onto Council for approval;

4.5 We adopt a more structured approach to services which have more volatile budgets or hard to predict income streams. For 2017/18, these services are:-

- Crematorium
- Development Control
- Homelessness
- Theatres – currently on target to meet approved budget
- Trade Refuse

4.6 Most of these services are subject to closer monitoring because they meet one or more of the following criteria:-

- Demand led
- Income based

4. ISSUES FOR CONSIDERATION - REVENUE 2017/18 FORECAST

- Specialist
- Significant changes to the service are being made in the near future.

4.7 **Headline budget variations across both the Councils' and the Joint account**

4.7.1 **External Borrowing Costs, Investments and Minimum Revenue Provision**

Both Councils have an underspend on MRP due to a lower than anticipated borrowing requirement. Adur will underspend by approximately £262,000 and Worthing by approximately £399,000. This is due to re-profiling of the 2016/17 capital programme which reduces down the MRP required in the current financial year.

In respect of interest earned on investments, both Councils are currently achieving the budget income. The interest payable on borrowing is projected to be underspent against budget for Adur by £22,000 and Worthing £90,000, but this will depend upon the progress of capital schemes which may necessitate additional borrowing.

4.7.2 **Car Parks**

Worthing

Income from off street parking is exceeding the budget and currently additional income of £110,000 is being forecast for the year. The increase is in part due to the increased take up of the Town Centre Workers deal allowing customers working in the BN11 area to park for £4 per day. The application process has been simplified and the scheme promoted by the team resulting in increased uptake. More customers are also choosing to pay using the RingGo app in surface car parks.

Parking income is subject to external factors including the weather and the economy and it will continue to be monitored closely.

4.7.3 **Housing Management**

The cost of providing emergency and temporary accommodation continues to increase and reflects rising demand across the South East, including Adur and Worthing, changes to service delivery and the lack of housing supply for those needing affordable accommodation. Currently in Worthing there are 76 cases and in Adur 35 cases, in emergency accommodation units, this compares with 47 cases and 23 cases respectively in September 2016.

Emergency accommodation (EA) is where we place individuals / families that meet certain initial criteria whilst we fully assess our duty to house the household. Investigation of this duty should take 33 days, at which time if we accept a full housing duty, the household is moved into long term temporary accommodation (TA). The household will also be added to the housing register, assigned a 'banding' and is able to bid for suitable properties that become available.

4. ISSUES FOR CONSIDERATION - REVENUE 2017/18 FORECAST

4.7 Headline budget variations across both the Councils' and the Joint account

4.7.3 Housing Management

Across the South East there is competing demand between local authorities for both emergency and temporary accommodation, the latter often being leased private sector accommodation. As a consequence prices in some areas (e.g. Worthing) are being pushed beyond the reach of the Councils and the supply of suitable emergency and temporary accommodation within the Borough is reduced. The Councils are still faced with placing some clients in costly budget accommodation hotel chains when no other suitable options are available. In recent weeks the Councils have expanded its supply of EA by securing additional leasehold units and unsuccessfully bid on a property that was auctioned last month. There is very real competition in the housing market for suitable properties; however the team is committed to continuing to explore options to increase the supply of suitable emergency accommodation.

In response to this, the Councils have adopted a new strategy for sourcing both temporary and emergency accommodation as agreed at the Joint Strategic Committee in September 2017. The Councils committed to investing £3m in emergency temporary accommodation to reduce the need to rely on expensive private sector provision as a solution.

Since this time the Councils have successfully procured a number of temporary accommodation units in the local area. Officers are continuing to actively appraise other potential property purchases that will allow the Councils to directly provide high quality emergency accommodation at rates much lower than the private sector. A cross council working group is meeting regularly to appraise and progress these schemes as quickly as possible, while ensuring the Councils are spending their investment wisely.

A further budget pressure has resulted from a government change in housing benefit subsidy. Previously councils received a payment of a management fee per temporary accommodation placement via housing benefit; this has been replaced by a grant. The initial impact of this was a predicted shortfall of £75,000 for Worthing in 2017/18. With ever increasing demand and an increasing number of households remaining in temporary accommodation, the shortfall for Worthing Borough Council in 2017/18 is now estimated at £125,000. This could increase further if demand continues to rise. Adur District Council is not being affected to the same extent as the basis of the grant funding is closer to the current demand in the area.

4. ISSUES FOR CONSIDERATION - REVENUE 2017/18 FORECAST

4.7 Headline budget variations across both the Councils' and the Joint account

4.7.3 Housing Management

Housing Management - Full Year forecast						
	2016/17			2017/18 - Full Year Projection		
	Budget for Year	Actual for Year	Variance for Year Over / (Under)	Budget for Year	Forecast for Year	Projected Variance for year Over / (Under)
	£'000	£'000	£'000	£'000	£'000	£'000
ADUR						
ETA Expenditure	252	501	249	318	568	250
ETA rental income	(100)	(259)	(159)	(101)	(218)	(117)
Grant funding	-	-	-	-	(184)	(184)
	152	242	90	217	166	(51)
WORTHING						
ETA Expenditure	381	1,242	861	748	1,743	995
ETA rental income	(256)	(642)	(386)	(259)	(984)	(725)
Grant funding	-	(295)	(295)	-	(120)	(120)
	125	305	180	489	639	150
	277	547	270	706	805	99

Housing Management - Comparative Financial position at September						
	2016/17- Year to Date			2017/18 Year to Date		
	Budget to P6	Actual income P6	Variance for Year Over / (Under)	Budget for Year	Forecast for Year	Projected Variance for year Over / (Under)
	£'000	£'000	£'000	£'000	£'000	£'000
ADUR						
ETA Expenditure	141	331	190	159	270	111
ETA rental income	(50)	(75)	(25)	(51)	(109)	(58)
Grant Funding	-	-	-	-	(184)	(184)
	91	256	165	108	(23)	(131)
WORTHING						
ETA Expenditure	191	726	535	374	872	498
ETA rental income	(128)	(295)	(167)	(129)	(491)	(362)
Grant Funding	-	-	-	-	(120)	(120)
	63	431	368	245	261	16
	154	687	533	353	238	(115)

4. ISSUES FOR CONSIDERATION - REVENUE 2017/18 FORECAST

4.7 Headline budget variations across both the Councils and the Joint account

4.7.4 Development Management

Worthing Development Management income is lower than budget and is predicted to underachieve by £80,000. Originally it was thought that this budget would be achieved by the planned increase in centrally set fees (by 20%) and various major developments being submitted in the town centre e.g. Teville Gate and Union Place. However, the increase in fees was not implemented in June, as originally envisaged, and various large scale planning applications have not been received. It is now expected that the fee increase will be implemented before the end of the year but too late to make any significant difference to the underachievement of budget. Adur is currently on target to exceed its budget by £50,000, although this could be higher if, as expected, further large scale applications are submitted for the strategic housing allocation at West Sompting and additional developments at Shoreham Harbour come forward.

4.7.5 Waste and Cleansing

Commercial Waste income is exceeding the budget and it is estimated there will be an achievement of £20,000 per Authority above the budgeted income target by the end of the financial year. Disposal costs however, are exceeding budget due to a price increase notified after budget was set, for Adur this is £50,000 and for Worthing £160,000.

Agency staff costs continue to be higher than budget due to a combination of the higher minimum wage, long term sickness, extra crew required to cope with the increasing numbers of properties and an increase in the take up of the green bin service. Also some of the staff savings identified in the saving plan haven't materialised due to workload, and the delay in the delivery of the new fleet. The expenditure is necessary to enable the smooth running of the service.

West Sussex County Council have now finalised the 2016/17 income figures from the sale of recycling materials. The Adur and Worthing service will receive a share of this totalling £97,000. This is partially offset by the underachievement of an £50,000 income target at Commerce Way depot which is included in the 2017/18 budget.

Although still early days but the new fleet are showing a saving on diesel costs of around £40,000. The 2017/18 budget includes savings from additional income generation and expenditure reduction of £435,000.

4.7.6 Environment

The Crematorium generates a net income to the council of £1.4m. It is forecast to underachieve its £2.5m gross income budget by £100,000, due to an increase in the number of delivery only cremations, (where there is no family or other service associated with the cremation) and also includes a rebate paid for last year. Work is currently being undertaken by the service to review projected future demand and fee structure across the bereavement service as a whole.

4. ISSUES FOR CONSIDERATION - REVENUE 2017/18 FORECAST

4.7 Headline budget variations across both the Councils' and the Joint account

4.7.6 Environment

Parks & Open Spaces – There is a £23,000 underachievement of Beach Hut income for new huts due to a delay in applying for planning approval and within Parks there is an income shortfall forecast of £20,500 due to new franchise/concessions budgets previously not being reprofiled by the service.

Brooklands Par 3 Golf course has been closed since the works started on the Rampion wind farm in 2016. It was expected that the course would be returned to Council use in 2017/18 and the income budget of £98,000 was reinstated. There has been a delay in the return of the course to the Council and consequently no income is being generated, an estimated shortfall of £50,000 has been included in the outturn forecast. A claim for loss of income is under negotiation with Rampion but full compensation is not being assumed.

4.7.7 Strategic Property Investments

Additional commercial rent income is anticipated from new Strategic Investments in properties, and rent reviews. (Adur £75,000 and Worthing £100,000).

4.7.8 Building Control and Land Charges

Building Control and Land Charges Income, which is derived from fees which are set on a cost recovery basis, is not predicted to meet its income budget (Adur £65,000 and Worthing £40,000). Both of these service areas are subjected to increasing levels of competition. Land Charges are bedding in a new digital platform currently and have not been able to meet customer expectation over the last two months. This work is close to complete and a marketing campaign will run from November aimed at re-assuring customers. Building Control are active in the marketplace, managing communications, promoting the service to customers and are actively seeking a new national customer plus further cross boundary working. Some of the shortfall in income is also being offset by managing salary and other expenditure.

4.7.9 Revenues and Benefits

Overpayments are expected to exceed its budget for Worthing; the current forecast is £200,000. There are grant income budgets in 2017/18, which are no longer received (Adur £70,120, Worthing £54,660). These will be removed during the next budget process.

On 1st October 2017 Adur's Revenues & Benefits team joined the Worthing service. There have been some additional set up costs/curtailment costs due to the merging of the teams; it is anticipated that these costs will be contained within the current budget.

4. ISSUES FOR CONSIDERATION - REVENUE 2017/18 FORECAST

4.8 **Budget variations greater than £20,000**

The Councils individual Summary Projected Outturns are reported in Appendix 1a for Adur District Council and Appendix 2a for Worthing Borough Council.

The variations greater than £20,000, for this report, are detailed in Appendix 4.

There are some expenditure items that are not identified until the year end that will impact on the final outturn. These items can have a positive or negative impact on the final position. They include:-

- Movement in the estimate for doubtful debts
- A review of any amounts needed to be set aside for liabilities that are likely to occur in the future
- Changes in allocations of staff time to outside the General Fund

4.9 **Future Risks**

In 2015/16 Adur Housing Benefit subsidy claim was qualified by the external auditors and the Council had to repay an element of overpaid subsidy in 2016/17. There is a risk that this could reoccur in 2016/17 although early indications from the auditor are that there have been far fewer issues in the audit this year.

4.10 **Cross Cutting Budgets**

The following categories of expenditure are analysed across various services. It is anticipated that this will be on target

- Equipment, furniture and material
- Postage
- Printing stationery and office supplies
- Consultancy costs
- Travel costs

4.11 **Vacancy Savings and Pay Award**

As at Quarter 2, it is anticipated that the vacancy saving will not be met (£224,000). This will continue to be monitored and the position may improve depending on future staff changes.

4. ISSUES FOR CONSIDERATION - REVENUE 2017/18 FORECAST

4.12 Housing Revenue Account

4.12.1 The Adur Housing Revenue Account is a ring fenced account. The HRA forecast is shown in Appendix 3.

	ORIGINAL ESTIMATE 2017/18	PROJECTED OUTTURN 2017/18	PROJECTED OVER/ (UNDERSPEND) 2017/18
	£	£	£
General Management and other	3,850,390	3,850,390	-
Annual Revenue Maintenance costs	2,883,030	2,828,030	(55,000)
Capital Financing costs & Depreciation	6,729,160	6,729,160	-
Contribution to Reserves	-	-	-
Provision for Bad Debt	50,000	50,000	-
Total Expenditure	13,512,580	13,457,580	(55,000)
Less Income	(13,330,660)	(13,275,660)	55,000
			-
Net (Surplus) / Deficit	181,920	181,920	55,000
Funded from Reserves	(181,920)	(181,920)	
Overall position	-	-	-

4.12.2 The HRA is forecast to remain within budget for 2017/18. A number of income shortfalls have arisen during quarter 2 but these can be covered by reductions in expenditure elsewhere in the budget.

4.12.3 A programme of work is underway to address rent arrears which have risen since last year - a new officer in the team is working to improve recovery which is beginning to have an impact.

5. ENGAGEMENT AND COMMUNICATION

5.1 The Corporate Leadership Team and budget managers have all collaborated in the content of this report providing explanation and narrative on the forecast variances.

6. FINANCIAL IMPLICATIONS

6.1 At the end of the 2nd Quarter of the revenue budgetary cycle, it is anticipated that the Joint Committee will have an overspend of £297,000 whilst Adur District Council and Worthing Borough Council will be under budget by £176,200 and £117,300 respectively.

Finance Officer: Sarah Gobey

Date: 12th October 2017

7. LEGAL IMPLICATIONS

- Consult with legal services as early as possible identify any legal issues and the statutory power or duty that the Councils will use to carry out the proposal.

Legal Officer: Susan Sale

Date: 12th October 2017

Local Government Act 1972

Background Papers

Revenue Budget 2017/18 Joint, Adur and Worthing – 2017/18 Budget Book

<https://www.adur-worthing.gov.uk/media/media,144912,en.pdf>

Joint Overall Budget Estimates 2017/18–

<https://www.adur-worthing.gov.uk/media/media,142986,en.pdf>

Adur Overall Budget Estimates 2017/18 and Setting of 2017/18 Council Tax –

<https://www.adur-worthing.gov.uk/media/media,143291,en.pdf>

Worthing Overall Budget Estimates 2017/18 and Setting of 2017/18 Council Tax –

<https://www.adur-worthing.gov.uk/media/media,143244,en.pdf>

Joint Revenue Outturn 2016/17

<https://www.adur-worthing.gov.uk/media/media,145065,en.pdf>

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SUSTAINABILITY AND RISK ASSESSMENT

1. ECONOMIC

Matter considered and no issues identified

2. SOCIAL

2.1 Social Value

Matter considered and no issues identified

2.2 Equality Issues

Matter considered and no issues identified

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified

2.4 Human Rights Issues

Matter considered and no issues identified

3. ENVIRONMENTAL

Matter considered and no issues identified


4. GOVERNANCE

Matter considered and no issues identified

SUMMARY - 1st QUARTER PROJECTED OUTTURN 2017/18

APPENDIX 1a


Actual Previous year 2016/17	ADUR CABINET MEMBER PORTFOLIOS	Original Estimate 2017/18	Current Estimate 2017/18	Projected Outturn to 31st March 2018	Forecast Over/(Under)
3,256,180	CM for Environment	3,067,650	3,067,650	3,097,650	30,000
990,930	CM for Health & Wellbeing	907,600	907,600	907,600	-
597,453	CM for Customer Services	642,150	642,150	661,150	19,000
707,780	Leader	626,870	626,870	626,870	-
2,270,150	CM for Regeneration	2,312,750	2,312,750	2,252,750	(60,000)
2,356,510	CM for Resources	1,960,440	1,960,440	1,795,240	(165,200)
295,170	Holding Accounts	190,140	190,140	190,140	-
-	Cross Cutting Variances	-	-	-	-
-	Estimated Joint Service (Efficiencies)/Vacancy Shortfall	-	-	9,588,640	-
10,474,173	Total Cabinet Member	9,707,600	9,707,600	9,531,400	(176,200)
-	Trading Accounts	-	-	-	-
(1,776,510)	Credit Back Depreciation	(1,378,220)	(1,378,220)	(1,378,220)	-
1,156,240	Minimum Revenue Provision	818,480	818,480	818,480	-
-	Non ring fenced grants	-	-	-	-
-	Financial Instruments	-	-	-	-
-	Adjustment Account	-	-	-	-
9,853,903		9,147,860	9,147,860	8,971,660	(176,200)
	Transfer to/from reserves				
-	Contribution to/(from reserves)	14,000	14,000	14,000	-
-	Budgeted contribution to/(from) Reserves	4,000	4,000	4,000	-
(73,593)	Transfer from reserves to fund specific expenditure (inc carry forwards)	-	-	-	-
-	Net Underspend/(Overspend) Recommended For Transfer To/(From) Reserves	-	-	176,200	176,200
9,780,310	Total Budget requirement before External Support from Government	9,165,860	9,165,860	9,165,860	-

 ADUR DISTRICT COUNCIL EARMARKED REVENUE RESERVE ACCOUNTS	Opening Balance 2017/18	Estimated Decrease 2017/18	Estimated Increase 2017/18	Projected Closing Balance 2017/18
	£	£	£	£
Capacity Issues Fund including General Fund Carry Forward Reserve	117,187			
Consolidation of New Technology Fund into Capacity Issues	22,300			
Consolidation of Health & Safety Reserve into Capacity Issues	32,545			
Project Manager for CENSUS review (8/10/15 JSC/042/15-16)		(39,187)		
Redundancy costs (24/04/17 JAW/8/16-17)		(59,310)		
Carry forward from 2016/17 approved at JSC 11 July 2017: Fishersgate caretaker		(8,000)		
Budgeted contribution to/(from) revenue			4,000	
Balance				69,534
Insurance Fund	180,851	(52,870)	30,000	157,981
Investment Property Maintenance Fund - Revenue Maintenance Programme	38,387	(25,900)		12,487
Grants and Contributions held in Reserves	425,872			425,872
Election Reserve	7,880			7,880
Special and Other Emergency Reserve Redundancy costs (22/06/17 JAW/1/17-18)	86,103	(25,850)		60,253
Projected Underspend/(Overspend) (Reserve to be identified at outturn)			176,000	176,000
General Fund Reserve	408,171			408,171
TOTALS	1,319,295	(211,117)	210,000	1,318,178

SUMMARY - 1st QUARTER PROJECTED OUTTURN 2017/18

APPENDIX 2a

Actual Previous year 2016/17	WORTHING CABINET MEMBER PORTFOLIOS	Original Estimate 2017/18	Current Estimate 2017/18	Projected Outturn to 31st March 2018	Forecast Over/(Under)
3,255,630	CM for Environment	2,890,240	2,890,240	3,113,740	223,500
1,356,520	CM for Health & Wellbeing	1,286,210	1,286,210	1,286,210	-
4,564,540	CM for Customer Services	5,425,580	5,425,580	5,375,580	(50,000)
996,520	Leader	1,054,600	1,054,600	1,054,600	-
2,750,990	CM for Regeneration	2,621,670	2,621,670	2,641,670	20,000
2,853,590	CM for Resources	2,519,070	2,519,070	2,208,270	(310,800)
359,600	Holding Accounts	(165,700)	(165,700)	(165,700)	-
	Cross Cutting Variances			-	-
16,137,390	Total Cabinet Member	15,631,670	15,631,670	15,514,370	(117,300)
-	Trading Accounts	-	-	-	-
(3,272,280)	Credit Back Depreciation	(3,323,380)	(3,323,380)	(3,323,380)	-
1,326,130	Minimum Revenue Provision	1,072,620	1,072,620	1,072,620	-
-	Non ring fenced grants	-	-	-	-
-	Financial Instruments	-	-	-	-
-	Adjustment Account	-	-	-	-
14,191,240		13,380,910	13,380,910	13,263,610	(117,300)
	Transfer to/from reserves				
	Contribution to/(from reserves)	86,250	86,250	86,250	-
	Budgeted contribution to/(from Reserves	1,470	1,470	1,470	-
(152,620)	Transfer from reserves to fund specific expenditure (inc carry forwards)	-	-	-	-
-	Net Underspend/(Overspend) Recommended For Transfer To/(From) Reserves	-	-	117,300	117,300
14,038,620	Total Budget requirement before External Support from Government	13,468,630	13,468,630	13,468,630	-

 WORTHING BOROUGH COUNCIL EARMARKED REVENUE RESERVE ACCOUNTS	Opening Balance 2017/18	Estimated Decrease 2017/18	Estimated Increase 2017/18	Projected Closing Balance 2017/18
	£	£	£	£
Capacity Issue Reserve - Marketing/legal costs re disposal of High St & Civic Centre car park sites (28/02/12 JSC/094/11-12) up to £50k each - Funding for Decoy Farm survey (22/7/14 JSC/031/14-15) - Redundancy costs (24/04/17 JAW/8/16-17) Expenditure funded from approved carry forwards from 2016/17 - Worthing carry forwards from 2016/17 agreed Joint Strategic Committee 11th July, 2017 - Budgeted contribution to/(from) revenue Balance	846,341	(100,000) (150,000) (87,460) (128,560)	1,470	381,791
Insurance Reserve	388,949	(38,870)	30,700	380,779
Joint Health Promotion Reserve	9,910	(9,910)		0
Leisure Lottery & Other Partnerships	77,166			77,166
Museum reserve - 12/09/17 JSC/037/17-18 release of funds to support grant bid	114,012	(77,000)		37,012
Theatre Ticket Levy	63,821	(60,000)	90,000	93,821
Special and Other Emergency Reserve Redundancy costs (22/06/17 JAW/1/17-18)	41,827	(38,775)		3,052
Grants & Contributions	574,292			574,292
Capital Expenditure Reserve Brooklands Environmental Scheme	73,158	(43,500)		29,658
Projected Underspend/ (Overspend) (Reserve to be identified at outturn).			117,000	117,000
General Fund Working Balance	843,625			843,625
TOTAL	3,033,101	(734,075)	239,170	2,538,196

HOUSING REVENUE ACCOUNT QUARTER 2 BUDGET MONITORING
APPENDIX 3

	ORIGINAL ESTIMATE	PROJECTED OUTTURN	PROJECTED OVER/ (UNDERSPEND)
	2017/18	2017/18	2017/18
	£	£	£
EXPENDITURE			
General Management	3,616,390	3,616,390	-
Special Services	191,170	206,170	15,000
Rent, Rates, Taxes & Other Charges	42,830	27,830	(15,000)
Repairs & Maintenance	2,883,030	2,828,030	(55,000)
Depreciation	4,406,760	4,406,760	-
Bad/Doubtful Debt	50,000	50,000	-
Capital Financing Costs			
Interest charges	2,322,400	2,322,400	-
Revenue Contributions to Capital	-	-	-
TOTAL EXPENDITURE	13,512,580	13,457,580	(55,000)
INCOME			
Dwelling Rents	(12,183,440)	(12,173,440)	10,000
Non Dwelling Rents	(545,130)	(515,130)	30,000
Heating and Service Charges	(365,090)	(350,090)	15,000
Leaseholder's Service Charges	(209,000)	(209,000)	-
Interest Received	(28,000)	(28,000)	-
TOTAL INCOME	(13,330,660)	(13,275,660)	55,000
NET (SURPLUS)/DEFICIENCY	181,920	181,920	-

The variations greater than £20,000, for this report, are detailed below

Service Area	Joint £000s (under)/ over-spend	Adur £000s (under)/ over-spend	Worthing £000s (under)/ over-spend	Significant Variations
NET TRADING				
Parking			(110)	Income from car parking is exceeding the budget for Worthing, mainly from surface car parks
Total Net Trading	-	-	(110)	
Service Area	Joint £000s (under)/ over-spend	Adur £000s (under)/ over-spend	Worthing £000s (under)/ over-spend	Significant Variations
INCOME:				
Growth - Commercial Income		(75)	(100)	Net income after borrowing costs, re investments
Development Management - Fee Income	-	(50)	80	Worthing Development management fee - projected surplus for Adur and shortfall for Worthing/shortfall
Building Control & Land Charges	-	65	40	Building Control Income, which is derived from fees set on a cost recovery basis is projected to be below target at year end. Growth targets and strategies are being worked on. Land charges shortfall in income.
Environment - Bereavement Services			100	Income shortfall relating to Crematorium due to increase in Delivery only cremations (Lower income) £100,000
Environment - Parks & Open Spaces			94	Underachievement of Beach Hut income for new huts due to delay in Planning approval £23,000 and Parks income shortfall due to new franchise/concessions but budgets don't reflect these changes. Loss of income due to closure of the Par 3 golf course estimated at £50,000
Revenues & Benefits		70	(200)	ADC - old grant income budget, to be removed. WBC - Net Additional income from the recovery of housing benefits overpayments above budget and an old Grant income budget that won't be realised.
Total Income	-	10	14	

Service Area	Joint £000s (under)/ over-spend	Adur £000s (under)/ over-spend	Worthing £000s (under)/ over-spend	Significant Variations
COSTS:				
Waste Services	13	30	140	Increased spend on Agency staff , Trade Waste disposal costs offset by increased income from Recycling and Trade. Savings on diesel costs.
Homelessness	-	(51)	150	Emergency accommodation costs are continuing to increase to meet demand. This is partially offset by a grant provided to cover removal of the management element of the benefit subsidy.
Telephony	60			Overspend on Telephony - BT & Vodafone, as old systems contracts are cancelled, this should mitigate any further overspend.
Finance	-	(284)	(489)	Net savings due to changes in interest rates and impact of the final 2016/17 capital programme
Vacancy Provision	224			Underachievement on Vacancy Provision forecast
Allocation of Joint Variance		119	178	Share of joint services allocated 40:60 to Councils
Total costs	297	(186)	(21)	
Total Variance	297	(176)	(117)	

Movement between quarters greater than £50,000 are detailed below

Service Area	Joint £000s (spend decrease)/ spend increase	Adur £000s (spend decrease)/ spend increase	Worthing £000s (spend decrease)/ spend increase	Significant Variations
Growth - Commercial Income	-	1	(54)	Due to Rent reviews and increase in strategic property investment income
Development Management	-	(50)	30	Additional income expected for Adur major Developments and Worthing income is suffering from a delay in the price increase
Building Control	-	25	30	Building Control and Land charges income are suffering from increasing levels of competition and Land charges are bedding in a new digital platform and have struggled to meet customer expectations
Environment - Bereavement Services	-	-	52	Income underachieving as increasing numbers of delivery only cremations not previously expected when the budget was set
Environment - Parks & Open Spaces	-	-	50	Projected loss of income from the Brooklands Par3 course due to continuing use by Rampion
Benefits	-	-	(70)	Improvement in court fee income.
Waste Services	(52)	20	30	Joint costs for vehicle maintenance repairs & fuel on the new vehicles lower than expected. In Adur & Worthing the cost of Waste Disposal has increased
Homelessness	-	(11)	46	Increased emergency accommodation to meet demand, except in Worthing the grant to cover change in payment of management costs is insufficient for the number of claimants
Finance	-	(179)	(169)	Investment income, MRP and borrowing costs exceeding budget. This follows the reprofiling of the budget for the capital programme and in year adjustment for the new investments.



2nd CAPITAL INVESTMENT PROGRAMME & PROJECTS MONITORING 2017/18

Report by the Director for Digital and Resources

EXECUTIVE SUMMARY

1. PURPOSE

1.1 This report updates the Joint Strategic Committee on the progress made on the 2017/18 Capital Investment Programmes for Adur District Council, Worthing Borough Council. The programmes include schemes which support the delivery of services by the Joint Strategic Committee.

1.2 The following appendices have been attached to this report:

Appendix 1: Adur District Council Capital Monitoring Summary

Appendix 2: Worthing Borough Council Capital Monitoring Summary

Appendix 3: Adur District Council Reprofiled Budgets

Appendix 4: Worthing Borough Council Reprofiled Budgets

2. RECOMMENDATIONS

The Joint Strategic Committee is asked:

(a) **With respect to the Capital Investment Programme of Adur District Council.**

2.1 Recommendation One

To note the reprofiling and likely phasing of the Adur District Council capital schemes as advised in paragraphs 2.1.1, 2.1.2 and 2.1.3, and Appendix 3.

2.2 Recommendation Two

To approve the refurbishment of the Mill Lane Cemetery public convenience funded from underspends in the 2017/18 Capital Investment Programme, and the amendment to the 2017/18 Capital Investment Programme to include this scheme as detailed in paragraph 2.1.4 i).

EXECUTIVE SUMMARY

2.3 Recommendation Three

To approve procurement of a cricket roller for the Parks Joint Service funded from the proceeds of the sale of an Arboriculture vehicle, and the amendment to the 2017/18 Capital Investment Programme to include this purchase as detailed in paragraph 2.1.4 ii).

(b) With respect to the Capital Investment Programme of Worthing Borough Council.

2.1 Recommendation One

To note the reprofiling and likely phasing of the Worthing Borough Council capital schemes as advised in paragraphs 2.2.1 and 2.2.2, and Appendix 4.

2.2 Recommendation Two

To approve the upgrade of the seafront lighting to LEDs to reduce energy costs, funded from a contribution of £25,000 from the Worthing Borough Council Planned Maintenance Budget, and to amend the 2017/18 Capital Investment Programme to include this scheme as detailed in paragraph 2.2.3. i).

2.3 Recommendation Three

To approve a contribution of £12,500 to the Shoreham Air Crash Memorial funded from underspends in the 2017/18 Capital Investment Programme, and to amend the 2017/18 Capital Investment Programme to include this contribution as advised in paragraph 2.2.3.ii).

2.4 Recommendation Four

To note the proposal to ring-fence £383,860 available underspends in the 2017/18 Capital Investment Programme to fund essential capital works in 2018/19 as advised in paragraphs 2.2.3 iii).

2.5 Recommendation Five

To approve the purchase of a cricket roller for the Parks Joint Service funded from the proceeds of the sale of an Arboriculture vehicle and the amendment to the 2017/18 Capital Investment Programme to include this purchase as detailed in paragraph 2.2.3 iv).

2.6 Recommendation Six

To note the reduction in the reported overspend arising from the replacement of service pipework at Worthing Leisure Centre to £33,000 as advised in paragraphs 2.2.3 v).

1. CONTEXT

- 1.1 In accordance with the Councils' Capital Strategy the Capital Working Group oversees the implementation and progress of both Councils' Capital Investment Programmes.

1. CONTEXT

- 1.2 The Capital Working Group meets quarterly and monitors the programmes' progress and finance, seeking to address any problems at an early stage in order for schemes to be completed within budget and timescales. Where problems are highlighted the Group considers possible remedies including virements between schemes, reprofiling of budgets between years and the withdrawal of schemes from the programme when schemes are unable to proceed. This could be due to resourcing problems, time delays or other factors beyond the Councils' control.
- 1.3 Full summaries of the progress of all the schemes in the 2017/18 Capital Investment Programmes are prepared each quarter highlighting:

Schemes not progressing satisfactorily or where there are financial issues	Red
Schemes where progress is being closely monitored	Amber
Schemes progressing well	Green
Schemes where progress is beyond officers' control	■
Schemes with financial issues	£
Schemes where progress has improved	▲
Schemes where progress has deteriorated	▼

- 1.4 The Capital Working Group also ensures that capital schemes are approved within financial regulations; a Summary of Project Initiation Document (P.I.D.) Approvals for 2017/18 schemes and the P.I.D. documents (for schemes costing under £250,000) are available from the Councils' Joint Intranet.
- 1.5 Financial Regulations require officers to report each project on completion detailing the original estimate, tender estimate and the final outturn; a Summary of Capital Project Final Account Forms submitted together with the Forms are available from the Councils' Joint Intranet.
- 1.6 Each year a small number of schemes are selected for a more detailed evaluation on completion and officers are asked to complete a Post Scheme Evaluation Form. These forms are also available from the Councils' Joint intranet.
- 1.7 **Progress of the Adur District Council 2017/18 Capital Investment Programme – September 2017**
- 1.7.1 There are 53 schemes in the 2017/18 current capital investment programme of which 30 (57%) schemes are progressing satisfactorily or have completed. A summary of the progress of all the schemes in the 2017/18 Capital Investment Programme is available from the Councils' Joint Intranet, and a high level summary is attached as Appendix 1 to this report.

1. CONTEXT

1.7.2 The current 2017/18 budget is £43,731,190 which has increased by £17,746,060 from the original budget, resulting from the net impact of budgets carried forward from the 2016/17 capital investment programme, approved changes to the 2017/18 budget, and budgets reprofiled to and from future years. The main reason for the increase in the current budget is the approved increase in the Strategic Property Investment Fund by £15m.

1.7.3 An underspend of £78,500 is currently forecast in the current 2017/18 Capital Investment Programme, which has mainly arisen from:

i) **Disabled Facilities Grants.**

The Council has received an increased Better Care Fund Grant (BCFG) Allocation of £588,137 in 2017/18. This allocation can be used to fund grants made in 2017/18 and the current forecast outturn is £350,000. Based on previous experience, any unused grants at the year-end will be carried forward to fund future Disabled Facilities Grant awards

The 2017/18 DFG budget of £350,000 was originally funded from a forecast BCFG of £305,000 and Council funding of £45,000. The announcement of the Council's BCFG allocation has resulted in an underspend of Council resource funding of £45,000.

ii) **Contingency provision carried forward from 2016/17.**

A contingency provision of £60,000 was carried forward for urgent capital schemes or for additional works required to capital schemes already in the 2017/18 Capital Investment Programme. The balance remaining from this provision is £33,500.

1.7.4 Adur Homes Capital Investment Programme

The Adur Homes Capital Investment Programme for the two years 2017/18 and 2018/19 was approved by the Joint Strategic Committee 12th September 2017.

There has been a delay in the commencement of many of the major contracts whilst a new work programme was developed which is based on the condition surveys recently received by Technical Services. This delay is now being addressed by the use of a professional services framework contract to expedite the capital programme by project managing some of the contracts.

Budget profiles for the scheme elements in the 2017/18 programme will be considered in the 3rd quarter monitoring report.

1. CONTEXT

1.8 Progress of the Worthing Borough Council 2017/18 Capital Investment Programme – September 2017

1.8.1 There are 65 schemes in the 2017/18 current capital investment programme of which 34 schemes (52%) are progressing satisfactorily or have completed. Two schemes (3%) have been identified as not progressing satisfactorily and a summary of these schemes is attached as Appendix 2 to this report. A summary of the progress of all the schemes in the 2017/18 Capital Investment Programme is available from the Councils' Joint Intranet. The current 2017/18 budget is £50,869,390, an increase of £21,591,760 on the original budget due to the net impact of budgets carried forward from 2016/17, approved changes to the 2017/18 Capital Investment Programme and budgets reprofiled to 2018/19 and future years. The main reason for the increase in the current budget is the approved increase in the Strategic Property Investment Fund by £15m.

1.8.2 An underspend of £880,420 is currently forecast on the current 2017/18 Capital Investment Programme, which has mainly arisen from:

i) **Disabled Facilities Grants.**

The Council has received an increased Better Care Fund Grant (BCFG) Allocation of £1,079,802 in 2017/18. This allocation can be used to fund grants made in 2017/18 and the current forecast outturn is £800,000. Based on previous experience, any unused grants at the year-end will be carried forward to fund future Disabled Facilities Grant awards

The 2017/18 DFG budget of £750,000 was originally funded from a forecast BCFG of £650,000 and Council funding of £100,000. The announcement of the Council's BCFG allocation has resulted in an underspend of Council resource funding of £100,000.

ii) **Contingency provisions carried forward from 2015/16 and 2016/17.**

A total contingency provision of £160,000 was carried forward for urgent capital schemes or for additional works required to capital schemes already in the 2017/18 Capital Investment Programme. The balance remaining from this provision is £130,000. .

iii) **Brooklands Park Environmental Improvements**

The 2017/18 Capital Investment Programme includes a budget provision of £850,000 for Brooklands Park Environmental Improvements. The works have been tendered and the scheme awarded at an estimated cost of £350,000. Further improvements estimated to cost £50,000 have been approved from the original allocation.

However, the works have only recently commenced on site and unexpected expenditure could arise at any time, and therefore the full underspend has yet to be realised.

1. CONTEXT

1.8 Progress of the Worthing Borough Council 2017/18 Capital Investment Programme – September 2017

iv) **Car Park Improvements – Lyndhurst Road (West) Surface Car Park Extension**

The 2017/18 Capital Investment Programme includes a budget provision of £269,320 for the extension works to Lyndhurst Road (West) Surface Car Park. The scope of the scheme has reduced from a full reconstruction of the existing car park and Beach House Park tennis courts to patching and overlay of the existing surfaces of the car park and tennis courts, and the purchase of two pay and display machines and signage for the new parking area.

This will result in an increase of approximately 60 additional parking spaces at an estimated cost of £112,000. The lighting and drainage improvements, if necessary, may be undertaken in future years and will be funded from future capital bids for resources.

However, the works have only recently commenced on site and unexpected expenditure could arise at any time, and therefore the full underspend of £150,000 has yet to be realised.

2. ISSUES FOR CONSIDERATION

2.1 Adur District Council

2.1.1 Budgets totalling £2,289,150 have been reprofiled to 2018/19 and future years, where the original project plan has changed and the schemes are unable to complete in 2017/18. A list of schemes reprofiled is attached as Appendix 3 to this report.

2.12 Adur Civic Centre Development – Overall budget £11.7m

- i) Demolition of the Civic Centre (Budget: £1m). The demolition of the Civic Centre completed June 2017 and an underspend of £353,800 has resulted.
- ii) Phase 1 North – Construction of a new office block. Continues to progress and is at RIBA Stage 4 (technical design) under the Pre Contract Service Agreement with Wilmott Dixon. The Planning Application has been submitted with determination to take place at Committee in November 2017. The programme anticipates a start on site early in the new year and the budget needs to be reprofiled in line with the anticipated spend:

2017/18: £1,200,000
2018/19: £8,200,000
2019/20: £1,200,000

Total: £10,600,000

2. ISSUES FOR CONSIDERATION

2.1 Adur District Council

- iii) Phase II South. Potential options are being worked up with a procurement route under consideration. It is proposed to add the underspend on the demolition of the Civic Centre to the £100,000 allocated for the consultancy and design.

2.13 The following programmes of capital works have been identified as likely to be reprofiled to 2018/19.

- i) Adur Homes Capital Investment Programme - There has been a delay in the commencement of many of the major contracts due establishing a prioritisation of work based on the condition surveys recently received by Technical Services. This delay is now being addressed by the use of a professional services framework contract to expedite the capital programme by project managing some of the contracts.
- ii) Affordable Housing Grants to Registered Social Landlords – Grants are still under consideration and the budget provision may be profiled to 2018/19.
- iii) Wadurs Swimming Pool – Expansion of changing facilities – Impulse Leisure will be delivering this project with support from Technical Services. The original budget was £100,000 funded from S106 receipts and Impulse Leisure has been applying for external funding of £50,000 as the original budget was insufficient. The project has been delayed pending receipt of the external funding.

2.1.4 The following amendments to the Adur District Council 2017/18 Capital Investment Programme are recommended:

- i) Mill Lane Cemetery Public Convenience – Refurbishment

The existing public conveniences are in a poor condition and do not meet current Disability Discrimination Act access or facilities requirements. The estimated cost to refurbish and include DDA improvements is £33,600.

The current DDA 2017/18 budget has not been fully allocated and it is proposed to fund the required DDA access and facilities required at the Mill Lane Cemetery public convenience from an allocation of £10,000 from this budget. The remainder of the refurbishment works can be funded from underspends in the overall 2017/18 Capital Investment Programme.

2. ISSUES FOR CONSIDERATION

2.1 Adur District Council

ii) Parks – Purchase of Cricket Roller

A replacement cricket roller had to be purchased for use on cricket wickets due to the deterioration of various cricket wicket ground conditions and concerns expressed from clubs and the cricket league about the health and safety of our cricket pitches. The cost of the replacement cricket roller was £10,200.

The Parks Section identified that an Arboriculture vehicle used by the Team to deliver tree surgery works was no longer required. The vehicle was sold and the Councils have received a capital receipt of £15,000 from the sale.

It is requested that the capital receipt from the redundant Arboriculture vehicle is used fund the replacement cricket roller and the purchase added to the Adur District Council and Worthing Borough Council Capital Investment Programmes on a 40/60% basis.

2.2 Worthing Borough Council

2.2.1 Budgets totalling £3,539,970 have been reprofiled to 2018/19 and future years where the original project plan has changed and the schemes are unable to complete in 2017/18. A list of schemes reprofiled is attached as Appendix 4 to this report.

2.2.2 The following schemes have been identified as likely to be reprofiled to 2018/19.

i) Multi Storey Car Parks – Planned structural repairs and improvements

The expenditure priorities were agreed and approved by the Joint Strategic Committee in April 2017.

Grafton MSCP – Structural works are currently awaiting specifications from consultant.

High Street and Buckingham MSCPs – A consultant has provided a report for the urgent works, which is currently being considered, and the works will then be tendered for a 2017/18 start continuing into 2018/19. One passenger lift is anticipated to be installed at Buckingham Road MSCP in December 2017 and the second lift is planned for installation April / May 2018.

Profiling of budgets to be considered in 3rd Quarter Monitoring Report.

2. ISSUES FOR CONSIDERATION

2.2 Worthing Borough Council

ii) Crematorium – Replacement and re-siting of car park attendant’s kiosk.

The scheme is currently on hold pending the results of a vehicle usage audit to be undertaken over the winter to ascertain volumes, movements and recommendations for the best solution based on the site layout.

iii) Coast Protection Works – Rivers Arun to Adur Beach Management Plan

The consultants are working on an outline business case for a preliminary study to advise works required over the next 4 years. Additional works and funding are currently being considered.

iv) Properties – Montague Street Site Essential Repairs

Some external investigation works completed in 2016/17 and on site meetings are currently in progress. The full scope of the works is still to be confirmed and planning permission is likely to be required, resulting in works continuing into 2018/19.

v) Affordable Housing Grants to Registered Social Landlords – Grants are still under consideration and the budget provision may be profiled to 2018/19.

2.2.3 The following amendments to the 2017/18 Capital Investment Programme are recommended:

i) Seafront lighting – Upgrade to LED

The 2017/18 Planned Maintenance Budget includes a provision of £40,000 for the decoration of the seafront lighting columns.

An inspection of the lighting columns has revealed that the columns do not need decorating this financial year. It is therefore proposed to use some of this budget to upgrade the lighting to LEDs at an approximate cost of £25,000.

The current lighting requires between £5,000 - £10,000 p.a. for wiring maintenance. If the lights are upgraded to LEDs the new lights will require minimal or no wiring maintenance. In addition there will be energy savings from LED lighting but this is not quantifiable as the supply is not separately metered.

It is recommended that the 2017/18 Capital Investment Programme is amended to include the upgrade of the seafront lights to LED funded from a contribution of £25,000 from the 2017/18 Worthing Borough Council Planned Maintenance Programme.

2. ISSUES FOR CONSIDERATION

2.2 Worthing Borough Council

ii) Contribution to Shoreham Air Crash Memorial

The Adur Capital Investment Programme includes a project to create a lasting memorial to the eleven men who lost their lives as a result of the tragic incident at Shoreham Airshow in August 2015.

The design has been completed and planning and drafting the stage 2 contract for production and installation is progressing. It is proposed to have 3 elements (lights, arches and seating) installed before the third anniversary in August 2018.

The scheme is mostly funded from external donations and it is proposed that Worthing Borough Council contributes £12,500 from underspends in the 2017/18 Capital Investment Programme towards the delivery of the scheme, and that the 2017/18 Capital Investment Programme is amended to include this contribution.

iii) Use of 2017/18 Overall Programme Underspends to fund Essential Works in 2018/19

The 2018/19 - 2020/21 Capital Investment Programme is currently being drafted for approval by the Joint Strategic Committee in December 2017. Unfortunately there are insufficient resources available to fund all the essential capital bids and it is proposed to ring-fence £383,860 of underspends in the 2017/18 Capital Investment Programme to fund essential capital bids proposed for the 2018/19 and 2019/20 Capital Investment Programme.

The underspends will be carefully monitored and the request will be included in the Capital Budget report to the Joint Strategic Committee 5th December 2017 and the subsequent Council meeting 19th December 2017.

iv) Parks – Purchase of Cricket Roller

A replacement cricket roller had to be purchased for use on cricket wickets due to the deterioration of various cricket wicket ground conditions and concerns expressed from the clubs and the cricket league about the health and safety of our cricket pitches. The cost of the replacement cricket roller was £10,199.

The Parks Section identified that an Arboriculture vehicle used by Team to deliver tree surgery works was no longer required. The vehicle was sold and the Councils have received a capital receipt of £15,000 from the sale.

2. ISSUES FOR CONSIDERATION

2.2 Worthing Borough Council

iv) Parks – Purchase of Cricket Roller

It is requested that the capital receipt from the redundant Arb vehicle is used fund the replacement cricket roller and the purchase added to the Adur District Council and Worthing Borough Council Capital Investment Programmes on a 40/60% basis.

v) Worthing Leisure Centre – Replacement of service pipe work

In the 1st Quarter 2017/18 Capital Monitoring Report it was reported that the estimated final costs of replacing the service pipework at Worthing Leisure Centre would exceed the current budget by £70,000.

The final account has now been agreed and some of the costs were found to be maintenance issues which have now been coded to the revenue budget, and as a result the final overspend is £33,000.

3. ENGAGEMENT AND COMMUNICATION

- 3.1 The purpose of this report is to communicate with stakeholders on the progress of the Adur District Council and Worthing Borough Council 2017/18 Capital Investment Programmes. Officers of the Council have been consulted with on the progress of the schemes which they are responsible for delivering.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications arising from this report as the financing of the Adur District Council and Worthing Borough Council original 2017/18 Capital Investment Programmes was approved by the Councils in December 2016. Subsequent changes have been reported to and approved by the Joint Strategic Committee. The issues considered in this report can all be funded from existing resources.

Finance Officer: Sarah Gobey

Date: 23rd October 2017

5. LEGAL IMPLICATIONS

- 5.1 Local authorities have a statutory duty under section 28 of the Local Government Act 2003, to monitor their income and expenditure against their budget, and be ready to take action if overspends or shortfalls in income emerge. Section 151 of the Local Government Act 1972 requires the Councils to make arrangements for the proper administration of their financial affairs.

Legal Officer:

Date:

Background Papers

- Capital Investment Programme 2017/18 – 2019/20 Adur District Council, Worthing Borough Council and Joint Committee
- Capital Strategy 2016/19.

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SUSTAINABILITY AND RISK ASSESSMENT

1. ECONOMIC

- The capital programme prioritisation model awards points for capital project proposals that impact positively on the economic development of our places or the economic participation of our communities.

2. SOCIAL

2.1 Social Value

- The capital programme prioritisation model awards points for capital project proposals that impact positively on our communities.

2.2 Equality Issues

- The capital programme prioritisation model awards points for capital project proposals that address DDA requirements and reduce inequalities.

3. Environmental

- The management, custodianship and protection of our natural resources are considered when capital schemes are assessed for inclusion in the Councils' Capital Investment Programme.

4. Governance

- The Councils' priorities, specific action plans, strategies or policies are considered when capital schemes are assessed for inclusion in the Councils' Capital Investment Programmes.
- The Councils' reputation or relationship with our partners or community is taken into account when capital schemes are assessed for inclusion in the Councils' Capital Investment Programmes.
- Resourcing, risk management (including health and safety) and the governance of the either Council are fully considered during the preparation of the Councils' Capital Investment Programmes.

CAPITAL MONITORING SUMMARY 2017/2018							SEPTEMBER 2017		
Executive Portfolios	(1) Total ADC Scheme Budgets	(2) Previous Years' Spend	(3) 2017/18 Original Budget	(4) Net Slippage b/f from 2016/17	(5) Approved Changes to Original Budget	(6) 2017/18 Budget Reprofiles to and from 2018/19	(7) 2017/18 Current Budget	(8) 2017/18 Spend to Date	(9) Spend % of Current Budget
	£	£	£	£	£	£	£	£	
Customer Services	11,562,090	-	9,017,160	1,929,900	615,030	(1,300,000)	10,262,090	2,171,598	21.16%
Environment	4,017,580	507,600	3,047,670	534,720	28,090	(598,550)	3,011,930	1,726,335	57.32%
Health and Wellbeing	229,900	840	219,800	11,260	-	(140,000)	91,060	4,486	4.93%
Regeneration	29,700,210	232,830	12,950,500	145,880	15,815,000	(181,500)	28,729,880	12,139,132	42.25%
Resources	2,251,620	603,290	750,000	221,930	733,400	(69,100)	1,636,230	805,390	49.22%
TOTALS	47,761,400	1,344,560	25,985,130	2,843,690	17,191,520	(2,289,150)	43,731,190	16,846,941	38.52%

Financing of 2017/18 Programme:

Adur Homes Capital Programme:	£'000
Capital Receipts:	600
Major Repairs Reserve:	4,100
Development/Refurb Reserve:	1,776
Prudential Borrowing:	1,434
	<u>7,910</u>

General Fund Capital Programme:	£'000
Prudential Borrowing:	32,015
Capital Receipts:	1,487
Government Grants:	748
Revenue Reserves and Contributions	96
Other Contributions:	1,475
	<u>35,821</u>

Capital Monitoring - Summary of Progress:

Schemes not progressing satisfactorily or where there are financial issues:	0
Schemes where progress is being closely monitored:	23
Schemes progressing well:	23
Schemes completed:	7
Total Schemes:	<u>53</u>

2017/18 Current Council Resources General Fund Underspend: (78,500)

(1) SCHEME (Responsible Officer)	(2) Total ADC Scheme Budget £	(3) Previous Years' Spend £	(4) 2017/18 Original Budget £	(5) Budget Reprofiles to and from 2018/19 and Future Years £	(6) 2017/18 Current Budget £	(7) 2017/18 Spend to Date £	(8) Anticipated Completion Date (C) / Approval Report(D)/ P.I.D.(P)	(9) 2017/18 Anticipated (Underspend) /Overspend (Council Resources) £	(10) COMMENTS AND PROGRESS ● Progress Beyond Council's Control £ Schemes with financial issues ▲ Scheme Progress Improved ▼ Scheme Progress Deteriorated	(11) Status
Schemes where progress is being closely monitored	41,105,950	668,210	22,740,540	2,143,550	37,873,690	13,236,923		-	Full details on intranet	
Schemes progressing well	4,119,500	559,060	1,717,840	145,600	3,438,840	1,341,533		(78,500)	Full details on intranet	
Schemes completed	2,535,950	117,290	1,526,750	-	2,418,660	2,268,486		-	Full details on intranet	
TOTAL: C.I.P. 2017/18	47,761,400	1,344,560	25,985,130	2,289,150	43,731,190	16,846,941		(78,500)		

CAPITAL MONITORING SUMMARY 2017/18 **SEPTEMBER 2017**

Executive Portfolios	(1) Total WBC Scheme Budgets £	(2) Previous Years' Spend £	(3) 2017/18 Original Budget £	(4) Net Budget b/f from 2016/17 £	(5) Approved Changes to Original Budget £	(6) 2017/18 Budget Reprofiled to and (from) 2018/19 £	(7) 2017/18 Current Budget £	(8) 2017/18 Spend to Date £	(9) Spend % of Current Budget
Customer Services	4,386,000	131,960	3,411,000	343,040	500,000	1,826,500	2,427,540	537,379	22.14%
Environment	8,384,220	602,090	6,355,110	752,540	423,310	931,350	6,599,610	2,912,401	44.13%
Health and Wellbeing	238,760	18,290	199,800	21,670	-	130,000	91,470	-	0.00%
Regeneration	31,118,620	47,810	13,909,720	372,490	16,667,000	374,220	30,574,990	9,517,921	31.13%
Resources	11,153,600	117,420	5,402,000	5,831,680	220,000	277,900	11,175,780	5,203,697	46.56%
TOTALS	55,281,200	917,570	29,277,630	7,321,420	17,810,310	3,539,970	50,869,390	18,171,398	35.72%

Financing of 2017/18 Programme:

	£'000
Borrowing:	43162
Capital Receipts:	5859
Revenue Contributions and Reserves:	433
Government Grants:	962
S106 Receipts	453
Other Contributions:	
	50,869

Capital Monitoring - Summary of Progress:

Schemes not progressing satisfactorily or where there are : financial issues:	2
Schemes where progress is being closely monitored:	29
Schemes progressing well:	25
Schemes completed:	9
Total Schemes:	65

2017/18 Current Council Resources General Fund Underspend: (496,560)

(1) SCHEME (Responsible Officer)	(2) Total WBC Scheme Budget £	(3) Previous Years' Spend £	(4) 2017/18 Original Budget £	(5) Budget Reprofiled to and (from) 2018/19 and future years £	(6) 2017/18 Current Budget £	(7) 2017/18 Spend to Date £	(8) Anticipated Completion Date (C) / Approval Report(D)/ P.I.D (P)	(11) 2017/18 Anticipated (Underspend) /Overspend (Capital Resources) £	(12) COMMENTS AND PROGRESS <input checked="" type="checkbox"/> Progress Beyond Council's Control £ Schemes With Financial Issues ▲ Scheme Progress Improved ▼ Scheme Progress Deteriorated	(13) Status
Schemes not progressing satisfactorily or where there financial issues	604,380	232,660	300,000	247,600	124,120	97,900		33,000	Scheme Details Below	RED
Schemes where progress is being closely monitored	37,869,300	326,300	18,896,800	3,451,470	34,193,030	9,739,882		-	Scheme Details On Intranet	AMBER
Schemes progressing well	13,751,450	284,990	7,335,680	(159,100)	13,569,790	5,583,283		(529,690)	Scheme Details On Intranet	GREEN
Completed Schemes	3,056,070	73,620	2,745,150	-	2,982,450	2,750,332		131	Scheme Details On Intranet	GREEN
TOTAL: C.I.P. 2017/18	55,281,200	917,570	29,277,630	3,539,970	50,869,390	18,171,398		(496,560)		
Environment Durrington Cemetery 1 Additional Burial Spaces - Initial assessment of works and extension of cemetery (DM)	369,300	71,700	300,000	247,600	50,000	5,905	Mar 19 (C) 8.3.12 (P) 3.12.15 (D)	Possible Overspend	Off site ground water monitoring well installed Oct 16. Tree and ecological survey completed Dec 16. The ecological survey raised the issue that the grass-land area is not included in the Worthing BC Core Strategy as a Local Wildlife Site and it is also a Habitat of Principle importance under the NERC Act 2006. These afford the area a certain amount of protection. The ecological report advised that further ecological surveys of the site need to be carried out to establish its current ecological value. Currently awaiting the ecologist report and impact on the proposed scheme. Main works anticipated 2018/19.	

(1) SCHEME (Responsible Officer)	(2) Total WBC Scheme Budget £	(3) Previous Years' Spend £	(4) 2017/18 Original Budget £	(5) Budget Reprofiled to and (from) 2018/19 and future years £	(6) 2017/18 Current Budget £	(7) 2017/18 Spend to Date £	(8) Anticipated Completion Date (C) / Approval Report(D)/ P.I.D (P)	(11) 2017/18 Anticipated (Underspend) /Overspend (Capital Resources) £	(12) COMMENTS AND PROGRESS <input checked="" type="checkbox"/> Progress Beyond Council's Control £ Schemes With Financial Issues ^ Scheme Progress Improved v Scheme Progress Deteriorated	(13) Status £
Worthing Leisure Centre 2 Replacement of Service Pipe Work (DM)	235,080	160,960	-	-	74,120	91,995	June 17 (C) 15.8.12 (P)	33,000	Additional funding approved for the taking down and reinstatement of 10 additional ceilings and for an updated and energy efficient hot and cold water system. However, the additional funding was approved on estimates and the actual costs of the works then required a further £50,000 which was approved Mar 17. Works have completed however, additional works have been undertaken which have not been budgeted. Final account agreed which has resulted in a reduction in the forecast overspend.	£
TOTAL:	604,380	232,660	300,000	247,600	124,120	97,900		33,000		

RESPONSIBLE OFFICERS:

DM

Derek Magee

Engineering and Surveying Manager



ADUR DISTRICT COUNCIL - CAPITAL BUDGETS REPROFILED TO FUTURE YEARS

Scheme	Reprofiled Budgets	Reason
Adur Homes Capital Investment Programme - Sheltered Accommodation replacement of existing community alarm / alert systems	100,000	The tendering for this work has been suspended due to a change in fire regulations for sheltered housing, with a consequent change in specification now required. Options are being reviewed for a probable 2018/19 installation.
Car Park Enhancements - Lower Beach (Riverside) Car Park	100,000	90% of the works have now completed. Remainder of the works have been suspended to allow the Environment Agency Tidal Walls Coastal Protection Scheme Workers access to the rear of the Waterside Inn, and the earliest commencement date is forecast as May 2018.
Disability Discrimination Act Improvements - Extension of the coastal footpath linking the existing access points along the Shoreham Beach frontage to enable disabled access on to the beach. Phase 3 The Burrells to the old ford	140,000	The design of the scheme has been delayed due to consultation with the Environment Agency regarding the Tidal Walls CPW Project and the Port Authority regarding installation of a haul road adjacent to the fort. Start on site is anticipated March 2018 due to the avoidance of winter weather conditions and is likely to continue into 2018/19.
Property Acquisitions - Acquisition of emergency, interim or temporary accommodation for the homeless (Invest to Save Scheme)	1,200,000	The current strategy has been revised and the focus is now on acquiring leased properties rather than purchasing properties outright. Budget reprofiled to 2018/19 for any properties that might come forward for purchase.
Shoreham Harbour Projects (Externally funded by the Central Government Growth Point Programme)	50,000	The Shoreham Harbour Project Board have recently approved a contribution of £10,000 to the Brighton Marina to River Adur Coastal Defences. Budget brought forward from 2018/19 to fund this contribution. A contribution of £75,000 has also been agreed to an A259 green corridor. However the Council is awaiting the completion of a study into an A259 cycle route which may require land take from the green corridor. The study is currently in progress. The Council's contribution is likely to be to several smaller discrete projects some of which may require funding in 2017/18 but most of the funding will be required in 2018/19.



ADUR DISTRICT COUNCIL - CAPITAL BUDGETS REPROFILED TO FUTURE YEARS

Scheme	Reprofiled Budgets	Reason
Office Equipment - New Microphone System	14,100	A replacement microphone system was approved by the Joint Strategic Committee in March 2017. However, an opportunity arose to purchase a second hand system, which was funded from the revenue budget as the cost was below the capital threshold. The second hand system is only a temporary solution and the system will need to be replaced in approximately 3 years. Budget reprofiled to 2019/20.
Play Area Improvements - Quayside	81,800	The contract for the ground slab is to be tendered and installed prior to the main scheme in 2018/19 which has been scheduled for May / June 2018 due to the need to avoid the winter weather.
Shoreham Air Crash Memorial	131,500	The Joint Strategic Committee 4th April 2017 approved the creation of a lasting memorial for the Shoreham Air Crash. The design stage has been completed. Planning and drafting the Stage 2 contract for production and installation is progressing. It is anticipated that the works will commence in 2017/18 and will continue in 2018/19 to have 3 elements (lights, arches and seating) installed before the third anniversary of August 2018.
Shoreham Centre - Provision of Solar Panels	55,000	A meeting has been held with the contractors and the preferred option is to install solar panels on both the back and the middle of the roof to maximise energy savings. However, the current roof is not strong enough to support the solar panels on the middle of the roof and the roof would need to be replaced. A capital bid has been submitted to replace the roof in 2018/19 ahead of the scheduled replacement. The current budget for solar panels on the back of the roof has been reprofiled to 2018/19 and a business case is being considered for solar panels to be installed on a smaller section of the roof.



ADUR DISTRICT COUNCIL - CAPITAL BUDGETS REPROFILED TO FUTURE YEARS

Scheme	Reprofiled Budgets	Reason
Southwick Leisure Centre - Replacement of the eastern set of three tennis courts with an outdoor all weather pitch for football / tennis / netball.	322,000	The original budget was to replace the outdoor courts with an all weather pitch for football / tennis / netball. Discussions have been held with the Lawn Tennis Association regarding an upgrade of the tennis courts instead of the provision of an all weather pitch. The Council is now considering the submission of an external funding bid to the LTA for match funding for the upgrade of the tennis courts.
Southwick Recreation Ground - Refurbishment of hard surfaces	32,500	Scheme initially delayed by discussions with the MS Day Care Centre regarding suitable dates for the work as the Day Centre requires vehicular access 7 days a week. The project is now on hold pending a strategic review of the property.
Street Cleansing - Replacement of 2 vehicles	62,250	Vehicles have taken longer than anticipated to order and delivery is now anticipated in 2018/19 due to delivery lead in times.
Total Reprofiled Budgets:	2,289,150	



WORTHING BOROUGH
COUNCIL

WORTHING BOROUGH COUNCIL - CAPITAL BUDGETS REPROFILED TO FUTURE YEARS

Scheme	Reprofiled Budgets	Reason
Asbestos removal from Town Hall roof space	130,000	Safe working zone works and sampling of ceilings to simulate maintenance activities has been undertaken. Consultants and officers are currently working on costings for the works. Temporary relocation of staff is being considered. Anticipated works start on site Spring 2018 continuing in 2018/19.
Brooklands Park - Phase 2 Environmental Improvements	50,000	Phase 2 Environmental improvements to be undertaken after the completion of the contaminated land works.
Brooklands Park - Replacement of Par 3 Club House	225,000	The Club House is currently closed until reinstatement works following the EON cabling works, which have overrun, have been completed. The current building is unlikely to reopen until Spring 2018 and might need remedial repair. A larger project, which might include a café, is under consideration.
Construction and installation of 5 beach huts	34,220	The scheme is awaiting decisions from Parks regarding design and materials and works are unlikely to be undertaken in 2017/18.
Car Parks - Lyndhurst Road (West) Surface Car Park - Extension of parking facilities on to the tennis court areas to include fencing, lighting and drainage improvements	(225,000)	There is now some urgency to complete this scheme as the Aquarena car park has closed and there is a shortage of car parking in the area. Planning permission has been granted and the scheme is programmed for works to commence 23rd October 2017. Works anticipated to be on site for approximately 8 weeks. Budget has been brought forward from 2018/19 to fund the works.
Crematorium Improvements - i) Redevelopment of the main office ii) DDA access improvements to the exterior toilets iii) New showroom for memorialisation iv) DDA access improvements to the children's garden	168,000	The target dates for this scheme have been revised to fit around the service requirements of the crematorium. The scheme feasibility is now complete, awaiting cost information. Planning submission is anticipated end Oct 17 with the main works programmed for the Summer 2018.
Durrington Cemetery - Additional burial spaces	247,600	The ecological survey has raised some queries with regards to whether this lands is a Local Wildlife Site or a Habitat of Principle importance under the NERC Act 2006. Further ecological surveys have been carried out and the report is awaited. The main works are anticipated to be undertaken in 2018/19.



WORTHING BOROUGH
COUNCIL

WORTHING BOROUGH COUNCIL - CAPITAL BUDGETS REPROFILED TO FUTURE YEARS

Scheme	Reprofiled Budgets	Reason
Foreshore - Fire Prevention Works to Pier, Southern Pavilion and Seafront Amusements	290,000	Following receipt of the fire compliance works recommendations, an investigation and report from consultants has been received. The urgent recommendations from the report were instigated in 2016/17. Consideration is now being given to using a consultant to prepare the specification and documentation for works to be undertaken in 2018/19.
Fulbeck Avenue - Development of site to provide new housing	50,000	The Joint Strategic Committee April 2018 approved the development of this site to provide new housing and this budget is to prepare and submit an outline planning application for the proposed housing. Planning approval to be submitted April 2018. Budget profiled to 2018/19 to pay for the final reports and planning application fees.
Homefield Park - Refurbishment of tennis courts	200,000	The Joint Strategic Committee July 2017 approved the transfer of the budget from the Homefield Park Multi Use Games Area to the refurbishment of the tennis courts in Homefield Park. The works are anticipated on site in March / April 2018.
Museum and Art Gallery - Conversion of ground floor area vacated by Tourist Information Centre into useable accommodation/exhibition space	26,500	An external funding bid of £1.2m is being sought from the Heritage Lottery Fund. This budget, together with £77,000 funding from the Leisure Lottery and Other Expenditure Reserve is to be requested to be used as match funding for the external funding bid. If the external funding bid is successful the works are likely to commence in 2018 with the major works being undertaken from September 2019 to June 2020.
Office Equipment - New microphone system	15,900	A replacement microphone system was approved by the Joint Strategic Committee in March 2017. However, an opportunity arose to purchase a second hand system, which was funded from the revenue budget as the cost was below the capital threshold. The second hand system is only a temporary solution and the system will need to be replaced in approximately 3 years. Budget reprofiled to 2019/20.



WORTHING BOROUGH
COUNCIL

WORTHING BOROUGH COUNCIL - CAPITAL BUDGETS REPROFILED TO FUTURE YEARS

Scheme	Reprofiled Budgets	Reason
Play Area Improvements - West Park	70,000	The scheme was initially delayed by receipt of the final brief from Parks. Tenders are now out for pricing and are due back November 2017. The work programme has been revised for delivery on site mid April / May 2018.
Property Acquisitions - Acquisition of emergency, interim or temporary accommodation for the homeless (Invest to Save Scheme)	1,800,000	The current strategy has been revised and the focus is now on acquiring leased properties rather than purchasing properties outright. Budget reprofiled to 2018/19 for any properties that might come forward for purchase.
Solar Renewable Energy Projects	262,000	Installation of solar panels on the roof of Portland House was completed April 2017. External consultants are currently considering other Council sites which may be suitable and which have a payback within a reasonable time frame.
Street Cleansing - Replacement of 2 vehicles	95,750	Vehicles have taken longer than anticipated to order and delivery is now anticipated in 2018/19 due to delivery lead in times.
Worthing Leisure Centre - Refurbishment of athletics track	100,000	Patching works have been undertaken in September 2017, but the main works will not commence until March / April 2018 due to the need to avoid the winter period for resurfacing works.
Total Reprofiled Budgets:	3,539,970	



ADUR & WORTHING
COUNCILS

Joint Strategic Committee
7 November 2017
Agenda Item 7

Key Decision [~~Yes~~/No]

Ward(s) Affected: All

Temporary Accommodation Placement and Procurement Policy

Report by the Director for Communities

Executive Summary

Purpose

1.1 This paper progresses our strategic and operational commitments as set out in our Housing Strategy and Platforms for our Places, by providing information to support the adoption of a Temporary Accommodation Placement and Procurement Policy. By developing this policy, the Councils are seeking to address two related issues: i) ensuring that our customers and communities are aware of the criteria that will be used for the allocation of temporary accommodation placements and ii) our plans for securing temporary accommodation to meet this need.

1.2 To present a draft Temporary Accommodation Placement and Procurement Policy and request that Members of the Joint Strategic Committee agree to refer the Policy to Adur District and Worthing Borough Councils for adoption with immediate effect, subject to the outcome of the consultation process.

Recommendations

The Joint Strategic Committee is recommended to:

- 2.1 Approve the draft Temporary Accommodation Placement and Procurement Policy;
- 2.2 Note that the Head of Housing will be undertaking consultation with stakeholders and partners on the draft Policy for a period of 6 weeks;
- 2.3 Delegate authority to the Head of Housing, in consultation with the Executive Members for Customer Services, to make minor and/or consequential changes to the draft policy arising from the outcome of the consultation process, in order to finalise the Policy;
- 2.4 Recommend to both Adur District Council and Worthing Borough Council the adoption of the Temporary Accommodation Placement and Procurement Policy, subject to the outcome of the consultation process.

3. Context

- 3.1 In March 2017, both Councils approved the Adur and Worthing Housing Strategy 'Housing Matters' in which the Councils' future approach to supporting families and individuals who are at risk of homelessness or who become homeless is outlined. The specific issue of increased demand for affordable housing and temporary accommodation (TA) in particular, is also highlighted.
- 3.2 In December 2016 both Councils adopted our three year strategic direction of travel 'Platforms for Our Places' which also includes a commitment regarding the need to develop our approaches to securing and allocating TA.
- 3.3 The overarching goal of the Councils in delivering our strategic aims is to prevent homelessness wherever possible, however we recognise that this is not always possible. In certain circumstances the Council has a statutory duty under the Housing Act 1996 (as amended) to provide temporary accommodation where an applicant is owed the interim housing duty (S188) or the main housing duty (S193).
- 3.4 Both Councils are experiencing significant increases in households requesting assistance with housing, which results in the requirement to provide interim accommodation to meet their housing needs.
- 3.5 At the same time there are challenges in both acquiring suitable TA and accessing suitable private rented sector accommodation that could be used for these purposes, for a number of reasons. These include but are not limited to:
- Private rented sector rent increases above Local Housing Allowance rates (LHA = housing allowance paid to those in receipt of benefits whether in work or not). The LHA rates in Adur and Worthing have remained static for some years, whilst rents have not.
 - Changes to tax rules for landlords that anecdotally are reducing the numbers of landlords entering the market and leading to some leaving the market
 - Reducing availability of 'social' housing that affects throughput for those on low incomes already in temporary accommodation
 - Changes to mortgage application criteria that impacts on the ability of some household to access the property market (whether to buy outright or acquire shared ownership properties).
 - A general shortage of properties to buy and rent at affordable levels
- 3.6 The Councils are dependent upon a constant supply of accommodation to meet the needs of households who have been required to leave their previous accommodation and need emergency assistance, often without forewarning. Both the supply of suitable accommodation and time limitations, reduce the

Councils ability to assist the household to find alternative accommodation immediately. In certain circumstances this requires the Councils to place some households into shared facility accommodation such as Bed and Breakfast type accommodation and into accommodation outside of Adur District and Worthing Borough, in some cases outside of West Sussex.

Increasingly it may be possible for the Councils to secure much more suitable and appropriate accommodation in terms of size and family needs out of the immediate area. For some families this will provide the medium term security that they require to rebuild their lives and move forward following the trauma of becoming homeless. In such circumstances the Councils will work closely with families to ensure any particular needs they have are supported locally to their placement.

3.7 It is therefore important that the Councils have an up to date and transparent Policy that describes:

3.7.1 How the Councils will seek to provide for those in need of temporary accommodation

3.7.2 How they will make decisions regarding the placement of those in need of temporary accommodation.

3.8 The Temporary Accommodation Placement and Procurement Policy sets out Adur District Council and Worthing Borough Council's policy for both allocating and procuring temporary accommodation units.

4. Issues for Consideration

4.1 There are currently 110 temporary accommodation placements (Adur 34, Worthing 76). Of these, all 34 Adur placements are out of the district, while 42 Worthing placements are out of the borough.

4.2 Demand for TA is predicted to continue to rise. Eviction from the private rented sector and exclusions by friends and family are two of the main causes of homelessness and the major drivers for the sharp increase in TA demand in first quarter of this financial year. The roll out of Universal Credit, the implementation of the Homelessness Reduction Act 2017 and tax changes for private sector landlords due to take place in 2018, could all place additional pressures on the system and potentially the demand for TA, in the coming months.

4.3 It is worth noting that some households are staying longer in TA due to a desire to be placed in 'social' housing, the supply of which is insufficient to meet current demand and 71% of those in TA are waiting for either a 1 or 2 bedroom property.

Improving the opportunities to move on from TA will be achieved by Housing Officers providing case management and other support, to families to enable them to find and secure, suitable, permanent accommodation. This in turn will increase the frequency at which existing TA units are recycled and reduce the need to continuously procure more units and consequently the cost burden on the Councils.

- 4.4 The Councils are continually seeking to increase the number of available properties for TA and more broadly by: entering into long term lease arrangements with landlords; seeking to purchase street properties and working with statutory, voluntary and private sector partners to address the shortage of affordable accommodation.
- 4.5 The proposed Temporary Accommodation Placement and Procurement Policy is appended to this report and will assist the Councils' to :
- deliver good quality temporary accommodation that is fit for purpose and suitable for homeless households
 - achieve value for money for the Councils and its residents
 - reduce the use of costly Bed and Breakfast (B&B) and unsuitable shared accommodation
- 4.6 It is proposed therefore that Members of the Joint Strategic Committee agree the Draft Temporary Accommodation Placement and Procurement Policy, subject to consultation; authorise the Head of Housing in consultation with the Executive Members for Customer Services, to make minor changes to the draft Policy arising as a result of the consultation process to finalise the Policy; and recommend to both Adur District and Worthing Borough Councils the adoption of the Policy, subject to the consultation process.

5. Engagement and Communication

- 5.1 Executive Members for Customers Services have reviewed this draft policy and are in agreement.
- 5.2 Subject to approval by the Joint Strategic Committee, consultation on the draft policy with stakeholders and partners will be commenced for a period of six weeks. The proposed method will be to publish the draft Policy on the Councils website, inform relevant stakeholders and partners of this process and invite feedback.
- 5.3 There is no statutory requirement for such consultation, however there is an expectation in the constitution that the Councils will consult in such circumstances and clearly this represents best practice.

6. Financial Implications

- 6.1 The Policy as outlined does not increase or change the financial commitments already made by the Councils to support the procurement of Temporary

Accommodation units whether through securing leases or the purchasing of properties. The placement elements of the policy explore and ensure that operational practice is clear for our customers and that there is a transparent process, but again does not have a direct financial implication.

7. Legal Implications

- 7.1 Sections 206 and 208 of the 1996 Housing Act impose distinct but related requirements upon the local authority. Section 206(1) provides that the authority may discharge their housing functions only by securing “suitable” accommodation, albeit by a variety of 3 routes. Section 208(1) provides that: “So far as reasonably practicable a local housing authority shall in discharging their housing functions under this Part secure that accommodation is available for the occupation of the applicant in their district”.
- 7.2 This has been expanded upon in statutory guidance. Under section 182(1) of the 1996 Housing Act, local authorities are required to have regard to this guidance in discharging their statutory functions. The current general guidance is contained in the Homelessness Code of Guidance for Local Authorities (Department for Communities and Local Government, 2006).
- 7.3 Following the Localism Act 2011, the Secretary of State made it a matter of statutory obligation to take the location of the accommodation into account when determining whether accommodation is suitable. Hence, in October 2012, the Secretary of State made the Homelessness (Suitability of Accommodation) (England) Order 2012 (SI 2012/2601). The Department also issued Supplementary Guidance on the homelessness changes in the Localism Act 2011 and on the Homelessness (Suitability of Accommodation) (England) Order 2012 (November 2012).
- 7.4 The 2012 Order sets out that while out of area placements are not prohibited; authorities are required to take into account the distance of the accommodation being offered from its district and the disruption to caring responsibilities or the education of any member of the household. The obligation to secure accommodation as close as possible to where the household had previously been living was then strengthened by the Supplementary Guidance, including the need to seek to retain established links with schools, doctors, social workers and other key services and support.
- 7.5 In *(R (N) v Westminster City Council [2015]*, the Supreme Court concluded that from s.206, s.208 and s.210 of the Housing Act 1996, paras. 16.7 and 17.41 of the Code of Guidance, Art 2 of the 2012 Suitability of Accommodation Order and the consultation exercise which preceded it, there is a statutory duty to accommodate in an authority’s area, where reasonably practicable, which imports a stronger duty than simply being reasonable.

Where an authority is unable to accommodate within its area, it is under a duty to try to place the household as close as possible to where they were previously living.

- 7.6 The Supreme Court has also provided guidance on how local authorities ought to cope with the burden of accounting for their actions in each case. This is outlined as follows – *“Ideally, each local authority should have, and keep up to date, a policy for procuring sufficient units of temporary accommodation to meet the anticipated demand during the coming year. That policy should, of course, reflect the authority’s statutory obligations under both the 1996 Act and the Children Act 2004. It should be approved by the democratically accountable members of the council and, ideally, it should be made publicly available. Secondly, each local authority should have, and keep up to date, a policy for allocating those units to individual homeless households. Where there was an anticipated shortfall of “in borough” units, that policy would explain the factors which would be taken into account in offering households those units, the factors which would be taken into account in offering units close to home, and if there was a shortage of such units, the factors which would make it suitable to accommodate a household further away. That policy too should be made publicly available”.*

Background Papers

Temporary Accommodation Placement and Procurement Policy

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Sustainability & Risk Assessment

1. Economic

- The actions in this policy will allow the Councils reduce the shortfall in temporary accommodation cost it currently has to meet. Most of this shortfall comes from using costly B&B and lack of move on from cheaper leased accommodation.

2. Social

2.1 Social Value

- This policy will give the Councils a better chance of sourcing accommodation that is suitable for the needs of homeless households. Households are now having to stay longer in temporary accommodation . For some households, suitable accommodation out of the area will provide medium term security, giving them a chance to settle into the area while they wait for permanent housing.

2.2 Equality Issues

- The policy creates a transparent process for allocating temporary accommodation. The policy has been designed to assist the Councils to meet their Public Sector Equality Duty when procuring temporary accommodation and placing households in such accommodation.
- An Equality Impact Assessment will be done to assess and mitigate any impact of this policy on people with protected characteristics.

2.3 Community Safety Issues (Section 17)

- The placement process includes an assessment which identifies the support a household will need to settle into temporary accommodation. This ensures that they are not placed in areas where they can not access appropriate support or which is likely to increase their risk level.

2.4 Human Rights Issues

- The placement criteria and the assessment gives officers the tools to ensure that the dignity and rights of households in temporary accommodation is not violated.

3. Environmental

- Not relevant

4. Governance

- Not relevant

Adur District Council and Worthing Borough Council
Temporary Accommodation Placement and Procurement Policy (Draft)

1.0 Introduction

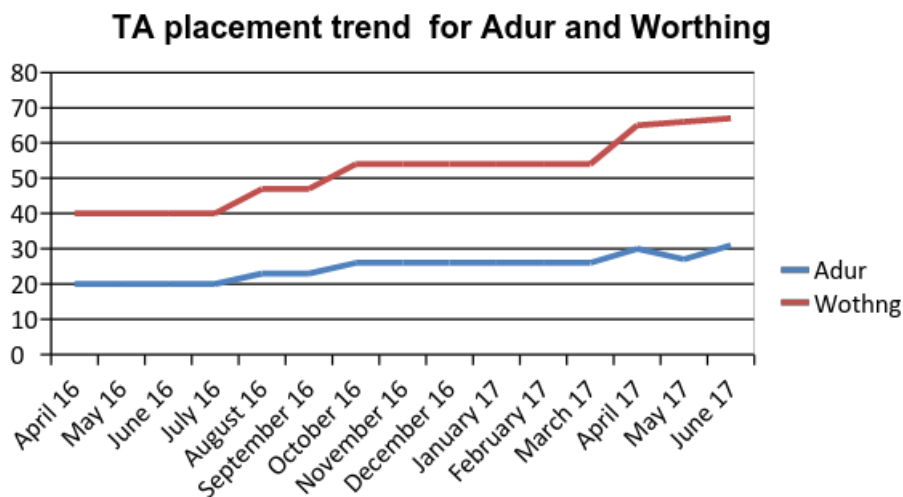
- 1.1. This document sets out Adur District Council and Worthing Borough Council's approach to the placement of households in temporary accommodation and acquisition of suitable accommodation for use as temporary accommodation, both in and out their respective areas, on the periphery of West Sussex and when required further afield. It covers both interim placements made under Section 188 Housing Act 1996, while homelessness enquiries are undertaken, and longer-term temporary accommodation placements for households accepted as homeless under Section 193 Housing Act 1996.
- 1.2. Any reference to "the Council" or "the Council's area" refers to either Adur District Council or Worthing Borough Council, whichever is applicable.
- 1.3. The Policy takes into account the statutory requirements on local authorities in respect of the suitability of accommodation, including the Suitability of Accommodation Orders, the Homelessness Code of Guidance 2006, and Supplementary Guidance issued in 2012. It has also been formulated having regard to the need to safeguard and promote the welfare of children, as required by section 11 of the Children Act 2004.
- 1.4. This policy also takes into account the requirement for the Council to have a written policy for placing homeless households out of area and keep an up to date policy for procuring sufficient units of temporary accommodation to meet the anticipated demand during the coming year, as determined by R (N) v Westminster City Council [2015].
- 1.5. This policy has taken into account the public sector Equality Duty (Section 149 of the Equality Act 2010) and the Council's allocation and procurement of temporary accommodation will have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation
 - Advance equality of opportunity between different groups
 - Foster good relations between different groups
 - of any household with a member with a 'relevant protected characteristic' when placing in temporary accommodation.
- 1.6. The Council does not currently own units of temporary accommodation (TA), consequently it depends upon the supply of privately owned properties to meet its obligations to provide TA to homeless households. Changes to the local housing market and other factors largely outside the Council's control have made it increasingly difficult to obtain properties for use as TA within the Council's area and in surrounding areas that meet the standards that are required.
- 1.7. In accordance with section 208 of the Housing Act 1996, and paragraph 16.7 of the Homelessness Code of Guidance, so far as reasonably practicable, the council seeks to accommodate homeless households in their respective areas

and always considers the suitability of the accommodation, taking into account the circumstances of the individual household. However, due to an acute shortage of affordable housing locally and rising rental costs, an increasing number of households are likely to be placed out of the area as it will not be reasonably practicable to provide accommodation within each respective area.

- 1.8. The Council will work with households placed out of the area to access support to maintain local ties where possible.
- 1.9. When determining whether it is reasonably practicable to secure accommodation in its area, as opposed to simply what is reasonable, the cost of the accommodation is a relevant and proper consideration given the intensive pressures on housing stock for both Adur District Council and Worthing Borough Council, and a high demand for a range of suitable accommodation with a limited budget.
- 1.10. Due to the lack of supply of affordable, suitable temporary accommodation across West Sussex, it may be necessary to procure some units outside of West Sussex. Where possible, these units will be in the periphery of the county, for example in Brighton & Hove, East Sussex and Surrey. However, at times of high demand and limited supply, it may be necessary to secure units further away from West Sussex. Such units will only be procured when all other reasonable options have been exhausted. Prior to placing a household into such accommodation, an assessment will be undertaken to determine that the placement is suitable.
- 1.11. A record will be kept of the Council's attempts to procure sufficient units of suitable accommodation within its area and as close to the area as possible.

2.0 Anticipated demand for temporary accommodation

2.1 Adur and Worthing has seen sustained increase in demand for TA. The graph below shows TA placements for both Adur and Worthing has increased by an average of 35% over a 14 month period.



- 2.2 TA demand is predicted to continue to rise. Eviction from the private rented sector and exclusions by friends and family are two of the main causes of homelessness and the major drivers for the sharp increase in TA demand in first quarter of this financial year. The implementation of full service Universal Credit, the Homelessness Reduction Act 2017 and changes to tax burden on private sector landlords may also lead to changes in housing demand and supply, and potentially demand for TA in the coming months.

3.0 Approaches to meeting demand for temporary accommodation

- 3.1 The Council will employ a variety of approaches to maintain the supply of good quality TA such as:
- Obtaining self-contained properties in its temporary accommodation stock through short and medium term block booking arrangements with private landlords.
 - Increase the number of leased properties in its stock by developing a private rented leasing scheme
 - Exploring options for direct purchase of properties on the open market that will be suitable for use as temporary accommodation subject to meeting value for money criteria.
 - Exploring options for working with lettings agencies
 - Seeking to increase the number of private sector landlords willing to let directly to homeless households to encourage move on from temporary accommodation
- 3.2 The approaches will complement the existing and planned approaches to prevent homelessness and increase social and affordable housing supply.
- 3.3 The lack of affordable properties within Adur District and Worthing Borough means a considerable number of units are likely to be out of Adur District and Worthing Borough in order to be affordable to low income households. This approach will allow households to create a stable, secure family environment and build and sustain some community cohesion. Accommodation outside the area is likely to be more affordable due to the Local Housing Allowance rates in some areas being more in line with market rents.

4.0 Temporary Accommodation Offers and Refusals

- 4.1 Homeless applicants who are housed under the council's interim duty to accommodate pursuant to Section 188 Housing Act 1996 may initially be placed into accommodation with shared facilities (such as B&B or hostel style accommodation). Households with children or a pregnant woman will be moved to alternative accommodation within 6 weeks to comply with the legislation on B&B use. It is possible that families will be moved to nightly paid self-contained accommodation. This accommodation is increasingly likely to be out of area.
- 4.2 Where the council decides that applicants housed under Section 188 Housing Act 1996 are not owed the main homelessness duty, they will be asked to leave following the provision of reasonable notice, after being notified of the decision.

In this context reasonable notice means a period between 14 and 28 days, though this will depend on the circumstances of the household. In all cases where there are dependent children or vulnerable adults, Social Services will be notified that the Council's duty to provide accommodation will be brought to an end. The Council will work with Social Services to assist the applicant and their household.

- 4.3 Applicants will be given one offer of suitable interim or longer term temporary accommodation and they will be asked to accept it. There is no obligation upon the council to enable applicants to view the accommodation prior to acceptance and it would be impractical to do so.
- 4.4 In making the offer, the household's individual circumstances will be considered, taking into account the factors set out in section 3 of this Policy and the Council's criteria on out of area placements (section 5).
- 4.5 If an applicant refuses an offer, they will be asked to provide their reasons for refusal and to sign a pro-forma confirming that they understand the consequences of the refusal. Failure to agree to sign the refusal pro-forma will be noted. This applies to new applicants to whom the council has an interim duty to accommodate under Section 188 Housing Act 1996, as well as those being transferred to alternative temporary accommodation. The council will consider the reasons given and undertake further enquiries as necessary. If the council accepts the accommodation is unsuitable, the offer will be withdrawn and another suitable offer will be made.
- 4.6 Where applicants refuse suitable emergency accommodation (which may include out of area placements) and the council does not accept their reasons for refusal, and considers that the offer is suitable, applicants will not be offered further accommodation and will be required to make their own arrangements. A referral to Social Services will be made if the applicant's household includes anyone who is vulnerable or pregnant or a child.
- 4.7 If the applicant is resident in emergency accommodation, they will usually be asked to vacate the property and advised that no further assistance will be provided. If they are already in longer-term temporary accommodation not managed by the council, the relevant housing provider would be advised that the duty has been discharged so that they can start possession action.
- 4.8 Homeless applicants to whom a full housing duty has been accepted have the right to request a review as to the suitability of any accommodation offered. The Council has discretionary powers to provide accommodation pending the outcome of the review. Households placed pursuant to S188 of the Housing Act 1996, pending the completion of enquiries, do not have the right to request a review as to suitability; any challenge is brought by way of Judicial Review. (See section 7 below).
- 4.9 Where applicants, for whom the council has accepted a full housing duty (a S193 duty), refuse a suitable offer and submit a review request, they will only continue to be accommodated during the review period in exceptional circumstances. Each case will be considered on an individual basis, taking into account the overall merits of the review request, any new information or evidence that may

affect the original decision, and the personal circumstances of the applicant and the potential impact of the loss of accommodation.

5.0 Suitability of accommodation – factors to consider

- 5.1 The Council acknowledges that some accommodation that is suitable for a short period, for example bed and breakfast, may not necessarily be suitable for a longer period. In offering temporary accommodation, the council will consider the suitability of the offer, taking into account the following factors:
- 5.2 **Location** – if suitable, affordable accommodation is available in its area, applicants will be housed in the Council's area, allowing them to maintain any established links with services and social/support networks. However, when there is a lack of suitable accommodation or there are higher priority households needing accommodation in the Council's area, placements out of area will be used to meet the Council's housing duty. Attempts will be made to source accommodation within other parts of West Sussex. If this is not available, the provision of accommodation on the periphery of West Sussex or further afield may have to be considered.
- 5.3 **Size, condition and facilities** – accommodation must provide appropriate space for the household to occupy and meet appropriate standards. Reasons for a refusal that relate to things such as the quality of the decoration/furniture, the layout/type of accommodation, provision of parking and lack of access to a garden will be considered based on each household's needs. Minimum space standards and provision of cooking and other facilities are laid down in Appendix 17 of the Homeless Code of Guidance.
- 5.4 **Health factors** – the Council will consider health factors, such as the ability to get up and down stairs, care and support provided by other statutory agencies or the need to access any specialist medical services that are only available in the Council's area. If the applicant or a member of the resident household is citing medical grounds that were not identified during the initial assessment, the applicant will be asked to submit medical evidence. The key test in determining the impact of medical issues is whether the condition itself makes the housing offered unsuitable. Prior to being placed in temporary accommodation every household is asked to complete a vulnerability and suitability assessment form. This form is used to assess the suitability of accommodation provided.
- 5.5 **Education** – consideration will be given to special educational needs and students who are close to taking public examinations in determining priority for placements in the district. Regard will also be given to other issues that may disrupt a child's educational development. The scarcity of temporary accommodation means that households with children cannot always be placed in the catchment area for their children's schools.
- 5.6 **Employment** – the Council will consider the need of applicants, who are in permanent, paid employment to reach their normal workplace from the accommodation that is secured. This will include having a regard to both travelling time and the costs associated with this travel. Applicants are expected to travel a reasonable distance to get to their workplace.

- 5.7 **Proximity to services** – the council will consider the proximity to public transport, primary care services, and local services in the area in which the accommodation is located. The Council will have regard to any form of transport available to the household when considering proximity services.
- 5.8 **The need to safeguard and promote the welfare of any children in the children in the household** – insofar as not already identified, the Council will seek to identify any particular needs of the children in the household. It will have regard to the need to safeguard and promote their welfare in making decisions on whether the offer is suitable.
- 5.9 **Any special circumstance** - The Council will consider any other reasons put forward by the applicant and come to an overall view about whether the offer is suitable.

6.0 Criteria for prioritising placements inside/outside the area

- 6.1 As the Council faces pressure to house applicants inside its area, it will increasingly be necessary to make decisions about the suitability of out of area placements for individual households and balance these against the type and location of temporary accommodation that can be offered. In many cases housing outside of the area will be more sustainable for the household in the long-term, as lower rents would allow them to meet their subsistence and household costs and avoid rent arrears.
- 6.2 Guidelines for prioritising households are set out below. Whilst priority will be given using these criteria for placements in the Council's area, this is dependent on such accommodation being available.
- 6.3 In practice, each decision will take into account the individual circumstances of each household to determine the suitability of an offer, and the competing demands of other households in need of placement in the area. Priority for local placements includes:
- Applicants with a severe and enduring health condition requiring intensive and specialist medical treatment that is only available within the Council's area. This will be subject to a medical assessment.
 - Households containing a child with special educational needs who is receiving education or educational support in the Council's area, where change would be detrimental to their wellbeing.
 - Applicants who have a longstanding arrangement to provide intensive care and support to another family member in the Council's area who is not part of the household and would be likely to require statutory health and social support if the care ceased. Independent and relevant documentary evidence will be required.

- Applicants who have as part of their household, a child or children who are enrolled in public examinations at GCSE or A Level which is to be taken within the current academic year
- Any other special circumstance will be taken into account.

6.4 Households will be required to provide independent and relevant documentary evidence that they fall within any of these groups. Households who consider that they need to live in the local area to provide care for someone will need to obtain that person's authorisation to disclose their confidential details to the Council to verify their care needs.

7.0 Right to request a review of suitability

7.1 There is no legal right of internal review against the suitability of accommodation offered to applicants under Section 188 Housing Act 1996 (although applicants can apply for judicial review through the courts). However, applicants can request for a reconsideration of the suitability of their temporary accommodation at any time either verbally or in writing.

7.2 For applicants where the council has accepted a rehousing duty under Section 193 Housing Act 1996, (s193 duty) there is a right to request an internal review of the suitability decision, pursuant to Section 202 Housing Act 1996. Applicants can request a review of the suitability of their temporary accommodation at any time either verbally or in writing. If the internal review concludes that the accommodation is suitable the applicant has a right of appeal to the County Court.

**Adur District Council and Worthing Borough Council
Vulnerability and Suitability Assessment form (Draft)**

Applicant's Name		Date	
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HEALTH ISSUES	
Provide details of any medical or support needs you or any member of your household will like us to consider	
Learning difficulty, Mental Health issues or Sensory issues (e.g. sight)	
Physical Health Issues	
Substance Misuse including alcohol	
Any other health issues	

MOBILITY	
Provide details of any mobility issues you or any member of your household will like us to consider	
Issues managing stairs or using a lift	
Use of walking stick, frame or any other walking aid	
Use of wheelchair	

Other specific aid or adaptation e.g. access to toilet or bathroom	
Any other mobility issues	

EMPLOYMENT AND EDUCATION		
Provide details of current your employment or that of any member of your household		
Name of household member	Name of your Employer	Full address of work place of work
Provide details of any educational institution you or any member of your household currently attend		
Name of household member	Name and address of School/College/University	Details of any major exams this academic year

ACCESS TO MEDICAL OR SUPPORT SERVICES				
Provide details of any specialist medical or support services you or any member of your household currently use regularly				
Name of household member	Name of the services	Address of where you receive support	Name and contact details of officer supporting you	What support do you receive from this service?

Other care or support you or any member of your household receive or give	
Do you or any member of your household, receive care or support from anyone not in your household? Give details.	
Do you, or any member of your household, provide support to anyone not in your household? Give details.	
Is any child or adult in your household known to social services? If so give details.	
Risk to you or any member of your household	
Provide details of any area that you, or any member of your household, cannot live in due to risk of violence or court injunction? Provide further evidence.	
In the past five years have you, or any member of your household, been convicted of any offences involving violence? Provide details.	
Are you, or any member of your household, on the sex offenders register? If yes, give details.	
Other issues to consider	
Do you, or anyone in your household, own, or have use of a car?	
Are you, and other members of your household, able to use public transport? If no, give details.	
Do you have any pets? If yes, give details.	
Provide information on any other issue not mention on this form you will like us to take into consideration in obtaining temporary accommodation for you and your household?	

DECLARATION			
<p>Please note: It is a criminal offence to make a false statement on this form, or withhold any information which we have requested, or fail to notify us of a change of circumstances. The maximum penalty on conviction is a fine of £5000</p> <p>I confirm that the information I have given above is true, and I have not withheld any information. I understand that I must notify the Council if any of the information changes.</p>			
Signature		Date	
OFFICIAL USE ONLY			
Address of Property Offered		In or Out of Area	
Reason for Out of Area placement			
Is property affordable		Share or Self Contained	
Did applicant accepted or refused		Duty owed - S188 or S193	
If refused, reason given			
Was another property offered		If no, was duty discharged	
Name of Officer		Sign & Date	