

Public Document Pack

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A special meeting of the **Cabinet** will be held in Virtual on **Tuesday 16 February 2021** at **9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr R Briscoe, Mr A Dignum, Mrs P Plant, Mr A Sutton and Mr P Wilding

AGENDA

1 **Chair's Announcements**

The Chair will make any specific announcements for this meeting and advise of any late items which due to special circumstances will be given urgent consideration under Late Items.

2 **Declarations of Interests**

Members are requested to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they might have in respect of matters on the agenda for this meeting.

3 **Public Question Time**

In accordance with Chichester District Council's scheme for public question time as amended by Full Council on 24 September 2019 the Cabinet will receive any questions which have been submitted by members of the public in writing by noon two working days before the meeting. Each questioner will be given up to three minutes to ask their question. The total time allocated for public question time is 15 minutes subject to the Chairman's discretion to extend that period.

RECOMMENDATIONS TO COUNCIL

4 **Budget Spending Plans 2021-22** (Pages 1 - 69)

The Cabinet is requested to make consider the report and its appendices and make the following recommendations to Council and resolutions:

1. That the Cabinet recommends to the Council:

(a) That a net budget requirement of £15,041,200 for 2021-22 be approved.

(b) That Council Tax be increased by £5.00 from £165.81 to £170.81 for a Band D equivalent in 2021-22.

(c) That a contribution from the General Fund Reserve of £2,099,300 be approved to help fund the 2021-22 budget.

- (d) Should the final settlement differ from the draft settlement, the sum in 3.1 (c) above be adjusted accordingly.
- (e) The capital programme, including the asset renewal programme (appendix 1c and 1d of the agenda report) be approved.

2. That the Cabinet further notes:

- (a) The current estimated resources position set in appendix 2 of the agenda report, and
- (b) The budget variances included in the Draft Budget Spending Plan as set out in appendix 1b of the agenda report.

5 Housing Standards Financial Assistance and Enforcement Policy 2020-2025
(Pages 71 - 140)

The Cabinet is requested to consider the report and its appendices and make the following recommendations to Council:

1. That the Housing Standards Financial Assistance and Enforcement Policy 2021-2026 set out in the appendix is approved
2. That the remaining existing budgets are used together with £233K, repurposed from the Affordable Housing Capital fund, to provide the financial assistance required to support this policy, as set out in 7.1, and a review of the policy and funding requirements is undertaken in year 3.
3. That the enforcement of the new Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 be delegated to the Director of Housing and Communities for enforcement under the new policy.
4. That the use of monies received through the issuing of fines to be used to meet the cost and expenses incurred in, or associated with, carrying out any such enforcement work.
5. That delegation be given to the Divisional Manager for Housing following consultation with the Cabinet Member for Housing, Communications, Licensing and Events to make minor amendments to the policy as required.

KEY DECISIONS

None.

OTHER DECISIONS

None.

6 Late Items

- a) Items added to the agenda papers and made available for public inspection.
- b) Items which the Chair has agreed should be taken as matters of urgency by

reason of special circumstances to be reported at the meeting.

7 Exclusion of the Press and Public

The Cabinet is asked to consider in respect of agenda item 8 (Leisure Management Contract 2021-2022) whether the public including the press should be excluded from the meeting on the following ground of exemption in Schedule 12A to the *Local Government Act 1972* namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

[**Note** The report and its appendices within this part of the agenda are attached for members of the Council and relevant only (printed on salmon paper)]

8 Leisure Management Contract 2021-2022 (Pages 141 - 146)

The Cabinet is requested to consider the report and make the recommendations to Council as set out in sections 2.1a and 2.1b of the report.

NOTES

- (1) The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of 'exempt information' as defined in section 100A of and Schedule 12A to the Local Government Act 1972.
- (2) The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.
- (3) A key decision means an executive decision which is likely to:
 - result in Chichester District Council (CDC) incurring expenditure which is, or the making of savings which are, significant having regard to the CDC's budget for the service or function to which the decision relates or
 - be significant in terms of its effect on communities living or working in an area comprising one or more wards in the CDC's area or
 - incur expenditure, generate income, or produce savings greater than £100,000

NON-CABINET MEMBER COUNCILLORS SPEAKING AT THE CABINET

Standing Order 22.3 of Chichester District Council's Constitution provides that members of the Council may, with the Chairman's consent, speak at a committee meeting of which they are not a member, or temporarily sit and speak at the committee table on a particular item but shall then return to the public seating area.

The Leader of the Council intends to apply this standing order at Cabinet meetings by requesting that members should *normally* seek the Chairman's consent in writing by email in advance of the meeting. They should do this by noon on the Friday before the Cabinet meeting, outlining the substance of the matter that they wish to raise. The word normally is emphasised because there may be unforeseen circumstances where a member can assist the conduct of business by his or her contribution and where the Chairman would therefore retain their discretion to allow the contribution without the aforesaid notice.

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Chichester District Council

THE CABINET

16 February 2021

Budget Spending Plans 2021-22

1. Contacts

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2. Executive Summary

The Financial Strategy was approved by Full Council on 19 January 2021, which included the key financial principles and the 5 year Financial Model that underpins the Council's approach to financial planning for the medium term.

In preparing for the 2021-22 annual revenue budget any major variances identified in this current year, which are also expected to have an ongoing impact, have been reflected in the draft budget. These include an estimation of the likely impact of the COVID pandemic. The draft budget also takes into account any service delivery changes, service cost pressures and other funding pressures that are in line with the Council's key priorities. The key major variances are set out in appendix 1 of this report.

The draft budget assumes a £5 council tax rise.

Full Council will set the budget and council tax in March 2021. This report concentrates on the proposed budget spending plans, which are a robust financial estimate of the resources required to deliver council services and reflects the Provisional Local Government Finance Settlement for 2021-22.

3. Recommendations

3.1 That the Cabinet recommends to the Council:

- (a) That a net budget requirement of £15,041,200 for 2021-22 be approved.**
- (b) That Council Tax be increased by £5.00 from £165.81 to £170.81 for a Band D equivalent in 2021-22.**

- (c) That a contribution from the General Fund Reserve of £2,099,300 be approved to help fund the 2021-22 budget.**
- (d) Should the final settlement differ from the draft settlement, the sum in 3.1 (c) above be adjusted accordingly.**
- (e) The capital programme, including the asset renewal programme (appendix 1c and 1d of the agenda report) be approved.**

3.2 That the Cabinet further notes:

- (a) The current estimated resources position set in appendix 2 of the agenda report, and**
- (b) The budget variances included in the Draft Budget Spending Plan as set out in appendix 1b of the agenda report.**

4. Background

- 4.1 This report sets out the proposed annual budget for revenue spending for the forthcoming financial year 2021-22 and the rolling 5 year capital and asset replacement programmes. The detailed revenue budget builds upon the work undertaken for the Financial Strategy, which was considered by the Cabinet at its December 2020 meeting and by the Council in January 2021, and also incorporates the first year of the efficiency savings identified in the Future Services Framework.
- 4.2 For the first time in many years, the Council is recommended to set a budget that uses General Fund Reserves to help balance its finances. This is in line with the approach approved last summer by Council when addressing the likely impact on the Council's finances as a result of the COVID pandemic. Council has also approved the Future Services Framework which will gradually return the Council to a balanced financial position without using reserves over the medium term. Thus enabling valuable public services to be protected in the interim.
- 4.3 The draft financial settlement from the Government is a one year settlement. With the impact of COVID still being felt across the Local Government sector a number of new support packages were announced for 2021-22. Key announcements that impact on the 2021-22 budget include:

	Draft Settlement / Purpose	Impact	How Treated in the Draft Budget
Council Tax	Shire Districts can increase their Council Tax by 2% or £5, whichever is greater.	For Chichester, a £5 increase equates to £269,900, whereas a 2% increase would equate to £179,000.	A £5 increase has been assumed in the budget.
Sales Fees and Charges compensation scheme	This scheme which has operated in 2020-21 has been extended to the	This is worth approximately £227,000, although the final	This has been credited to the draft budget, reducing the

	Draft Settlement / Purpose	Impact	How Treated in the Draft Budget
	end of June 2021. This compensates councils for a proportion of their non-commercial income that has been lost due to COVID at a rate of 75pence per £1 lost, after the first 5% of all losses.	amount received will not be known until after June 2021.	deficit.
COVID support grant	Four tranches of general COVID support grant were received in 2020-21 amounting to £1,671,565 A further allocation has now been announced for 2021-22.	A grant of £569,449 will be received in the first quarter of 2021-22. This is a general grant to meet costs incurred in relation to COVID.	This has been credited to the budget to meet additional costs.
Local Council Tax Support Scheme	This scheme has been introduced to compensate local authorities for increasing CTR claims during 2021-22. Councils can however choose to use this funding to support vulnerable households via welfare systems.	Indicative allocations included with the draft settlement indicate that this grant may be worth £159,916. This funding could be used to reduce the deficit on the Council's budget, or used to fund additional welfare systems.	The grant has been set aside for use in 2021-22 to make additional welfare payments. Officers are currently in dialogue with other precepting authorities to seek match funding for a local Council Tax Hardship fund in 2021-22.
Lower Tier Services Grant	This is a new grant payment which largely off-sets reductions to the New Homes Bonus (NHB) grant for authorities who did not experience tax base growth due to the pandemic.	Indicative allocations contained in the draft settlement suggest that this grant will be worth £95,901.	Since we do not use NHB to fund revenue services this has been credited to the NHB reserve.

4.4 Local Tax Income Guarantee Scheme.

4.4.1 In addition to the above, the government have also prescribed how Billing Authorities should deal with deficits created on their Council Tax and Business Rate Collection Fund for 2020-21, and how those deficits should be dealt with going forwards. Ordinarily any Collection Fund deficits in the current year are recovered in the following financial year. So deficits arising in 2020-21 would normally be fully charged to the financial year 2021-22. These are shared by the various relevant authorities.

4.4.2 Council Tax - The deficit on the Collection Fund for Council Tax at 31 March 2021 is estimated to be £1,614k. The Government requires that the part of the deficit arising in respect of 2020-21 (£699k) is spread over three years commencing 2021-22. Adjusting for this, the actual amount recovered in 2021-22 will be £1,148, with the remaining £466k spread equally over the next two financial years, as follows:

	2021-22	2022-23	2023-24
Chichester DC	£140,946	£28,634	£28,634
West Sussex CC	£884,304	£179,649	£179,649
Sussex Police	£122,872	£24,962	£24,962
Total	£1,148,123	£233,245	£233,245

4.4.3 Business Rates – The Government’s announcements in February and March 2020 of expansions to retail and other COVID related reliefs reduced the actual collectible taxation income in-year by a forecast £29m. Together with necessary adjustments to non-payment and appeal provisions, this is expected to create a deficit on the Business rates collection fund at 31 March 2021 of £33.44m. As with Council Tax, part of this deficit is required to be spread over three financial years. Adjusting for this, the amount recovered in 2021-22 will be £31.215m, with the remaining element recovered in 2022-23 and 2023-24 as follows:

	2021-22	2022-23	2023-24
Chichester DC	£12,268,924	£445,613	£445,613
West Sussex CC	£3,610,393	£111,403	£111,403
Government	£15,336,155	£557,016	£557,016
Total	£31,215,472	£1,114,032	£1,114,032

The Government has already funded the effect of Covid and other business rates reliefs through section 31 grant payments received in 2020-21. The Council’s 2021-22 budget allows for this funding to be carried forward to offset the future charges against the Council’s General Fund set out above. As with Council Tax, the Government has committed to fund any further in-year deficits through the Local Taxation Guarantee Scheme and the funding for this will be determined at the year end when the full extent of any in-year losses are known.

The effect of these deficits on the Council’s budget is that the Council Tax deficit of £140,946 will be charged to the Council’s budget in 2021-22. However, the Business Rates deficit of £12,268,924 is fully funded in 2020-21 and has no impact on the draft budget for 2021-22.

- 4.5 The preparation for the 2021-22 budget has been much more difficult than in previous years. This is partly due to the additional complexities of new funding streams, and the treatment of collection fund deficits as set out above. But it has also been more difficult for managers to estimate with any accuracy their income budgets for next year. The current lockdown came part way through the budget process and has meant that many budgets have had to be revisited. Undoubtedly in the history of Chichester District Council this budget is far less certain than any other that preceded it. However, officers have diligently produced a budget that is as accurate as could possibly be prepared.
- 4.6 As anticipated the New Homes Bonus scheme (NHB) announced as part of the provisional financial settlement for 2021-22 will be for one year only. It is still expected that this scheme will be phased out or radically overhauled in the future. For 2021-22 the Council has been awarded in total £1.461m of NHB.
- 4.7 The bottom line of the budget indicates a draw against the General Fund Reserve of £2,099,300. This is greater than anticipated in the 5 year financial model due mainly to additional reductions in income, and additional costs associated with leisure provision (please refer to the exempt leisure report on this agenda). These additional budget pressures are thought to be temporary in nature, although they will of course have to be kept under review as the pandemic evolves. As such these do not detract from the longer term projections used to inform the Future Services Framework programme and the resulting efficiency measures being put in place to ensure we can return to a balanced budget without using reserves.
- 4.8 The draft budget process is an all-inclusive process with the Divisional Managers and service budget managers working with the accountancy team, under the leadership of the Strategic Leadership Team (SLT). The result is a budget that is as robust as it could possibly be in the current circumstances, ensuring financial resources match service delivery priorities.

5. Outcomes to be Achieved

- 5.1 A robust financial estimate of the resources needed to deliver council services in 2021-22.
- 5.2 To seek the Cabinet's approval on the draft spending plans and to make appropriate recommendations to the Council to determine the council tax at its meeting on 2 March 2021.
- 5.3 While recognising the objective to return to a position of having a balanced budget without the need to use reserves, to set a realistic budget for 2021-22 drawing on the General Fund Reserve to protect valuable community services while the Future Services Framework programme is implemented.

6. Proposal

Council Spending – Budget for 2021-22

- 6.1 The purpose of this report is to consider the draft budget spending plans ahead of the Council meeting in March, when the council tax and budget will be set for the

forthcoming financial year. The plans, if adopted, will set the spending parameters for services and officers for 2021-22.

- 6.2 The Council has a statutory duty to prepare a balanced annual revenue budget and it is also good financial management to do so within the context of its medium term financial strategy. The dominating variable in achieving a balanced financial position for 2021-22 is of course the current COVID pandemic and associated lockdowns. This has made it difficult to predict levels of income from fees and charges and business rates, and has created other budget pressures in some service areas.
- 6.3 The revenue estimates for 2021-22 are shown in the Budget Summary Statement in appendix 1a. This statement provides for the net cost of each Cabinet portfolio and shows the calculation of the budget requirement, the council tax requirement and also the proposed Band D council tax charge for 2021-22.
- 6.4 The draft spending plans are based on opting for a council tax increase of £5 per Band D property or 10 pence per week; this will generate an additional £269,900 per year for the council. This will assist the authority to meet its long term objective of protecting public services to its community. The council tax referendum principles for shire district councils were set as the higher of either 2.0% or £5 (which equates to an increase of 3.02%).
- 6.5 The draft budget requirement is calculated after deducting income arising from fees and charges; the remaining balance has to be financed from council tax, retained business rates, other government grants, and reserves. Currently the Council receives around £16.9m of income each year from fees and charges for services e.g. car parking, trade and green waste, estates rents, planning and building control fees. This is expected to reduce by £2.3m in 2021-22 as a result of the pandemic.
- 6.6 The draft budget requirement includes a number of service cost pressures and service delivery changes identified during this budget cycle, the details of which are set out in appendix 1b along with growth items amounting to £220,000.
- 6.7 The draft budget shows a net deficit of £2,099,300 for 2021-22, which is funded from the General Fund Reserve. The expectation reflected in the Financial Strategy is that in future years the Government's funding review will reduce funding to shire district councils further. This combined with cost pressures and uncertainty concerning some of the Council's income streams following the pandemic, means that officers currently anticipate a shortfall in resources in the following three years while the Future Services Framework programme is implemented.
- 6.8 If there is any change in the final settlement for 2021-22, it is recommended that this should be dealt with by adjusting the amount transferred from the General Fund Balance.
- 6.9 SLT and budget managers are required to adhere to robust proactive financial management principles to protect the Council's financial position, including monitoring both in year budgets and considering the medium term financial strategy. This ensures that the Council is able to be proactive rather than reactive to securing the financial stability over the medium term.

Capital Programme and Asset Renewal Programme (ARP)

- 6.10 The current Capital Programme is set out in appendix 1c. This is based on schemes previously approved by the Cabinet or the Council.
- 6.11 Appendix 1d sets out the projects within the five-year Asset Renewal Programme. These are funded via contributions from the Council's revenue budget into a reserve set up for this purpose. This ensures the Council is able to fund its replacement assets on a recurring basis. The annual contribution to this fund now stands at £1.452m following a detailed review of the services' asset requirements as part of the budget process. Under the Council's Constitution and in accordance with the project management process (i.e. those over £50,000) will be subject to a Project Initiation Document (PID) before funds are released.
- 6.12 The anticipated spend on infrastructure projects is based on the latest approved Infrastructure Business Plan (IBP), which are contained within appendix 1c. These projects will be subject to approval in accordance with the Community Infrastructure Levy (CIL) governance arrangements, and the adherence to the Council's Constitution.
- 6.13 Linked to the spending plans of the Council are the Capital Strategy and the Treasury Management and Investment Strategies. These were considered as part of the Cabinet meeting on 2 February.

Reserves

- 6.14 The current Resources Statement is detailed in appendix 2. This includes the £8m members allocated last July to address the pandemic, of which approximately £3m will be utilised in 2020-21, and £2.1m used in setting this draft budget. This statement indicates that the Capital Programme and Asset Renewal Programme remain funded from the Council's own resources. This should be read in conjunction with appendix 3 which sets out the different reserves held by the Council as at 31 March 2020, their purpose and the authorisation required to fund expenditure against those reserves.
- 6.15 The minimum level of reserves was agreed by Council remains at £4m.

Capital Prudential Indicators and Minimum Revenue Provision (MRP) Policy

- 6.16 As part of the budget process the Council needs to ensure that all of its revenue and capital expenditure and any borrowing are prudent and sustainable. This includes taking into account its arrangements for repaying any debt, through the Minimum Revenue Provision (MRP) policy.
- 6.17 The Council's draft Treasury Management Strategy and Policy for 2021-22 as discussed at 2 February cabinet meeting, is linked to the Council's spending plans and the management of its cash flows and investments decisions.
- 6.18 Appendix 4 sets out the statutory capital prudential indicators and the Council's MRP policy for the coming financial year and the Council's plans detailed in the Capital Strategy.

7. Alternatives Considered

- 7.1 The Council is legally obliged to set a balanced budget, although for this forthcoming year in accordance with the Future Services Framework using an element of reserves to do so. The draft budget has therefore been prepared on that basis. However, the level of council tax is a local determination, taking into account the government's criteria and expectation of tax increases before triggering a local referendum. The criteria announced as part of the provisional financial settlement in December 2020, was that council tax can be increased by the higher of 2% or £5; therefore members could reduce the level of increase currently incorporated in the proposed budget for 2021-22. However, doing so foregoes additional income not only in 2021-22 but in all subsequent years as well. With a deficit anticipated for the following three years this option is not recommended. It should be noted however, that the Local Council Tax Support grant (£160k) is however being earmarked for match funding with other preceptors to create a Local Council Tax Hardship Fund for 2021-22 to assist those most in need of assistance.
- 7.2 Members could choose to allocate additional resources in 2021-22. Any recurring expenditure would however, worsen the already anticipated deficits in subsequent years, and potentially result in having to revisit the Future Services Framework to identify further savings. The agreed financial principles of the Council require compensating savings to be identified before additional expenditure or reductions in anticipated income are agreed.

8. Resource and Legal Implications

- 8.1 The primary objective of this report is to determine the budget spending plans for 2021-22 against a background of the pandemic and ever-tightening financial constraints on public services. The estimates represent robust financial projections for the provision of council services, and adhere to the statutory obligation to set a balanced budget.
- 8.2 Section 25 of the Local Government Act 2003 requires the Section 151 Officer i.e. the Director of Corporate Services to report to members on the robustness of the estimates and the adequacy of reserves when considering the budget and council tax. This is so that members have authoritative advice available to them when making decisions on a budget that sets out estimates of what they plan to spend on each of the services. It is the view of the Director of Corporate Services that the processes followed are sound and well established, the resultant estimates are robust, and reserves are at an adequate level.
- 8.3 Regular monitoring reports are brought to members covering revenue budgets, the capital programme and asset replacement programme, along with updates to the Financial Strategy and plan including analysis of the resources and the affordability of the capital programme. The Director of Corporate Services having considered the risks associated with the Council's capital investment plans is of the view that they are affordable, having taken into account the measures that the authority has in place for mitigating against those risks. These measures include ensuring the adequacy of reserves to be held, regular monitoring of expenditure against the capital programme, and the expected resources available to fund those capital investment plans as detailed in the Capital Strategy.

8.4 The Director of Corporate Services is satisfied that the estimates used for Business Rates (the NNDR 1) are robust and prudent. This annual return is required by the end of January and therefore will have been submitted to government before the date of the Cabinet meeting. As in previous years this return is required by the Ministry of Housing, Communities and Local Government (MHCLG) to be authorised by the Council's Section 151 Officer i.e. the Director of Corporate Services.

9. Consultation

9.1 In line with previous years, the revenue budget spending plans were considered by a task and finish group set up jointly by the Overview and Scrutiny, and Corporate Governance and Audit Committees. This is a very useful debate in terms of testing the changes in the budget from 2020-21 to the draft budget for 2021-22.

9.2 The Draft Budget Spending Plan has been made available via the Council's website at [Annual budget: Chichester District Council](#) to encourage feedback on the budget and the balance of spending against taxation. This gives the opportunity for any interested party to state their opinion on priorities and resource allocation. Any comments received will be made available to members either at the Cabinet or the Council before the council tax and budget are set.

10. Community Impact and Corporate Risks

10.1 Where services have been changed or reduced through the Council's deficit reduction programme, the community impact will have been minimised as far as possible. Any significant impact to the community will have been assessed as part of the Cabinet's decision process at that time. General service efficiencies which do not impact on the community are managed by the Council's management team in consultation with the Cabinet members. This report represents the culmination of those previous decisions including the first year of efficiencies under the Future Services Framework.

10.2 The growth items included in the proposed budget takes account of increased service delivery demands, service delivery changes and other budget pressures which are linked to the Council's key priorities.

10.3 The resources statement currently indicates a surplus of resource after taking into account all commitments. However, this statement includes a number of capital receipts that are not yet secured. In considering the risks associated with the proposed spending plans, the potential liquidity risk (cash flow) is considered within the Treasury Management and Investment Strategies.

10.4 Due to the potential impact on the economy as a result of the COVID pandemic and the Government's view on public service spending there remains a great deal of uncertainty, which may have an impact on the Council's financial stability in the medium term. These risks will need to be monitored closely as further detailed information is obtained.

10.5 The Council's own reliance on income generating services may be adversely affected by economic uncertainty which could impact the community that uses the council's discretionary services. The impact of this risk has been considered in the draft

budget as £2.3m of income has been removed from various income targets for 2021-22 reflecting a reduction caused by the pandemic.

11. Other Implications

	Yes	No
Crime and Disorder		✓
Climate Change and Biodiversity		✓
Human Rights and Equality Impact		✓
Safeguarding and Early Help		✓
General Data Protection Regulations (GDPR)		✓
Health and Wellbeing		✓

12. Appendices

12.1 Appendix 1 - Draft Budget Spending Plan 2021-22

(Incorporating appendices 1a to 1d)

- Appendix 1a Draft Budget Summary Statement.
- Appendix 1b Analysis of major budget variations
- Appendix 1c Capital and Projects Programme 2021-22 to 2025-26
- Appendix 1d Asset Replacement Forecast 2021-22 to 2025-26

12.2 Appendix 2 - Capital Programme Resource Statement

12.3 Appendix 3 – Reserves Statement

12.4 Appendix 4 – Capital Prudential Indicators and MRP Policy

13. Background Papers

13.1 None

Chichester District Council



Budget Spending Plan 2021-22

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Budget Analysis by Portfolio:

Leader of the Council

Planning Services

Community Services and Culture

Growth, Place and Regeneration

Housing, Communications, Licensing and Events

Environment Services and Chichester Contract Services

Finance, Corporate Services and Revenues and Benefits

Capital and Projects Programme 2021-22

Asset Replacement Project Programme 2021-22

INTRODUCTION

This document contains details of the Council's revenue and capital budget spending plans for the financial year 2021-22. The spending plans are formulated in accordance with the financial principles of the Financial Strategy as adopted by Council that results in a robust financial estimate of the resources needed to deliver Council Services in

The Council has a statutory duty to prepare a balanced annual revenue budget. It is also good financial management to do so within the context of the five year Financial Strategy taking into account the impact of the capital programme on the revenue budget.

The detailed revenue budget builds upon the work undertaken for the Financial Strategy, which was considered by the Cabinet at its December 2020 meeting and by the Council in January 2021, and also incorporates the first year of the efficiency savings identified in the Future Services Framework programme.

Council Spending – Revenue Budget

The Council's revenue budget requirement for 2021-22 is £15.041m. This represents a spending increase of 5.6% over the base budget for 2020-21.

For the first time in many years, the Council is recommended to set a budget that uses General Fund Reserves to help balance its finances. This is in line with the approach approved in the summer of 2020 by Council when addressing the likely impact on the Council's finances as a result of the Covid-19 pandemic. Council has also approved the Future Services Framework programme which will gradually return the Council to a balanced financial position without using reserves over the medium term. Thus enabling valuable public services to be protected in the interim

The revenue budget for 2021-22 is shown in the Budget Summary Statement. This summary provides the net cost of each Cabinet portfolio and also shows the calculation of the budget requirement, the council tax requirement, and also the proposed Band D council tax charge for 2021-22.

The detailed budget preparation allows for some variations between budget centres which, when aggregated for the whole of the General Fund, have a neutral effect. These adjustments include:

- Approved virements between or within service budgets. The detailed estimates include some minor virements, requested by budget managers, which have no significant impact on the overall level of service provision.
- Notional capital charges for the use of assets included in individual budgets, for proper accounting standards purposes. For council tax setting purposes, these charges are neutralised as an adjustment between reserves.

An analysis and explanation of the major budget movements is also included in the pages that follow the summarised Comprehensive Income and Expenditure statement.

Council Spending – Capital Budget

The 2021-22 budget includes a Capital Programme of £26.262m. Of this sum the following major schemes have been provided for:

- £4.9m for various housing grants including Disabled Facilities Grants and Affordable Housing Grants;
- £3.5m for the Asset Replacement Programme;
- £10.4m for Community Infrastructure Levy projects; and
- £4.6m for refurbishment and replacement of units at St. James Industrial Estate.

Further details can be found in the Capital and Projects Programme and Asset Replacement Programme sections of this document.

Council Tax

The Government have confirmed that they will continue with the requirement for any “excessive” Council Tax increases to be determined by local referendum. They have established that the threshold for Chichester before triggering a referendum is the higher of either 2% or £5. This equates to a 3.02% increase, or less than 10 pence

For 2021-21, Chichester District Council is proposing a council tax charge of £170.81, an increase of £5 on the charge for 2020-21.

Further information

Further information about the budget spending plans may be obtained from the Financial Services Team at the Council headquarters at East Pallant House, 1 East Pallant, Chichester PO19 1TY.

If you have any questions on any of the information included in the Council's budget spending plans please contact the Financial Services Team on 01243 785166 or email finance@chichester.gov.uk.

J. Ward CPFA

Director of Corporate Services



Budget Summary Statement

CHICHESTER DISTRICT COUNCIL
Budget Summary Statement 2021-22

		Budget 2020/21 £000	Budget 2021/22 £000
Cabinet Member Portfolios			
Leader	Note 1	842	-147
Planning Services	Note 2	3,862	11,517
Community Services and Culture	Note 3	3,009	4,511
Growth, Place and Regeneration	Note 4	-3,524	-2,223
Housing, Communications, Licensing and Events		3,366	3,608
Environment Services and Chichester Contract Services		6,461	6,888
Finance, Corporate Services and Revenues and Benefits		6,432	7,025
Cost of Services		20,448	31,179
Financing and Investment Income and Expenditure			
Interest and investment income		-1,517	-1,168
Interest received on finance leases (lessor)		-121	-119
Interest payable on finance leases (lessee)		0	12
Investment Properties		-970	-900
Other Income		-30	-30
		17,810	28,974
Items not funded by Council Tax			
Notional transactions for comparative and Accounting Code of Practice purposes		-7,599	-15,482
Net transfer to (+) or from(-) reserves			
Earmarked Reserves		3,503	3,648
General Fund Reserve		522	-2,099
		4,025	1,549
District Council budget requirement before external support			
		14,236	15,041
Business Rates Retention Scheme (BRRS)			
Retained Business Rates		-18,808	-19,123
Business Rate Tariff payable to central government		17,330	17,330
BRRS grants from central government		-2,696	-2,182
Business Rates Levy payable		889	725
Collection Fund deficit (NDR) (+) / surplus (-)		-136	0
		-3,421	-3,250
Financial Settlement related grants			
Rural Services Delivery Grant		-189	-198
Local Council Tax Support Grant		0	-160
Lower Tier Services Grant		0	-96
Covid-19 Grant – Emergency Funding for Local Government		0	-569
		-189	-1,023
Other Grants			
New Homes Bonus		-1,584	-1,461
Sales, Fees and Charges Compensation Scheme		0	-227
		-1,584	-1,688
Collection Fund (Council Tax) deficit (+) / surplus (-)		-66	141
Amount required from Council Tax payers			
		8,976	9,221
Council Tax Base		54,133.3	53,983.8
Average Band D Council Tax			
		£165.81	£170.81
Percentage increase		3.11%	3.02%

Notes

Note 1 - Leader Portfolio - The budget for 2021-22 includes the Future Services Framework savings target of £996k.

Note 2 - Planning Portfolio - The budget for 2021-22 includes an increase of some £7.7m for programmed Community Infrastructure Levy funded projects. As these are funded from developer contributions they do not impact on the Council budget requirement.

Note 3 - Community Services and Culture Portfolio - The Budget for 2021-22 includes the financial support and loss of management fee income relating to the Leisure Centre management contract of £1,307k as outlined in notes 1 and 7 of the detailed budget variances, and also the growth proposal for Visit Chichester of £100k as outlined in note 18.

Note 4 - Growth, Place and Regeneration Portfolio - The budget for 2021-22 includes the projected shortfall of £1,222k income from Car Parking, and further reduction in income of £131 from Estates rent, licences and charges as detailed in notes 6 and 8 of the detailed budget variances.

Budget Spending Plans 2021-22

The Council's estimated budget requirement for 2021-22 is £15.041m. This represents a spending increase of 5.6% over the base budget for 2020-21. The movement can be analysed as follows:

<u>Major Variations</u>	<u>£000</u>
Base Budget 2020-21	14,236
 <u>Expenditure budget increases</u>	
1. Leisure management contract support	675
2. Bed & breakfast accommodation charges not eligible for housing benefit and Rent Rebates (Net)	307
3. Staffing budgets	213
4. Net inflation on prices	23
	<hr/> 1,218
 <u>Expenditure budget decreases</u>	
5. Business Rates payments on Council Properties	-156
	<hr/> -156
 <u>Decreases in income</u>	
6. Car Parking	1,222
7. Leisure management contract	632
8. Housing Benefits Overpayments	613
9. Trade Waste service (net)	234
10. Estates – rent, licences and service charges	131
11. Building Control	26
12. Letting agency commission	23
	<hr/> 2,881
 <u>Additional income</u>	
13. Planning applications income	-97
14. Green Waste (net)	-53
	<hr/> -150
 <u>Service Efficiencies</u>	
15. Futures Services Framework (net of damping)	-747
16. Health Protection staffing	-44
17. Promotion & Events staffing	-6
	<hr/> -797
 <u>Growth Items</u>	
18. Visit Chichester	100
19. Chichester Contract Services vehicles	100
20. Diseased Ash trees	20
	<hr/> 220
21. <u>Contribution to/from reserves – subject to Final Settlement</u>	
Local Council Tax Support Grant	160
Lower Tier Services Grant	96
Revenue contribution to the provision for future asset renewals	30
Removal of 2020-21 budgeted surplus transferred to the General Fund Reserve	-522
Funding of 2021-22 budget deficit from the General Fund Reserve	-2,099
	<hr/> -2,335
 Other minor variations (net)	 49
 Budget Requirement (excluding decrease in NHB)	 <hr/> 15,166
 <u>NHB (movement in year)</u>	 -125
 Budget Requirement 2021-22	 <hr/> 15,041 <hr/>

An explanation of each of the major variances shown in the table above can be found in the following paragraphs:

Budget Increases

1. Leisure management contract support (a budget increase of £674,500)

At this meeting the Cabinet will consider a report to provide additional financial support to its leisure centre management provider (see also note 7).

2. Bed and breakfast accommodation charges not eligible for housing benefit and Rent Rebates (Net) – (a budget increase of £307,100)

A review of budgets has led to the transfer of the loss of subsidy for the provision of bed and breakfast accommodation to Housing Services. Up until the budget for 2021-22, any loss incurred from the housing benefit service reimbursing the housing service for the full cost eligible of bed and breakfast costs was paid against actual expenditure incurred. Under housing subsidy rules, the Council is only able to reclaim these bed and breakfast costs at the Local Housing Allowance (LHA) rate, which is lower than the actual bed and breakfast costs.

In the past this loss was borne by the housing benefits service, and given the size of the annual subsidy claim of some £24m was often hidden making monitoring difficult. The introduction of this new approach will make these costs more transparent, make housing officers more accountable for their housing letting decisions and highlight the true cost of placing people in temporary accommodation.

The impact of the Covid-19 pandemic has had a significant impact on the volume of temporary accommodation required to house homeless and vulnerable people, and also the need to remove rough sleepers from our streets. This pattern is expected to continue in 2021-22.

Whilst the government has provided some financial assistance for rough sleepers in 2020-21, these budgetary changes and our forecast for 2021-22 results in a net budget decrease of £64k for housing benefit Rent Rebates, and a £371k increase in bed and breakfast costs as a result of expenditure exceeding the amount that can be claimed at LHA rates.

3. Staffing Budgets (budget increase of £213,700)

The increase in the cost of employing council staff in 2021-22 is made up of a number budget changes. These include:

Inflation – The 2020-21 base budget included provision for a 2% pay increase. The actual pay award agreed was for 2.75%. The shortfall of 0.75% (£128k) has been provided for in the budget for 2021-22. The budget also provides for a pay award of £250 per annum for lower graded staff (those earning less than £24k per annum). The estimated cost of this is £58k. A pay freeze has been assumed for all other staff.

Employers Pension Contribution Rate – This has been reduced by 1% to 19.4% in 2021-22. This has resulted in a budget decrease of £145k.

Staff joining the pension scheme has resulted in increased employer pension costs of £101k.

Employers National Insurance contributions – changes to the contribution rate thresholds has led to a budget decrease of £12k.

Salary Increments - The impact of incremental drift on council staff salaries (100k).

Post omitted from the base budget – A budget for Waste Recycling Officer post was omitted from the budget for 2021-21 in error. This has been corrected resulting in a budget increase of £49k.

A review of essential user allowances paid to part-time staff has resulted in an increase in cost of £15k.

An increased contribution of £81k from the Pay Review Reserve to fund the final year of pay protection as result of the Pay Review in January 2019.

4. Net inflation on prices (budget increase of £22,500)

This takes into account cost inflation of £185k which is offset against income inflation of 162k (including £76k for car parks). General inflation has been estimated at 2%.

Budget Decreases

5. Business Rates Payments on Council Properties (budget decrease of £155,700)

An overall reduction in the business rates payable on council owned properties. The most significant variations relate to a decrease in the rateable value of council car parks (£31k), public conveniences that will be granted 100% relief from 1 April 2021 (£32k), and the removal of units at St. James' Industrial estate from the rating list due to the commencement of the site refurbishment programme (£83k).

Decreases in Income

6. Car Parking Income (decrease in income of £1,222,000)

A permanent budget reduction of £1.2m for car parking income to reflect the current downturn in usage. The reduction in parking income reflects the expected impact on the use of car parks as a result of a number of factors, which includes the Covid-19 pandemic, increased home working and changing shopping habits with a significant shift to online purchasing.

7. Leisure management contract (decrease in income of £631,800)

The income the Council will receive from the leisure management contract was due to decrease by some £55k in year 6 of the ten year contract. At this meeting the Cabinet will consider a report to waive the management fee for 2021-22 of £577k due to the ongoing impact of restrictions on leisure centres as a consequence of the Covid-19 pandemic.

8. Housing Benefit overpayments (decrease in income of £613,300)

The trend of a reducing number of housing benefit overpayments being identified has continued during 2020-21. The housing benefits teams now have direct access to the HMRC system in order to verify claimant's earnings that have improved the accuracy of housing benefit claims. This income budget for overpayments has therefore been reduced.

9. Trade Waste service (net decrease in income of £234,100)

This is a direct impact of Covid-19. Please note that the income reduction will be £313,200, and the disposal cost reduction will be £79,100, giving this net operating margin reduction.

10. Estates – rent, licences and service charges (decrease in income of £130,900)

The majority of the decrease is due to rental income projections. The largest decreases in rental income are forecasted at the following properties:

- The Old Bakery (£13k) – the ground floor unit is vacant and the Council has offered rent free incentives to tenants.
- 4 & 4a Terminus Road (35k) – the current lease to WSCC is due to expire in September 2021 when tenants are due to vacate and it is assumed that there will be a void period.
- Crane Street (25k) – a downward trend in rents along with expiring leases compounded by a struggling retail market has reduced the rental forecast.

There is however a large increase in rental income forecast for Plot 21 Terminus Road – Ravenna Point (-£40k) where it is anticipated that the units will be fully let.

Licence fee income for the operation of the Chichester Market is forecast to decrease by £22k in 2021-22, as the outcome of a tendering process resulted in a significantly lower licence fee being offered by the successful tenderer.

The Estates Service have identified that some of the income in their budgets forecast for 2021-22 may be at risk as the impact of the Covid-19 pandemic continues on the economy and local business. A sum of £90k has therefore been included in the base budget as a contingency for future potential income losses.

11. Building Control (decrease in income of £25,800)

The reduction in income reflects the position of the Chargeable element of the Building Control trading account. Recent time sheet analysis demonstrates a change in the percentage splits of the account, between the Chargeable, Non Chargeable and Other elements. This change is a result of a review by management of the time sheet categories to ensure unambiguous narrative for more accurate recording by Officers and Administration staff. This income reduction reflects the requirement of the Building Control Regulations for the Chargeable element of the account to break even.

12. Letting Agency commission (decrease in income of £22,900)

Cabinet in July 2020 agreed as part of the Recovery action plan to forgo future Homefinder Agency fees. This income budget has been removed for 2021-22 onwards.

Additional Income

13. Planning application income (budget increase £97,100)

Projected increase in planning application income. This increase will bring the 2021-22 budget in line with the actual income anticipated in 2020-21.

14. Green Waste income (net budget increase £53,000)

Increased demand for this service has continued throughout 2020-21. As a result the service is reaching its operational capacity of 18,600 customers. The net income therefore reflects an increase in income of £110,000 and additional costs of £57,000 that will need to be incurred to support the continued growth in demand for the service. A further review of service provision requirements to meet the expansion need is currently being carried out.

Service Efficiencies

15. Futures Service Framework – Net of damping (budget decrease of £747,000)

As part of the Council's Recovery Plan from the impact of the Covid-19 pandemic, an efficiency savings target of £996,000 has been profiled into the budget for 2021-22. In order to allow flexibility with the implementation of these savings the Council had adopted an approach of assuming a 75% delivery rate on the value of savings identified. As some of the savings are aspirational, relate to income, or to an extent are outside of the Council's control, the 75% approach is considered prudent for financial modelling purposes.

16. Health Protection Divisional Manager post (budget decrease of £44,300)

This is the second year saving from the Environmental Health Service review agreed in 2020-21.

17. Promotion & Events staffing (budget decrease of £6,400)

Saving produced by the Promotion and Events service review in 2020-21.

Growth Items

18. Visit Chichester (budget increase of £100,000)

Full Council on 7 July 2020 resolved to increase the current level of support for Visit Chichester by £100k per year in years 2020-21 to 2022-23 and provide new support of 130k per year in 2023-24 and 2024-25.

19. Chichester Contract Services vehicles (budget increase of £100,000)

Most of the Council's fleet is now in its final year of life, and they are now incurring increased maintenance costs to keep them operational. The procurement of new fleet vehicles will commence in 2021-22.

20. Diseased Ash trees (budget increase of £20,000)

The Ash disease is now established in the south and Chichester District. In many cases (particularly where the diseased trees border highways / footpaths proactive management is required. This is year 1 of a 3 year plan).

Contributions to/from reserves

21. Contributions to/from reserves - subject to Final Settlement (a decrease of £2.335m)

As part of the financial settlement provided by the government, local authorities will receive a new Local Council Tax Support Grant to compensate for impact on their tax base of increased Council Tax Reduction claims as result of the Covid-19 pandemic. This grant of £160k has been set aside in reserves in order provide funding towards a countywide hardship scheme in collaboration with the other district and borough councils and the county council.

Local authorities in lower tiers are also set to receive a new Lower Tiers Support Grant in 2021-22 to compensate them in part for the loss of New Homes Bonus. This grant of £96k has been transferred to the New Homes Bonus Reserve.

Inflationary increase in contribution to the Asset Replacement Programme (ARP) of £30k. The total contribution to the ARP is £1.5m.

The base budget for 2020-21 included a sum of £522k that was transferred to the General Fund Reserve to mitigate the expected budget deficit in 2021-22. This has been removed from the base budget for 2021-22.

A report to Council in July 2020 considered the financial impact of Covid-19 on the Council's finances. It was agreed that the Council should work towards achieving a balanced budget over the next five years, using reserves in the intervening years to help balance the budget. The base budget for 2021-22 includes a contribution of £2.099m from the General Fund Reserve in order to achieve the statutory requirement of setting a balanced budget.



Cabinet Portfolios

LEADER OF THE COUNCIL PORTFOLIO

Council Leader



Cllr Eileen Lintill
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Summary

	£000
Employee costs	791
Other running costs	-941
Capital charges	3
Income	0
Net Cost	-147

Area of Responsibility included in Summary:

Corporate Management

Employee costs	791
Other running costs	55
Capital charges	3
Income	0
	849

Future Services Framework

Employee costs	0
Other running costs	-996
Capital charges	0
Income	0
	-996

PLANNING SERVICES PORTFOLIO

Deputy Leader and Cabinet Member for Planning



Cllr Susan Taylor
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	£000
Summary	
Employee costs	2,895
Other running costs	10,913
Capital charges	26
Income	-2,317
Net Cost	11,517

Area of Responsibility included in Summary:

Development Management

Employee costs	2,134
Other running costs	425
Capital charges	21
Income	-2,126
	454

Which includes:

Planning Enforcement

Employee costs	227
Other running costs	64
Capital charges	2
Income	-155
	138

Development Management

Employee costs	1,907
Other running costs	361
Capital charges	19
Income	-1,971
	316

PLANNING SERVICES PORTFOLIO

Planning Policy

Employee costs	761
Other running costs	10,488
Capital charges	5
Income	-191
	11,063

Which includes:

Conservation and Design

Employee costs	35
Other running costs	24
Capital charges	0
Income	-9
	50

Planning Policy

Employee costs	726
Other running costs	10,464
Capital charges	5
Income	-182
	11,013

COMMUNITY SERVICES AND CULTURE PORTFOLIO

Cabinet Member for Community Services and Culture



Cllr Roy Briscoe

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	£000
Summary	
Employee costs	1,584
Other running costs	3,187
Capital charges	1,050
Income	-1,310
Net Cost	4,511

Area of Responsibility included in Summary:

Culture

Employee costs	401
Other running costs	1,831
Capital charges	1,018
Income	-284
	2,966

Which includes:

Leisure and Sports Development

Employee costs	22
Other running costs	2
Capital charges	0
Income	0
	24

Leisure Centres Contract Management

Employee costs	21
Other running costs	747
Capital charges	859
Income	32
	1,659

COMMUNITY SERVICES AND CULTURE PORTFOLIO

Novium Museum and Tourist Information

Employee costs	355
Other running costs	548
Capital charges	155
Income	-243
	815

Tourism Support

Employee costs	0
Other running costs	150
Capital charges	0
Income	0
	150

Pallant House Gallery and Chichester Festival Theatre

Employee costs	3
Other running costs	384
Capital charges	4
Income	-73
	318

Health and Wellbeing

Employee costs	529
Other running costs	151
Capital charges	6
Income	-523
	163

Which includes:

Health Development

Employee costs	529
Other running costs	151
Capital charges	6
Income	-523
	163

Communities

Employee costs	654
Other running costs	1,205
Capital charges	26
Income	-503
	1,382

Which includes:

CCTV

Employee costs	0
Other running costs	209
Capital charges	11
Income	-5
	215

Community Engagement

Employee costs	213
Other running costs	934
Capital charges	6
Income	-326
	827

COMMUNITY SERVICES AND CULTURE PORTFOLIO

Community Safety

Employee costs	375
Other running costs	54
Capital charges	8
Income	-172
	265

Local Partnerships

Employee costs	66
Other running costs	8
Capital charges	1
Income	0
	75

GROWTH, PLACE AND REGENERATION PORTFOLIO

Cabinet Member for Growth, Place and Regeneration



Cllr Tony Dignum

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Summary

Employee costs	1,645
Other running costs	2,442
Capital charges	675
Income	-6,985
Net Cost	-2,223

Area of Responsibility included in Summary:

Property and Growth

Employee costs	926
Other running costs	422
Capital charges	292
Income	-1,606
	34

Which includes:

Building Services

Employee costs	210
Other running costs	23
Capital charges	2
Income	0
	235

Economic Development

Employee costs	271
Other running costs	68
Capital charges	2
Income	0
	341

Estates Services

Employee costs	445
Other running costs	331
Capital charges	288
Income	-1,606
	-542

GROWTH, PLACE AND REGENERATION PORTFOLIO

Place

Employee costs	719
Other running costs	2,020
Capital charges	383
Income	-5,379
	-2,257

Which includes:

Car Parks

Employee costs	571
Other running costs	1,580
Capital charges	193
Income	-5,350
	-3,006

Footway Lighting

Employee costs	0
Other running costs	5
Capital charges	0
Income	0
	5

Public Conveniences

Employee costs	49
Other running costs	376
Capital charges	189
Income	-29
	585

Vision

Employee costs	94
Other running costs	59
Capital charges	1
Income	0
	154

Business Improvement Districts

Employee costs	4
Other running costs	0
Capital charges	0
Income	0
	4

Bus Shelters

Employee costs	1
Other running costs	0
Capital charges	0
Income	0
	1

HOUSING, COMMUNICATIONS, LICENSING AND EVENTS PORTFOLIO

Cabinet Member for Housing, Communications, Licensing and Events



Cllr Alan Sutton
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Summary

Employee costs	1,948
Other running costs	6,139
Capital charges	64
Income	-4,543
Net Cost	3,608

Area of Responsibility included in Summary:

Housing

Employee costs	1,287
Other running costs	5,949
Capital charges	56
Income	-4,053
	3,239

Which includes:

Housing Options

Employee costs	329
Other running costs	1,130
Capital charges	47
Income	-728
	778

Housing Standards and Home Move

Employee costs	469
Other running costs	3,028
Capital charges	5
Income	-2,949
	553

Homelessness Prevention

Employee costs	338
Other running costs	29
Capital charges	3
Income	-375
	-5

Housing Delivery

Employee costs	151
Other running costs	1,762
Capital charges	1
Income	-1
	1,913

HOUSING, COMMUNICATIONS, LICENSING AND EVENTS PORTFOLIO

Communications

Employee costs	328
Other running costs	108
Capital charges	3
Income	-57
	382

Which includes:

Public Relations

Employee costs	328
Other running costs	108
Capital charges	3
Income	-57
	382

Licensing & Events

Employee costs	333
Other running costs	82
Capital charges	5
Income	-433
	-13

Which includes:

Promotion and Events

Employee costs	51
Other running costs	8
Capital charges	0
Income	0
	59

Licensing

Employee costs	249
Other running costs	48
Capital charges	3
Income	-400
	-100

Market and Farmers Market

Employee costs	33
Other running costs	26
Capital charges	2
Income	-33
	28

ENVIRONMENT AND CHICHESTER CONTRACT SERVICES PORTFOLIO

Cabinet Member for Environment and Chichester Contract Services



Cllr Penny Plant
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	£000
Summary	
Employee costs	5,974
Other running costs	4,310
Capital charges	790
Income	-4,186
Net Cost	6,888

Area of Responsibility included in Summary:

Environmental Protection

Employee costs	1,254
Other running costs	545
Capital charges	79
Income	-697
	1,181

Which includes:

Building Control

Employee costs	437
Other running costs	63
Capital charges	4
Income	-408
	96

Coastal Management and Land Drainage

Employee costs	104
Other running costs	93
Capital charges	50
Income	-25
	222

Environmental Protection

Employee costs	411
Other running costs	228
Capital charges	10
Income	-154
	495

ENVIRONMENT AND CHICHESTER CONTRACT SERVICES PORTFOLIO

Environmental Strategy

Employee costs	222
Other running costs	98
Capital charges	2
Income	-83
	239

Foreshores

Employee costs	80
Other running costs	63
Capital charges	13
Income	-27
	129

Health Protection

Employee costs	513
Other running costs	130
Capital charges	5
Income	-23
	625

Which includes:

Commercial and Public Safety

Employee costs	418
Other running costs	77
Capital charges	4
Income	-23
	476

Emergency Planning

Employee costs	8
Other running costs	40
Capital charges	0
Income	0
	48

Pest Control

Employee costs	0
Other running costs	2
Capital charges	0
Income	0
	2

Health and Safety

Employee costs	87
Other running costs	11
Capital charges	1
Income	0
	99

ENVIRONMENT AND CHICHESTER CONTRACT SERVICES PORTFOLIO

Chichester Contract Services

Employee costs	4,207
Other running costs	3,635
Capital charges	706
Income	-3,466
	5,082

Which includes:

Cemeteries

Employee costs	65
Other running costs	111
Capital charges	12
Income	-90
	98

Grounds Maintenance

Employee costs	326
Other running costs	267
Capital charges	20
Income	0
	613

Parks and Open Spaces

Employee costs	46
Other running costs	536
Capital charges	79
Income	-544
	117

Street Naming and Numbering

Employee costs	44
Other running costs	12
Capital charges	0
Income	-16
	40

Waste, Cleansing and Recycling Services

Employee costs	3,726
Other running costs	2,709
Capital charges	595
Income	-2,816
	4,214

FINANCE, CORPORATE SERVICES AND REVENUES AND BENEFITS PORTFOLIO

Cabinet Member for Finance, Corporate Services and Revenue and Benefits



Cllr Mr Peter Wilding

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	£000
Summary	
Employee costs	5,185
Other running costs	27,436
Capital charges	399
Income	-25,995
Net Cost	7,025

Area of Responsibility included in Summary:

Financial Services

Employee costs	814
Other running costs	338
Capital charges	32
Income	-4
	1,180

Which includes:

Accountancy Services

Employee costs	613
Other running costs	76
Capital charges	30
Income	-1
	718

Audit Services

Employee costs	199
Other running costs	24
Capital charges	2
Income	0
	225

Strategic Financial Services

Employee costs	2
Other running costs	238
Capital charges	0
Income	-3
	237

FINANCE, CORPORATE SERVICES AND REVENUES AND BENEFITS PORTFOLIO

Legal and Democratic Services

Employee costs	720
Other running costs	500
Capital charges	19
Income	-46
	1,193

Which includes:

Legal Services

Employee costs	373
Other running costs	93
Capital charges	3
Income	-6
	463

Democratic Representation

Employee costs	299
Other running costs	402
Capital charges	15
Income	-40
	676

Procurement

Employee costs	48
Other running costs	5
Capital charges	1
Income	0
	54

Business Support

Employee costs	1,736
Other running costs	992
Capital charges	324
Income	-276
	2,776

Which includes:

Elections

Employee costs	155
Other running costs	119
Capital charges	4
Income	-8
	270

Land Charges

Employee costs	75
Other running costs	49
Capital charges	1
Income	-236
	-111

FINANCE, CORPORATE SERVICES AND REVENUES AND BENEFITS PORTFOLIO

ICT

Employee costs	844
Other running costs	64
Capital charges	8
Income	-1
	915

Corporate Improvement and Facilities

Employee costs	350
Other running costs	703
Capital charges	308
Income	-31
	1,330

Human Resources and Payroll

Employee costs	312
Other running costs	57
Capital charges	3
Income	0
	372

Revenues and Benefits

Employee costs	1,915
Other running costs	25,606
Capital charges	24
Income	-25,669
	1,876

Which includes:

Revenues Services

Employee costs	958
Other running costs	232
Capital charges	12
Income	-556
	646

Housing Benefits

Employee costs	335
Other running costs	25,260
Capital charges	4
Income	-25,105
	494

Customer Services

Employee costs	622
Other running costs	114
Capital charges	8
Income	-8
	736



Capital and Projects Programme 2021-22

Capital Financing Summary	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	Total £
Capital Receipts							
Capital Receipts Reserve	1,928,100	0	0	0	0	0	1,928,100
Revenue Financing							
Capital Projects Fund / General Revenue Reserves	3,364,100	2,981,300	285,000	67,300	54,200	0	6,751,900
Asset Replacement Fund	2,731,900	3,477,300	1,256,700	1,489,500	1,286,200	1,052,500	11,294,100
Commuted Payments (S106)	100,000	601,600	310,000	0	0	0	1,011,600
New Homes Bonus	1,245,700	4,931,800	250,000	0	0	0	6,427,500
Housing Investment Reserve	591,800	0	0	0	0	0	591,800
Corporate Plan Projects 2019-20 Reserve	152,000	19,600	0	0	0	0	171,600
Grants and Concessions reserve - funded from Reserve	69,500	0	0	0	0	0	69,500
Community Infrastructure Levy	2,200,000	10,438,300	1,528,500	568,700	144,500	2,950,300	17,830,300
Chichester Warm Homes Reserve	23,200	16,900	0	0	0	0	40,100
General Fund Balance	395,400	175,000	175,000	175,000	175,000	0	1,095,400
Capital Grants							
Disabled Facilities Grants	1,503,100	3,109,900	1,350,000	1,350,000	1,350,000	1,350,000	10,013,000
Environment Agency coastal grants	316,600	0	0	0	0	0	316,600
Community Led Housing Grant	268,900	510,000	400,000	0	0	0	1,178,900
Other Contributions							
	108,000	0	0	0	0	0	108,000
Funding Totals	14,998,300	26,261,700	5,555,200	3,650,500	3,009,900	5,352,800	58,828,400

Project	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	Total
GROWTH, PLACE & REGENERATION							
Place							
Electric Vehicle Charging Points	36,700	0	0	0	0	0	36,700
North Street Midhurst Car Park re-surfacing	11,000	0	0	0	0	0	11,000
Review of Chichester District Parking Strategy	35,000	0	0	0	0	0	35,000
Re-opening High Street Safely	108,000	0	0	0	0	0	108,000
E Wittering/Bracklesham Vision	27,000	0	0	0	0	0	27,000
Emerging Vision Projects	79,000	0	0	0	0	0	79,000
Place Total	296,700	0	0	0	0	0	296,700
Property & Growth							
Plot 21 Terminus Road - Development	92,800	0	0	0	0	0	92,800
New Employment Land - Retaining & attracting businesses	26,700	0	0	0	0	0	26,700
St. James Industrial Estate - Future development options	2,600	0	0	0	0	0	2,600
St. James Industrial Estate - Refurbishment and Replacement of Units	495,700	4,681,800	0	0	0	0	5,177,500
Terminus Road Land	0	10,000	0	0	0	0	10,000
East Beach Selsey Land/Asset Opportunities	0	19,600	0	0	0	0	19,600
Priory Park - Various works to existing buildings & Coade stone statue	35,900	0	0	0	0	0	35,900
Property & Growth Total	653,700	4,711,400	0	0	0	0	5,365,100
Regeneration							
Southern Gateway - LEP Funding Projects	3,690,000	500,000	0	0	0	0	4,190,000
Economic & Community Recovery Grants Fund	500,000	0	0	0	0	0	500,000
Regeneration Total	4,190,000	500,000	0	0	0	0	4,690,000
GROWTH, PLACE & REGENERATION TOTAL	5,140,400	5,211,400	0	0	0	0	10,351,800

Project	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	Total
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COMMUNITY SERVICES & CULTURE							
Culture							
Petworth Leisure Facilities (Skatepark)	0	70,000	0	0	0	0	70,000
Economic impact study - Novium, CFT & PHG	20,000	0	0	0	0	0	20,000
2022 Year of Culture	0	50,000	0	0	0	0	50,000
Culture Total	20,000	120,000	0	0	0	0	140,000

Communities							
New Homes Bonus Scheme 2020-21 Allocation	250,000	0	0	0	0	0	250,000
New Homes Bonus Scheme 2021-25 Allocation	0	250,000	250,000	0	0	0	500,000
Grants Portal 2018-19 Allocation	20,600	0	0	0	0	0	20,600
Grants Portal 2019-20 Allocation	116,700	0	0	0	0	0	116,700
Grants Portal 2020-21 Allocation	175,000	0	0	0	0	0	175,000
Grants Portal 2021-25 Allocation	0	175,000	175,000	175,000	175,000	0	700,000
Gypsies and Travellers Transit Site	76,800	0	0	0	0	0	76,800
Communities Total	639,100	425,000	425,000	175,000	175,000	0	1,839,100

COMMUNITY SERVICES & CULTURE TOTAL	659,100	545,000	425,000	175,000	175,000	0	1,979,100
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HOUSING, COMMUNICATIONS, LICENSING & EVENTS							
Housing							
Discretionary Private Sector Grants and Loans	113,700	79,500	0	0	0	0	193,200
Disabled Facilities Grants	1,442,000	3,070,900	1,350,000	1,350,000	1,350,000	1,350,000	9,912,900
DFG County Adaptations Manager	61,100	39,000	0	0	0	0	100,100
Rural Housing Fund	0	259,500	200,000	0	0	0	459,500
Affordable Housing Capital Fund	0	233,400	0	0	0	0	233,400
Affordable Housing Grant Fund	100,000	598,800	310,000	0	0	0	1,008,800
Home Extensions & Conversions (for Hyde properties)	70,000	35,000	35,000	17,300	0	0	157,300
Homeless Prevention Fund - Mortgage Rescue	20,000	19,800	0	0	0	0	39,800
Under-Occupied Properties	0	25,800	0	0	0	0	25,800
Chichester Warm Homes Initiative	23,200	66,000	50,000	50,000	54,200	0	243,400
22 Freeland Close - Design Work/Planning Approval	92,700	0	0	0	0	0	92,700
22 Freeland Close - Relocation of Gas Main	4,400	0	0	0	0	0	4,400
Freeland Close Redevelopment	1,412,000	1,511,300	0	0	0	0	2,923,300
Community Led Housing	268,900	510,000	400,000	0	0	0	1,178,900
Housing Total	3,608,000	6,449,000	2,345,000	1,417,300	1,404,200	1,350,000	16,573,500

HOUSING, COMMUNICATIONS, LICENSING & EVENTS TOTAL	3,608,000	6,449,000	2,345,000	1,417,300	1,404,200	1,350,000	16,573,500
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Project	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	Total
FINANCE, CORPORATE SERVICES & REVENUES & BENEFITS							
Business Support							
NWOW - Electronic Document Mgt	4,500	0	0	0	0	0	4,500
Business Support Total	4,500	0	0	0	0	0	4,500
IT & Facilities							
CRM Stage 2 Rollout	0	13,800	0	0	0	0	13,800
CRM Stage 2 – Temp IT Analyst Post	0	29,100	0	0	0	0	29,100
IT & Facilities Total	0	42,900	0	0	0	0	42,900
FINANCE, CORPORATE SERVICES & REVENUES & BENEFITS TOTAL	4,500	42,900	0	0	0	0	47,400
PLANNING SERVICES							
Planning Policy							
Local Plan Review	202,600	0	0	0	0	0	202,600
Planning Policy Total	202,600	0	0	0	0	0	202,600
Community Infrastructure Levy							
CIL - School access improvements - Chichester (project 657)	0	50,000	0	0	0	0	50,000
CIL - School access improvements - Bourne (project 660)	0	50,000	0	0	0	0	50,000
CIL - School places E-W Chichester (project 330)	0	1,200,000	0	0	0	0	1,200,000
CIL - School places Bourne's (project 331)	0	1,200,000	0	0	0	0	1,200,000
CIL - School places Manhood Peninsula (project 332)	0	1,200,000	0	0	0	0	1,200,000
CIL - Early Years Places, Whitehouse Farm Development (Project IBP 655)	0	0	0	0	0	2,100,000	2,100,000
CIL - Sustainable transport corridor - city centre to Portfield (project 656)	0	25,000	50,000	425,000	0	0	500,000
CIL - Sustainable transport corridor - city centre to Westhampnett (project 353)	500,000	0	0	0	0	0	500,000
CIL - School access improvements - Manhood (project 659)	0	50,000	0	0	0	0	50,000
CIL - RTP1 screens at Chichester City (project 355)	60,000	60,000	0	0	0	0	120,000
CIL - A286 Birdham/B2201 (Selsey Road Roundabout) Junction Improvement (project 349)	440,000	0	0	0	0	0	440,000
CIL - Area-wide Parking Management West Chichester (project 655)	0	250,000	0	0	0	0	250,000
CIL - Area-wide Parking Management Chichester City (project 665)	500,000	0	0	0	0	0	500,000
CIL - Rebuilding and expansion of Westhampnett Waste Transfer Station/Household Waste Recycl	250,000	2,250,000	0	0	0	0	2,500,000
CIL - College Lane/Spitalfield Road Junction improvement (Project IBP 840)	0	60,000	0	0	0	0	60,000
CIL - Chidham Sustainable Transport Improvements (Project 841)	0	0	500,000	0	0	0	500,000
CIL - CDC strategic wildlife corridors connecting Chichester and Pagham Harbours to the SDNP (Project 842)	0	43,300	98,500	143,700	144,500	145,300	575,300
CIL - Extensions to Chichester City GP surgeries: Langley House and Parklands (Project 877)	0	0	0	0	0	705,000	705,000
CIL - Extension to Southbourne GP Surgery (Project 726)	450,000	0	0	0	0	0	450,000
CIL - 3G Sports Pitch, Southern Gateway (Project 844)	0	0	880,000	0	0	0	880,000
CIL - Southern Gateway provision of bus/rail interchange & improvements to traffic & pedestrian circulation. (Project IBP/206)	0	3,000,000	0	0	0	0	3,000,000
CIL - Southern Gateway public realm with new city square. (IBP/775)	0	1,000,000	0	0	0	0	1,000,000
Planning Policy Total	2,200,000	10,438,300	1,528,500	568,700	144,500	2,950,300	17,830,300
PLANNING SERVICES TOTAL	2,402,600	10,438,300	1,528,500	568,700	144,500	2,950,300	18,032,900

Project	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	Total
ENVIRONMENT & CCS							
Environmental Protection							
De-Carbonisation of CDC	0	30,000	0	0	0	0	30,000
Beach Management Plan Works (Selsey, Bracklesham and East Wittering)	316,600	0	0	0	0	0	316,600
Environmental Protection Total	316,600	30,000	0	0	0	0	346,600
Contract Services (CCS)							
Closed cemeteries - Essential structural repairs	18,500	0	0	0	0	0	18,500
CCS Vehicle Wash Project	116,700	0	0	0	0	0	116,700
Contract Services (CCS) Total	135,200	0	0	0	0	0	135,200
ENVIRONMENT & CCS TOTAL	451,800	30,000	0	0	0	0	481,800
PROGRAMME OF CAPITAL PROJECTS TOTAL	12,266,400	22,716,600	4,298,500	2,161,000	1,723,700	4,300,300	47,466,500
Asset Replacement Programme	2,731,900	3,545,100	1,256,700	1,489,500	1,286,200	1,052,500	11,361,900
Asset Replacement Programme Total	2,731,900	3,545,100	1,256,700	1,489,500	1,286,200	1,052,500	11,361,900
TOTAL CAPITAL SPEND	14,998,300	26,261,700	5,555,200	3,650,500	3,009,900	5,352,800	58,828,400



Asset Replacement Project Programme 2021-22

Project	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	Total £
GROWTH, PLACE & REGENERATION							
Property							
Bourne LC - Auto Doors Replacement	0	0	16,000	0	0	0	16,000
Bourne LC - Electrical Distribution Boards & Cables	0	0	8,000	0	0	0	8,000
Novium - Carpets	0	0	3,000	0	0	0	3,000
Novium - Flat roof repairs	8,000	0	0	0	0	0	8,000
Novium - Internal floors & ceilings	13,000	0	0	0	0	0	13,000
Novium - Mechanical pumps	6,000	0	0	0	0	0	6,000
Novium - Resin Floor	0	0	3,000	0	0	0	3,000
Novium - Fire alarm & E lighting	0	0	0	0	0	60,000	60,000
Novium - Intruder alarm	0	0	0	0	0	34,000	34,000
Novium - Elec Dis boards & cables	0	0	0	0	0	35,000	35,000
Novium - Stairs - nosings etc	0	0	0	0	0	8,000	8,000
Novium - Doors & windows	0	0	0	0	0	17,000	17,000
Novium - Space heating	0	0	0	0	0	6,000	6,000
Westgate LC - Auto & manual door replacement	30,000	0	0	0	0	0	30,000
Westgate LC - New pool heat exchangers	7,500	0	0	0	0	0	7,500
Westgate LC - Pool hall refurbishment	50,000	0	0	0	0	0	50,000
Westgate LC - Replace curtain walling (Southern fire escape)	14,000	0	0	0	0	0	14,000
Property Total	128,500	0	30,000	0	0	160,000	318,500

Project	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	Total £
Place							
ADC Car Park - Bridge Repairs	0	0	5,000	0	0	0	5,000
ADC Car Park - Lighting replacement	15,900	0	0	0	0	0	15,900
ADC Car Park - Pump replacement	1,900	0	0	0	0	0	1,900
ADC Car Park Year 3 - Essential Upgrade Vehicle Perimeter Barriers	65,200	0	0	0	0	0	65,200
ADC Car Park Year 3 - Upgrade Pedestrian Railings	3,300	0	0	0	0	0	3,300
ADC Car Park Years 1 & 2 - Structural Replacement	78,200	0	0	0	0	0	78,200
ADC - Brickwork Cleaning	0	0	0	0	0	45,000	45,000
Back Lane Petworth	0	0	0	0	150,000	0	150,000
Bosham Public Convenience	0	120,000	0	0	0	0	120,000
Bracklesham Bay Public Convenience	0	325,000	0	0	0	0	325,000
East Beach Selsey Public Convenience	0	150,000	0	0	0	0	150,000
Electrical Distribution Boards	6,500	0	0	0	0	0	6,500
Itchenor Public Convenience	0	20,000	0	0	0	0	20,000
Lifeboat Station Public Convenience	0	0	0	150,000	0	0	150,000
Hillfield Selsey	0	0	0	0	0	40,000	40,000
Kingfisher Parade, East Wittering	0	0	0	0	0	40,000	40,000
Marine Drive East Wittering Public Convenience	12,000	0	0	0	0	0	12,000
Market Road Chichester Public Convenience	0	150,000	0	0	0	0	150,000
Northgate Chichester Public Convenience	0	120,000	0	0	0	0	120,000
Pay and Display machines	0	0	0	200,000	0	0	200,000
Pay on Foot	0	0	0	0	90,000	0	90,000
Replacement lighting on & off Street	0	100,000	0	0	50,000	0	150,000
Priory Park Public Convenience	0	150,000	0	0	8,000	0	158,000
Public conveniences - Wallgate Replacement programme	72,300	0	0	0	0	0	72,300
Resurfacing and re-lining of car parks	50,000	50,000	0	50,000	0	0	150,000
Tower Street Chichester Public Convenience (nb: £65,000 funded from general reserves)	0	144,000	0	0	0	0	144,000
Place Total	305,300	1,329,000	5,000	400,000	298,000	125,000	2,462,300
GROWTH, PLACE & REGENERATION TOTAL	433,800	1,329,000	35,000	400,000	298,000	285,000	2,780,800

Project	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	Total £
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COMMUNITY SERVICES & CULTURE							
Culture							
Oaklands Park - Stadium	0	2,800	0	0	0	0	2,800
Culture Total	0	2,800	0	0	0	0	2,800

Community Services							
CCTV - Camera Replacement Costs	12,400	137,000	0	0	0	0	149,400
Oaklands Park - Power wash / reline	0	3,000	0	0	0	0	3,000
Oaklands Park - Resurface Tennis Courts	0	33,000	0	0	0	0	33,000
Community Services Total	12,400	173,000	0	0	0	0	185,400

COMMUNITY SERVICES & CULTURE TOTAL	12,400	175,800	0	0	0	0	188,200
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PLANNING SERVICES							
Planning							
EPH - Folding machine	10,000	0	0	0	10,000	0	20,000
Planning Total	10,000	0	0	0	10,000	0	20,000

PLANNING SERVICES TOTAL	10,000	0	0	0	10,000	0	20,000
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Project	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	Total £
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HOUSING, COMMUNICATIONS, LICENSING & EVENTS							
Housing							
Westward House - Electrical Distribution Boards & Cables	0	0	0	10,000	0	0	10,000
Westward House - External Pavings	0	0	0	5,000	0	0	5,000
Westward House - Fire alarm & emergency lighting	0	0	35,000	0	0	0	35,000
Westward House - Floor Finishes	0	0	15,000	15,000	15,000	0	45,000
Westward House - Internal Finishes	0	0	12,000	12,000	12,000	0	36,000
Westward House - Laundry equipment	0	0	0	0	5,000	0	5,000
Westward House - Replacement Thermostatic Mixer Values	3,300	0	0	0	0	0	3,300
Housing Total	3,300	0	62,000	42,000	32,000	0	139,300

Licensing & Events							
Farmers Market Canopies	10,400	10,000	10,000	0	0	10,000	40,400
Licensing & Events Total	10,400	10,000	10,000	0	0	10,000	40,400

HOUSING, COMMUNICATIONS, LICENSING & EVENTS TOTAL	13,700	10,000	72,000	42,000	32,000	10,000	179,700
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FINANCE, CORPORATE SERVICES, REVENUES & BENEFITS							
Financial Services							
Income System Upgrade - Chip & Pin	15,400	0	0	0	0	0	15,400
Income System - BI Annual Software Upgrade	0	20,000	0	17,500	0	17,500	55,000
PSD2 SCA & 3DS2	12,700	0	0	0	0	0	12,700
FMS system upgrade - purchase of license	39,600	0	0	0	0	0	39,600
FMS system upgrade - implementation of 3 new modules	9,400	9,400	0	0	0	0	18,800
Financial Services Total	77,100	29,400	0	17,500	0	17,500	141,500

Project	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	Total £
IT & Facilities							
2020/21 Project Split							
Business Continuity Infrastructure	0	135,700	0	0	0	0	135,700
Server - Core							
VMWare Hosts	0	0	0	0	20,100	0	20,100
Dell Hosts	0	0	0	0	6,400	0	6,400
R640 Server	0	0	0	0	56,300	0	56,300
Oracle	0	0	0	0	76,200	0	76,200
Server - Storage							
Net App San	0	0	0	0	53,800	0	53,800
Net App San (DR)	0	0	0	0	44,700	0	44,700
Cisco Switch	0	0	0	0	53,700	0	53,700
Server - User							
CITRIX	0	15,000	0	0	0	0	15,000
Network - Core							
EPH Main Server Core	0	0	0	0	64,200	0	64,200
DR Server Core	0	0	0	0	29,800	0	29,800
EPH User Domain Core	0	30,000	0	0	0	0	30,000
Network - User							
General Access Switches (ALS)	0	120,000	0	0	0	0	120,000
Network - Links							
SIP / Telephone	0	0	0	0	0	100,000	100,000
Applications - Upgrades							
Software Upgrades	8,000	8,000	8,000	8,000	8,000	8,000	48,000
LAGAN	0	25,000	0	0	0	0	25,000
Clientside							
Contact Centre Switch	0	0	0	25,000	0	0	25,000
PSN	7,000	7,000	7,000	7,000	7,000	7,000	42,000
NWOW-Laptops	45,000	45,000	45,000	45,000	45,000	45,000	270,000
IT & Facilities Total	60,000	385,700	60,000	85,000	465,200	160,000	1,215,900

Project	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	Total £
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EPH							
Breakout area TV's	0	0	0	5,000	0	5,000	10,000
EPH - Access / door control system	0	0	18,300	0	0	0	18,300
EPH - AHU Plant Refurbishment / Replacement	0	0	15,000	0	0	0	15,000
EPH - Auto door replacement	0	0	0	0	12,000	0	12,000
EPH - CCTV Replacement	0	12,000	0	0	0	0	12,000
EPH - Electricity distribution boards & cables	0	40,000	0	0	0	0	40,000
EPH - Fire alarm & electric lighting	0	10,000	0	0	50,000	0	60,000
EPH - Flat roof repairs	0	0	0	15,000	0	0	15,000
EPH - Floor Finishes	0	10,000	0	0	0	10,000	20,000
EPH - Lift Replacement	0	0	14,400	0	0	0	14,400
EPH - Members Kitchen Refurbishment	0	12,000	0	0	0	0	12,000
EPH - New Boiler Plant	0	0	50,000	0	0	0	50,000
EPH - Office Furniture & Chairs	0	22,800	5,000	5,000	5,000	0	37,800
EPH - UPS batteries	0	12,000	0	10,000	0	0	22,000
EPH - PA system committee rooms	0	0	0	0	0	70,000	70,000
EPH - Pitched roof repairs	0	0	0	0	0	20,000	20,000
NWOW - EPH Air Conditioning Replacement	0	4,000	4,000	0	0	0	8,000
NWOW - EPH Internal Floors & Ceilings	5,700	80,400	0	0	0	10,000	96,100
NWOW - EPH Lighting Replacement	5,600	0	0	10,000	0	0	15,600
Financial Services Total	11,300	203,200	106,700	45,000	67,000	115,000	548,200

FINANCE, CORPORATE SERVICES, REVENUES & BENEFITS TOTAL	148,400	618,300	166,700	147,500	532,200	292,500	1,905,600
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Project	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	Total £
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ENVIRONMENT SERVICES & CCS							
Environmental Protection							
AC Unit for Air Quality Monitoring Station (Orchard Street)	0	2,000	0	0	0	0	2,000
AC Unit for Air Quality Monitoring Station (Stockbridge)	3,000	0	0	0	2,000	0	5,000
Air Quality Monitoring Station Westhampnett Road	0	0	0	2,000	0	0	2,000
Foreshores - Boats/Ribs	0	0	0	23,000	0	0	23,000
Foreshores - Engines	0	0	0	24,000	0	0	24,000
Foreshores - Floatation suits	0	0	2,000	0	0	0	2,000
Foreshores - Trailers	0	0	0	4,000	0	0	4,000
Ozone Analyser - Lodsworth	0	0	0	10,000	0	0	10,000
Photometer	0	1,000	0	0	0	0	1,000
PM10 TEOM Analyser	0	0	10,000	0	0	0	10,000
Purchase of equipment	5,000	0	0	0	0	0	5,000
Sound level meter	0	0	10,000	0	0	0	10,000
Environmental Protection Total	8,000	3,000	22,000	63,000	2,000	0	98,000

Chichester Contract Services							
CCS / Non CCS Vehicle Replacement	1,364,000	1,057,000	945,000	514,000	350,000	413,000	4,643,000
East Beach, dredge	0	0	0	15,000	0	0	15,000
MUGA resurface - Florence Road	25,000	0	0	0	0	0	25,000
MUGA resurface - Whyke	15,000	0	0	0	0	0	15,000
Paths	0	0	0	0	20,000	0	20,000
Jubilee Gdns, f/p surfacing	0	0	0	0	0	10,000	10,000
Parks resurfacing general (Play Areas)	0	0	0	0	0	15,000	15,000
Playground Replacement - Florence Park	0	0	0	120,000	0	0	120,000
Playground Replacement - Oaklands	70,000	0	0	0	0	0	70,000
Playground Replacement - Priory Park	0	0	0	100,000	0	0	100,000
Playground Replacement - Sherborne	80,000	0	0	0	0	0	80,000
Playground Replacement - Whyke Oval	0	0	0	70,000	0	0	70,000
Priory Park (White) Timber Pavilion	0	150,000	0	0	0	0	150,000
Priory Park Former Cricket Pavilion	0	150,000	0	0	0	0	150,000
Sandbags	10,000	0	0	0	10,000	0	20,000

Project	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £	Total £
Soil Reliever - Plant Ref: CCS 164	0	0	0	16,000	0	0	16,000
South Pond - essential dredging works	0	20,000	0	0	0	0	20,000
Vehicle workshops - 4 post vehicle lift	0	0	7,000	0	0	0	7,000
Vehicle Workshops - Equipment Replacement	7,900	2,000	2,000	2,000	2,000	2,000	17,900
Vehicle workshops - Roller brake tester	0	30,000	0	0	0	0	30,000
Vehicle workshops - Smoke / emissions tester	5,000	0	0	0	0	0	5,000
Vehicle workshops - Vehicle pit covers	0	0	7,000	0	0	0	7,000
Vehicle workshops - Vehicle pit jacks	6,000	0	0	0	0	0	6,000
Westhampnett Depot - Central Service Bays doors	5,100	0	0	0	0	0	5,100
Westhampnett Depot - General Resurfacing	447,100	0	0	0	0	0	447,100
Westhampnett Depot - Refurbishment	20,700	0	0	0	0	0	20,700
Westhampnett Depot - Refurbishment of Offices	0	0	0	0	30,000	0	30,000
Westhampnett Depot - Refurbishment - Security	0	0	0	0	0	25,000	25,000
Westhampnett Depot - Replace standby generator	32,000	0	0	0	0	0	32,000
Westhampnett Depot - Replacement Fuel Storage Facility (4 week supply)	7,800	0	0	0	0	0	7,800
Westhampnett Depot - Workshop fire separating wall	10,000	0	0	0	0	0	10,000
Chichester Contract Services Total	2,105,600	1,409,000	961,000	837,000	412,000	465,000	6,189,600
ENVIRONMENT SERVICES & CCS TOTAL	2,113,600	1,412,000	983,000	900,000	414,000	465,000	6,287,600
Total Asset Replacement Fund	2,731,900	3,545,100	1,256,700	1,489,500	1,286,200	1,052,500	11,361,900

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Council Resource Position as at February 2021 (Projected)

Period 2020/21 to 2025/26

	£m
Reserves at April 2020	49.967
New Resources	
Asset Sales (96%) (*)	11.547
Interest on investments (excluding property & all external funds)	0.950
NHBS 2020/21 & 2021/22	3.046
Lower Tier Support Grant 2021/22	0.096
Revenue contribution to Asset Replacement Fund	8.714
Revenue contribution to Reserves 2020/21	0.522
External income due to support capital programme (incl CIL)	29.280
Interest on repayment of SLM advance	1.105
Total Resources	105.227
Less commitments:	
Insurance Fund	-0.266
Provision for one off redundancies	-0.110
Minimum level of reserves	-4.000
Other earmarked funding	
Reserve commitments - Revenue	-11.706
COVID-19 Recovery report - Support to revenue account	-8.000
Less contingent liability	
LEP Grant	-5.000
Available Resource	76.145
Current Capital Projects	-47.467
Current Asset Replacements	-11.362
Uncommitted Resource	17.316

* Asset Sales are shown Net of 4% cost of sales

Note: The table includes New Homes Bonus Grant up to and including 2021/22 and Lower Tier Support Grant for 2021/22 . Any grant received from 2022/23 will therefore increase the level of Uncommitted Resources.

	£m
NHBS Balance 1 April 2020	15.169
NHBS Grant 2020/21	1.585
NHBS Grant 2021/22	1.461
Lower Tier Support Grant 2021/22	0.096
NHBS Commitments 2020/21 to 2025/26	-6.428
Balance Uncommitted 31 March 26 Projected	11.883

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CHICHESTER DISTRICT COUNCIL

Statement of Reserves

Reserves	Balance at 31 st March 2020 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
REVENUE RESERVES					
General Fund Reserve	15,254	This general reserve is used to fund non-recurring expenditure such as the capital programme, Policy Initiatives and emergencies. The reserve is used to finance any general fund deficits and is conversely credited with any surplus.	Use of this general reserve is reviewed by the Director of Corporate Services and Senior Leadership Team as part of the annual budget setting process and a 5 year Financial Strategy. Approval for non-recurring expenditure to be funded from this reserve must be sought from the Cabinet, and Council if greater than £100,000.	The Cabinet and delegated powers granted to the Director of Corporate Services.	Annually as part of the 5 year Financial Strategy and as part of the budget process i.e. funding the capital programme.
Housing Reserve	592	A reserve set aside to fund housing investment projects.	Approval to spend subject to reports to the Cabinet.	The Council	Annually as part of the 5 year Financial Strategy.

Reserves	Balance at 31st March 2020 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
Restructuring Reserve	110	A reserve earmarked to cover the potential one-off costs of future service reductions.	Approval to spend subject to approval by Cabinet and the Chief Executive.	Delegated powers to the Chief Executive.	Annually
Capital Projects Fund	902	This reserve is earmarked to support the funding of the Council's approved capital programme.	As determined by the Director of Corporate Services when formulating the financing of the capital programme as part of the 5 year Financial Strategy.	The Council	Annually
Asset Reserve	7,637	To provide for the future replacement of plant and equipment, vehicles and information technology. The fund is replenished by repayments from revenue and interest generated from the Council's treasury management activities.	Approval to spend subject to reports to the Cabinet and Council.	The Council	Annually

Reserves	Balance at 31st March 2020 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
Carry Forwards Reserve	204	A reserve containing the funds to finance approved carry forwards from the previous financial year.	Funds approved by the Cabinet to finance carry forwards from the previous financial year.	Corporate Governance & Audit Committee ↓ The Council	Annually
New Homes Bonus Reserve	15,169	A reserve containing the funds received under the New Homes Bonus Scheme.	Approval to spend subject to reports to the Cabinet.	The Council	Annually
Grants and Contributions Reserve	1,056	A reserve to hold external funds the Council has received where the condition(s) of the grant or contribution has been met but not all the expenditure has been incurred.	Funds held in this reserve are released once the qualifying expenditure relating to the grant or contribution is incurred.	Director of Corporate Services	Annually
Rent Deposits Reserve	223	A reserve to hold external funds the Council has received and revenue contributions the Council has made to fund the award of rent deposits to housing applicants	Applications received under the Rent Deposit Scheme are considered by Councils' Housing Team.	Director of Housing & Communities	Annually

Reserves	Balance at 31st March 2020 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
Pump Prime Initiative	168	A one-off reserve created as part of the approved 2013-14 budget, to help fund pump prime initiatives where the primary objective is to help reduce the base budget in future years	Approval to spend subject to reports to the Cabinet as per approved delegation authority.	For individual initiatives <£20,000 – delegated to the Chief Executive and Cabinet Member for Finance. For individual initiatives >£20,000 – Cabinet	Annually
Investment Opportunities Reserve	1,244	A reserve created to principally fund investments that aim to generate increased income. Its aim is to generate higher returns than currently available for alternative cash investments.	Approval to spend subject to reports to the Cabinet.	The Council	Annually
Building Repairs Reserve	355	A reserve set up to provide for slippage in the annual building repairs and maintenance programme.	As determined by the Director of Corporate Services.	Director of Corporate Services provided the funds are used for the purpose that the reserve was created.	Annually

Reserves	Balance at 31st March 2020 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
Insurance Fund	266	A reserve to provide for a mechanism of self-insurance to meet potential liabilities arising from uninsured losses i.e. policy excesses and where external insurance cover is not available or uneconomic. The reserve is replenished by premium contributions from the Council's revenue budget.	As determined by the Director of Corporate Services	Director of Corporate Services provided the funds are used for the purpose that the reserve was created.	Annually
New Homes Bonus Grants Reserve	108	Grant funding of projects to reward those communities taking new housing growth. Represents grants awarded but not yet drawn down.	Applications made by Parish Councils for funding are considered by the Grants and Concessions Panel.	Grants and Concessions Panel	Annually
Elections Reserve	46	To provide for the funding of future District Council Elections. The reserve is replenished by annual contributions from the Council's revenue budget.	As determined by the Director of Corporate Services.	Director of Corporate Services provided the funds are used for the purpose that the reserve was created.	Annually

Reserves	Balance at 31st March 2020 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
Retained Business Rates Equalisation Reserve	432	A reserve set up to account for timing differences relating to the accounting transactions required under the Business Rates Retention Scheme.	Funds held in this reserve are released annually when the Business Rates Collection Fund is closed at the end of the financial year.	Director of Corporate Services	Annually
Grants and Concessions Reserve	66	To provide for the future funding of the Grants and Concessions Panel. This reserve receives an annual contribution from the Council's revenue budget.	As determined by the Director of Corporate Services when formulating the financing of the capital programme as part of the 5 year Financial Strategy.	The Council	Annually
Chichester Warm Homes Initiative Reserve	40	A reserve that received the repurposing of the balance remaining in the former Carbon Reduction Fund. The purpose of the reserve is to provide funding to the most vulnerable residents living in the poorest housing in the district with an adequate and efficient heating system.	Applications for funding are assessed by the Council's existing Energy Visiting officers to ensure they meet the qualifying criteria of the scheme.	Director of Housing & Communities	Annually

Reserves	Balance at 31st March 2020 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
Local Plan Reserve	480	The Financial Strategy approved by Cabinet in December 2016 provided for an annual contribution of £160k to a Local Plan Reserve to support the funding of the Council's Local Plan Submission.	Approval to spend subject to reports to the Cabinet.	The Council	Annually
Community Led Housing Grant Reserve	1,179	This reserve represents funds received from the Government to support community led housing developments within the district. The reserve is to enable local community groups to deliver affordable housing units and may be used to provide technical support, revenue funding and enable capital investment to make more schemes viable.	Delegated authority has been given to the Director for Housing and Communities, following consultation with the Cabinet Member for Housing and Revenues and Benefits, to approve the spend of these funds in line with government guidance relating to the funds and the Council's adopted Housing Strategy.	Delegated authority has been given to the Director for Housing and Communities, following consultation with the Cabinet Member for Housing and Revenues and Benefits.	Annually

Reserves	Balance at 31st March 2020 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
Investment Risk Reserve	565	A sum set aside in 2018-19 towards the change in the value of council investment as a consequence of the decision by the Chartered Institute of Public Finance and Accountancy (CIPFA) to adopt the accounting standard IFRS9.	As determined by the Director of Corporate Services	Director of Corporate Services	Annually
Flexible Homeless Support Grant Reserve	317	The Flexible Homeless Support Grant is intended to allow flexible support for homelessness and is ring-fenced for this purpose. It is intended that the outcomes of the grant will be to prevent homelessness by offering housing options advice at an early stage and also ensuring residents are accessing all the benefits to which they are entitled.	Approval to spend subject to reports to the Cabinet.	The Council	Annually
Pay Review Reserve	404	A reserve to provide for the salary protection costs following the outcome of the staff pay review.	As determined by the Director of Corporate Services	Director of Corporate Services	Annually

Reserves	Balance at 31st March 2020 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
Climate Change Emergency Reserve	150	At its meeting on 7 January 2020, Cabinet agreed the Climate Emergency Initial Action Plan. This included the funding of a Climate Emergency Officer post plus an operational budget from reserves for a period of two years to support the delivery of the action plan.	Approval to spend subject to reports to the Cabinet.	The Council	Annually
Other Reserves	1,071	Minor reserves and funds earmarked to be used for specific items of future expenditure.	These reserves and funds are earmarked for specific items of future expenditure.	Director of Corporate Services provided the funds are used for the purpose that the reserve was created.	Annually
Total Revenue Reserves	48,038				

Reserves	Balance at 31 st March 2020 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
CAPITAL RESERVES					
Usable Capital Receipts Reserve	1,928	Receipts that arise from the sale of Council assets. These resources can only be used to finance the Council's capital programme.	All scheme proposals are considered as part of the Capital Strategy and funding allocated to schemes based upon the Council's capital prioritisation process.	The Council	Annually
Total Capital Reserves	1,928				
Total Reserves	49,966				

Prudential Indicators and MRP Statement 2021/22

The Local Government Act 2003 requires the Council to have regard to the Chartered Institute of Public Finance and Accountancy's *Prudential Code for Capital Finance in Local Authorities* (the Prudential Code) when determining how much money it can afford to borrow. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice. To demonstrate that the Council has fulfilled these objectives the Prudential Code sets out a number of indicators, some of which are set out below. The remaining indicators are set out in the Treasury Management Strategy 2021/22.

Estimates of Capital Expenditure: The Council's planned capital expenditure and financing may be summarised as follows. Further detail is provided in Appendix 1c (Capital and Projects Programme 2020/21 to 2025/26) and Appendix 1d (Asset Replacement Forecast 2020/21 to 2025/26) to this Budget Report.

Capital Expenditure and Financing	2020/21 Original	2020/21 Revised	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
	£m	£m	£m	£m	£m	£m	£m
Capital Expenditure	15.575	15.033	26.246	5.537	3.651	3.010	5.353
Financed By:							
Capital Receipts	1.337	1.928	0.000	0.000	0.000	0.000	0.000
Government Grants	2.000	2.089	3.620	1.750	1.350	1.350	1.350
Other Contributions	7.013	2.408	11.040	1.839	0.569	0.145	2.950
Reserves	2.834	6.967	6.479	1.523	1.557	1.340	1.053
Revenue	2.391	1.641	5.107	0.425	0.175	0.175	0.000
Total Financing	15.575	15.033	26.246	5.537	3.651	3.010	5.353

Ratio of Financing Costs to Net Revenue Stream: This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs, net of investment income.

Ratio of Financing Costs to Net Revenue Stream	2020/21 Original	2020/21 Revised	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
General Fund	-6.45%	-6.86%	-5.59%	-4.87%	-4.88%	-5.05%	-4.42%

The estimates of financing costs reflect the Budget Spending Plans for 2021/22 to be reported to Cabinet on 16 February 2021 and considered by Council on 2 March 2021. These indicators have been updated to reflect the current phasing of the capital programme and the effect on the cash flow forecasts for investments. The fact that the percentages remain negative shows that the investment interest remains an income source to the Council.

Annual Minimum Revenue Provision Statement 2021/22

Where the Council finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the Council to have regard to the Ministry of Housing, Communities and Local Government's *Guidance on Minimum Revenue Provision* (the MHCLG Guidance) most recently issued in 2018.

The broad aim of the MHCLG Guidance is to ensure that capital expenditure is financed over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.

The MHCLG Guidance requires the Council to approve an Annual MRP Statement each year, and recommends a number of options for calculating a prudent amount of MRP. The following statement only incorporates options recommended in the Guidance:

As the Council's General Fund Capital Financing Requirement (CFR) is expected to remain negative or zero as at 31st March 2021, the MHCLG Guidance does not require an MRP charge to be made in 2021/22.

In the event that borrowing to fund capital expenditure is incurred, the Council's MRP policy for all borrowing after 31st March 2008 is based on the asset life method.

For new borrowing whether supported by the Government or not, MRP provision will be made over the estimated life of the asset for which the borrowing is undertaken. This will be done on a straight line basis in-line with the asset life determined for depreciation purposes and the MRP provision will commence in the financial year following the one in which the asset becomes operational.

For assets acquired by finance leases, MRP will be determined as being equal to the element of the rent or charge that goes to write down the balance sheet liability over the term of the lease.

MRP is payable in the financial year following that in which the capital expenditure was incurred. The guidance allows for an important exception to this rule. In the case of expenditure on a new asset, MRP would not have to be charged until the financial year following the year in which the asset became operational. In respect of major schemes, this would enable an "MRP Holiday" delaying the on-set of the revenue charge for possibly up to 2 or 3 years.

Based on the Council's estimate of its Capital Financing Requirement on 31st March 2021 (i.e. the underlying need to borrow to fund capital expenditure) the budget for MRP has been set is set at **zero for 2021/22**

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Chichester District Council

CABINET

16 February 2021

**Housing Standards Financial Assistance and
Enforcement Policy 2020-2025**

1. Contacts

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2. Recommendation

That Cabinet recommends to Council:

- 2.1 That the Housing Standards Financial Assistance and Enforcement Policy 2021-2026 set out in the appendix is approved**
- 2.2 That the remaining existing budgets are used together with £233K, repurposed from the Affordable Housing Capital fund, to provide the financial assistance required to support this policy, as set out in 7.1, and a review of the policy and funding requirements is undertaken in year 3.**
- 2.3 That the enforcement of the new Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 be delegated to the Director of Housing and Communities for enforcement under the new policy.**
- 2.4 That the use of monies received through the issuing of fines to be used to meet the cost and expenses incurred in, or associated with, carrying out any such enforcement work.**
- 2.5 That delegation be given to the Divisional Manager for Housing following consultation with the Cabinet Member for Housing, Communications, Licensing and Events to make minor amendments to the policy as required**

3. Background

- 3.1 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 permits local housing authorities to provide financial assistance to their residents to enable property repair and improvement providing they first adopt a policy.**

- 3.2 In early 2020 the Council commissioned the Building Research Establishment (BRE) to undertake a housing stock condition survey of all property within the district to establish overall condition and areas of concern requiring improvement. The report identified that an estimated 14% (6768) of the private sector stock (all stock excluding housing association properties), and 12% (1281) of the private rented sector had a Category 1 Housing Health and Safety hazard for Excess Cold. Furthermore 13.2% (6,535) of private sector dwellings and 9.9% (1,063) of private rented dwellings were estimated to have an Energy Performance Rating below Band E.
- 3.3 In the private sector stock, there were an estimated 12,107 dwellings with un-insulated cavity walls and 7,232 dwellings with less than 100 mm of loft insulation. Analysis of the energy efficiency variables indicated that the owner occupied stock had the highest average figures for the majority of variables including CO2 produced, energy and heat demands and energy and heat costs.
- 3.4 Whilst the Council will endeavour to assist and support residents to maintain and improve their properties, there may be instances when homeowners or landlords will resist undertaking required works to the detriment of their own, or their tenant's health and safety. Therefore alongside the Financial Assistance policy it is proposed that a new Housing Standards Enforcement policy will be introduced, to provide inspecting officers with the full range of powers to help raise property standards. The full draft policy is attached as an appendix to this report.

4 Outcomes to be Achieved

- 4.1 A new Financial Assistance and Enforcement Policy to be adopted which will help address poor standards of accommodation throughout the district by providing financial assistance to those residents most in need, and by ensuring suitable and effective enforcement tools are available for Officers to use where appropriate.

5 Proposal

- 5.1 That a new Financial Assistance and Enforcement Policy is introduced to outline how the Council will provide help to those in most need. Furthermore the policy will include a wider range of enforcement powers and how these will be used.
- 5.2 The financial assistance policy will include a new offer in relation to the Chichester Warm Homes Initiative with a stronger emphasis on providing carbon reducing measures. In addition financial assistance for Home Repairs Assistance will continue to be provided for properties with serious health and safety hazards, where the householder is on low income and unable to afford repairs. This assistance will remain as a charge on the property until sale and the funds can then be recouped.

6 Alternatives Considered

- 6.1 The Council must have an adopted strategy if it wishes to provide financial assistance to residents to assist them with property repairs and improvements.

Following the results of the stock modelling survey 2020 it is necessary to review the existing strategy and update the focus to target excess cold and fuel poverty in the worst affected areas.

- 6.2 Consideration could be given to dispensing with a financial assistance policy but this would be contrary to the Council's Housing Strategy 2020-25.
- 6.3 The Council must have an adopted policy if it wishes to use additional enforcement action to prosecution. The use of civil penalties will require officers to reach the same evidence threshold, but the process is often quicker and cheaper than instigating court proceedings. Furthermore the income from fines can be used to help meet enforcement costs.

7 Resource and Legal Implications

- 7.1 It is proposed that the Private Sector Grants and Loans fund, Home Extensions and Conversions fund and the Under-occupation fund be combined into one fund (the Private Sector Grants and Loans fund), so that the funds can be used more flexibly to meet demand and priority need.

- 7.2 Proposed funding of Financial Assistance for next 3 years

	Grant Funds		Totals
	Discretionary Private Sector Grants and Loans (Existing funds below to be combined into one fund)	Chichester Warm Homes Initiative	
Funding required for next 3 years	450	228	678
To be funded from			
Existing unspent budgets	Discretionary Private Sector Grants and Loans		69
	Conversions and extension Fund		122
	Under-occupation Fund		26
	Chichester Warm Homes Initiative		228
	Total		445
Affordable Housing Grant Fund			233
Total			678

In light of the pandemic and the more severe constraints on the Council's capital budgets, it is proposed to use the remaining unspent capital of £445k, as set out above and repurpose £233k uncommitted affordable homes capital fund to cover the funding requirement to support this policy for the first three years. A review of the policy and expenditure will then be undertaken in year 3 to consider the uptake of the funds and future funding requirements.

7.3 The team has two Senior Environmental Health Officers who are primarily responsible for delivering all aspects of housing standards work, and specifically Housing Health and Safety Rating System and enforcement issues in the district. Any significant increase in enforcement action would require additional staffing resources.

7.3 The regulations allow for any monies received through the issuing of fines to be used to meet the costs incurred in, or associated with the carrying out of any enforcement functions.

8 Consultation

8.1 A public consultation was held throughout November which asked respondents for their comments on the draft policy. The most frequent comment received was the request for the climate change emergency to be given a higher profile in the document. This has been taken account of since the draft document was shared with overview and scrutiny committee in September.

9 Community Impact and Corporate Risks

9.1 By ensuring compliance with the regulations, tenants will have peace of mind that they are occupying a safe property, and landlords who fail to comply will be held to account. The Council may be open to challenge if it fails to regulate landlords as required by the regulations.

10 Other Implications

	Yes	No
Crime and Disorder		√
Climate Change and Biodiversity The new policy will provide an increased funding threshold for the Chichester Warm Homes Initiative to ensure renewable heating options can also be provided under the scheme. There will also be a focus on more targeted projects in the worse affected parishes.	√	
Human Rights and Equality Impact The policy looks to improving housing conditions and address disadvantages affecting those who are vulnerable, of retirement age, disabled or on low income.	√	
Safeguarding and Early Help		√
General Data Protection Regulations (GDPR)		√
Health and Wellbeing It is well known that a cold home have a significant impact on health and increases the risks of certain conditions. Every year cold homes are a significant contributor to the level of excess winter deaths in the UK. Therefore by reducing the number of cold homes and fuel poverty improvements in health and wellbeing should be evident.	√	

11 Appendix

11.1 Housing Standards Financial Assistance and Enforcement Policy 2021-26

11.2 Consultation analysis report

12 Background Papers

12.1 Chichester Stock Modelling Report 2020

12.2 Guide for landlords: electrical safety standards in the private rented sector

www.gov.uk/government/publications/electrical-safety-standards-in-the-private-rented-sector-guidance-for-landlords-tenants-and-local-authorities/guide-for-landlords-electrical-safety-standards-in-the-private-rented-sector#remedial-work

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Housing Standards Financial Assistance and Enforcement Policy 2021-2026

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Appendix 3 – Smoke and Carbon Monoxide Alarm (England) Regulations 2015 –
Statement of Principles

Appendix 4 – Enforcement procedure in respect of The Redress Schemes for Letting
Agency Work and Property Management Work (Requirement to Belong to a Scheme)
(England) Order 2014

Preface

As a planet we face a huge challenge, climate change and its effects touch all our lives, and as a Council and a district we have our part to play. It is only by working together and making our contributions that an impact can be made.

Early in 2020 Chichester District Council approved the Climate Emergency Detailed Action Plan with the aim of engaging and enabling residents to play their part. From a housing perspective, the way we heat our homes, the energy we use all contributes to the district's carbon footprint. This policy will look to educate, encourage and support residents to make informed decisions to reduce carbon emissions through the installation of green measures. The financial assistance available has been increased to allow for the offer of these installations, which will help to contribute to the year on year carbon reduction commitment made by the Council.

Introduction

Chichester District Council's Housing Strategy 2020-2025 focusses on eight key objectives for action, including maintaining and improving the condition of housing in the Chichester District. This is vitally important as poor housing has a direct impact on health and mental wellbeing, and all households should have access to housing that is fit for purpose.

Another issue being faced by residents are the district's high property prices which have seen first time buyers priced out of the market, resulting in a higher reliance on private rented accommodation. This demand is expected to continue as a result of increased unemployment and reduced incomes following the Coronavirus pandemic. Homeowners will also be affected as home repairs and property improvements may no longer be affordable.

The ability to use enforcement action combined with the provision of financial assistance will provide inspecting officers with the tools they require to ensure those living in unsatisfactory conditions, along with the number of empty properties, are kept to a minimum. For those with disabilities and on low income requiring a suitable home where they can live safely and independently, adaptations will be available thereby reducing the need for social care.

This document outlines the Council's policy with regard to the financial assistance it can offer owner occupiers and private sector landlords to encourage and assist them with property improvement. The policy also details the enforcement tools available to our inspecting officers to help improve housing standards.

Statutory Duty

The Council has a duty under section 3 in Chapter 1 of Part 1 of the Housing Act 2004 to review housing conditions in its district. Where housing conditions are found to require improvement financial assistance can be provided under the terms of Article 3 of the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002.

Housing Stock Modelling 2020

Following a successful joint bid to the Ministry of Housing, Communities and Local Government at the end of 2019, the Council was awarded just over £32,000 to undertake a stock modelling exercise to evaluate the overall condition of the district's housing stock. This work would then enable the appropriate targeting of resources.

The Building Research Establishment (BRE) was commissioned to undertake the stock review involving a desktop housing stock modelling exercise which was completed in March 2020.

The headline findings are summarised below:

- 1. There are 57,685 dwellings in Chichester, 67% are owner occupied, 19% private rented and 14% social rented.*
- 2. 6,768 dwellings in the private sector have category 1 Housing Health and Safety Rating System (HHSRS) hazards. This equates to 14% of properties. 1,281 dwellings in the private rented sector have category 1 HHSRS hazards. This equates to 12% of properties in the private rented sector.*
- 3. The highest concentrations of all Housing Health and Safety Rating System (HHSRS) hazards in the private rented sector are found in the wards of Boxgrove, Funtington and Stedham.*
- 4. The highest concentrations of fuel poverty (Low Income High Costs definition) in the private rented sector are found in the wards of Wisborough Green, Stedham and Bury and for excess cold the highest concentrations are in Boxgrove, Funtington and Stedham.*
- 5. The average Simple SAP rating for all private sector dwellings in Chichester is 56, which is worse than both England (60) and the South East (61). For owner occupied stock the figure is 55 and for private rented stock it is 60.*
- 6. The total cost of mitigating category 1 hazards in Chichester's private sector stock is estimated to be £23.2 million – with £18.8 million in the owner occupied sector and £4.4 million in the private rented sector.*
- 7. There are an estimated 1,108 Houses in multiple occupation (HMO)s in Chichester, of which approximately 272 come under the mandatory licensing scheme.*
- 8. 13.2% (6,535) of private sector dwellings and 9.9% (1,063) of private rented dwellings in Chichester are estimated to have an Energy Performance Certificate (EPC) rating below band E.*
- 9. In the private sector stock, there are an estimated 12,107 dwellings with uninsulated cavity walls and 7,232 dwellings with less than 100 mm of loft insulation.*

- 10. Analysis of the energy efficiency variables indicates that the owner occupied stock has the highest average figures for the majority of variables (Simple CO2, energy and heat demand, energy and heat cost).*

Housing Condition Improvements since 2015

The results of the 2020 survey illustrate some stark parallels with the outcomes of the previous survey in 2015. The main challenges remain around the level of Category 1 hazards and the proportion of cold homes resulting in increased levels of fuel poverty, particularly in owner occupied properties.

However there is some good news particularly for the private rented sector where Category 1 hazards have fallen from 22% of the stock in 2015 (1844) to 12% of the stock (1281) in 2020. Furthermore the number of properties with an EPC rating of F or G (lowest rating) has fallen from 2192 (26.4%) to 1063 (9.9%).

There have also been improvements seen with regard to Simple SAP specifically in the private rented sector. Simple SAP is a simplified version of the standard assessment procedure for assessing the energy efficiency of a dwelling. It provides a numerical score for energy efficiency with 0 being the worst and 100 the best.

In 2015 the average Simple SAP rating for the private rented sector was 49, which was worse than England (55). However in 2020 the average Simple SAP rating for the private rented stock is 60, which equals that of England, but marginally worse than the South East (61). Unfortunately for the owner occupied stock the Simple SAP rating is still below the average for England. This result is likely to be down to the age and location of Chichester's stock with many properties having solid walls and located in areas off the gas network making them more expensive to run and challenging to insulate.

In 2015 the total cost of mitigating the category 1 hazards in Chichester's private sector stock was estimated to be £27.1 million, whilst in 2020 despite inflation the estimated cost has fallen to £23.2 million with £18.8 million in the owner occupied sector, and £4.4 million in the private rented sector.

Financial Assistance Policy for Private Sector Housing 2020-25

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 empowers local housing authorities to provide a wide range of assistance for housing renewal, providing they adopt a policy to outline how they will focus their resources.

This Policy sets out how the Council will assist owner occupiers and landlords to improve living conditions, with the main focus being on reducing cold homes and fuel poverty through energy efficiency measures, and also assisting those owners who require essential home improvements but are unable to afford to do so.

The conditions relating to all financial assistances offered by Chichester District Council (CDC) can be found in Appendix 1.

In summary this policy seeks to address the following 4 areas which are further detailed below:

1. Reduce Fuel Poverty and Excess Cold
2. Continue to improve the standards in the private rented sector
3. Reduce the level of Category 1 hazards in the owner occupied stock
4. Deliver Disabled Facilities Grants

1. Reduce Fuel Poverty and Excess Cold

Fuel poverty occurs when households cannot afford to keep adequately warm because the costs of heating their home are higher than average and paying for those costs leave them below the poverty line. This affects around 12% of private sector households in Chichester, compared to 9% in the South East region, and 11% in the rest of England.

The Council's aim is to ensure the condition of properties are improved and residents are provided with affordable warmth and healthy homes, with a long-term vision of tackling fuel-poverty with low carbon, sustainable solutions where possible, acknowledging the targets of Chichester District's Climate Emergency Initial Action Plan 2020 – 2025.

This policy aims to tackle Excess Cold and Fuel Poverty in five key ways:

- Improve the condition and energy efficiency of homes
- Reduce energy bills wherever possible
- Maximise household income for those who are eligible for benefits
- Support the "able to pay market" by providing advice and information and top-up funding as necessary
- Reduce carbon emissions

To co-ordinate this work a Fuel Poverty and Sustainability Project Group will deliver targeted action to tackle those parishes with the highest levels of Excess Cold and Fuel Poverty, reducing EPC F and G rated homes occupied by fuel poor households wherever possible. This work will be delivered ensuring a whole-house and resident-centered approach.

Policy Tools

As a Council we provide financial assistance to those in fuel poverty, as well as supporting services to advise all residents of the help available to them, including government funding.

- **The Home Energy Advising Service**

The service, funded by West Sussex Public Health and delivered by the Council's Wellbeing Team offers a tailor-made home energy support for vulnerable residents in Chichester. The service supports residents to save money, improve energy efficiency and stay warm and well at home. Advice is provided in relation to heating grants, tariff comparisons, crisis support, income maximisation guidance and support.

- **Chichester Warm Homes Initiative**

This initiative has been running since 2016 and is a unique offer across West Sussex. The scheme was introduced with a soft launch to ensure it did not become oversubscribed, and relied on self-referrals by residents. Unfortunately this approach has not provided enough interest and applications have remained low.

Working in conjunction with the Energy Visiting Advisor and the Climate Change Officer the scheme will be relaunched with a fresh ambitious new strategy targeting parishes that are primarily off-gas where it is known there are properties with high levels of Excess Cold hazards and Fuel Poverty. Gas alternatives including air source heat pumps, batteries and solar photovoltaic panels will be explored and prioritised wherever possible along with full insulation measures to reduce carbon dioxide emissions and energy costs wherever possible.

Financial assistance will be available to homeowners who have low income and only a modest amount of savings, and also landlords with a tenant who meets the eligibility criteria. In the case of tenants, landlords must consider the work as a 'tenant improvement' and must not implement a rent increase as a result of this work. The assistance provided is to fund or top-up the cost of necessary works to eradicate a Category 1 Excess Cold hazard, to increase the EPC rating above F or G, or to lift the occupants out of Fuel Poverty.

The amount of funding available will be dependent on whether the property is on the gas network. See the Financial Assistance and Conditions summary table on page 10 for more details.

- **Discretionary Disabled Facilities Grant (DFG) - Safe, Suitable and Warm Homes Grant**

This offering is part of the West Sussex DFG Policy and is a means tested grant available to disabled residents requiring repairs or a replacement heating system in order to remain safe and independent at home. Eligible applicants are supported through the process, and are provided with assistance to obtain quotations. The West Sussex County Council Deep Clean and Minor Adaptations service also provides applicants with financial and practical assistance, if a property requires cleaning or clearing before works can commence.

- **Partnership working**

Chichester is part of the West Sussex Affordable Warmth Partnership. The partnership includes all West Sussex District and Borough Councils and sets the aims and objectives for tackling fuel poverty across the County under the West Sussex Affordable Warmth Framework for Action 2020 – 2025.

The role of the partnership also involves jointly bidding for funding, outlining local plans of action, intervention and governance structures that contribute to positive partnership working across West Sussex.

- **Increasing Public Awareness of all Energy Efficiency Grants:**

The Council will ensure residents are fully informed and kept up to date with regards to all the central government and Energy Company funding available, which is a regularly changing landscape. In order to deliver this, a new streamlined user-friendly, county-wide

webpage will be developed containing all the funding options available, as well as signposting residents to other useful services with a clear link from CDC's website and appropriate social media coverage.

2. Continue to improve the standards in the private rented sector

Throughout the past 5 years significant improvements have been seen in the private rented sector in Chichester with the number of properties with Category 1 hazards and poor energy performance notably reducing from 22% in 2015 to 12% in 2020. Nevertheless it is important the focus on this sector remains to ensure standards continue to rise and properties are maintained appropriately.

The improvements that have been seen have been achieved through a variety of means including:

- Changes in legislation requiring a larger cohort of multiply occupied properties to require a licence
- Landlords have been required to ensure their properties achieve a certain energy performance.
- Properties that have been accredited as part of the Chichester and Arun Landlord Accreditation Scheme.
- Housing Standards Team intervention through complaint work.

The Council has always had a proud ethos of engaging with landlords and working with them to ensure they improve their properties without the need for formal enforcement action. This strategy has proved highly successful in the case of the Chichester and Arun Landlord Accreditation Scheme. The scheme requires landlords to improve their properties to a standard above the minimum required by legislation, and financial assistance has been made available to assist landlords for this work. Developing robust relationships with our landlords is more important than ever given the need for private rented sector properties to be made available for homeless clients currently being accommodated in temporary accommodation.

Policy Tools

- **Landlord Accreditation Assistance**

In order to continue to incentivise landlords to join this successful scheme we will continue to offer a financial award. The financial assistance given supports landlords to improve and maintain their properties to meet the Council's Landlord Accreditation Assistance Scheme standards, which exceeds the legal minimum standards. This includes the requirement for properties to have a higher energy performance rating than is currently required in legislation.

The assistance will be 50% of the cost of the works up to a maximum of £4,000 throughout a five-year period. Should the landlord for any reason be refused membership of the

accreditation scheme or have their membership revoked within five years, for example if they fail to accredit their remaining properties, then the total amount of assistance must be repaid.

- **Empty Property Assistance**

To engage landlords of empty properties, a more attractive financial package will be available. In this instance landlords will receive 100% of the cost of works to bring the property up to accreditation standards and bring it back into use. Funding provided is up to a maximum of £10,000 throughout a five-year period. The property must be let through the Homefinder Scheme for a minimum of five years.

- **Homefinder Assistance**

One of the key priorities of the Council's Covid Recovery Plan is to tackle homelessness and rough sleeping, and to provide a robust pathway from temporary accommodation into more permanent accommodation.

Homefinder is the Council's own property management scheme which aims to increase the amount of private rented accommodation available to those on housing benefits in the district. To ensure Homefinder poses an attractive proposition to landlords, financial assistance at a rate of 100% of the costs of the works required to meet the accreditation standard, up to a maximum of £4000 is available to assist with repairs and property improvements.

3. Reduce the level of Category 1 hazards in the owner occupied stock

In the current climate and with budgets under increasing pressure it is necessary for the Council to evaluate the financial help it offers homeowners, who are essentially responsible for the maintenance of their own homes but are unable to afford to undertake works. The financial help given must be targeted at those in most need and where a Category 1 health and safety hazard exists.

The maximum amount of funding offered will be £30,000 and will be available to remedy category 1 hazards only. Homeowners requiring extensive home repairs will therefore be encouraged to reconsider whether they can feasibly remain in their property, or whether it would be sensible to move to a more suitable, manageable home. Those who choose to move will be offered financial assistance to pay for the upfront removal costs. In addition the Council will facilitate specialist support for the most vulnerable and those in financial hardship. The financial assistance will be recovered on sale of the property.

Policy Tool

- **Home Repair Assistance/Relocation Assistance**

Financial assistance is available to owner-occupiers including those of park homes and long leaseholders who are in financial hardship to remedy Category 1 hazards in their property.

Home Repair Assistance consists of a 0% interest free loan placed as a local land charge on the property, which is repayable on sale. The assistance is up to a maximum of £30,000 for owner-occupiers (excluding park homes).

In the case of park homes help will be available but will be limited to a maximum of £5,000, which will be awarded as a grant.

The decision to offer financial assistance in relation to a park home will be made on a case by case basis and be reliant on whether a Housing Standards Officer confirms whether it is viable to repair the unit to a good standard given the funding limit. Works eligible for help would include roof and boiler repairs/replacement grant.

4. Deliver Disabled Facilities Grants (DFGs)

Mandatory Disabled Facilities Grants will be administered in accordance with existing legislation and will be available to the current legally specified grant maximum subject to the statutory terms and conditions. Discretionary grants will be administered in accordance with the West Sussex Disabled Facilities Grant Policy 2020-2024: (www.chichester.gov.uk/warmhomes#disabled)

The Extensions Adaptations Fund is available to meet the needs of overcrowded households in social housing requiring an adaptation to meet their medical needs and an extension to their property where all other housing options have been exhausted.

Financial Assistance and Conditions Summary

Assistance Type		Value	Condition Period from Certified Completion Date	Interest Applied
Chichester Warm Homes Initiative	Owners	Maximum of £10,000 or £25,000 if off-gas	Repaid on sale of property	No
	Landlords	50% of the cost of the works up to a maximum of £8,000 or £12,500 if off-gas	5 years for landlords	
Home Repairs Assistance		£30,000	Repaid on sale	No
		£5000 for Park Homes	No repayment	N/A
Landlord Accreditation Assistance		Maximum of £4,000 (must be match-funded by landlord)	5 years	No
		Empty Properties Maximum of £10,000		
		Maximum of £4000 for Homefinder Gold Properties		

Mandatory DFG	Amount of Grant over £5,000 up to a max of £30,000	10 years	No
Discretionary Top- up DFG	Maximum of £30,000	10 years	No
Extensions Adaptations Fund (social housing only)	Maximum of £35,000	Grant	No

6. Commencement and Transitional Arrangements

- This Financial Assistance Policy 2021-2026 shall take effect from 1st April 2021.
- Financial assistance approved before this Policy comes into force is covered by the terms of the Private Sector Housing Renewal Strategy 2016-2021.

Housing Standards Enforcement Policy

Private housing plays a significant part in the housing provision within Chichester and whilst it is recognised that the majority of landlords and letting agents operate well-managed accommodation of a good standard, the Council has a vital role to play in tackling criminal, rogue and irresponsible landlords, preventing them from profiting from non-compliance with the law.

The Housing Standards Team is committed to ensuring all privately rented accommodation is well managed, properly maintained, safe and habitable. This directly supports the Council's Housing Strategy objective to maintain and improve the condition of housing.

This Policy outlines the Council's enforcement approach and the available powers inspecting officers have to regulate and manage non-compliance in relation to Housing Standards. The policy is designed to be fair but robust.

This policy is intended to be read in conjunction with the overarching Housing and Environment Services Enforcement Policy (renewed every 5 years) which provides a summary of the Council's enforcement powers, the principles of their application and what residents, businesses or visitors can expect from enforcement officers.

Human Rights and Equality Issues

Investigations and any enforcement action will be conducted in a manner which does not conflict with or undermine the fundamental principles of the Human Rights Act 1998.

Enforcement decisions will be fair, impartial and objective and will not be influenced by issues such as the ethnicity or national origin, gender, religious beliefs, political views or sexual orientation of the suspect, victim, witness or offender.

For a copy of Chichester District Council's full equalities policy please visit:

www.chichester.gov.uk/article/24769/Equality-strategy

Delegation and Decision Making

In accordance with the Council's Scheme of Delegation in the Constitution the Director of Housing and Communities (or the person with the equivalent designation at the relevant time) has the delegated authority to authorise officers to take certain action under a range of legislation. The Director of Housing and Communities appropriately delegates these powers to officers who are duly authorised to undertake enforcement duties.

Officers will only be authorised where they have the appropriate level of qualification, training, experience and competence. This applies equally to those who are directly employed, to temporary staff and to those employed as contractors.

Decisions about the most appropriate enforcement action to be taken will be made in line with this policy and based on professional judgment, legal guidelines and advice, statutory codes of practice and priorities set by the Council and/or central government. Each case will be assessed on its own merits.

A recommendation to instigate a prosecution will be made by the Housing Standards Manager (or the person with the equivalent designation at the relevant time), as delegated by the Director of Housing and Communities. The decision to prosecute lies constitutionally with the Divisional Manager for Legal and Democratic Services (or the person with the equivalent designation at the material time.-

The Council will monitor and review the quality and nature of the enforcement activities undertaken in the Housing Standards Team and recommend changes and improvements as necessary taking into account the resources available. All staff will be fully conversant with this Policy.

Enforcement Approach and Principles

The Council expects full compliance with the law. We will help landlords and homeowners meet their legal obligations by providing clear and concise information about what they need to do to comply. However, we will not hesitate to use our enforcement powers where necessary where property owners fail to comply. Enforcement action will be undertaken in a firm but fair manner, requiring individuals to meet their legal obligations without unnecessary expense.

When discharging its duties in relation to private sector housing, the Council will follow the principles of good enforcement as set out in the following:

- Regulators Compliance Code
- Criminal Procedure and Investigations Act 1996 (CPIA) and associated Code
- Police and Criminal Evidence Act 1984 (PACE) and associated Codes
- The Enforcement Concordat
- Housing Act 2004
- Regulation of Investigatory Powers Act 2000
- Housing and Planning Act 2016
- Chichester Housing and Environment Services Enforcement Policy
- Legislation and statutory guidance relating to the service area

In accordance with section 21 of the Legislative and Regulatory Reform Act 2006 the principles of the Council's enforcement policy are:

Transparent - Enforcement action will be undertaken in accordance with our Policy and procedures. All communications will be easy to understand with clear reasons being given for any enforcement action taken.

Accountable - We recognise that we are accountable to those being regulated and the public for our actions. Enforcement action will be undertaken in a responsible manner that has clear purpose. The Council's Corporate Complaints Policy with further details on complaints and appeals can be found here: www.chichester.gov.uk/complaints

Proportionate – Enforcement action will be proportionate and reflect the nature, scale, seriousness including the history of any breaches or non-compliance.

Consistent - Enforcement action will be undertaken and monitored within the Housing Standards Team to ensure consistency in the interpretation and enforcement of legislation. The Housing Standards Team will also work with other regulatory agencies to share and develop good practice.

Targeted - Regulatory effort is directed primarily towards those who place residents at risk of serious harm. Action will be primarily focused on lawbreakers or those directly responsible for the risk and who are best placed to control it.

In addition, all enforcement action will be carried out having regard to the seven principles specified in the Statutory Code of Practice for Regulators made under section 23 of the Legislative and Regulatory Reform Act 2006.

Powers of entry

The Housing Standards Team will require entry to a property in order to carry out its statutory functions. Inspecting officers will carry official identification and will normally make an appointment and give 24 hours' notice to the occupants, and owners of their intention to enter a property to inspect.

Powers of entry allows an officer, at any reasonable time, to enter a property to carry out an inspection and gather evidence, take someone with them, take appropriate equipment or materials and take any measurements, photographs, recordings and samples as necessary. In some cases, powers of entry will be used to carry out works.

The Housing Standards Team will exercise its statutory powers to gain entry without giving prior notice to investigate non-compliance with housing-related law or to carry out a statutory duty where it is necessary to do so.

Reasons for the use of these powers include:

- Protection of the health and safety of any person or to protect the environment without avoidable delay
- Prevent the obstruction of officers where this is anticipated
- To determine if a property is an unlicensed HMO

The Housing Standards Team will apply to the Magistrates Court for a Warrant to Enter Premises if entry has been consistently refused or refusal is reasonably anticipated.

Enforcement Options

The principal legislation used by the Housing Standards Team is the Housing Act 2004 and the Housing and Planning Act 2016. Enforcement officers will assess the need to take formal action through programmed inspections of multiply occupied dwellings, or in other cases in response to a complaint or request for assistance.

There may be circumstances where other pieces of legislation may be more appropriate in dealing with an identified problem. Officers are expected to use professional judgment in order to determine the most appropriate course of action.

Action considered will include, but is not limited to the following:

- **Informal Action** (including oral or written warnings or referral to another agency for further action)

Informal action will be considered where there is no legislative requirement to serve a formal notice or an order and the circumstances are not serious enough to warrant formal action i.e. past history suggests informal action will achieve compliance; there is confidence in the management or the individual; the consequences of non-compliance will not pose a significant risk to occupiers or others.

- **Service of a Statutory Notice or Order**

The Council may serve a statutory notice requiring works to be carried out within a specify timeframe to remedy a hazard(s) which has been assessed using the Housing Health Safety Rating System contained within Part 1 of the Housing Act 2004. Hazards are categorised as either a Category 1 or Category 2 hazard. The Council has a legal duty to take the most appropriate enforcement action available in relation to Category 1 hazards. This is where the risk to health and/or safety is high. In relation to Category 2 hazards where the risk to health and/or safety is not so significant, the Council may take action.

The Housing Standards Team may serve a statutory notice in the following circumstances:

- Where there are Category 1 hazard(s) present at the residential unit of accommodation
- Where the Category 2 hazard is progressive and will likely become a Category 1 hazard unless preventative action is taken
- Where there are a number of Category 2 hazards which would present a hazard to occupiers as they moved room to room
- In other exceptional circumstances and at the discretion of the Housing Standards Manager (or the person with the equivalent designation at the relevant time)

A statutory notice will clearly set out actions which must be taken to rectify and/or prevent a breach and prevent it recurring. Notices will also include reasonable timescales for compliance, having regard to the seriousness of the defects and/or contraventions. If a statutory notice is to be served all interested parties will be notified e.g. tenants, mortgagees, leaseholders and freeholders.

The types of notice or order that can be served under the Housing Act 2004 include:

- **Hazard Awareness Notice**

A notice advising the person on whom it is served of Category 1 and/or Category 2 hazard(s) at a property. This is used where a hazard has been identified but the circumstances are not necessarily serious enough to require an improvement notice or prohibition order. The notice is a way of drawing attention to the need for remedial action. This notice is not registered as a local land charge and has no appeal procedure.

- **Improvement Notice**

A notice requiring the person on whom it is served to take remedial action as specified in the notice relating to Category 1 and/or Category 2 hazards. The notice is used where reasonable remedial works can be carried out sufficiently to reduce the hazard. This notice is registered as a local land charge.

- **Prohibition Order**

An order imposing restrictions on the use of the whole or part of a property that is so deficient or hazardous that access must be prohibited for habitation purposes. Orders may be suspended for a certain period of time to allow compliance or until a certain event in the future. This notice is registered as a local land charge.

- **Suspended Improvement Notices or Prohibition Orders**

These notices may be suspended where enforcement action can be safely postponed until a specified event or time. This notice is registered as a local land charge.

- **Emergency Prohibition Order**

This order will take effect immediately and is served when there is an imminent risk of serious harm from a Category 1 rated hazard, and it is not practicable to carry out remedial works.

- **Demolition Order**

An order requiring the demolition of a property can be used in response to Category 1 hazards only. This order is not applicable to listed buildings.

- **Declaration of a Clearance Area**

A Clearance area may be declared where all the residential buildings in the proposed area have at least one Category 1 hazard. The area is then cleared of all buildings.

- **Emergency Remedial Action**

This will be considered where there is an imminent risk of serious harm and the hazard is rated as Category 1. The Housing Standards Team will facilitate the necessary action to reduce the imminent risk and formal action will be taken by the Housing Standards Team to recover the full costs incurred.

- **Suspend, Revoke or Refuse to Renew or Grant a Licence or Authorisation**

This relates to Parts 2 and 3 of the Housing Act 2004 and The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018. Where the relevant person does not comply with the prescribed conditions and or is not deemed to be a fit proper person to hold a licence, this course of action may be considered.

Prospective applicants for a licence will be vetted to determine whether they are a 'Fit and Proper' person to hold a licence. Where a person is found not to be a 'Fit and Proper' person to hold a licence, this information will be stored within the Council's records. The data will be kept and processed in line with the Council's data protection and data retention policy. For

further information please see

www.chichester.gov.uk/dataprotectionandfreedomofinformation

Where there is either evidence of non-compliance with a statutory notice or order served under Part 1 of the Housing Act 2004, a failure to appropriately licence a property under Parts 2 and 3 of the Act, or non-compliance with any other legislation enforced by the Housing Standards Team, the following enforcement options will be considered:

- **Formal (Simple) Caution**

Used to deal quickly and simply with less serious offences. There must be sufficient evidence of guilt to give a realistic prospect of conviction and the offender must formally admit to the offence. Simple cautions will be administered by in accordance with the Ministry of Justice – Simple Cautions for Adult Offenders (April 2015).

- **Penalty Charge Notice**

A number of Acts and Regulations provide for the issuing of a penalty charge notice for non-compliance. These include:

- The Smoke and Carbon Monoxide Alarm (England) Regulations 2015
- The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015
- The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014
- The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020

Where the Council decides to issue a Penalty Charge Notice it will follow the same principles as the issuing of Civil Penalties (see below and Appendix 2).

The amount of penalty will be capped at the maximum provided for the offence. The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 require that the Council has a statement of principles for its application of penalty charge notices in relation to offences under those regulations (please see Appendix 4). The Civil Penalty process is described in Appendix 2.

- **Civil Penalty**

In accordance with section 249A of the Housing Act 2004 as introduced by the Housing and Planning Act 2016, the Council may decide to impose a financial penalty as an alternative to prosecution for certain housing offences. The Council must be satisfied beyond reasonable doubt that the person's conduct amounts to a relevant housing offence.

The offences under the Housing Act 2004 for which the Council can impose a financial penalty as an alternative to prosecution are:

- Failure to comply with an improvement notice (section 30)
- Offences in relation to licensing of Houses in Multiple Occupation (section 72)
- Offences in relation to licensing of houses under Part 3 of the Act (section 95)
- Offences of contravention of an overcrowding notice (section 139)

- Failure to comply with management regulations in respect of Houses in Multiple Occupation (section 234)

Under the Housing and Planning Act 2016 the offence of breach of a banning order can also be dealt with by a financial penalty (section 21 (1)). The amount of financial penalty is determined by the Council but must not exceed £30,000.

The Housing Standards Team in consultation with Legal Services will determine on a case by case basis whether to issue a civil penalty or instigate a prosecution in respect of the offences listed above.

Examples of situations where a decision to prosecute may be made are:

- Offences of a particularly serious nature
- Where the offender has committed similar offences in the past

In circumstances where it has been deemed appropriate to issue a civil penalty as an alternative to prosecution, the level of penalty will be calculated having regard to the matrix set out in Appendix 2.

- **Prosecution**

The Council may decide to prosecute in respect of serious or recurrent breaches or where other enforcement action such as a statutory notice has failed to ensure compliance. When deciding whether to prosecute we will have regard to the provisions in The Code for Crown Prosecutors - www.cps.gov.uk/publications/code_for_crown_prosecutors as issued by the Director of Public Prosecutions. Prosecution will only be considered where we are satisfied that we have sufficient evidence to provide a realistic prospect of conviction. This will include consulting any criminal landlord database available to us. In certain cases we will consider the use of civil penalties as an alternative to prosecution where it is felt appropriate to do so. Similarly consideration will be given to the use of rent repayment orders in addition to prosecution and/or civil penalties for Housing Act offences where justified or a duty. We have the power to issue simple cautions as an alternative to prosecution for some less serious offences, where a person admits an offence and consents to the simple caution. Where a simple caution is offered and declined, we are likely to consider prosecution.

Proceeds of Crime

The Proceeds of Crime Act 2002 allows the courts to deprive perpetrators of criminal offences of any proceeds they have accrued as a result of their criminal activity. The Housing Standards Team will use this legislation where appropriate and in consultation with Legal Services.

- **Making of Orders**

The Council will consider the following options independently or collectively with other enforcement action as particular circumstances permit:

- **Rent Repayment Orders (RRO) (Housing Act 2004/Housing and Planning Act 2016)**

The Council is required to consider an application to the First-tier Tribunal for a rent repayment order in cases where a landlord has been convicted of a qualifying offence. An RRO is a means by which the Council can seek up to 12 months of rent, housing benefit or Universal Credit to be repaid, in addition to other fines where the Council can prove that the landlord is guilty of one of the qualifying offences in relation to licensing, Houses in Multiple Occupation management and Housing and Planning Act 2016 notices. In applying for an RRO the Council will follow the Ministry of Housing, Communities and Local Government's statutory guidance:

<https://www.gov.uk/government/publications/rent-repayment-orders-under-the-housing-and-planning-act-2016>

- **Works in Default**

The Council may consider works in default as an alternative to or in addition to prosecution or issuing a civil penalty under section 249A of the Housing Act 2004. The Council will carry out the works in default and seek to recover the full and associated costs, where necessary through the courts. This will include where applicable administration costs and officer time. There will be full adherence to the financial rules and financial operating procedures of the Council. Where appropriate the costs will be placed against the property as a charge. The Council may seek to use its powers to enforce the sale of the property in order to recover the costs.

- **Rogue Landlord Database**

The database holds details of landlords and managing agents who have been given a banning order or convicted of certain offences. Application to have landlord/agents details entered on the database is a statutory duty where a banning order has been given and is at the discretion of the local housing authority in other circumstances. We will apply to have the landlord's details entered on the database where there is a duty to do so and in other cases where the law allows discretion will be applied on a case by case basis. When deciding whether to make an entry onto the rogue landlord database the Council considers the severity of the offence, any mitigating factors, culpability and serial offending and when it is in the public interest to do so.

- **Banning Orders under the Housing and Planning Act 2016**

A banning order may be considered in addition to prosecution or issue of a civil penalty and will prohibit the undertaking of landlord or managing agent activities for a specified period of time. These orders may be made against landlords and managing agents where they have been convicted of banning order offences under the Housing and Planning Act 2016. These include, for example, failure to comply with an improvement notice. The Council will apply for banning orders to be made where the evidence justifies this course of action and it is considered to be in the public interest to protect against rogue landlords.

When deciding to apply to the First-tier Tribunal for a banning order, the Council will consider the following:

The seriousness of the offence, previous convictions/rogue landlord database entries, the harm caused to the tenant, punishment of the offender and the deterrent needed to prevent others from committing similar offences.

Once granted a banning order remains in place for at least 12 months. Once in place, the local housing authority can take management of all property owned by the landlord receiving the order.

- **Interim and Final Management Orders under the Housing Act 2004**

To ensure adequate management arrangements are in place in a licensable house in multiple occupation (HMO), we have the power to make an interim management order (IMO) in respect of a licensable HMO where a landlord (or their managing agent) fails to obtain a licence or where it is necessary due to the hazardous condition of the property. Upon the expiry of an IMO we can make an application to the First-tier Tribunal (Property Chamber – Residential Property) to make a final management order and take over the management of the property for a period of up to five years. This disables the landlord's ability to manage the property.

Costs of Enforcement

Section 49 of the Housing Act 2004 gives the Council the power to charge for enforcement action and recover these costs.

Charging will apply for enforcement action in the following circumstances:

- Serving an improvement notice under sections 11 or 12
- Carrying out a review under section 17 (review of suspended improvement notices)
- Making a prohibition order under sections 20 or 21
- Review of suspended prohibition orders) or serving copies of the Council's decision on such a review under section 26
- Serving a hazard awareness notice under section 28 or 29
- Taking emergency remedial action under section 40
- Making an emergency prohibition order under section 43 or

In addition charges may be recoverable with regard to making a demolition order under section 265 of the Housing Act 1985.

What can be charged for will depend on the type of action taken. However in most instances it will include:

- The expenses incurred in determining whether to serve a notice/order
- Identifying any action to be specified within the notice/order
- Serving the notice/order

Expenses will be recovered in accordance with section 50 of the Housing Act 2004 via a demand for payment of the charge. As from the time the demand becomes operative until recovered, the sum recoverable will be registered as a local land charge on the premises concerned.

Expenses in respect of which a demand is served carry interest, at such reasonable rate as the Council may determine, from the date of service until payment of all sums due under the demand: para 10 of Part 3 of Schedule 3 to the Housing Act 2004.

The charge for enforcement is separate to the charge associated with a penalty charge or civil penalty issued as an enforcement mechanism to address non-compliance.

Appeals

Any person served with a notice/order has the right to appeal on any grounds set out in the legislation. The main reasons for appeal are likely to be the contents of the notice/order and the schedule of works. Appeals can also be made on the grounds that the notice/order was not served on the correct person or that a different course of action would be more appropriate.

Appeals regarding enforcement action under the Housing Act 2004 are made to the First-tier Tribunal (Property Chamber). Further details on this process are contained in the relevant notice/order.

All other appeals regarding enforcement action taken should be directed to the Magistrates Court or as directed on the notice/order served. The Council will rigorously defend any appeals where the notice/order has been correctly served.

Complaints

The Council provides an effective and timely complaints procedure. The procedure is accessible on the Council's website at:

www.chichester.gov.uk

The complaints process is without prejudice to any formal appeal mechanisms. Where a formal appeal mechanism exists, that mechanism must be used. The complaints procedure cannot be used as a substitution for a formal legal appeal.

Review of the Policy

The Council reserves the right to amend the policy and vary the eligibility criteria specified based on changes to funding, benefits criteria, legislation and national guidance. Minor changes which do not affect the broad scope of the policy may from time to time be made by the Director for Housing and Communities. However for more significant changes Cabinet approval would be sought.

A full review of the Policy will take place in five years.

Data Protection Statement

Chichester District Council (CDC) manages personal data in accordance with the data protection legislation, in particular the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018, and related codes of practice. It is a public authority for the purposes of the GDPR.

CDC's Housing Standards Team (HST) is responsible for processing applications and awarding financial assistance in relation to housing improvement and disabled adaptations. Furthermore the HST is responsible for enforcing legislation in relation to housing standards and houses in multiple occupation.

Personal data will be processed for the purpose of determining an application for financial assistance, and also for determining the most appropriate course of action in the instance of a breach of housing legislation. This data will also be used for cross-system and cross-authority working for the prevention and detection of fraud and legal non-compliance.

The HST will where appropriate share information including personal data with other departments in CDC to support the aforementioned purposes. Information may also be shared with partner local authorities and when requests are received by legitimate law enforcement bodies carrying out their own public roles.

For more information, please see the data protection policy section on CDC's website via the following link:

<https://www.chichester.gov.uk/dataprotectionandfreedomofinformation>

or contact the HST on 01243 785166.

Glossary

Category 1 hazards -

Hazards with a HHSRS score of > 1,000. A dwelling with a Category 1 hazard is considered to fail the minimum statutory standard for housing. If a property has a category 1 hazard, the local authority has a duty to take action. An example of a Category 1 hazard would be a property without a whole-house controllable heating system or a house in multiple occupation with no safe means of escape from fire.

Category 2 hazard –

A less serious hazard with a HHSRS score of < 1,000. The local authority has a power but not a duty to take action. An example of a Category 2 hazard would be a property with a kitchen in poor repair.

DFG (Disabled Facilities Grant) -

A DFG is a means-tested grant for people with a permanent disability of any sort – including physical and learning disabilities, sensory impairments and mental illness. A DFG will enable applicants to make changes to enable them to continue living at home and remain as independent as possible.

EPC (Energy Performance Certificate) -

An Energy Performance Certificate presents the energy efficiency of domestic properties on a scale of A (most efficient) to G (least efficient)

Fuel Poverty -

The original definition of fuel poverty states that a household is in fuel poverty if it needs to spend more than 10% of their income on fuel to maintain an adequate level of warmth (10% definition). The new definition now adopted by government is that a household is said to be in fuel poverty if they have fuel costs that are above average and were they to spend that amount they would be left with a residual income below the official poverty line (Low Income High Costs definition).

HHSRS (Housing Health and Safety Rating System) -

A risk assessment tool to help local authorities identify and protect against potential risks and hazards to occupants health and safety from deficiencies in a property, covering 29 categories of hazards.

HMO (Houses in Multiple Occupation) -

An entire house or flat which is let to 3 or more tenants who form 2 or more households and who share a kitchen, bathroom or toilet.

OR

A house which has been converted entirely into bedsits or other non self-contained accommodation and which is let to 3 or more tenants who form two or more households and who share kitchen, bathroom or toilet facilities.

OR

A converted house which contains one or more flats which are not wholly self-contained (i.e. the flat does not contain within it a kitchen, bathroom and toilet) and which is occupied by 3 or more tenants who form two or more households.

OR

A building which is converted entirely into self-contained flats if the conversion did not meet the standards of the 1991 Building Regulations and more than one-third of the flats are let on short-term tenancies.

In order to qualify as an HMO the property must be used as the tenants' only or main residence and should be used solely or mainly to house tenants.

Properties let to students and migrant workers will be treated as their only or main residence and the same will apply to properties which are used as domestic refuges.

Housing Stock Modelling -

A desktop exercise providing local authorities with estimates of key housing and energy variables based on statistical models.

Mandatory Licensed House in multiple occupation (HMO) -

An HMO will require a licence if it is:

- a property occupied by five or more people forming two or more separate households, or
- a purpose-built flat in a block of up to two flats and occupied as an HMO by five or more people

Private rented sector –

Property owned by a landlord and leased to a tenant. The landlord, in this case, could be an individual, a property company or an institutional investor.

Private sector housing –

Housing not owned by the local authority or a housing association

SAP (Standard Assessment Procedure) –

Method system for measurement of energy rating of residential buildings.

Simple SAP -

An estimate of a residential dwelling's likely SAP score, it is not based on the full required range of data for a SAP calculation or a reduced data SAP calculation (RDSAP), it should only ever be considered an estimate of the SAP score, and used as a guide.

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Appendix 1 - Financial Assistance Conditions and Operational Matters

<p>General</p>	<ol style="list-style-type: none"> 1. Conditions come into force from the date the assistance is approved so that the Council may recover any interim payments or costs incurred where necessary. 2. Where a condition period is specified, this takes effect from the certified date of completion of the eligible works. 3. Premises (excluding park homes) must qualify as a dwelling for the purpose of payment of Council Tax. Any financial assistance and related conditions will be secured as a local land charge against the property, where breach of conditions would require repayment of the assistance. A charge on a property is binding on any person who is an owner of the property concerned. Charges will only be removed when either the condition period expires or the assistance is repaid. The Council may at its discretion determine not to demand payment or to demand a lesser amount if the recipient of the grant would suffer undue financial hardship (or be unable to make a move necessary for welfare reasons) were s/he required to repay all or any of the grant, taking into account his/her care and medical needs and those of any family member who is disabled or a person at risk. 4. Where a condition is in force, the Council may require the person responsible to provide information to evidence the conditions are being complied with. Failure to comply with this requirement may constitute a breach of conditions and repayment of the assistance may be required. 5. No retrospective application or request for financial assistance will be considered where the relevant work has already started or completed. 6. Unless otherwise specified, all relevant work must be completed, to the satisfaction of the Council, within 12 months of the approval date of the assistance. The Council may permit an extension to this period, but this will only be in exceptional circumstances. 7. Assistance works must be carried out by the contractor who provided the estimate for which the financial assistance was approved. 8. Funding will only be paid once the Council receives an invoice in relation to the work, together with any accompanying documentation e.g. certificates, and once a grants officer has undertaken a final inspection to assess the quality of the works carried out. The applicant must ensure access is provided for this purpose. 9. The approval of financial assistance does not include approval of any other consents that may be required, such as
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Appendix 1 - Financial Assistance Conditions and Operational Matters

	planning permission or Building Regulation consent.			
	Landlord Accreditation Assistance/Empty Homes Assistance/Homefinder Assistance	Home Repair Assistance (check charges against the property on land registry documentation before confirming assistance)	Chichester Warm Homes Initiative	Extensions Adaptations Fund (social housing only)
Applicant qualification	<ul style="list-style-type: none"> • Applicants must be at least 18 years old; • Applicants must be freeholders (owner in fee simple absolute) or leaseholders with at least 10 years to expiry of lease, and with responsibility for carrying out eligible work; and • Applicants must be landlords who have applied to join the Chichester Landlord Accreditation Scheme. 	<ul style="list-style-type: none"> • Applicants must be at least 18 years old; • Applicants must be freeholders (owner in fee simple absolute) or leaseholders with at least 5 years to expiry of lease, and with responsibility for carrying out eligible work; • Applicants must have owned and occupied the property for at least one year as their only or main residence; and • Applicants must EITHER be in receipt of a means tested benefit, Disabled Living Allowance or Personal Independence Payment OR • The household income is less than £20,000 pa and the applicant has less than £16,000 in savings. 	<ul style="list-style-type: none"> • Applicants must be at least 18 years old; • Available to tenants and homeowners or leaseholders with at least 5 years to expiry of lease, and with responsibility for carrying out eligible work; • Available to private sector tenants except excluded tenants (those with a resident landlord) • Owners/tenants must EITHER be in receipt of a means tested benefit, Disabled Living Allowance or Personal Independence Payment OR • The household income is less than £25,000 pa and the applicant has less than £16,000 in savings. 	<ul style="list-style-type: none"> • The tenant(s) must have either a secure tenancy or an assured tenancy or a fixed term tenancy with at least 5 years to run. • The tenant(s) must not have rent arrears or be under notice as defined by the allocations policy. • The tenant(s) must be in priority need (as defined in the Allocations Scheme) and be eligible for either Band A or B on the basis of overcrowding, or the tenant has been identified as occupying a property with a Category 1 hazard for crowding and space, and the option to move to a larger property is not possible due to the household size and the lack of larger stock. • There is not a suitable

Appendix 1 - Financial Assistance Conditions and Operational Matters

				<p>property in the development pipeline which could meet the household's needs.</p> <ul style="list-style-type: none"> • The council must be satisfied that this is the most financially effective means of resolving the household's housing needs. • The extension will meet the household's needs for a minimum of 5 years following completion. • Priority will be given to tenants who have the highest needs and have been waiting the longest for their housing needs to be resolved.
<p>Property qualification</p>	<ul style="list-style-type: none"> • The works must not be those which could be subject to an insurance claim; • The dwelling must not be owned by a Registered Social Landlord, a local authority, or any other public body; and • In the case of empty properties, the dwelling must have been empty for 	<ul style="list-style-type: none"> • The works must not be those which could be subject to an insurance claim; and • Category 1 hazards must have been identified at the property. 	<ul style="list-style-type: none"> • The works must not be those which could be subject to an insurance claim; • The dwelling must not be owned by a Registered Social Landlord, a local authority, or any other public body; 	<ul style="list-style-type: none"> • The dwelling and plot must be capable of extension or conversion. • The dwelling must meet Decent Homes Standards on completion of works

Appendix 1 - Financial Assistance Conditions and Operational Matters

	a minimum of 12 months.			
Eligible works	<ul style="list-style-type: none"> The eligible works are those required to ensure the property meets the minimum accommodation standards for the Chichester Landlord Accreditation Scheme. 	<ul style="list-style-type: none"> The eligible works are those required to remedy all category 1 hazards in a dwelling. 	<ul style="list-style-type: none"> Funding is available for the cost of: <ul style="list-style-type: none"> A whole-house, efficient heating system Thermal insulation Boiler repair Hot water tank repair/replacement Window repair or replacement Provision of an Energy Performance Certificate (EPC) (for homeowners only) 	<ul style="list-style-type: none"> The eligible works are all those required to convert or extend the property to provide the additional living space required to meet the households needs for a period of at least 5 years following completion. Consultation to be undertaken with tenants and details of work to be formally agreed in advance including a schedule of any additional non-essential works to be paid for by the tenant. Hyde to underwrite risk of non-payment by tenant. Either at least two estimates must be obtained for the eligible works for each dwelling or if the works are to be carried out by Hyde Property Services a schedule of works is to be drawn up and approved by the Building Services Team at CDC, to ensure value for money.
Amount of	<ul style="list-style-type: none"> Landlord Accreditation – 	<ul style="list-style-type: none"> The maximum amount of 	<ul style="list-style-type: none"> Assistance would only be 	<ul style="list-style-type: none"> The maximum amount of

Appendix 1 - Financial Assistance Conditions and Operational Matters

<p>assistance</p>	<p>The maximum amount of assistance will be 50% of the cost of the works up to a maximum of £ 4,000 throughout a 5 year period or,</p> <ul style="list-style-type: none"> • Empty Property Assistance - The maximum amount of assistance will be 100% of the cost of the works up to a maximum of £10,000 throughout the 5 year accreditation period. • Homefinder Assistance – The maximum amount of assistance will be 100% of the cost of the works up to a maximum of £4,000 throughout the 5 year accreditation period. This will be available to landlords letting through the Homefinder scheme only. 	<p>financial assistance available is £30,000 or £5000 for park homes.</p> <ul style="list-style-type: none"> • The Council must be satisfied that where the assistance provided does not cover the full cost of the eligible works the owner has financial arrangements in place to meet the full cost of the works. 	<p>available for those who do not qualify for any other forms of funding. Furthermore applications for funding to top-up other grant funding will be considered. This will be determined by the Energy Visiting Advisors.</p> <ul style="list-style-type: none"> • Owners would be eligible for the full cost of the required works, up to a maximum of £10K or £25K in areas that are off-gas. • Landlords must pay 50% of the cost of the works. The maximum funding available is £4,000 for gas/oil boilers and £12,500 for off-gas properties 	<p>grant is £35,000 per property of eligible works and associated on-costs (maximum of £500 per property).</p> <ul style="list-style-type: none"> • The remaining costs will be covered by Hyde and recouped through the increased rent payable by the tenant. • A grant application form is to be completed for each dwelling to be extended or converted, to be submitted with estimates or priced schedule of works and details of all associated on-costs (maximum £500 per property). • The Council will formally notify Hyde in writing as to whether the application for each individual dwelling is refused or approved. • If the application is approved, the notification will specify the maximum grant available towards the works. • If the application is refused, the notification will include the reasons for refusal.
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Appendix 1 - Financial Assistance Conditions and Operational Matters

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<p>Pre-completion conditions</p>	<ul style="list-style-type: none"> • All eligible works must be satisfactorily completed within one year of approval unless specific permission has been granted by the Council for a time extension. • All eligible works must be carried out by one of the contractors whose estimates were submitted as part of the application or by an alternative contractor as agreed in advance by the Council. • The applicant must retain a qualifying interest in the property during the course of the works. • Landlords must ensure all works required to meet the Council’s minimum standards are carried out. • Only one application shall be made per property to be accredited. • All approval conditions will be a local land charge. 	<ul style="list-style-type: none"> • All eligible works must be satisfactorily completed within one year of approval unless specific permission has been granted by the Council for a time extension. • All eligible works must be carried out by one of the contractors whose estimates were submitted as part of the application or by an alternative contractor as agreed in advance by the Council. • The applicant must retain a qualifying interest in the property during the course of the works. • All approval conditions will be a local land charge. 	<ul style="list-style-type: none"> • All eligible works must be satisfactorily completed within one year of approval unless specific permission has been granted by the Council for a time extension. • All eligible works must be carried out by one of the contractors whose estimates were submitted as part of the application or by an alternative contractor as agreed in advance by the Council. • The applicant must retain a qualifying interest in the property during the course of the works. • Only one application shall be made per property. • All approval conditions will be a local land charge. 	<ul style="list-style-type: none"> • All eligible works must be satisfactorily completed within one year of approval unless specific permission has been granted by the Council for a time extension. • All eligible works must be carried out by one of the contractors whose estimates were submitted as part of the application or by an alternative contractor as agreed in advance by the Council. • The housing association must retain a qualifying interest in the property throughout the course of the works. • Only one application shall be made per property.
<p>Post-completion conditions</p>	<ul style="list-style-type: none"> • The landlord will remain a member of the Landlord Accreditation Scheme for 5 years. Should the 	<ul style="list-style-type: none"> • Properties must remain as the applicant’s only residence until sold. • Householders shall ensure the 	<ul style="list-style-type: none"> • Owner occupiers are required to repay the financial assistance on sale of the property. 	<ul style="list-style-type: none"> • All approval conditions will be a local land charge. If the property is sold within 10 years of completion

Appendix 1 - Financial Assistance Conditions and Operational Matters

	<p>landlords application to join the Landlord Accreditation Scheme be refused / revoked the full amount of assistance shall be repaid.</p> <ul style="list-style-type: none"> • The landlord must throughout the 5 year accreditation period conduct regular property checks to ensure the standards are maintained. • For Empty Homes Assistance the applicant must retain a qualifying interest in the property for 10 years. • All assistance will be repayable on sale of the dwelling if the sale occurs within 5 years of the certified completion date of the eligible works. 	<p>property is covered by suitable buildings insurance.</p> <ul style="list-style-type: none"> • All assistance will be repayable on the sale of the dwelling or if it is no longer used as the applicants only residence. 	<ul style="list-style-type: none"> • On completion landlords must not introduce a rent increase as a result of the work. • In order to encourage landlords to work with the Council the conditions attached to their assistance would only require repayment if the property was sold within 5 years of approval being issued. Throughout the 5 year condition period, the property must remain tenanted. 	<p>then the grant will either be repayable to the council or funds must be reinvested in affordable housing in Chichester District in agreement with CDC.</p> <p>Throughout the 10 year condition period, the property must remain tenanted.</p> <ul style="list-style-type: none"> • The funding will be paid on receipt of satisfactory invoices and completion inspection of the works, including the appropriate sign-offs by the Planning Department and Building Control.
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Council's Obligations

Appendix 1 - Financial Assistance Conditions and Operational Matters

The Council will ensure all successful applicants receive a copy of the financial assistance conditions with the approval documentation. Please see Appendix A for details of the conditions.

Payments

- Interim payments will be available at the discretion of the Council and on receipt of an acceptable invoice.
- Final payments will only be paid upon submission of the final invoice along with any certificates. Certificates to be provided for all gas and electrical installations and guarantees should be passed to the applicant for all damp proofing, dry rot and roofing works.
- Payment will be made directly to the contractor unless in the case of a Disabled Facilities Grant (DFG) when the applicant requests otherwise.

Review of a Decision

- An applicant may request a review of any decision made under the Policy. Review requests should be addressed to the Housing Standards Team and received within 21 days of the date of a decision letter.
- Review requests will be concluded within 10 working days of being received. The applicant will be informed of the decision in writing. Where a review upholds the original decision the applicant will be informed of their rights under the Council's complaints procedure and the Local Authority Ombudsman procedure.

Appendix 2 – Civil Penalties Guidance and Matrix

Civil Penalties Guidance

Section 126 of and Schedule 9 to the Housing and Planning Act 2016 provide local authorities with the power by the insertion of section 249A into the Housing Act 2004 to impose a civil penalty (in the form of a financial penalty) as an alternative to prosecution in respect of certain offences. The standard of proof required to issue a civil penalty is that the local housing authority is satisfied beyond reasonable doubt that a person's conduct amounts to a relevant housing offence (as set out below) in respect of premises in England.

Income received from a civil penalty notice can be retained by the Council provided that it is used to further the local authority's statutory functions in relation to its enforcement activities covering the private rented sector as specified in regulations.

A civil penalty cannot be issued where there has been a conviction for the conduct in question or where a prosecution is currently pending in respect of that conduct.

A civil penalty can be imposed in relation to the following relevant housing offences under the Housing Act 2004:

- 1. Failure to comply with an improvement notice (section 30);**
- 2. Offences in relation to licensing of houses in multiple occupation (section 72);**
- 3. Offences in relation to licensing of houses under Part 3 of the Act (section 95);**
- 4. Offences of contravention of an overcrowding notice (section 139)**
- 5. Failure to comply with management regulations in respect of houses in multiple occupation (section 234)**

The government has issued statutory guidance under Schedule 9 to the Housing and Planning Act 2016. Local authorities must have regard to this guidance in the exercise of their functions in respect of civil penalties. A full copy of the guidance can be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/606653/Civil_Penalties_guidance.pdf.

The Council has the power to impose a civil penalty of up to £30,000, with a level of civil penalty imposed decided on a case by case basis in line with this policy. The guidance in this Appendix 2 outlines the Council's policy in setting the level of a civil penalty in each case where it has been determined to issue a civil penalty as an appropriate enforcement option.

Process for imposing a civil penalty

If the decision is to impose a civil penalty, a notice of intent must be served stating the amount of the proposed penalty, the reasons for its imposition and information about the right to make representations. After the expiry of the period for representations the matter

must be reviewed and a decision taken whether to impose a civil penalty and if so the amount of the penalty. Statutory guidance issued by the Ministry of Housing Communities and Local Government in April 2017 sets out the following factors which must be taken into account when deciding on the appropriate level of penalty:

There are several factors that should be taken into account to ensure that the civil penalty is set at an appropriate level in each case:

1. **Severity of the offence.** The more serious the offence, the higher the penalty should be.
2. **Culpability and track record of the offender.** A higher penalty will be appropriate where the offender has a history of failing to comply with their obligations and/or their actions were deliberate and/or they knew, or ought to have known, that they were in breach of their legal responsibilities. Landlords are running a business and should be expected to be aware of their legal obligations.
3. **The harm caused to the tenant.** This is a very important factor when determining the level of penalty. The greater the harm or the potential for harm (this may be as perceived by the tenant), the higher the amount should be when imposing a civil penalty.
4. **Punishment of the offender.** A civil penalty should not be regarded as an easy or lesser option compared with prosecution. While the penalty should be proportionate and reflect both the severity of the offence and whether there is a pattern of previous offending, it is important that it is set at a high enough level to help ensure that it has a real economic impact on the offender and demonstrate the consequences of not complying with their responsibilities.
5. **Deter the offender from repeating the offence.** The ultimate goal is to prevent any further offending and help ensure that the landlord fully complies with all of their legal responsibilities in future. The level of the penalty should therefore be set at a high enough level such that it is likely to deter the offender from repeating the offence.
6. **Deter others from committing similar offences.** While the fact that someone has received a civil penalty will not be in the public domain, it is possible that other landlords in the local area will become aware through informal channels when someone has received a civil penalty. An important part of deterrence is the realisation that (a) the local authority is proactive in levying civil penalties where the need to do so exists and (b) that the level of civil penalty will be set at a high enough level to both punish the offender and deter repeat offending.

- 7. Remove any financial benefit the offender may have obtained as a result of committing the offence.** The guiding principle here should be to ensure that the offender does not benefit as a result of committing an offence i.e. it should not be cheaper to offend than to ensure a property is well maintained and properly managed.

Determining the Level of Civil Penalty

The Council will determine the level of civil penalty from a review of the case and having regard to the statutory guidance will apply the following five-step approach:

Step 1 – Determining the offence category

To determine the financial starting point, consider the culpability and harm factors in the lists below. Where an offence does not fall squarely into a category, individual factors may require a degree of weighting to make an overall assessment.

Culpability

In determining culpability the local housing authority will have regard to four levels of culpability

Where the offender

- Has the intention to cause harm, the highest culpability where an offence is planned
- Is reckless as to whether harm is caused ie the offender appreciates at least some harm would be caused but proceeds giving no thought to the consequences even though the extent of the risk would be obvious to most people
- Has knowledge of the specific risks entailed by his actions even though he does not intend to cause the harm that results
- Is guilty of negligence

Culpability Levels

Very High	Deliberate failure to comply with legal obligations.
High	Knew or ought to have known that they were in breach of their legal responsibilities, wilful blindness to the risk of offending. Non-compliance over a long period or ignoring concerns raised by regulators, tenants or others
Medium	Offence committed through an act .or omission which a person exercising reasonable care would not commit.
Low	Offence committed with little fault, for example, because: significant efforts were made to address the risk although they

	were inadequate on this occasion, failings were minor and occurred as an isolated incident.
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Harm

In determining the level of harm the local housing authority will have regard to:

- The effect on the tenant i.e. physical injury, damage to health, psychological distress
- To the community i.e. economic loss, harm to public health
- Other types of harm i.e. public concern/feeling over the impact of poor housing condition on the local neighbourhood

The nature of the harm will depend on the personal characteristics and circumstances of the victim e.g. tenant. Where no actual harm has resulted from the offence the local housing authority will consider the relative danger to which persons have been exposed as a result of the offender’s conduct, the likelihood of harm occurring and the gravity of harm that could have resulted.

Factors that indicate a higher degree of harm include:

- Multiple victims
- Especially serious or psychological effect on the victim
- Victim is particularly vulnerable

High	The property conditions pose a high risk of serious adverse effects to the occupants and/or visitors. Vulnerable individuals were put at risk.
Medium	The property conditions pose medium risk of serious adverse effects to the occupants and/or visitors.
Low	The property conditions pose a low risk of serious adverse effects to the occupants and/or visitors.

Step 2 – Offence matrix

Having determined the culpability and harm levels, the appropriate offence matrix should be referred to in order to calculate the starting point for the civil penalty.

Harm	Culpability			
	Very high	High	Medium	Low
High	Band 6	Band 5	Band 4	Band 3
Medium	Band 5	Band 4	Band 3	Band 2

Low	Band 4	Band 3	Band 2	Band 1
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Banding Levels

- The table below provides an indication of the level of financial penalty that is likely to be appropriate taking into account both culpability and harm. The maximum level of fine permitted under the legislation is £30,000.
- The starting point in each band will be the mid-point e.g. in Band 3 the midpoint will be £12,500.

Band 1	£0 - £4,999
Band 2	£5,000 - £9,999
Band 3	£10,000 - £14,999
Band 4	£15,000 - £19,999
Band 5	£20,000 - £24,999
Band 6	£25,000 - £30,000

Step 3 – Consider aggravating or mitigating factors

The Council should then consider further adjustment from the starting point to take into account aggravating and mitigating factors. Set out below is a non-exhaustive list of elements providing the context of the offence and factors relating to the offender. Identify whether any combination of these or other relevant factors should result in an upward or downward adjustment from the starting point.

- The penalty may be increased by £1,000 for each aggravating factor up to a maximum of the top of the band level determined above.
- The penalty may be decreased by £1,000 for each mitigating factor up to a maximum of the top of the band level determined below.

Aggravating factors	Mitigating Factors
History of failing to comply with obligations	Steps taken to remedy the problem
Motivated by financial gain	High level of co-operation with the investigation, beyond that which will always be expected

Deliberate concealment of illegal nature of activity	A history of good communication and compliance regarding work as a landlord
Established evidence of wider/community impact	Co-operation and acceptance of responsibility
Obstruction of justice	Mental disorder or learning disability, where linked to the commission of the offence
Landlord or agent of multiple properties which may include licensed HMOs	Serious medical conditions requiring urgent, intensive or long-term treatment Age and/or lack of maturity where it affects the responsibility of the offender

The penalty may be increased or decreased from the centre starting point within the band to the maximum or minimum level in the band. Issues affecting this decision are detailed in the table below

Step 4 – Case and penalty review

The level of the penalty should reflect the extent to which the offender fell below the required standard. The penalty should be fair and proportionate and meet the objective of being a punishment, deterrent as well as removing any gain derived through the commission of the offence.

Step 5 - Review offender’s ability to pay – prior to any final notice

The level of civil penalty must be proportionate to the seriousness of the offence and the financial circumstances of the offender.

Statutory guidance states that the local housing authority should use its existing powers to, as far as reasonably possible, make an assessment of a landlord’s assets and any income (not just rental income) received when determining an appropriate penalty.

The powers available to the Council include:

- Section 235 of the Housing Act 2004: power to require documents to be produced
- Section 237 of the Housing Act 2004: housing benefit and council tax information
- Section 16 of the Local Government (Miscellaneous Provisions) Act 1976: service of a requisition for information - power to obtain particulars of person’s interested in land

An offender will be assumed to be able to pay a penalty up to the maximum amount unless there is evidence to suggest otherwise or they can demonstrate they are unable to do so. When a person receives a notice of intent to impose a financial penalty they have the right to make written representations about the proposal. We will specifically ask for those representations to include any evidence of the person’s inability to pay the stated penalty. If no representation is received then the assumption will be that the person is able to pay.

Evidence put forward in a representation will be assessed for accuracy against Council-held and public information. Where appropriate further information may be required through service of notice using the powers listed above.

Any evidence relating to the ability to pay will be considered before a final decision is made about the level of the penalty.

Representations and Appeals

A person who receives a notice of the Council's intention to impose a financial penalty may make written representations to the Council. These should be addressed to the Housing Standards Manager (or the person with the equivalent designation at the relevant time) or emailed to:

housingstandards@chichester.gov.uk

A person who receives a final notice requiring a penalty to be paid may appeal the decision to impose a penalty or the level of penalty to the appropriate Chamber of the First-tier Tribunal. The appeal procedure will be included with any final notice.

Recovery

Subject to the inception of any appeal process a penalty must be paid within 28 days beginning with the day after that on which the notice was given. Where a penalty is not paid within 28 days, the Council will seek to recover it through a county court order.

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The Smoke and Carbon Monoxide Alarm (England) Regulations 2015

Statement of principles for determining the amount of a penalty charge

Introduction

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 were introduced on 1st October 2015 and require all landlords to ensure the following are complied with where a tenancy exists on or after this date:

- I. Each storey of the premises on which there is a room used wholly or partly as living accommodation must be equipped with a smoke alarm.
- II. Any room of the premises which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance must be equipped with a carbon monoxide detector.
- III. Checks are made by or on behalf of the landlord to ensure that each prescribed alarm is in proper working order on the day the tenancy begins if it is a new tenancy.

Enforcement

If the Local Housing Authority has evidence that a landlord has failed to comply with the requirements of the regulations, they shall serve a Remedial Notice on the landlord detailing the works required in order to ensure compliance. The notice must be complied with within 28 days. Failure to comply with the notice will result in a penalty charge notice being served for the **full sum allowable within the regulations**. The maximum penalty charge is £5,000.

The landlord may request in writing, no later than 28 days from service, that the remedial notice or penalty charge notice be reviewed by the Head of Housing and Environment, who must then consider the representation. A landlord may also subsequently appeal the notice to confirm or vary the penalty charge notice to the first tier tribunal.

Any penalty charge notice served will include the following information:

- the reasons for imposing the penalty charge;
- the premises to which the penalty charge relates;
- the amount of the penalty charge;
- a requirement for the person committing the breach, within a period specified in the notice –
 - i. to pay the penalty charge, or
 - ii. to give written notice to the local housing authority that the landlord wishes the authority to review the penalty charge notice;

- how payment of the penalty charge must be made;
- any reduction for early payment of the penalty charge;
- where applicable the statutory appeals process;
- the contact details for the person to whom a review of the notice be made
- any other information as required by statute.

Mitigating Factors

Fire and Carbon Monoxide represent a clear and significant danger to tenants and alarms provide a cost effective method of managing those dangers. Normally this Council will require a penalty charge of the maximum allowed in the Regulations, £5000 (or £2500 for early payment: see below).

When a Penalty Charge Notice is served, the Council has discretion to apply the following mitigating factors and potentially award a percentage reduction. The percentage scores can be added together and applied to the maximum penalty applicable for the offence.

- No previous history of non-compliance with other Housing legislation – if this is a first breach of any housing related legislation - 20% reduction.
- Any relevant personal circumstances - 20% reduction.
- Financial impact causing hardship – if the fine would cause the offender undue financial hardship such that they may not be able to continue to operate their business - 10% reduction.

In every case it will be the responsibility of the recipient of the notice to provide sufficient evidence to support their representations.

When any review determines a final amount of penalty and this is not paid, the Council will pursue non-payment of the penalty through a court order process.

If payment is made within 28 days then the fine is reduced to £2500 (less any relevant deductions granted by the Council, again at the Council's absolute discretion).

All enforcement action will be undertaken in accordance with both the current Private Sector Housing Enforcement Policy and The Housing and Environment Enforcement Policy.

Chichester District Council

Enforcement Procedure in respect of The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014

The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014 makes it a legal requirement for all lettings agents and property managers in England to join a Government-approved redress scheme.

Chichester District Council (the Council) is the enforcing authority for the Order within their area. The authority to enforce the Order shall be delegated to the Head of Housing & Environment Services.

The Council can impose a fine of up to £5,000 where it is satisfied, *on the balance of probability* that someone is engaged in letting or management work and is required to be a member of a redress scheme, but has not joined.

Government guidance on the enforcement of the Order states that the expectation is that a £5,000 fine should be considered the norm and that a lower fine should only be charged if the enforcement authority is satisfied that there are extenuating circumstances.

The procedure for issuing a fine is as follows;

Step 1: Notice of Intent

The Council will give written notice of their intention to impose a penalty. This will set out:

- (i) the reasons for the penalty;
- (ii) the amount of the penalty; and
- (iii) the 28 day period to make written representations or objections, starting from the day after the date on which the notice of intent was sent.

This written notice will be served within 6 months of the date on which the Council has gathered sufficient evidence and satisfied any internal requirements that a fine is appropriate.

The Council may at any time withdraw the notice of intent or reduce the amount specified in the notice at any time by giving notice in writing.

Step 2: Representations and Objections

The person whom the notice of intent is served has 28 days starting from the day after the date the notice of intent was sent to make written representations and objections to the enforcement authority in relation to the proposed fine.

Step 3: Final Notice

At the end of the 28 day period the Council will decide whether to impose a fine based on the principles of the Housing and Environment Enforcement Policy.

Following consideration of the fine the Council will give at least 28 days for payment to be made. When imposing a fine, the Council will issue a final notice in writing which explains:

- (i) why the fine is being imposed;
- (ii) the amount to be paid;
- (iii) how payment may be made;
- (iv) the consequences of failing to pay;
- (v) the right to appeal against the penalty to the First-tier Tribunal and that any appeal must be made within 28 days after the imposition of the fine.

The Council may withdraw the final notice or reduce the amount specified in the notice at any time by giving notice in writing.

Step 4: Appeals

If an appeal is lodged the fine cannot be enforced until the appeal is disposed of. Appeals can be made on the grounds that:

- (i) the decision to impose a fine was based on a factual error or was wrong in law;
- (ii) the amount of the fine is unreasonable; or
- (iii) the decision was unreasonable for any other reason.

The First-tier Tribunal may agree with the Councils notice to issue a penalty or may decide to quash or vary the notice and fine.

Appeals will be heard by the General Regulatory Chamber, further details on the appeals procedure can be found at the following link:

<http://hmctsformfinder.justice.gov.uk/courtfinder/forms/policy-makers-guidance-eng.pdf>

Step 5: Recovery of the penalty

If the lettings agent or property manager does not pay the fine within the 28 day period the Council will recover the fine with the permission of the court under a court order. If proceedings are necessary for the recovery of the fine, a certificate signed by the Head of Finance and Governance Services stating the fine has not been received within the required timescale will be taken as conclusive evidence.

Let's Talk: Housing Standards Consultation

- Draft Financial Assistance and Enforcement Policy

Analysis report — December 2020

Introduction

The council's Housing team have drafted a new Financial Assistance and Enforcement Policy, which outlines how the council can help residents and landlords in the district to maintain and improve the condition of their properties. The policy also sets out details of the statutory powers our Housing Standards team can use to take action against landlords who fail to provide acceptable homes for their tenants.

Chichester District residents, community groups, landlords, letting agents, and other relevant stakeholders, were invited to share their views on the draft policy and its proposals in a public consultation.

Executive Summary

- **83 responses** were received for the survey, which was live from 6 November to 4 December 2020.
- The majority of respondents were **residents** of the district (**79**), and most (**41.5%** or 34) live in **Chichester City**.
- Most respondents were aged over 65 (**45.8%** or 38), and more respondents were female (**55.4%** or 46) than male (**43.4%** or 36).
- Most respondents told us they **strongly agreed** or **agreed** with the draft policy's main proposals, as follows:
 - 1) Proposal to **expand the Chichester Warm Homes Initiative** to tackle excess cold and fuel poverty: **48.2%** strongly agreed and **36.1%** agreed.
 - 2) Proposal to **continue the Chichester Landlord Accreditation scheme** to help improve the standard of rented properties: **59.3%** strongly agreed and **25.9%** agreed.
 - 3) **Increase financial support for eligible homeowners** to help with essential property repairs: **48.2%** strongly agreed and **38.6%** agreed.
 - 4) Council's **enforcement policy**: **61%** strongly agreed and **31.7%** agreed
- **167** individual comments were received, including feedback on the Disabled Facilities Grants scheme, and these have been given to the service area for analysis.

Methodology

To understand people's thoughts on the draft policy, an online survey was created. This enabled respondents to comment specifically on some of the key proposals, as well as give their views on the policy as a whole. Paper copies of the survey were available on request.

To help people get involved in the consultation, a range of Frequently Asked Questions were developed and included on the consultation web page to provide background, context and a glossary of terms used. Here, respondents could also find a link to the survey in which they could share their views on the policy. They could also view the findings of the housing stock condition survey, which informed the draft policy.

83 responses were received for this survey, which was live between 6 November and 4 December 2020.

Branding for the consultation — 'Let's Talk: Housing Standards' — was created and used to promote the consultation in a variety of ways, including:

- Promotional posters given to council partners, such as parish, town and the city council.
- Social media platforms, such as Facebook, Twitter, Nextdoor, LinkedIn and Instagram, were used to promote the consultation and invite people to take part (a full social media reach breakdown is included in Appendix A).
- On the council's website, a campaign banner was developed for the homepage and an advertising banner was displayed at the top of each web page.
- 703 Let's Talk Panel members, who have all signed up for consultation updates, were notified of the consultation and given details on how to participate.
- A media release was distributed to announce the start of the consultation and another reminder release was sent out nearer the consultation deadline.
- The consultation was promoted in the council's general email newsletter, Sussex Police's Neighbourhood Watch bulletins for the area, and in West Sussex County Council's Your Voice consultation newsletter.

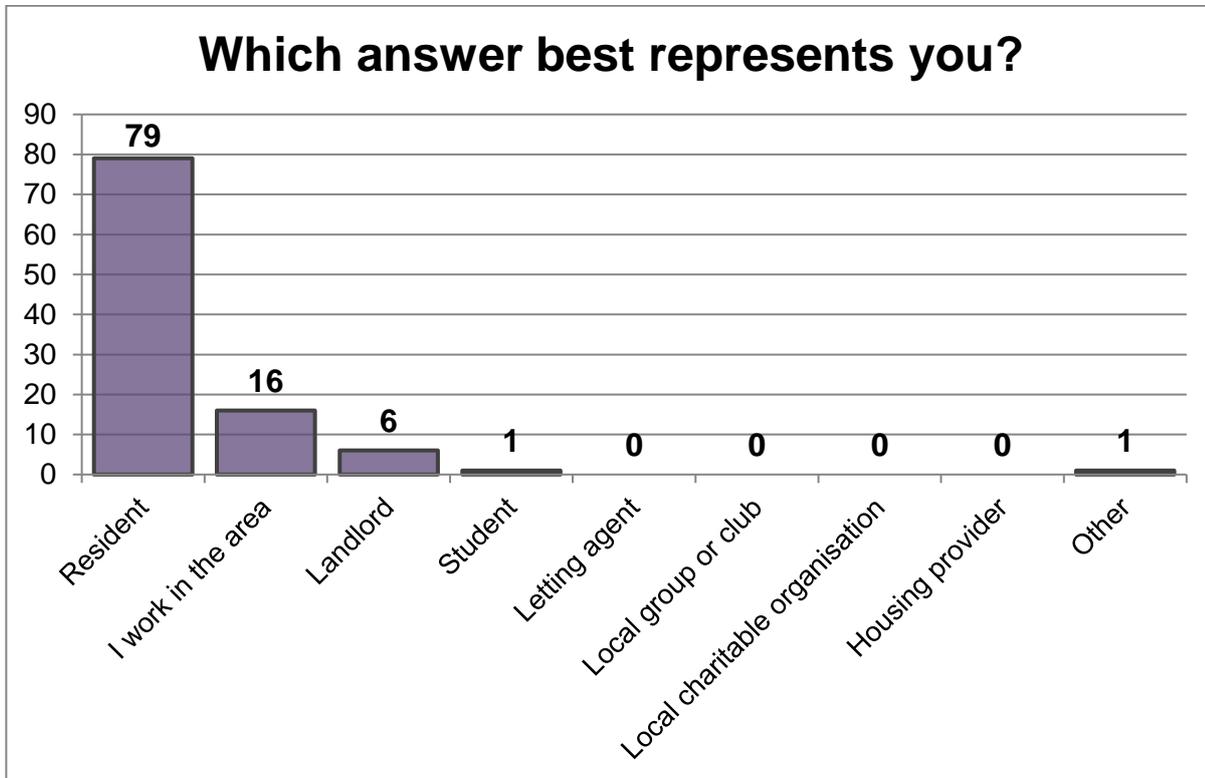
A full list of promotions is available in Appendix B.

30 respondents joined the Let's Talk Panel at the end of the survey, and 29 subscribed to the council's email newsletter.

Section One: Respondent Profile

Respondents were asked to select which answer best represents them from a list of options. The majority of respondents (**79**) told us they are district residents.

The graph below breaks down the full results. As respondents could select more than one choice, percentages have not been included.



1 respondent selected 'Other' and specified: 'Town planner with interest in housing issues. Lead on developing neighbourhood plan'

Of those who live in the district, **41.5%** (34 respondents) said they live in Chichester City. The table below shows the number and percentage of respondents from different areas across the district, from the most responses to the least.

Which area of the Chichester District do you live in?		
Area	Percent	Count
Chichester City	41.5%	34
The Witterings	13.4%	11
Selsey	6.1%	5
Funtington	3.7%	3
Fishbourne	2.4%	2
Midhurst	2.4%	2
Harting	2.4%	2
Sidlesham	2.4%	2
Tangmere	2.4%	2
Birdham	1.2%	1
Lavant	1.2%	1

Chidham and Hambrook	1.2%	1
Donnington	1.2%	1
Easebourne	1.2%	1
North Mundham	1.2%	1
Oving	1.2%	1
Westhampnett	1.2%	1
Wisborough Green	1.2%	1

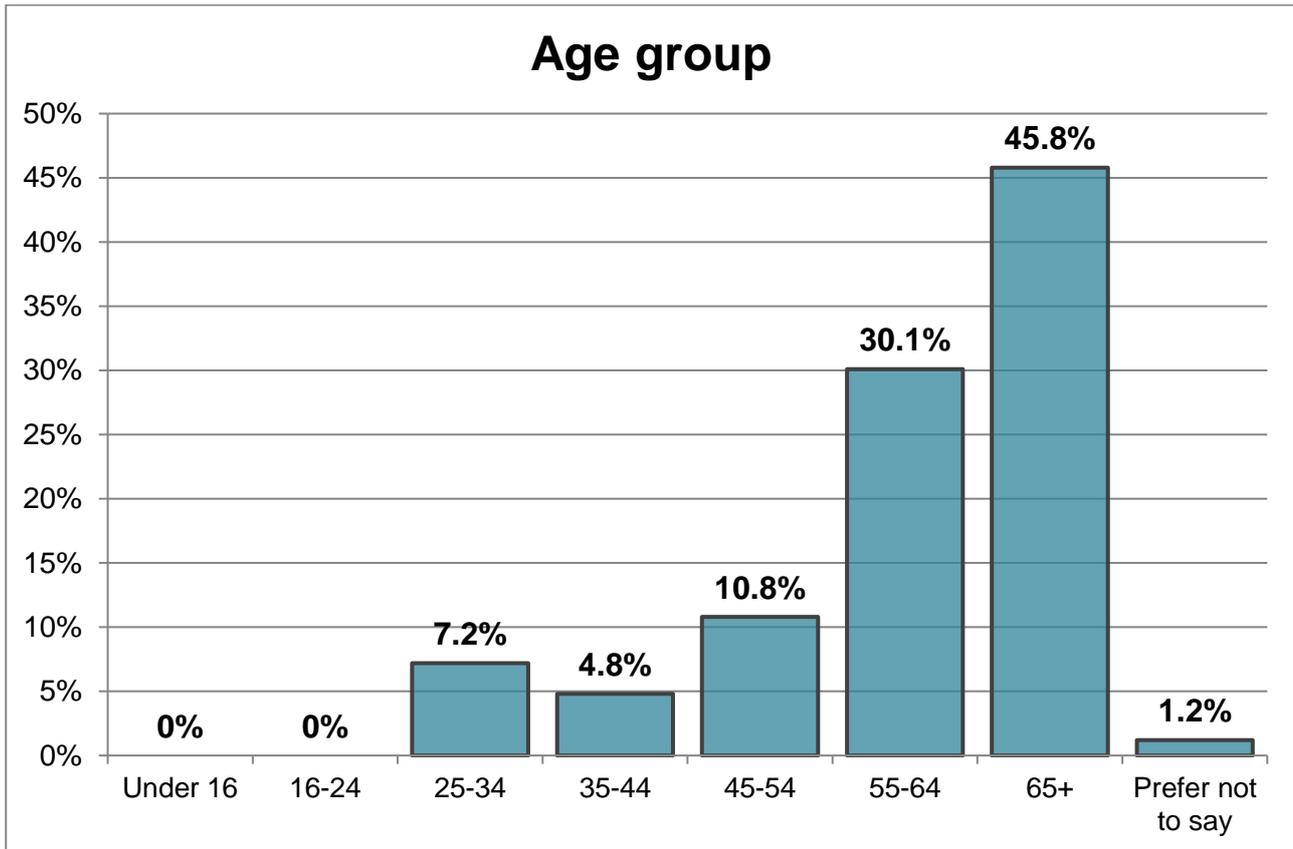
6 respondents ticked 'Other' and specified an area in the district, as below:

Compton	1
West Broyle	1
Stansted Park	1
West Dean	1
West Wittering	1
Hunston	1

There were no responses from Bosham, Boxgrove, Bury, Fernhurst, Ifold, Nutbourne, Petworth, Plaistow, Rogate, Southbourne, Stedham, or Westbourne.

Of the 3 respondents who don't live in the Chichester District, 2 (2.4%) said they work in the district, and 1 (1.2%) said they regularly visit the district.

Most responses came from those aged 65+ (45.8% or 38) and those aged between 55 and 64 (30.1% or 25). The table below details the distribution of age groups across respondents.



There were more female respondents (**55.4%** or 46) than male (**43.4%** or 36) in this consultation. **1.2%** (1) did not wish to disclose their gender.

16.9% of respondents (14) said they have a long-term illness, health problem or disability which limits their daily activities. **79.5%** (66) said they do not and **3.6%** (3) did not wish to disclose this information.

Council response:

The survey was shared using a number of communication tools including promotion through elected members and parish councillors, the website, online platforms and a media release. The promotion of the survey through social media ensured a range of ages were reached. Despite this a number of areas did not comment on the survey.

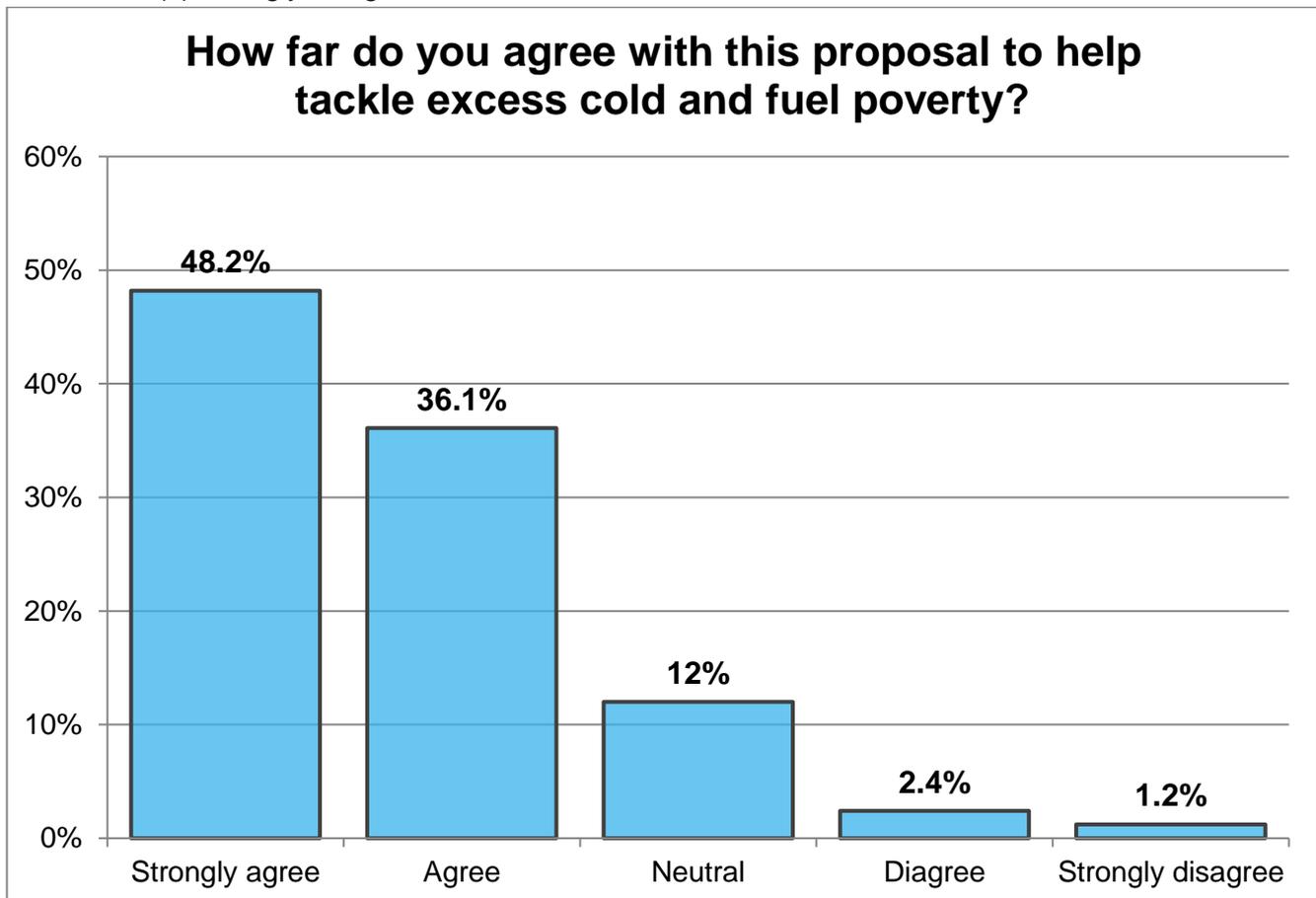
The responses received were a fair representation in terms of distribution across the district.

Section Two: Helping to tackle excess cold and fuel poverty

We asked respondents to what extent they agreed with the draft Financial Assistance and Enforcement Policy’s proposal to expand the Chichester Warm Homes Initiative’s eligibility criteria in order to help more residents and landlords.

Respondents were given a summary of the proposal and signposted to the relevant pages of the draft policy for more information.

The majority of respondents either **strongly agreed (48.2%** or 40 individuals) or **agreed (36.1%** or 30 individuals) with this proposal. **12%** (10) were neutral, **2.4%** (2) disagreed, and **1.2%** (1) strongly disagreed.



33 respondents provided comments on this proposal and a full list of all of these comments has been provided to the service area for analysis.

Further comments

Row no.	Comments	Count
1	There needs to be a stronger acknowledgment of the Climate Emergency Action Plan and how the domestic sector will be enabled to meet the target within the plan	6
2	There should be property with lower rent to enable occupants to pay for energy bills	1
3	Financial assistance should be provided through a third party	1
4	Support group improvement schemes designed for the older properties so not everyone has to design their improvements from scratch which could potentially offer economies of scale in their	

	implementation.	
5	Check contractors are providing a high standard of workmanship	1
6	Ensure the scheme is widely promoted and Information widely available to reach people in rural areas.	1
7	There is a psychological barrier to the need for "change".	1
8	Will housing association property be applicable for such benefits? If so will such assistance come with a requirement for them to have a positive maintenance policy in place rather than the ineffective reactive policy they utilise.	1
9	Landlords should not get the money only the people paying the bills	1
10	I have any scepticism about is the use of cavity wall insulation stopping the bricks from aerating and ejecting water effectively. Solar and ground source heat pumps are better investments of council money.	1

Council response:

There was strong support for this proposal with the most frequent comment by far being the call for a stronger acknowledgment of the Climate Emergency Action Plan. Unfortunately as the Financial Assistance and Enforcement Policy And Climate Emergency Action Plan were being drafted at the same time, it may not have been sufficiently acknowledged, but this will be reviewed to ensure the plan is suitably represented in the final policy put before Cabinet.

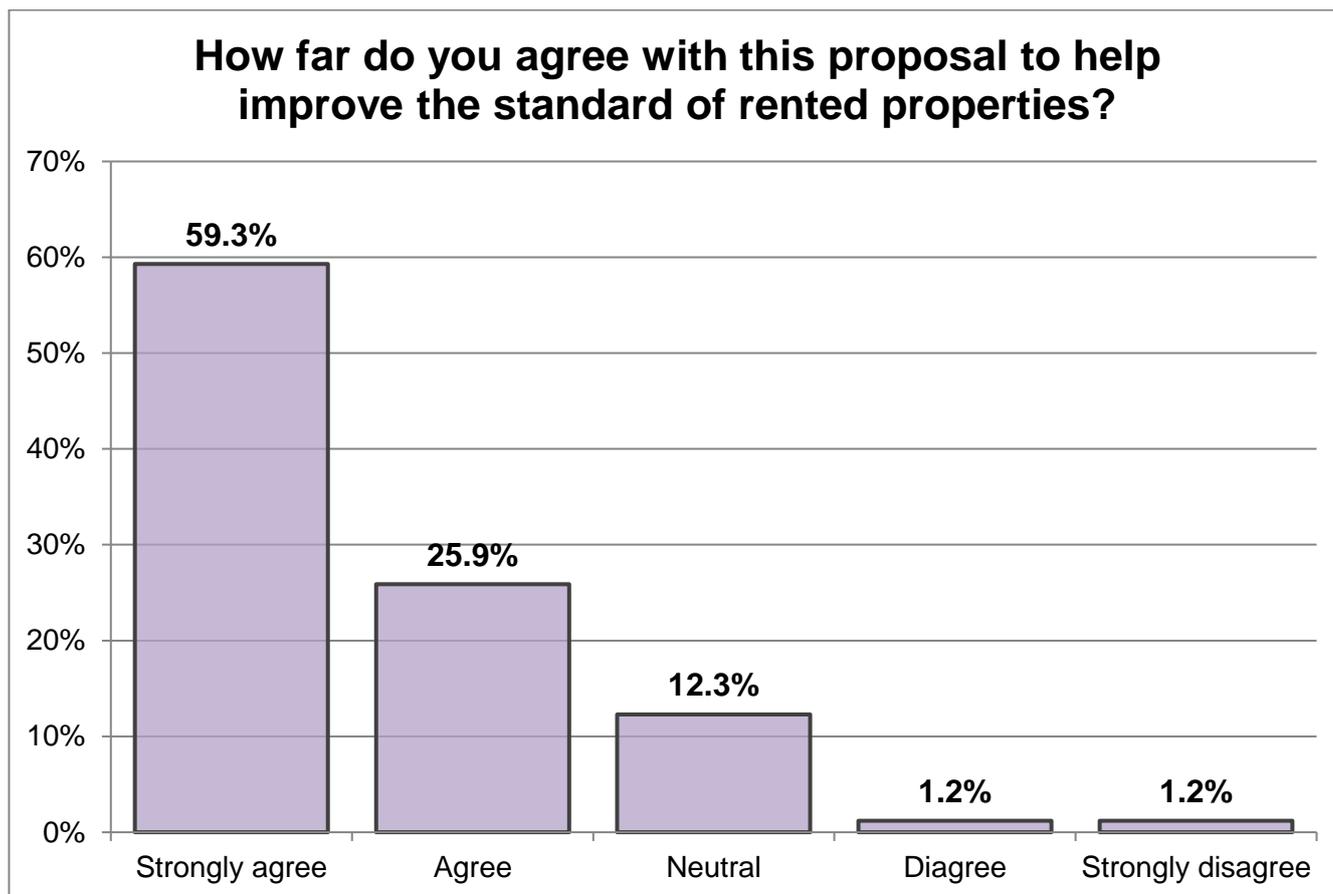
The Council's appointment of a Climate Change Officer earlier this year has already allowed for closer joint working with housing and it is proposed in the Action Plan to build on this in future.

Section Three: Helping to improve the standard of rented properties

We asked respondents to what extent they agreed with the draft Financial Assistance and Enforcement Policy's proposal to continue the Chichester Landlord Accreditation scheme.

Respondents were given a summary of the proposal and signposted to the relevant pages of the draft policy for more information.

The majority of respondents either **strongly agreed (59.3%** or 48 individuals) or agreed (**25.9%** or 21 individuals) with this proposal. **12.3%** (10) were neutral, **1.2%** (1) disagreed, and **1.2%** (1) strongly disagreed.



28 respondents provided comments on this proposal and a full list of all of these comments has been provided to the service area for analysis.

Further comments

Row no.	Comments	Count
1	There needs to be a stronger acknowledgment of the Climate Emergency Action Plan and how the domestic sector will be enabled to meet the target within the plan	6
2	I do not support issuing financial assistance to landlords	6
3	Housing Associations should be included in the policy and be subject to the same compliance and inspection as private landlords	2
4	Increase the profile of the scheme to both tenants and landlords	1
5	Landlords should also be responsible for the external appearance and outside spaces of their properties	1
6	Forcing landlords to improve properties is a good thing but the legislation is becoming too tenant biased and making it unviable for many landlords to stay in the business.	1
7	It is important to monitor the performance of contractors	1
8	There should be no rent increase for at least 5 years to reflect the pay back of the community's investment. Council should press for legally enforceable energy efficiency standards.	1
9	We have used this help several times in the 15 years we have been landlords and would not have been able to put in quality bathrooms	1

	and kitchens without it - it is an extremely sensible system that is well administered. Please retain it as a priority.	
10	I would rather see a system introduced that takes a firmer approach in setting good standards and offering failing landlords the option to surrender properties to Council ownership and management.	1

Council response:

There was strong support for the need to continue improvements in the private rented sector, as this will help maintain standards and be beneficial to the overall condition of the housing stock in Chichester district. However, there were mixed views on how best this could be achieved, nevertheless the need to improve the energy efficiency of domestic premise, in light of the climate emergency was a frequent comment.

A number of respondents would like the Council to use more enforcement action to bring about improvements, whilst others liked the idea of a balanced approach between assistance, advice and enforcement. A number of respondents did not support the provision of financial assistance to landlords, whose responsibility it is to maintain standards in their properties.

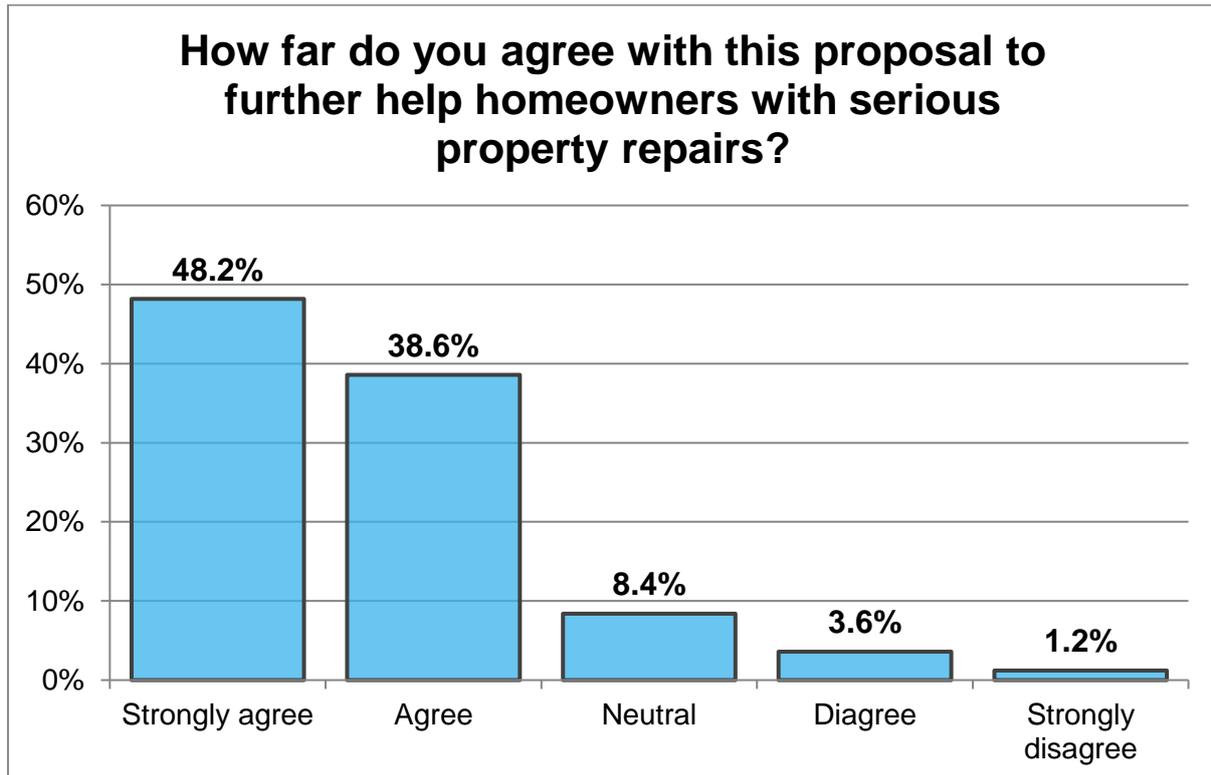
This policy provides the Council with a number of tools to improve this sector; however as experience has shown enforcement alone will not bring about meaningful improvement, especially when resources are limited. Building strong relationships with landlords, who consequently behave more responsibly and maintain their homes to a good standard, is highly beneficial to a local authority. Landlords who wish to become accredited by improving their properties to the Council's own property accreditation standard, and abiding by the Council's own code of property management benefit from a small financial benefit.

Section Four: Helping homeowners that can't afford repairs to their homes

We asked respondents to what extent they agreed with the draft Financial Assistance and Enforcement Policy's proposal to increase the amount of funding available through the Home Repairs Assistance scheme to help homeowners on low incomes rectify serious health and safety hazards in their properties.

Respondents were given a summary of the proposal and signposted to the relevant pages of the draft policy for more information.

The majority of respondents either **strongly agreed (48.2%** or 40 individuals) or **agreed (38.6%** or 32 individuals) with this proposal. **8.4%** (7) were neutral, **3.6%** (3) disagreed, and **1.2%** (1) strongly disagreed.



28 respondents provided comments on this proposal and a full list of all of these comments has been provided to the service area for analysis.

Further comments

Row no.	Comments	Count
1	There needs to be a stronger acknowledgment of the Climate Emergency Action Plan and how the domestic sector will be enabled to meet the target within the plan	4
2	Concern about the impact on the council's finances	2
3	There need to be rapid action to rectify fire hazards	1
4	Set up an organisation to carry this out and check it is done to the required standard, there are many ways to achieve higher standards just don't hand out money	1
5	Some residents will need support to manage to the upheaval of major repairs. This needs to be addressed in some way.	1
6	Ensure there is a strong publicity campaign	1
7	If you are financing homeowners, what about the homeless!	1
8	Monitor contractors and the standard of work	1
9	Train the homeless to undertake repairs for free. It's all very Labour government with give people money. What is wrong with people earning money? I recently learned how much a packet of cigarettes costs. Perhaps if people need financial help you could get them to stop smoking first.	1
10	Create a fully vetted preferred list of contractors' epithet a mix of social enterprise businesses with apprentice schemes within to support work in local areas.	1

11	Supply the materials and let the tenants do the work good health and wellbeing experience.	1
12	No. Once again depends on how they manage their resources	1
13	It sounds like a sensible policy, but why the arbitrary £40,000 limit? If the amount of money provided for works is repayable at the point of selling the property, should there be scope to base the limit of this finance on the open-market prospects of the property? Further, an extension of this scheme would see the money invested as a share of the current value of the property and which could generate a margin of "profit" for re-investment in the scheme when the property is sold.	1

Council's response

The respondents strongly supported this proposal; however there were further requests to ensure the Climate Change Action Plan is acknowledged as the domestic sector will need to be enabled to contribute towards meeting the target.

Some concerns were raised about the financial impact of this part of the policy on the Council's finances. However residents can be assured this budget is capital funding that was established a number of years ago, and is not part of the revenue budget charged to council tax.

This policy will assist those householders on the lowest income, whose properties have serious health and safety hazards. This will allow householders to remain safe in their homes, thereby reducing pressure on other public services.

After receiving feedback from the public consultation, the draft policy has been amended to include provision of help and support to homeowners who choose to move to a more suitable property. In this instance the Council will provide financial assistance to meet the upfront costs of moving. This will also include facilitating support for the most vulnerable, and those in financial hardship. All monies will be recovered on sale of the property.

It is worth noting there is an expectation that more residents will require this assistance following the effect of the pandemic on household income.

Section Five: Helping those who are disabled with facilities grants

We asked respondents whether they had any comments about the Disabled Facilities grant scheme, which is a mandatory grant scheme designed to help disabled residents install beneficial adaptations in their properties.

Respondents were given a summary of the proposal and signposted to the relevant pages of the draft policy for more information.

31 respondents provided comments on this proposal and a full list of all of these comments has been provided to the service area for analysis.

Further comments

Row no.	Comments	Count
1.	Strongly support	17
2.	Raise the profile of these grants and make them easier to access	4
3.	Some residents have difficulty obtaining permission from their landlord	1
4.	Ensure contractors are qualified and achieve high standards	1
5.	Include home help in the assistance	1
6.	Resolve issues around planning permission as this can prevent some adaptations being done.	1
7.	There needs to be a stronger acknowledgment of the Climate Emergency Action Plan and how the domestic sector will be enabled to meet the target within the plan	1
8.	Currently planning and building regulations are often very accommodating to meet proven need but perhaps greater flexibility might be achieved by allowing temporary or off site construction techniques to enable adaptation to property - such adaptation might be a condition to have to be removed or a full planning application made to testing once the immediate needs of an occupant may have passed.	1
9.	A specific contact should be available for anyone disabled who may be in distress of any kind. Places for homeless people should be paramount with additional aid to help them back into the workforce.	1

Council's response:

There were a lot of supportive comments for this assistance to enable disabled residents to remain independent at home.

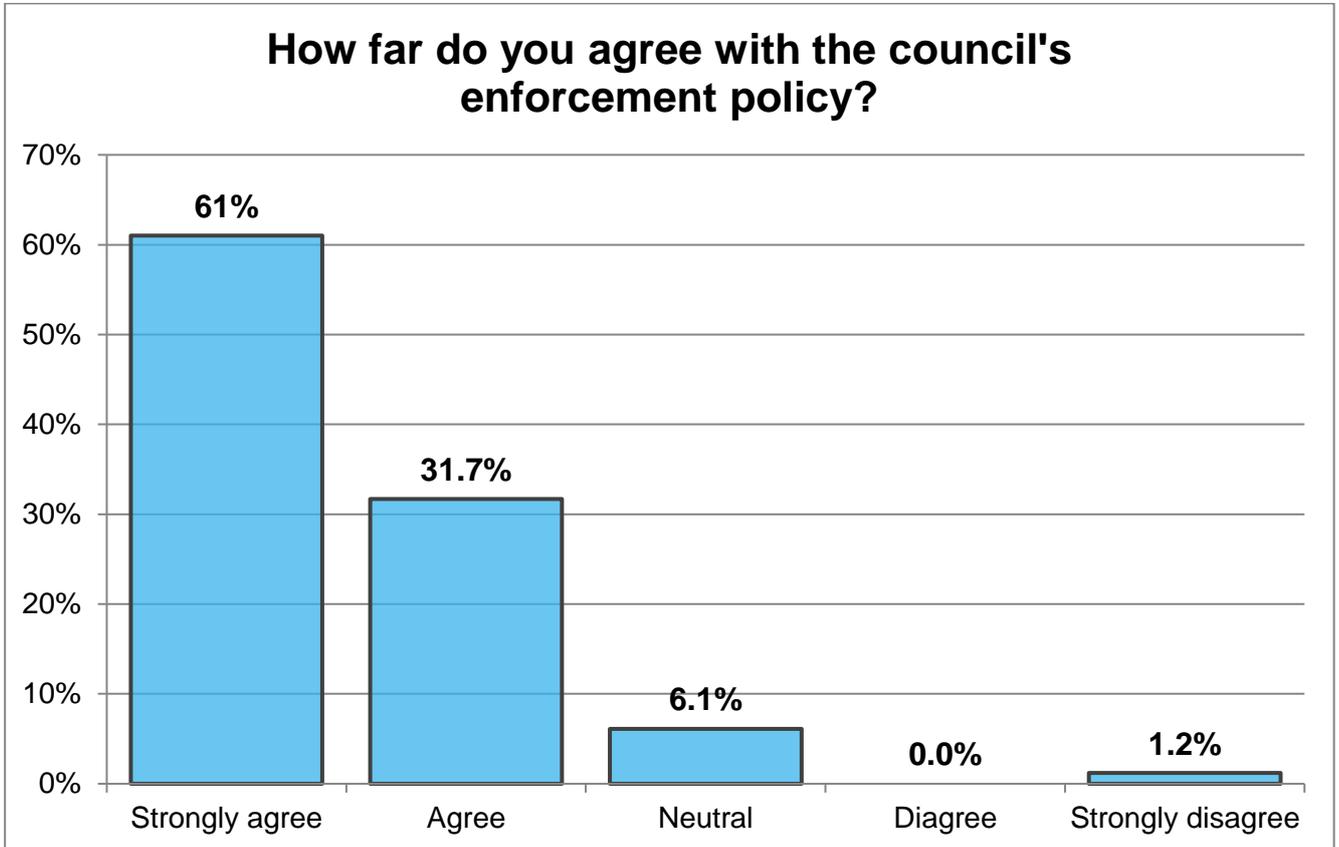
Some respondents felt the public's awareness of the grant was not sufficient, this has been noted as a matter to investigate with action to follow as required.

Section Six: Enforcement policy

We asked respondents to what extent they agreed with the council's enforcement approach and the powers available to inspecting officers to regulate and manage non-compliance.

Respondents were given a summary of the proposal and signposted to the relevant pages of the draft policy for more information.

The majority of respondents either **strongly agreed** (61% or 50 individuals) or **agreed** (31.7% or 26 individuals) with this proposal. 6.1% (5) were neutral, 0% disagreed, and 1.2% (1) strongly disagreed.



20 respondents provided comments on this proposal and a full list of all of these comments has been provided to the service area for analysis.

Further comments

Row no.	Comments	Count
1	The Council needs to ensure that it has sufficient resources to properly implement this policy.	3
2	We must however always be clear as to how a given position has been reached. There should be an emphasis on 'fairness' and officers should be properly trained.	3
3	Take over the property totally.	2
4	Just using stick not sufficient leaving costly penalty processes. Better invest in people to explain, encourage, advise and facilitate and manage non-compliance.	1
5	What about enforcement tools for landlords who have unacceptable tenants?	1
6	It is pointless enacting legislation that cannot be enforced, either judicially or by education and advice.	1

7	Agencies representing landlords should also be legislated against if they are inefficient - Chichester has some agencies that are very poor.	1
8	I hope that this will be applied to Housing Associations who often fail in this regard.	
9	It is unreasonable for the Council to act as judge and Jury on enforcement. If a property owner fails to comply with legislation the Council should take enforcement action through the Courts. It should not take on powers to fine owners. The proposed appeals mechanism is completely inadequate and biased to the Council's self-interest and appears unjust.	1
10	A firm option handed to failing landlords to surrender their rental properties to Council ownership and management might provide a quicker route to returning decent housing to a rental market.	1

Council's response

Over 90% of the respondents agreed with the proposed enforcement policy providing the policy is implemented fairly.

There were concern raised by some regarding resources to implement the policy. It is acknowledged that since the start of the pandemic, the Council has been under increased financial pressure to make efficiency savings and increase revenue. The Council will therefore continue to support and encourage landlords to take their role seriously, with the aim of reducing the number of tenant complaints and the need for enforcement. Nevertheless it will be still be imperative to have a detailed, robust enforcement policy available for the most serious cases.

Section Seven: Further comments

27 respondents provided further comment about the Financial Assistance and Enforcement Policy and a list of all of these comments has been provided to the service area for analysis.

Row no.	Comments	Count
1	Make policy demonstration of CDC commitment to climate emergency measures.	5
2	As stated in previous areas, the biggest issue with this document is it is about 'Financial Assistance...' It fails entirely to consider the non-financial considerations. I don't think that all the resistance to "change" relating to improvements in the energy efficiency of a home is down to financial matters alone. There probably needs to be an educational campaign to accompany the deployment of the scheme that helps to tackle fears that people might have about the disruption to their lives, livelihoods, and the security of their building and possessions when work is undertaken. It might, for example, help if all possible improvement works were carried out by vetted Council contractors, and that clear schedules of works could be shown to home owners to indicate exactly when and where access to their homes would be required in order to carry	2

	out the works with suitable security measures in mind.	
3	Living and working in a rural area is costly and there is little assistance. Housing is rare and in the private domain. Houses are generally old, often listed, and the choices for heating are limited with most relying on electric and coal/wood. Insulation is often poor and at the minimum levels required.	1
4	I agree in principle but funds should not be diverted from other good causes to fund it. The landlords took on the undertaking of renting out their property and it is their responsibility to maintain it, not the councils.	1
5	Enforcement needs to be effective if standards are to be maintained. Tenants need to be protected.	1
6	Although I am financially secure and do not envisage ever needing any of the financial assistance offered I support the provision of financial support where it is needed in order to (a) those in need are provided with the support they need (b) the housing stock in the district is kept in good order for future generations. I realise one way or another, this will have to be funded by me and others who are financially secure.	1
7	The aims of this policy are very good and I just hope that the publicity and the resources are such that it can be implemented to the full and as quickly as possible.	1
8	More needs to be done to stop private landlords exploiting the system.	1
9	Things are becoming increasingly difficult for people now; with many out of work and housing too expensive therefore Councils have a duty to help. It is time the housing situation was overhauled	1
10	Tenants should pay their rent on time.	1
11	Please see my earlier comment about using council money and financial assistance to landlords to apply to those who are not current landlords of housing but have retail property e.g. in Chichester centre which could and should be converted to residential especially for the needy.	1
12	I do not believe that you should just hand out money. Very Labour government attitude. There are many of us who have worked hard all our lives, gone without, and do not get government grants but you want to take money from us via council tax and just give it out to anyone.	1
13	It will always be important that the public interface of this work is seen in a positive way and is primarily about improvement and a place where particularly those in the private rented sector but also those with social landlords can turn to without repercussions Equally, the required standard must be made clear to landlords and perhaps moving more to a position of accreditation of property management firstly by recognised qualification and then backed by a period of assessed practice competence that for instance exists within RICS would be where we should be moving	1
14	Lots of people must be able to repay the council for the best way to help others who cannot.	1
15	Allow residents of estates to plant trees in suitable outside spaces.	1
16	I am concerned that enforcement will not take place due to a shortage of staff.	1

17	Just stick to what you should be doing and spend money on and not find other ways to spend it.	1
18	Those that are in receipt of funds should report to committee the benefit outcome	1
19	As long as this is warrantied and there is no possibility of the resident or the landlord being able to help themselves then I agree with your policies. I would want a good look at all their personal finances.	1

Council's response

Throughout the survey respondents had strong feelings that the climate change emergency should have a higher profile in the policy. This has been noted and will be taking into account when the document is reviewed, and before the final policy is put before Cabinet in February 2021.

Another common theme raised was that the barrier to some residents taking up much needed assistance was the upheaval and lack of support available to assist them through any improvement works. Whilst the Council is unable to offer a full hand-holding service, officers are able to help applicants obtain quotations, organise clearing and cleaning for disabled residents, and organise repairs in order for more substantive works to progress.

For those wishing to install energy efficiency improvements, the Energy Visiting Service is available to provide a more personal service to those who require it. Officers are well placed to sign-post residents to more specialist support services as required.

Conclusions

- The majority of respondents were **residents** of the district (**79**), and most (**41.5%** or 34) live in **Chichester City**, with representation from a range of other areas in the district, including The Witterings, Selsey, Midhurst, Tangmere and Wisborough Green.
- Most respondents were aged over 65 (**45.8%** or 38) or between 55 and 64 (**32.1%** or 62) and those over 65 years (**30.1%** or 25). The fewest responses came from those aged 35-44 (**4.8%**) and no responses were received from respondents under 16 years of age or between 16 and 24.
- There were more female respondents (**55.4%** or 46) than male (**43.4%** or 36) in this consultation.
- Most respondents told us they **strongly agreed** (**48.2%** or 40 individuals) or **agreed** (**36.1%** or 30 individuals) with the **proposal to expand the Chichester Warm Homes Initiative** in order to tackle excess cold and fuel poverty in the district.
- When asked if they agreed with the proposal to **continue the Chichester Landlord Accreditation scheme** in order to help improve the standard of rented properties,

the majority of respondents either **strongly agreed** (59.3% or 48 individuals) or **agreed** (25.9% or 21 individuals).

- We asked respondents to what extent they agreed with the proposal to **increase the amount of funding available to help homeowners on low incomes** with essential property repairs. The majority either **strongly agreed** (48.2% or 40 individuals) or **agreed** (38.6% or 32 individuals).
- The majority of respondents either **strongly agreed** (61% or 50 individuals) or **agreed** (31.7% or 26 individuals) with the **council's enforcement policy**.
- **167 individual comments** were received and these have been given to the service area for analysis.
- It is worth noting that this consultation received fewer responses than previous recent consultations. This may be due in part to a series of consultations that have needed to take place in quick succession, resulting in consultation fatigue amongst potential participants.

Appendix A – Social Media Reach

Social media campaign results:

- **57** total clicks (47 on Facebook and 10 on Twitter)
- **65,196** total reach (56,426 on Twitter; 5,654 on Facebook; 3,116 on Nextdoor)
- **14** retweets / shares on Facebook and Twitter
- Positive engagement rate of **4.12%** on Facebook and Twitter

20% of households in the Chichester District are on Nextdoor. This is a very high engagement figure– most authorities can only reach around 5% of their population.

Appendix B – Consultation promotion

- A media release was sent out promoting the consultation and another to remind people of the deadline.
- The consultation was also promoted within the Leader's column, District Dispatch, in the Chichester Observer and the Midhurst and Petworth Observer.
- Local partners and organisations (such as, Parish Councils, leisure centres, hospitals, WSCC etc.) were contacted and asked to support promotion of the consultation.

- The consultation was promoted in the council's general email newsletter, Sussex Police's Neighbourhood Watch bulletins for the area, and in West Sussex County Council's Your Voice consultation newsletter.
- West Sussex County Council also promoted the consultation on their Consultations Hub web page.
- Members were provided with posters and link to the consultation page for promotion in their areas.
- An email was sent to **703** Let's Talk Panel members.
- The consultation was promoted on social media – see Appendix A for a full breakdown.
- A campaign banner promoting the consultation was displayed on the homepage of the council website. An advertising banner was also displayed at the top of every web page. This was viewed **39,853** times.
- The survey was sent to all CDC staff and placed on the intranet and Workplace. A desktop advert was also created and displayed as background on staff laptops.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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