



23 November 2023

CABINET – 4 DECEMBER 2023

A meeting of Cabinet will be held at 6.00pm on Monday 4 December 2023 in the Council Chamber at the Town Hall, Rugby.

Members of the public may also view the meeting via the livestream available on the Council's website.

Mannie Ketley
Chief Executive

A G E N D A PART 1 – PUBLIC BUSINESS

1. Minutes.

To confirm the minutes of the meeting held on 23 October 2023.

2. Apologies.

To receive apologies for absence from the meeting.

3. Declarations of Interest.

To receive declarations of –

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and

(c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

Note: Councillors are reminded that they should declare the existence and nature of their interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a prejudicial interest, the Councillor must withdraw from the room unless one of the exceptions applies.

Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Councillor does not need to declare this interest unless the Councillor chooses to speak on a matter relating to their membership. If the Councillor does not wish to speak on the matter, the Councillor may still vote on the matter without making a declaration.

4. Question Time.

Notice of questions from the public should be delivered in writing or by e-mail to the Chief Executive at least three clear working days prior to the meeting (no later than Tuesday 28 November 2023).

Growth and Investment Portfolio

5. Modification of the Willoughby Neighbourhood Plan and agreement of the Schedule of Changes.

Leisure and Wellbeing Portfolio

6. Creation of Duty Manager post at the Benn Hall.
7. Football Pitch Improvement Programme.

Finance, Performance, Legal and Governance Portfolio

8. Finance and Performance Monitoring 2023/24 – Quarter 2 (report to follow).

Communities, Homes, Digital and Communications Portfolio

9. Council Tax Reduction Scheme 2024/25.
10. Additional Disabled Facilities Grant Funding 2023/24.
11. Support of the Voluntary and Community Sector 2024/25.
12. Housing Revenue Account stock condition survey.

Regulation and Safety Portfolio

Nothing to report to this meeting.

Change and Transformation Portfolio

Nothing to report to this meeting.

Operations and Traded Services Portfolio

Nothing to report to this meeting.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

13. Treasury Management Mid-Year Report 2023/24.
14. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972.

To consider the following resolution:

“under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of information defined in paragraphs 2 and 3 of Schedule 12A of the Act.”

PART 2 – EXEMPT INFORMATION

Growth and Investment Portfolio

1. Honorarium.

Leisure and Wellbeing Portfolio

Nothing to report to this meeting.

Finance, Performance, Legal and Governance Portfolio

2. New Income Management System.

Communities, Homes, Digital and Communications Portfolio

3. Honorarium.

Regulation and Safety Portfolio

Nothing to report to this meeting.

Change and Transformation Portfolio

Nothing to report to this meeting

Operations and Traded Services Portfolio

Nothing to report to this meeting.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

Nothing to report to this meeting.

Any additional papers for this meeting can be accessed via the website.

The Reports of Officers are attached.

Membership of Cabinet:

Councillors Poole (Chair), Daly, Picker, Ms Robbins, Ms Watson-Merret and Willis.

CALL-IN PROCEDURES

Publication of the decisions made at this meeting will normally be within three working days of the decision. Each decision will come into force at the expiry of five working days after its publication. This does not apply to decisions made to take immediate effect. Call-in procedures are set out in detail in Standing Order 15 of Part 3c of the Constitution.

If you have any general queries with regard to this agenda please contact Claire Waleczek, Democratic and Support Services Manager (01788 533524 or e-mail claire.waleczek@rugby.gov.uk). Any specific queries concerning reports should be directed to the listed contact officer.

Agenda No 5

AGENDA MANAGEMENT SHEET

Report Title:	Modification of the Willoughby Neighbourhood Plan and agreement of the Schedule of Changes
Name of Committee:	Cabinet
Date of Meeting:	4 December 2023
Report Director:	Chief Officer – Growth and Investments
Portfolio:	Growth and Investment
Ward Relevance:	Leam Valley
Prior Consultation:	N/A
Contact Officer:	Hayley Smith
Public or Private:	Public
Report Subject to Call-In:	Yes
Report En-Bloc:	No
Forward Plan:	No
Corporate Priorities:	This report relates to the following priority(ies): <input type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) Corporate Strategy 2021-2024 <input type="checkbox"/> This report does not specifically relate to any Council priorities but
(C) Climate (E) Economy (HC) Health and Communities (O) Organisation	
Summary:	This report seeks approval from Council to update the Willoughby Neighbourhood Development Plan in accordance with the schedule of modifications submitted and to issue a Schedule of Changes (Modification Document) detailing the changes.
Financial Implications:	There are no financial implications for the Council as a result of this decision.

Risk Management/Health and Safety Implications:

There could be a risk of legal implications if Council were not to follow the recommendation as this would mean the Local Planning Authority was not dealing with the plan in accordance with Section 61M(4) of the Town and Country Planning Act 1990 (as applied by Section 38C of the Town and Country Planning Act 2004) and regulation 30 of the Neighbourhood Planning (General) Regulations 2012.

Environmental Implications:

There are no environmental implications for the Council as a result of this decision.

Legal Implications:

There could be a risk of legal implications if Council were not to follow the recommendation as this would mean the Local Planning Authority was not dealing with the plan in accordance with Section 61M(4) of the Town and Country Planning Act 1990 (as applied by Section 38C of the Town and Country Planning Act 2004) and regulation 30 of the Neighbourhood Planning (General) Regulations 2012.

Equality and Diversity:

There are no equality and diversity implications for the Council as a result of this decision.

Options:

Option One: To accept the proposed modifications to the Willoughby Neighbourhood Development Plan and issue a Modification Statement confirming this as set out in the recommendations.

Risks: There are no risks associated with this option.

Benefits: The Neighbourhood Development Plan will be updated in line with latest national policy and circumstances.

Option Two: To refuse the proposed modifications to the Willoughby Neighbourhood Development Plan.

Risks: There could be legal implications if Council were not to follow the recommendation as this would mean the Local Planning Authority was not dealing with the Willoughby Neighbourhood Plan in line with Section 61M(4) of the Town and Country Planning Act 1990 (as applied by Section 38C of the Town and Country Planning Act 2004). The

Neighbourhood Development Plan would not reflect latest national policy and circumstances. Benefits: There are no benefits associated with this option. Recommendation: (1) The modifications to the Will

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT -

- (1) the modifications to the Willoughby Neighbourhood Development Plan be accepted in accordance with Section 61M(4) of the Town and Country Planning Act 1990 (as applied by Section 38C of the Town and Country Planning Act 2004);
- (2) the Modification Document (Schedule of Changes) required under regulation 30 of the Neighbourhood Planning (General) Regulations 2012 be approved (draft document included in Appendix 1); and
- (3) both the Willoughby Neighbourhood Development Plan and the Schedule of Changes Document be published on the Council's website and any required notifications issued.

Reasons for Recommendation:

To ensure the Willoughby Neighbourhood Development Plan remains up to date and fit for purpose by updating references to National Policy and updating factual information about the neighbourhood area and its recent planning history

Cabinet - 4 December 2023

Modification of the Willoughby Neighbourhood Plan and agreement of the Schedule of Changes

Public Report of the Chief Officer for Growth and Investment

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT -

- (1) the modifications to the Willoughby Neighbourhood Development Plan be accepted in accordance with Section 61M(4) of the Town and Country Planning Act 1990 (as applied by Section 38C of the Town and Country Planning Act 2004);
- (2) the Modification Document (Schedule of Changes) required under regulation 30 of the Neighbourhood Planning (General) Regulations 2012 be approved (draft document included in Appendix 1); and
- (3) both the Willoughby Neighbourhood Development Plan and the Schedule of Changes Document be published on the Council's website and any required notifications issued.

EXECUTIVE SUMMARY

This report considers modifications proposed further to the second review of the Willoughby Neighbourhood Plan. Willoughby Parish Council committed to reviewing the 'made' neighbourhood plan every two years to ensure it remains up-to-date. Minor modifications were approved in 2021, and the latest proposed modifications are also considered minor in nature. These modifications seek to update references to national policy, and reflect the most up-to-date census data and development completions within the parish.

1. INTRODUCTION

- 1.1 This report considers whether the proposed modifications to the Willoughby Neighbourhood Development Plan (NDP) should be approved by the Borough Council in accordance with Section 61M(4) of the Town and Country Planning Act 1990 (as applied by Section 38C of the Town and Country Planning Act 2004).

2. BACKGROUND

- 2.1 The Willoughby Neighbourhood Development Plan successfully passed a referendum on 2 December 2019 when a majority voted in favour for it to be used to help decide planning applications in the neighbourhood area. The plan was subsequently formally adopted by Rugby Borough Council at the Council meeting of 17th December 2019.
- 2.2 The Parish Council committed to reviewing its NDP every two years, and undertook the first review in October 2021. The minor (non-material) amendments proposed in 2021 were agreed by Rugby Borough Council on 15 December 2021, and an updated version of the plan was published accordingly.
- 2.3 This report considers modifications proposed further to the second review of the NDP since it was 'made'.
- 2.4 In conducting the latest review of the Willoughby NDP, a number of modifications have been proposed:

www.rugby.gov.uk/web/guest/w/willoughby-neighbourhood-plan?p_l_back_url=https%3A%2F%2Fwww.rugby.gov.uk%2Fweb%2Fquest%2Fw%2Fwilloughby-neighbourhood-plan%3Fp_l_back_url%3Dhttps%253A%252F%252Fwww.rugby.gov.uk%252F

A modified plan along with a schedule of changes (included in Appendix 1) have been submitted to the Borough Council for approval.

- 2.5 If accepted, the modified plan will supersede the previous version originally adopted, and amended in 2021. The modified plan will be publicised alongside the 'Modification Document' detailing the changes, as required by the Neighbourhood Planning (General) Regulations 2012. A draft Modification Document for approval is included in Appendix 1 to this report. If approved, the modified plan and Modification Document will be published on the Borough Council's website.
- 2.6 An Equality Impact Assessment has been carried out and is included in Appendix 2. It has not been considered the issues raised in this report have a significant effect on equality.

3.0 MODIFICATIONS

- 3.1 National Planning Practice Guidance Paragraph 106 confirms there are 3 types of modification that can be made to an adopted Neighbourhood Development Plan. These are:

1: Minor (non-material) modifications which would not materially affect the policies in the plan. These may include correcting errors, such as a reference to a supporting document, and would not require examination or a referendum.

2: Material modifications which do not change the nature of the plan would require examination but not a referendum. This might, for example, entail the addition of a design code that builds on a pre-existing design policy, or the addition of a site or sites which, subject to the decision of the independent examiner, are not so significant or substantial as to change the nature of the plan.

3: Material modifications which do change the nature of the plan or would require examination and a referendum. This might, for example, involve allocating significant new sites for development.

3.2 The proposed modifications to the Willoughby Neighbourhood Development Plan primarily relate to updating references to the new National Planning Policy Framework 2023 (instead of the 2021 version). Factual changes are proposed including the updating details of businesses operating in the neighbourhood area and also records of planning permissions, as well as updating data in line with published information from the 2021 census. The full list of changes is included as part of the Modification Document (Schedule of Changes) in Appendix 1 to this report.

3.3 The proposed modifications are considered minor (non-material) and would not materially affect the policies within the plan. As such it is not considered an independent examination or a referendum would be necessary, and that the modifications can be agreed under Section 61M(4) of the Town and Country Planning Act 1990 (as applied by Section 38C of the Town and Country Planning Act 2004).

4. CONCLUSION

4.1 Approval of the modifications will allow the Willoughby Neighbourhood Development plan to be updated as per the Parish Council's and Borough Council's review, in line with latest national planning policy and circumstances within the neighbourhood area.

4.2 The modifications proposed are considered to be non-material in nature and can be approved without the need for independent examination or a referendum under Section 61M(4) of the Town and Country Planning Act 1990 (as applied by Section 38C of the Town and Country Planning Act 2004)

Name of Meeting: Council

Date of Meeting: 13 December 2023

Subject Matter: Modification of the Willoughby Neighbourhood Plan and agreement of the Schedule of Changes

Originating Department: Development Strategy

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Willoughby Neighbourhood Development Plan

Schedule of Changes (Minor Modifications)

October 2023

Key:New text proposed to be added: underlined textPrevious text proposed to be deleted: ~~strikethrough text~~Comments in italics: *[italics]*

Reference	Page Number/ Paragraph Number	Proposed Change	Reason for Change
Front Cover			
1.	Front cover	In title delete: 2021 Replace with: <u>2023</u> Delete: Modified October 2021 Add: Modified <u>October 2023</u>	To provide new date referring to NDP Review.
2.	P2	In header delete: October 2021 Add: [<u>October</u>] <u>2023</u>	To provide new date referring to NDP Review.
Contents Page			
3.	P3	<u>Update page numbers</u>	To retain accuracy for Table of Contents

The Willoughby NDP			
4.	P4 Final paragraph	<p>Delete: The made Neighbourhood Plan has been reviewed and the Modified version incorporates a number of minor (non-material) modifications</p> <p>Add: <u>The made Neighbourhood Plan was reviewed in 2021 and has been reviewed again in October 2023 to ensure it remains up to date. The Modified version incorporates a number of minor (non-material) modifications.</u></p>	To refer to the first and second review.
5.	P7 1.7	<p>Delete: the revised National Planning Policy Framework (2021)²</p> <p>Add: <u>the new National Planning Framework (2023)¹</u></p>	To provide new date
6.	P8 1.11	<p>Delete: 2021</p> <p>Add: <u>2023</u></p>	To provide new date
2. A Neighbourhood Development Plan for Willoughby			
7.	P12 2.21 – 2.24	<p>Delete:</p> <p>Willoughby NDP Review</p> <p>2.21 Planning Practice Guidance for Neighbourhood Planning sets out advice about the process for updating an NDP: ‘There are three types of modification which can be made to a neighbourhood plan or order. The process will depend on the degree of change which the modification involves:</p> <ul style="list-style-type: none"> • Minor (non-material) modifications to a neighbourhood plan or order are those which would not materially affect the policies in the plan or permission granted by the order. These may include correcting errors, such as a reference to a supporting document, and 	For editorial reasons and to avoid duplication this text has been moved to section 5.0 Willoughby NDP Review. (Refer also to Ref 15 below)

		<p>would not require examination or a referendum.</p> <ul style="list-style-type: none"> • Material modifications which do not change the nature of the plan or order would require examination but not a referendum. This might, for example, entail the addition of a design code that builds on a pre-existing design policy, or the addition of a site or sites which, subject to the decision of the independent examiner, are not so significant or substantial as to change the nature of the plan. <p>Material modifications which do change the nature of the plan or order would require examination and a referendum. This might, for example, involve allocating significant new sites for development.'</p> <p>2.22 The Willoughby NDP Review is considered to comprise minor (non-material) modifications which do not materially affect the policies in the plan.</p> <p>2.23 PPG goes on to set out how minor neighbourhood plan or Order updates are made. 'Minor (non-material) updates to a neighbourhood plan or Order would not materially affect the policies in the plan or permission granted by the Order. A local planning authority may make such updates at any time, but only with the consent of the qualifying body. Consultation, examination and referendum are not required.' (Planning Practice Guidance Neighbourhood Planning Paragraph: 084a Reference ID: 41-084a-20180222 Revision date: 22-02-2018)</p> <p>2.24 A Schedule of Changes showing all the modifications to the made NDP has been prepared and is provided on the neighbourhood plan pages of the Parish Council's and Rugby Borough Council's websites.</p>	
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4. NDP Planning Policies

8.	P14 4.1.1	<p>Delete:</p> <p>In 2011, the population in the parish was 398 (Census, 2011).</p> <p>Add:</p> <p><u>In 2021, the population in the parish was about 410 (Census, 2021 – rounded to the nearest 10).</u></p>	To provide the most recent census information.
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9.	P30 4.3.1	<p>Delete:</p> <p>Glossary p67</p> <p>Add: <u>p68</u></p>	To provide page number in NPPF (2023)
4.6 Providing Homes			
10.	P49 4.6.1	<p>Delete:</p> <p>In 2001, there were 181 dwellings in the parish and by 2011 this had risen to 193. Since then, 6 more new houses have been added (4 barn conversions, one change of use to a dwelling and 1 new build).</p> <p>Add:</p> <p><u>In 2021, there were 199 dwellings in the parish. Since then, 3 more houses have been added (all new builds).</u></p>	To provide the most recent census information.
11.	P49 4.6.2	<p>Delete:</p> <p>In 2011, 42.5% of houses in the parish were detached (much higher than in Rugby Borough generally at 28.3%), 33.2% were semi detached and 17.1% were terraced. 81.6% of all houses were owner occupied, a significantly higher percentage than in Rugby Borough generally (70.5%) (Census, 2011).</p> <p>Add:</p> <p><u>In 2021, 92.9% of the 200 households in the Parish were living in whole houses or bungalows (higher than the proportion for Rugby at 87.0%), and 7.1% of households were in flats, maisonettes or apartments (significantly lower than in Rugby where 12.6% were in this type of accommodation). 158 (79%) households in the Parish were in owned or in shared ownership accommodation - a significantly higher proportion than in Rugby Borough generally (68.9% of households).</u></p>	To provide the most recent census information.

12.	P50 4.6.11	<p>Delete:</p> <p>Of the 398 people living in the parish in 2011, 18.4% were aged 19 years old or younger and 23.9% were over 65. The proportion of 20 – 44 year olds in the parish population decreased significantly from 29.09% in 2001 to 21.4% in 2011 and the proportion of 45– 64 year olds increased slightly from 34.6% to 36.4%. By June 2016 it is estimated that there were 414 people in Willoughby parish— an increase of 16 people since 2011. (ONS Mid-Year population estimates for 2016)</p> <p>Add:</p> <p><u>Of the 410 residents living in the Parish in 2021, 14.9% were aged 19 years or younger and 33.2% were over 65. The proportion of 20 – 39-year-olds in the parish population has decreased significantly from 29.1% in 2001 to 13.2% in 2021 and the proportion of 45 – 64-year-olds has decreased slightly from 34.6% to 32.4%. The Parish has seen a significant increase in the proportion of older residents: in 2011 33.7% of the population was over 60 years old and by 2021 this had risen to 41.8%.</u></p>	To provide the most recent census information.
13.	P51 4.6.14	<p>Add:</p> <p><u>In April 2023 the bus service D1 was re-routed through Braunston via Willoughby and Longdown Lane and this service runs hourly between Rugby and Northampton via Daventry.</u></p>	To provide updated information about local bus services.
4.8 Protecting and Improving Local Facilities and Services			
14.	P60 4.8.11	<p>Delete:</p> <p>There is now, unfortunately, no regular bus service along the A45 so local people have to use their cars or vans to access most services. There is a public bus to/from Rugby twice a week on Monday and Friday and school buses take children to and from schools in Rugby.</p> <p>Add:</p> <p>A regular bus service has recently been introduced along the A45 but local people</p>	To provide an update on access to bus services.

		continue to use their cars or vans to access most services. School buses take children to and from schools in Rugby.	
5. NDP Review			
15.	P64 5.1	<p>Delete: This is the first review to be undertaken on the NDP.</p> <p>Add: This is the <u>second</u> review to be undertaken on the NDP.</p> <p>Add:</p> <p>5.2 <u>Planning Practice Guidance for Neighbourhood Planning sets out advice about the process for updating an NDP: ‘There are three types of modification which can be made to a neighbourhood plan or order. The process will depend on the degree of change which the modification involves:</u></p> <ul style="list-style-type: none"> • <u>Minor (non-material) modifications to a neighbourhood plan or order are those which would not materially affect the policies in the plan or permission granted by the order. These may include correcting errors, such as a reference to a supporting document, and would not require examination or a referendum.</u> • <u>Material modifications which do not change the nature of the plan or order would require examination but not a referendum. This might, for example, entail the addition of a design code that builds on a pre-existing design policy, or the addition of a site or sites which, subject to the decision of the independent examiner, are not so significant or substantial as to change the nature of the plan.</u> • <u>Material modifications which do change the nature of the plan or order would require examination and a referendum. This might, for example, involve allocating significant new sites for development.’</u> 	<p>To advise that this is the second formal review.</p> <p>For editorial reasons and to reduce duplication former paragraphs 2.21 – 2.24 have been amalgamated into section 5. (Refer also to Ref 7 above)</p>

		<p><u>5.3 The Willoughby NDP Review is considered to comprise minor (non-material) modifications which do not materially affect the policies in the plan.</u></p> <p><u>5.4 PPG goes on to set out how minor neighbourhood plan or Order updates are made. 'Minor (non-material) updates to a neighbourhood plan or Order would not materially affect the policies in the plan or permission granted by the Order. A local planning authority may make such updates at any time, but only with the consent of the qualifying body. Consultation, examination and referendum are not required.'</u></p> <p style="text-align: right;"><u>(Planning Practice Guidance Neighbourhood Planning Paragraph: 084a Reference ID: 41-084a-20180222 Revision date: 22 02 2018)</u></p> <p><u>5.5 A Schedule of Changes showing all the modifications to the made NDP has been prepared and is provided on the neighbourhood plan pages of the Parish Council's and Rugby Borough Council's websites.</u></p>	
16.	P 65 6.1	<p>Delete:</p> <p>6.1 The Parish Council has collated all the responses about non-planning issues and published a Responses and Proposed Actions document on 30 August 2018. This document is available on the Parish Council website in the Neighbourhood Plan section (Plan Progress) at https://www.willoughbyparishcouncil.org/copy-of-neighbourhood-plan-1-</p>	This section is no longer relevant.
Appendix 4. Character Areas			
17.	P97 Area 11.	<p>Delete: eight semi-detached bungalows</p>	To correct a factual error

		Add: <u>six</u> semi-detached bungalows	
Appendix 5. Housing Development in Willoughby Parish since the 1960s			
18.	P98	Add bullet points: <u>Whitney House, Main Street - 2022 new build</u> <u>4 and 5 Tattlebank Cottages, London Road - new builds</u> <u>Data on completion year is missing</u>	To update the supporting text with the latest position on housing developments.
Appendix 6. Willoughby Housing			
19.	P100	Add: <u>(Note: Parish level numerical data on house sizes from the 2021 Census was not available in October 2023).</u>	To explain why 2011 Census information has not been replaced by 2021 Census data.
Appendix 8. List of Local Businesses in Willoughby Parish			
20.	P102	Delete: Natalie Wiltshire Di Ellard	To update the supporting text with regards to local businesses.
Appendix 9. Local Facilities and Services			
21.	P103	Societies, Clubs and Groups Delete: Ladies' Fellowship Add bullet point: under bullet point 11. [School pick-up for schools in Rugby]	To update the text with regard to local groups To update the supporting text with regard to bus

		<u>Stagecoach bus service Route D1 - hourly service to Rugby and Daventry</u>	services.
Back Cover			
22.	P102	<p>Delete: October 2021</p> <p>Add:</p> <p><u>October 2023</u></p>	To refer to the date of the review.

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.

Equality Impact Assessment

Service Area	Development Strategy
Policy/Service being assessed	Willoughby Neighbourhood Development Plan modification
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	The original Willoughby Neighbourhood Development Plan was adopted by Council on 17 December 2019, and previous modifications were agreed in December 2021.
EqIA Review team – List of members	Hayley Smith – Principal Planning Officer
Date of this assessment	01 November 2023
Signature of responsible officer (to be signed after the EqIA has been completed)	

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Chief Officer – Legal and Governance.

If you require help, advice and support to complete the forms, please contact Aftab Razzaq, Chief Officer – Legal and Governance via email: aftab.razzaq@rugby.gov.uk

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	Willoughby Parish Council has recently reviewed their Neighbourhood Plan and wish to make modifications to keep it up to date with national planning policy and circumstances.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	The Plan contributes to the Climate, Economy, Health and Communities, and Organisation priorities of the Council
(3) What are the expected outcomes you are hoping to achieve?	To process the modifications in accordance with legislation in order to update the Neighbourhood Plan in accordance with Willoughby Parish Council's proposals.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	No significant effects as a result of the modifications.
<u>Stage 2 - Information Gathering</u>	
(1) What does the information tell you about those groups identified?	As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).
	Population would be limited to the neighbourhood area of Willoughby however the proposed changes do not materially affect how the plan's policies are applied (and their affect on groups)

<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>At previous stages of making the plan, the local community have carried out their own pre-submission consultation and have sought to reach out to groups as recommended by legislation. Any comments received were considered by the Parish Council in drafting the plan. The Borough Council have also carried out a consultation on the 'Submission version'. The comments received from this were considered by independent examiner as part of their examination of the plan. Due to the nature of the proposed modifications subject of this report, further consultation has not been considered necessary.</p>		
<p>(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>The proposed modifications do not materially affect how the policies within the neighbourhood plan are applied.</p>		
<p><u>Stage 3 – Analysis of impact</u></p>			
<p><u>(1) Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination? If yes, identify the groups and how they are affected.</p>	<p>RACE No impact</p>	<p>DISABILITY No impact</p>	<p>GENDER No impact</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP No impact</p>	<p>AGE No impact</p>	<p>GENDER REASSIGNMENT No impact</p>
	<p>RELIGION/BELIEF No impact</p>	<p>PREGNANCY MATERNITY No impact</p>	<p>SEXUAL ORIENTATION No impact</p>

<p><u>(2) Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>No.</p> <p>No.</p>
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>N/A</p>
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>N/A</p>
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	<p>The proposed modifications help keep the neighbourhood plan up to date, which in itself is a document that improves opportunities for housing for disabled people, older people, and affordable housing for younger people.</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>The neighbourhood plan has been prepared with community involvement through consultation and the proposed modifications will help keep the document up to date.</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>N/A</p>

<u>Stage 4 – Action Planning, Review & Monitoring</u>																														
<p>If No Further Action is required then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>No further action is required.</p> <p>EqlA Action Plan</p> <table border="1" data-bbox="887 459 2141 692"> <thead> <tr> <th data-bbox="887 459 1133 539">Action</th> <th data-bbox="1133 459 1379 539">Lead Officer</th> <th data-bbox="1379 459 1626 539">Date for completion</th> <th data-bbox="1626 459 1872 539">Resource requirements</th> <th data-bbox="1872 459 2141 539">Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																										
<p>(2) Review and Monitoring State how and when you will monitor policy and Action Plan</p>	<p>This EqlA will be reviewed again when/if the local community produce another neighbourhood plan to update.</p>																													

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’

AGENDA MANAGEMENT SHEET

Report Title: Creation of Duty Manager post at The Benn Hall

Name of Committee: Cabinet

Date of Meeting: 4 December 2023

Report Director: Chief Officer - Leisure and Wellbeing

Portfolio: Leisure and Wellbeing

Ward Relevance: All

Prior Consultation: Finance and Human Resources

Contact Officer: Jayne Brannan - The Benn Hall Manager

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: Yes

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)
 This report does not specifically relate to any Council priorities but

Summary: The purpose of this report is to seek approval for the introduction of new staffing resource at The Benn Hall. The resource is needed to ensure the Council delivers The Benn Hall function responsibly and efficiently with appropriate staffing levels to manage its leisure asset. The role will support the Management Team in the safe delivery of functions with appropriate staffing resources to open the venue.

Financial Implications:	The financial implications of adding to the establishment list is proposed to be met through increased income and salary savings through the reduction of the number of casual hours used.
Risk Management Implications:	The current staffing structure enables a set number of hours and provides minimal resilience to staff sickness and holidays. The additional resource will add resilience to the team, preventing staff working continually beyond their contractual hours and also enable further opening of the venue. Non approval of the post will mean the venue will be limited with further growth and low staff resilience.
Environmental Implications:	None arising directly from this report.
Legal Implications:	Section 7 of The Local Government and Housing Act 1989 provides a statutory mandatory obligation in relation to every appointment of staff to paid office or employment of a local authority to appoint on merit.
Equality and Diversity:	None
Options:	<ol style="list-style-type: none"> 1. Approve the request to establish the role of Duty Manager on to the Council establishment list. 2. Do not approve the creation of a new Duty Manager post.
Recommendation:	<p>IT BE RECOMMENDED TO COUNCIL THAT -</p> <ol style="list-style-type: none"> (1) a new post of Duty Manager be added to the establishment be approved; (2) a temporary staffing budget of £9,083 be introduced for 2023/24 which will be funded from additional income from fees and charges; and (3) a permanent staffing budget of £31,140 be introduced for 2024/25 which will be funded from additional income from fees and charges.
Reasons for Recommendation:	To facilitate and ensure robust business continuity and resilience and quality of service through contracted hours and staff commitment and reduce the reliance upon a currently small structure of core officers.

Cabinet - 4 December 2023

Creation of Duty Manager post at The Benn Hall

Public Report of the Chief Officer - Leisure and Wellbeing

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT -

- (1) the post of Duty Manager be added to the establishment;
- (2) a temporary staffing budget of £9,083 be introduced for 2023/24 which will be funded from additional income from fees and charges; and
- (3) a permanent staffing budget of £31,140 be introduced for 2024/25 which will be funded from additional income from fees and charges be approved.

Executive Summary

The Benn Hall is a civic hall function owned and operated by the council, delivering conferences, seminars, exhibitions, live music, theatre and community events. The council have been operating the venue since bringing the service in-house during 2013.

The service has seen positive growth with increased bookings, bar sales and ticket income and has exceeded pre-pandemic delivery. The venue has continued to develop its reputation and service growth with projected over achievement in revenue income.

The service is also taking 2024 and 2025 with over 60% of 2024 weekends already having bookings in place.

The venue operates on a core staff team of 5 following the establishment of a new part time post approved in 2021.

- The Benn Hall Manager (37hrs)
- Operations Manager (37hrs)
- Bar Manager (20hrs)
- Administrator (20hrs)
- Event & Meeting Assistant (16hrs)

The core team is supported by the utilisation of casual staff, primarily bar staff and occasional casual Duty Manager shifts.

The capacity of the building is therefore dependent on the ability to effectively staff and manage events, and this strain leads to overtime working, additional casual staffing, or a refusal of a booking.

The experienced growth and over achievement of income, places additional pressure on core staffing to ensure all functions are deliverable and the venue remains health and safety compliant and that staff welfare is not adversely affected.

To ensure the continued upward trajectory of the venue, it is proposed to reorganise current casual staffing budgets, and to reprofile the budget expectations for revenue income to establish a Duty Manager post to the establishment list.

The role will allow the continued strategic direction of the service to be managed to be carried out by management staff and avoid an over reliance on the core team to perform operational duties that can be coordinated by a junior management style role. The Duty Manager would be a responsible key holder with access to systems that would not be given to casual staff.

It is therefore imperative to grow the establishment list to enable The Benn Hall to continue driving its revenue income streams above the budgeted targets.

1. Introduction

- 1.1 The Benn Hall is the Borough Council's civic hall function, providing a wide range of commercial, community and charitable events for the residents of Rugby and surrounding areas.
- 1.2 The venue has continued to grow since reopening after the Covid pandemic and is experiencing both higher levels of external hire, but also increased attendances.
- 1.3 In 2023, The Benn Hall has hosted Strictly Come Dancing stars Ian Waite and Vincent Simone, a regular bingo evening, the UKDF Bodybuilding Tournament, theatre show Les Mis performed by Five Star Theatre and an Irish Dance Championship.
- 1.4 The venue continues to support vital community events such as NHS Blood Donating every month, Warwickshire Air Ambulance, Myton Hospice and Rotary annual events.
- 1.5 In 2021, Council approved a new part time post to support the continued growth with a 16-hour post for Event and Meeting Assistant. This post has enabled the core management team to continue to drive excellence and focus on the revenue generation of the venue.
- 1.6 However, with a core of 5 individual staff members, only 2 of which are full time, the staffing resources of the venue are reaching full capacity with regards to the potential occupation and hire of the venue.
- 1.7 The current staffing structure to deliver the performance and operational objectives consists of 130 hours per week whilst relying on a pool of casual bar staff to operate the bar facility on events:

- The Benn Hall Manager (37hrs)
- Operations Manager (37hrs)
- Bar Manager (20hrs)
- Administrator (20hrs)
- Event & Meeting Assistant (16hrs)

1.8 The Benn Hall has been operating a controlled Box Office service as previously reported with Box Office opening times restricted to 10am to 2pm Tuesday to Friday. This operational decision was to enable key tasks to be carried out whilst not overly restricting when the public can make event enquiries or bookings over the telephone or in person. Online bookings can be made 24/7 where the public are able to do so.

1.9 The Benn Hall has continued to improve its service offer and visual improvements including new projectors, LED screens and sound & lighting equipment. This has reduced the need to hire in external equipment and reduced the strain on the budget accordingly.

1.10 The 2023 and 2024 events calendar sees a high volume of weekends having at least one function, with multiple event bookings also being made. A recent example, in September 2023, The Benn Hall hosted The Carpenters Legacy on Saturday 16 September (3pm to 10pm) and UKDFA Bodybuilding 8am to 9pm on Sunday 17 September. All events and external hires require loading and unloading and the volume of hours exceeds what is publicly visible for an evening event.

1.11 To date, over 60% of weekend days are already booked for **2024**. 34 Saturdays and 31 Sundays already have confirmed bookings. As with 2023 we expect to see occupancy in excess of 80% at the weekend every year at The Benn Hall.

1.12 Whilst the performance of The Benn Hall is positive, the continued growth and future bookings puts ever increasing strain on a small core team to deliver The Benn Hall function. The team operated above contracted capacity to ensure that the operation of the venue continues smoothly, but to support the continued performance, the core team of staff needs to continue to review and grow accordingly.

1.13 The current staffing structure still operates on minimal staff resilience and can be adversely affected through staff sickness and annual leave requirements. The introduction of additional staffing resource will increase the resilience of the structure, but also enable further growth to occur in occupancy. The venue can only operate under health and safety conditions if appropriately trained staff are situated within the building, of which there are a limited number.

3. Duty Manager

- 3.1 To support continued growth and develop business opportunities to work towards being a successful entertainment venue in Rugby, there presents a need to review the staffing structure, utilisation of casual staff and secure committed hours.
- 3.2 Following a review and consideration of potential roles and responsibilities required to continue to deliver the current performance, it is deemed that a 37-hour post is essential to support the specific delivery of private bookings and events.
- 3.3 In previous iterations, The Benn Hall has utilised the role of Duty Manager. This role has been developed over the last 5 years and saw personal and professional development opportunities for existing staff with jobs reevaluated and graded through Human Resources. However, this change in structure has also left a gap at the bottom of the structure, where there is no introductory role to the business.
- 3.4 It is therefore proposed to establish the role of Duty Manager and add it back to the establishment as a junior post, whilst also growing the staffing structure.
- 3.5 A Job Description and Person Specification has been reviewed and revised through Human Resources to ensure it is still applicable.
- 3.6 The Duty Manager role has been evaluated as a Grade C with a salary range of £21,968 - £24,054 per annum for a full time 37 hour per week position. The total cost including National Insurance and pension for mid-point grade C is £31,140 per annum.

4. Financial Implications

- 4.1 The 2023/24 cost of recruiting to this post would be £9,083 if the post is recruited to during December. The post will then provide extra resource to the team resulting in the potential of additional income being made to offset this cost.
- 4.2 The 2024/25 budget will include the full year cost of the post but will be offset by an increase to the income budget of (£31,140) that will form part of the budget setting process for 2024/25.
- 4.3 With the creation of the new Duty Manager post, there will also be a decrease in the reliance and utilisation of casual staff. For 2022/23, the total spend on casual staff was £29,000 against a casual staff budget of £11,000.
- 4.4 In addition to the reduction to casual staff, the new Duty Manager would be trained on Sound and Lighting Technical Support for basic events, reducing the amount spent on external technical support.

4.5 With the service growth and the requirements of the touring shows, there has additional requirements for technician support for the operation of equipment. The Duty Manager post would be subject to appropriate training to reduce the requirement and expenditure on external technician costs.

4.6 A review of the 2024/25 fees and charges will be carried out to ensure it is made clear that customers can request external technical support above the capacity of the venue and will be subject to appropriate charges.

5. Conclusion

5.1 The Benn Hall continues to grow its operations and offer the residents of Rugby a venue to be proud of. It offers residents the opportunity to take part in leisure and cultural activities without leaving the borough.

5.2 Following continual review and analysis of business need, it is deemed appropriate to expand the core staff management team and establish the role of Duty Manager with specific responsibility to increase the operational availability of the venue and reduce the reliance upon casual and external staff.

5.3 Without the additional role, the venue will be limited to the number of bookings by the sheer volume of hours that staff are physically able to be present and open the building and considerations for the welfare of staff to deliver bookings would need to be further considered.

5.4 It is therefore recommended that the establishment of the proposed Duty Manager post be approved.

Name of Meeting: Cabinet
Date of Meeting: 4 December 2023
Subject Matter: Creation of Duty Manager post at The Benn Hall
Originating Department: Leisure and Wellbeing

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

AGENDA MANAGEMENT SHEET

Report Title: Football Pitch Improvement Programme

Name of Committee: Cabinet

Date of Meeting: 4 December 2023

Report Director: Chief Officer - Leisure and Wellbeing

Portfolio: Leisure and Wellbeing

Ward Relevance: All

Prior Consultation: Leadership Team, Financial Services, Planning Services, Birmingham County Football Association, Football Foundation and Rugby & District Sunday Football League

Contact Officer: Tom Kittendorf- Chief Officer Leisure & Wellbeing

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)
 This report does not specifically relate to any Council priorities but

(C) Climate
(E) Economy
(HC) Health and Communities
(O) Organisation

Summary: The report outlines a comprehensive 6-year Improvement Programme in partnership with The Football Foundation and seeks formal approval to enter a partnership with Rugby and District Sunday League to enable community funding from The Football Foundation. A request for the appropriate

utilisation of Section 106 funding to be grant funded to Rugby & District Sunday League, to be utilised as match funding towards Football Pitch Improvement Programme projects on Council managed public football pitches.

Financial Implications:

This report seeks to ensure that outlined projects have appropriate section 106 funding assigned and approved, to be utilised towards Football Foundation Pitch Improvement funding.

Risk Management Implications:

Risk management implications include the potential non delivery of the Football Pitch Improvement Programme, should recommendations not be approved, and the return of section 106 developer contributions, to the developer, if not committed to an appropriate project.

Environmental Implications:

Whilst the programme relates to pitch improvements, there are minimal environmental implications arising from this report. The pitches will see improvements to drainage, soil base and turf quality. Use of herbicide and fertilizer will be monitored and agreed as per the regular maintenance expectations of the Council's sports pitches.

Legal Implications:

Legal agreement to be formalised with Rugby & District Sunday League for provision of grant funding towards the Football Pitch Improvement Programme and licenses for their contractor to carry out the works to Council managed public Football pitches.

Equality and Diversity:

Equality and Diversity considerations have been taken into account and the proposed recommendations have a positive impact in terms of improved provision for all communities, and supports the health, wellbeing and safety of all communities.

Options:

- 1) Approve the Football Foundation Programme of Improvements and utilisation of Section 106 funding throughout the 6-year programme of works as set out in the report.
- 2) Reject the grant funding request.

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT the Football Foundation Grass Pitch Maintenance Fund programme of works including the future utilisation of Section 106 funding and delivery of the projects, be approved.

Reasons for Recommendation:

The successful delivery of the Pitch Improvement Programme projects will improve the quality of publicly available Council managed Football pitches, helping to deliver the Council's corporate priority to support residents to live active lives, with high quality, accessible green space and recreational facilities. While also ensuring appropriate spend of Section 106 money be approved.

Cabinet - 4 December 2023

Football Pitch Improvements Programme

Public Report of the Chief Officer - Leisure and Wellbeing

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT the Football Foundation Grass Pitch Maintenance Fund programme of works including the future utilisation of Section 106 funding in partnership with Rugby and District Sunday Football League, be approved.

Executive Summary

Rugby Borough Council owns and hires various sports pitches across the borough as part of its open spaces provision.

The Council was approached by Birmingham Football Association and Rugby & District Sunday Football League (RDSFL) with regard to a Football Foundation funding stream related to the improvement of grass pitches.

Whilst the Council is not eligible to apply directly for the funding, RDSFL as the local organising committee is. However, the RDSFL does not own any sites and uses the pitch provision offered by the Council.

Through partnership conversation with Birmingham FA and RDSFL, a formal partnership is proposed to carry out a 6-year programme of improvements with an application to the Football Foundation funding stream.

The total programme of improvements has had a specification of works totalling £204,801, of which the Football Foundation will contribute 50%. The remaining £102,399 match funding has been identified through appropriate utilisation of Section 106 contributions collected that are specifically ringfenced for the maintenance of Council owned sports pitches.

The Council would not be required to create a supplementary budget until Year 3 of the project, whereby Section 106 contributions would be brought forward. This would be a net nil budget and will be included in the budget setting process for 2026/27 for approval.

The objective of the 6-year programme will see the Council pitches raised from “poor” condition to “good” condition and protect and enhance community sport within the borough.

1. Introduction

- 1.1 The Football Foundation has launched a funding initiative, aimed at ensuring that by 2030, there are 20,000 'good' quality grassroots Football pitches across the country.
- 1.2 The Grass Pitch Maintenance Fund is a key part of this initiative and provides eligible organisations with a tapered six-year grant to help sustain pitches already at a 'good' level and enhance pitches that are either considered 'poor' or 'basic'.
- 1.3 Rugby Borough Council is not eligible to apply for this funding directly. Grassroots football clubs and leagues are eligible to apply for this funding, to sustain and enhance grassroots football pitches that they have access to use. Rugby & District Sunday Football League approached the Council with a proposal that it applies for this funding to deliver improvements to Council managed football pitches, that are available for public use.
- 1.4 In partnership with Birmingham Football Association, Rugby & District Sunday Football League carried out examinations of Council football pitches, available for public use at Whinfield Recreation Ground, Ashlawn Road Recreation Ground, GEC Recreation Ground and Alwyn Road Recreation Ground. These examinations were then assessed by representatives of the Grounds Management Association with reports produced stating that all football pitches at these sites have been rated as 'poor'.
- 1.5 The Council's Corporate Strategy 2021-24 Health and Wellbeing Priorities sets out that the Council will:
 - Support residents to live active lives, with high quality, accessible green space and recreational facilities
 - Make sure residents are proud of their borough
- 1.6 The reports produced by the Grounds Management Association have identified maintenance and improvement plans that would raise the quality of all outlined pitches to a 'good' standard. These reports also outline funding amounts from the Football Foundation Pitch Improvement Programme that would be available to support these pitch improvements.
- 1.7 The six-year tapered grants available from the Football Foundation means they will fund a reduced percentage of the initial grant value every two years, with match funding to be made available to make up the difference. This amounts to the match funding meeting one third of the total project cost.
- 1.8 In total, this report requests the utilisation of £102,399 of identified agreed Section 106 contributions, to be used to support **£204,801** of Football Foundation grant funding over the 6-year period, to deliver improvements to the quality of Council managed football pitches available for public use.
- 1.9 This report requests approval for the utilisation of Section 106 funding to be grant funded to Rugby & District Sunday Football League, to be directed as match funding towards Football Pitch Improvement Programme projects on Council managed public football pitches at Whinfield Recreation Ground, Ashlawn Road

Recreation Ground, GEC Recreation Ground and Alwyn Road Recreation Ground. This will be from 2026/27 for years 3 to 6 of the programme.

2. Football Foundation Pitch Maintenance Funding – Site Specific Identification

2.1 In partnership with Birmingham County Football Association, key sites in Rugby to put forward for Football Foundation Funding were identified. The pitches have been subject to recent Pitch Power Assessments, a Football Foundation methodology to assess the quality of grass pitches including turf, soil, drainage quality. The Grounds Maintenance Association has developed individual improvement plans for each site and confirmed the costs required to improve the pitches.

2.2 The individual sites and the proposed investment in to Rugby’s grass football pitches are outlined in the following tables. The ‘Club’ referenced in the table relates to the responsibility of the land owner, therefore the club is the borough council.

2.3 The sites identified are all grass pitch sites owned and maintained by the council and are subject to external pitch hire bookings and are utilised for organised football activity.

2.4 Alwyn Road Recreation Ground

ALWYN ROAD RECREATION GROUND

	Grant	Club	TPC
Year 1	9600	0	9600
Year 2	9600	0	9600
Year 3	6400	3200	9600
Year 4	6400	3200	9600
Year 5	3200	6400	9600
Year 6	3200	6400	9600
Total	38400	19200	57600

2.5 GEC Recreation Ground

GEC RECREATION GROUND

	Grant	Club	TPC
Year 1	6400	0	6400
Year 2	6400	0	6400
Year 3	4267	2133	6400
Year 4	4267	2133	6400
Year 5	2133	4267	6400
Year 6	2133	4267	6400
Total	25600	12800	38400

2.6 Whinfield Recreation Ground

WHINFIELD RECREATION GROUND

	Grant	Club	TPC
Year 1	28800	0	28800
Year 2	28800	0	28800
Year 3	19200	9600	28800
Year 4	19200	9600	28800
Year 5	9600	19200	28800
Year 6	9600	19200	28800
Total	115201	57599	172800

2.7 Ashlawn Road

ASHLAWN ROAD RECREATION GROUND

	Grant	Club	TPC
Year 1	6400	0	6400
Year 2	6400	0	6400
Year 3	4267	2133	6400
Year 4	4267	2133	6400
Year 5	2133	4267	6400
Year 6	2133	4267	6400
Total	25600	12800	38400

3. Section 106 Funding Contributions

- 3.1 Rugby Borough Council delivers a variety of schemes each financial year that are funded via Section 106 funding, where developer contributions are used towards the costs of providing community and social infrastructure.
- 3.2 This report sets out improvement projects to Council managed public football pitch sites that have been identified and approved within Section 106 funding legal agreements, that the Council can now bring forward for implementation, subject to confirmed partnership funding from The Football Foundation.
- 3.3 Section 106 funding from these agreements would not be drawn upon until year 3 of the 6-year project. At which point it will be used to support Football Foundation funding, to continue improved maintenance works to the outlined sites.

- 3.4 The recommendations of the report are to support the proposed improvements to Rugby Borough Council managed pitches at Whinfield Recreation Ground, Ashlawn Road Recreation Ground, GEC Recreation Ground and Alwyn Road Recreation Ground.
- 3.5 An allocation of £102,399 from various Section 106 agreements has been discussed with the Section 106 Officer and confirmed the projects meet the conditions and can be utilised for the projects.
- 3.6 Section 106 agreements B150 and B152 are signed legal agreements between Rugby Borough Council and developers that outline funding to be used expressly towards the maintenance of outdoor sports provision in the borough.

4. Next Steps

- 4.1 Upon approval that available match funding is available from Section 106 funds, the Council will support Rugby & District Sunday Football League with their application to the Grass Pitch Maintenance Fund.
- 4.2 With support from colleagues in the Council's legal department, agreements will be signed with The Football Foundation and Rugby & District Sunday Football League ensuring that funds are utilised to achieve the project aims and all work carried out on Council sites is performed in line with best practice by contractors.

Name of Meeting: Cabinet

Date of Meeting: 4 December 2023

Subject Matter: Football Pitch Improvement Programme

Originating Department: Leisure and Wellbeing

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Agenda No 9

AGENDA MANAGEMENT SHEET

Report Title: Council Tax Reduction Scheme 2024/2025

Name of Committee: Cabinet

Date of Meeting: 4 December 2023

Report Director: Chief Officer – Communities and Homes

Portfolio: Communities, Homes, Digital and Communications

Ward Relevance: All

Prior Consultation: Chief officer – Communities and Homes
Portfolio Holder – Communities, Homes, Digital and Communications, representatives from the Labour and Liberal Democrat groups and the officer Budget Working Group

Contact Officer: Zoe Chapman – Benefits Team Leader email: zoe.chapman@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)
Corporate Strategy 2021-2024
 This report does not specifically relate to any Council priorities but

Summary: To recommend to Council the adoption of a Council Tax Reduction Scheme for 2024/2025, based on the current 85% discount for qualifying households.

Financial Implications:

Funding for the provision of a Local Council Tax Reduction Scheme is no longer separately identified within the Revenue Support Grant. The cost of awards is met by the major preceptors. However, the cost of administering a scheme is borne by Rugby Borough Council. Please see section 5 on further financial implications if the scheme were to be changed.

Risk Management/Health and Safety Implications:

The Local Government Finance Act 2012 requires Local Authorities to design and implement a Local Council Tax Reduction scheme for 2024/2025 by 11th March 2024.

Any proposed change from the existing scheme, offering an 85% discount, would require consultation with the other preceptors.

They are unlikely to support any proposed increase to the current discount as this would be detrimental to the funding of key public services within the borough, as well as reducing the discretionary support available to all households at a time of crisis.

Environmental Implications:

There are no environmental implications arising from this report.

Legal Implications:

The recommendations within this report are governed by Section 13A and Schedule 1A of the Local Government Finance Act 1992 (as amended by the Local Government Finance Act 2012).

Section 5(2) of Schedule 4 of the Local Government Finance Act 2012, which inserts Schedule 1A to the Local Government Finance Act 1992 requires the Council to set its Council Tax Reduction Scheme by 31 January preceding the start of the financial year in which it is to apply.

This has been further amended by Regulation 2 of The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017 to 11 March.

The Local Government Finance Act 2012 requires Local Authorities to design and implement a Local Council Tax Reduction scheme for 2024/2025 by 11th March 2024.

Equality and Diversity:

The current Equality Impact Assessment has been reviewed and is attached as Appendix 1. The Council has duly considered its obligations in accordance with the Equality Act 2010.

Options:

1. Recommend to Council to approve the proposed scheme.
2. Reject the proposed scheme and subject any amendments to the required consultation.

Recommendation:

The Council Tax Reduction Scheme for 2023/2024 be adopted as the Council's Local Council Tax Reduction Scheme for 2024/2025.

Reasons for Recommendation:

To enable the Council to deliver a Council Tax Reduction Scheme for 2024/2025

Cabinet - 4 December 2023

Council Tax Reduction Scheme 2024/2025

Public Report of the Chief Officer – Communities and Homes

Recommendation

The Council Tax Reduction Scheme for 2023/2024 be adopted as the Council's Local Council Tax Reduction Scheme for 2024/2025.

1.0 Executive summary

The report sets out the context as to why agreement of a local Council Tax reduction scheme is needed as well as proposals to maintain the current 85% reduction of the overall council tax liability for qualifying households into 2024/25.

The potential financial impact on the council and the other preceptors (Warwickshire County Council and the Police), should the reduction levels be increased are explored, along with a sense of how the current scheme compares with those of a range of other local authorities.

The report also sets out what additional discretionary support is available from the Council to all households (not just those qualifying for the Council Tax Reduction Scheme) in times of need.

2. Background

- 2.1 The Local Government Finance Act 2012 requires Local Authorities to design and implement a Local Council Tax Reduction scheme for 2024/2025 by 11th March 2024.
- 2.2 The scheme only impacts customers who are of working age. Council Tax Reduction for customers of pensionable age is calculated in accordance with a national scheme and therefore is not affected by proposals contained in this report.
- 2.3 Rugby Borough Council, as the Billing Authority, takes the lead in designing and implementing the local scheme but is required to consult with major precepting authorities (Warwickshire County Council and the Warwickshire Police and Crime Commissioner), if any changes are proposed to a scheme.
- 2.4 The number of Council Tax Reduction Scheme claimants is broadly stable and as at end of June 2023 was 3,100 claimants.

3. Review of the Scheme for 2024/2025

3.1 Details of the current scheme can be found at <https://www.rugby.gov.uk/ctrs>.

3.2 In summary, the scheme is designed to reflect the individual needs of the applicant's household, considering:

- The size and makeup of the household.
- If any members of the household have a disability.
- If any grown up children or any other adults live with the applicant and could be expected to make a financial contribution towards the council tax bill.
- Any savings or investments held by the applicant and / or partner.
- The amount of income (wages, state benefits, etc.) received by the applicant and / or partner. Certain types of income are disregarded, in whole or in part, to provide additional support to those who have a disability or are in work.
- Council Tax Reduction is limited to 85% of the applicant's weekly council tax liability.
- Council Tax Reduction is not available to those who have savings or investments above £10,000.

3.3 As per the requirements of the Local Government Finance Act 1992, a Discretionary Council Tax Reduction Scheme is also available to all residents who are liable to pay council tax. The Council limits the amount available to £100,000 per year to provide this additional financial support to those with exceptional circumstances, or those who require additional support for a short period of time.

3.4 The costs of any discretionary amount awarded is split between preceptors in the appropriate proportions. However, the borough council bears the costs of administering the scheme.

4.0 How the current discount compares with other local authorities

4.1 A sample of CTRS of other local authorities (see table 1), including the rest of Warwickshire, indicates that the current discount is more generous than in some areas and slightly less than in others, but is not a significant outlier.

4.2 The discount is not the only cost factor. Authorities have different schemes therefore the criteria to qualify differs. Those authorities with a higher discount may have a more restrictive criterion, so less residents qualify for support.

4.3 The data is based on current schemes and may be liable to change as local authorities agree their budgets for 2024/25.

Table 1 Local Authority Council Tax Reduction Schemes

Local authority	% Maximum discount 2023/24
Torbay	70
Derby City	70
Chelmsford City	77
Stratford-on-Avon District	80
Bury	80
Nuneaton & Bedworth Borough	85
Coventry City	85
Rugby Borough Council	85
North Warwickshire Borough	91.5
Liverpool City	91.5
Sunderland City	91.5
Warwick District*	100

*moved to 100% from 2023/24.

5.0 Potential financial implications should the discount level be increased.

5.1 The financial impact of increasing the current discount of 85% is detailed in the below table.

Table 2 Revised cost of scheme at different discount levels

Current Cost £000	Scheme Discount %	Revised Cost based on current Council Tax charges. (£000	Increase (estimated) £000
3,200	85% (current)	3,200	-
3,200	90%	3,422	222
3,200	95%	3,640	440
3,200	100%	3,864	664

- 5.2 The workings in table 2 are based on the Council Tax Reduction caseload as of September 2023 and the 23/24 Council Tax charges.
- 5.3 Due to the complexities of the scheme the additional cost of any increase to the current discount offered at each interval is not exactly 5%. This is due to not all Council Tax Reduction recipients receiving the full 85%. Many receive a part award which is dependent on their household income and circumstances. This can vary considerably between £1 per week up to the full 85%.
- 5.4 It is also impossible to predict how many new claims will be received and how many recipients will no longer qualify for support due to changes in their circumstances throughout the year.
- 5.5 Based on internal workings and considering the additional complexities, a 5% step change in the current scheme would lead to an estimated additional cost of £0.220m.
- 5.6 Any proposed changes to the scheme would require that the preceptors be consulted. A further report would then be required to be submitted to Council, outlining any revised proposals.
- 5.7 Based on the estimated increase detailed in table 2, the cost impact on the preceptors would be as follows

Table 3 Estimated impact on preceptors

Scheme Discount %	Total Cost £000	Warwickshire County Council 76% £000	Warwickshire Police 13% £000	Rugby Borough Council 11% £000
85% (current)	-	-	-	-
90%	222	169	29	24
95%	440	335	57	48
100%	664	505	86	73

6.0 Conclusion

- 6.1 The current scheme is flexible and considers the individual circumstances of households and any changes in the circumstances that may occur.
- 6.2 Additional, discretionary support remains available to households in need.
- 6.3 Any proposed increase to the discount would be detrimental to the funding of key public services within the borough, as well as reducing the discretionary support available to all households at a time of crisis

Name of Meeting: Cabinet

Date of Meeting: 4 December 2023

Subject Matter: Council Tax Reduction 2024/2025

Originating Department: Communities and Homes

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.



Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Aftab Razzaq
Chief Officer for Legal and Governance
aftab.razzaq@rugby.gov.uk
01788 533521

Equality Impact Assessment

Service Area	Communities and Homes
Policy/Service being assessed	Council Tax Reduction Scheme 2024/25
Is this a new or existing policy/service?	Annual adoption of Council Tax Reduction Scheme by Council
If existing policy/service please state date of last assessment	November 2022
EqlA Review Team – List of members	Michelle Dickson and Aftab Razzaq
Date of this assessment	17 th August 2023
Signature of responsible officer (to be signed after the EqlA has been completed)	

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Chief Officer for Legal and Governance.

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	The adoption of the Council Tax Reduction Scheme will enable Rugby Borough Council to provide financial support to assist residents with payment of their council tax bill.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<ul style="list-style-type: none"> • Optimise income and identify new revenue opportunities. • Ensure that the council works efficiently and effectively.
(3) What are the expected outcomes you are hoping to achieve?	The adoption of the Council Tax Reduction Scheme will assist residents with the payment of their council tax bill.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	The scheme will affect customers.
<u>Stage 2 - Information Gathering</u>	As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g. service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).
(1) What does the information tell you about those groups identified?	We have household composition and financial information relating to our existing customers and therefore are able to assess the impact of any changes within the scheme.

Appendix 1

<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>No consultation has been undertaken due to no changes to the existing scheme being proposed.</p>		
<p>(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>No consultation has been undertaken due to no changes to the existing scheme being proposed.</p>		
<p><u>Stage 3 – Analysis of impact</u></p>			
<p>(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination? If yes, identify the groups and how they are affected.</p>	<p>RACE No</p>	<p>DISABILITY Yes - income from disability living allowance and personal independence payments will be disregarded when calculating entitlement</p>	<p>GENDER No</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP No</p>	<p>AGE Yes – only working age claimants will be affected</p>	<p>GENDER REASSIGNMENT No</p>

Appendix 1

	RELIGION/BELIEF No	PREGNANCY MATERNITY Yes - Customers who had/have a third child since April 2017 receive less financial support compared to a similar customer already in receipt of benefit as at 31 March 2017.	SEXUAL ORIENTATION No
<p>(2) <u>Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how? (b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>The scheme will provide financial support to assist with the payment of their council tax bill and therefore releasing income for other expenses.</p>		
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>The Council Tax Reduction Scheme takes into account the circumstances of the applicant and household to ensure that applicants receive financial support based on their individual needs.</p>		
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (This should form part of your action plan under Stage 4.)</p>	<p>A discretionary hardship fund will be available to provide additional support in appropriate cases.</p>		
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not, what can be done?</p>	<p>N/A</p>		

Appendix 1

(6) How does the strategy/service/policy promote good relations between groups? If not, what can be done?	n/a
(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	None

<u>Stage 4 – Action Planning, Review and Monitoring</u>																					
<p>If No Further Action is required then go to – Review and Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EqIA Action Plan</p> <table border="1" data-bbox="875 834 2119 1066"> <thead> <tr> <th>Action</th> <th>Lead Officer</th> <th>Date for completion</th> <th>Resource requirements</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Action	Lead Officer	Date for completion	Resource requirements	Comments															
Action	Lead Officer	Date for completion	Resource requirements	Comments																	
(2) Review and Monitoring State how and when you will monitor policy and Action Plan	The Council Tax Reduction Scheme is subject to adoption by Council on an annual basis.																				

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’



AGENDA MANAGEMENT SHEET

Report Title:	Additional Disabled Facilities Grant Funding 2023/24
Name of Committee:	Cabinet
Date of Meeting:	4 December 2023
Report Director:	Chief Officer - Communities and Homes
Portfolio:	Communities, Homes, Digital and Communications
Ward Relevance:	All
Prior Consultation:	Portfolio Holder and representatives from the political groups
Contact Officer:	Michelle Dickson (Chief Officer - Communities and Homes) michelle.dickson@rugby.gov.uk
Public or Private:	Public
Report Subject to Call-In:	No
Report En-Bloc:	Yes
Forward Plan:	Yes
Corporate Priorities:	This report relates to the following priority(ies): <input type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input checked="" type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) Corporate Strategy 2021-2024 <input type="checkbox"/> This report does not specifically relate to any Council priorities but
Summary:	The Council has received an additional allocation of £62,586 capital funding for Disabled Facilities Grants (DFG's) for 2023/24.

The report sets out proposals to transfer this allocation to the HEART partnership who deliver DFG services on behalf of the council.

Financial Implications:

A supplementary capital budget of £62,586 for 2023/24 will be required to enable the funds to be allocated to HEART to administer on the council's behalf. This funding is government grant which is being paid over to HEART and has no financial impact on the authority.

Risk Management/Health and Safety Implications:

There is a formal partnership agreement in place between the council and HEART, which Council agreed to extend for a further 5 years in April 2023.

The partnership agreement sets out the governance arrangements of HEART, including budget monitoring.

Environmental Implications:

There are no direct environmental implications arising from this report.

Legal Implications:

The Council is responsible for administering DFGs arising from its obligations under the Housing Grants Construction and Regeneration Act 1996 (as amended). The HEART shared service is the conduit for achieving this in respect of Rugby's residents.

Equality and Diversity:

Appendix 1 is the equality impact assessment that was undertaken for Council's consideration when extending the partnership agreement in April 2023. There are no new implications arising.

Options:

1. Assign the additional funding to HEART to administer as per the existing agreement
2. To return the additional grant allocation to Department for Levelling Up, Housing & Communities as there are no mechanisms outside of HEART to enable the spend

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT the capital programme relating to the DFG capital project be increased with a supplementary budget of £62,586 for 2023/24 to enable the funds to be allocated to HEART to administer on the Council's behalf.

**Reasons for
Recommendation:**

The HEART partnership is the established mechanism for delivering Rugby's Disabled Facilities Grants.

The funding is government grant which is being paid over to HEART and has no financial impact on the authority.

Cabinet - 4 December 2023

Additional Disabled Facilities Grant Funding 2023/24

Public Report of the Chief Officer - Communities and Homes

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT the capital programme relating to the DFG capital project be increased with a supplementary budget of £62,586 for 2023/24 to enable the funds to be allocated to HEART to administer on the Council's behalf.

EXECUTIVE SUMMARY

The report sets out proposals to transfer an additional allocation of funding of £62,586, ringfenced to the delivery of Disabled Facilities Grants (DFG's) to HEART, who deliver DFG services on behalf of the Council, through a current contractual arrangement which runs to April 2028.

1.0 Introduction

- 1.1 Each year, the Government allocates local authorities grant funding to enable them to facilitate improvements in disabled facilities and adaptations in the homes of the residents of the Borough. For the financial year 2023/24 the initial allocation to Rugby Borough Council was £717,236.
- 1.2 In September 2023, the Council received notification from the Department for Levelling Up, Housing & Communities of an additional DFG allocation to Rugby of £62,586 (please see appendix 2).
- 1.3 To enable the transparent allocation of this funding to HEART, to administer on the council's behalf for DFG purposes, it is necessary to seek formal approval from Council.
- 1.4 This additional funding is government grant which is being paid over to HEART and has no financial impact on the authority.

2.0 HEART

- 2.1 The Council is responsible for administering DFG's arising from its obligations under the Housing Grants Construction and Regeneration Act 1996 (as amended). The HEART shared service is the conduit for achieving this in respect of Rugby's residents.

3.0 Reason for Recommendation

- 3.1 The Council has an existing conduit for delivering DFG services, the requested transfer of funding will enable the delivery of these service for some of our most vulnerable residents.

Name of Meeting: Cabinet

Date of Meeting: 4 December 2023

Subject Matter: Additional Disabled Facilities Grant Funding 2023/24

Originating Department: Please select

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
App 1	Equality impact assessment
App 2	Decision letter from DLUHC ref additional DFG funding
	Medium Term Financial Strategy 2023-27 @ Cabinet 9 January 2023 https://www.rugby.gov.uk/meetings/meeting/1273/cabinet

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

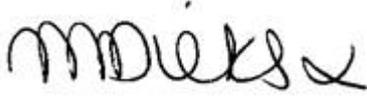
Doc No	Relevant Paragraph of Schedule 12A

Appendix 1 - EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Minakshee Patel
Corporate Equality & Diversity Advisor
minakshee.patel@rugby.gov.uk
Tel: 01788 533509

Equality Impact Assessment

Service Area	Communities and Homes
Policy/Service being assessed	HEART – contract extension 2023-28
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	Extension of an existing shared service
EqlA Review team – List of members	Michelle Dickson Minakshee Patel
Date of this assessment	16 March 2023
Signature of responsible officer (to be signed after the EqlA has been completed)	

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Advisor.

If you require help, advice and support to complete the forms, please contact Minakshee Patel, Corporate Equality & Diversity Advisor via email: minakshee.patel@rugby.gov.uk or 01788 533509

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	<p>The Council is responsible for administering DFGs arising from its obligations under the Housing Grants Construction and Regeneration Act 1996 (as amended). The HEART shared service is the conduit for achieving this in respect of Rugby’s residents.</p> <p>This share service approach is in keeping with the recommendations of the Department for Levelling Up, Housing and Communities and Department of Health and Social Care published guidance for ‘Disabled Facilities Grant delivery’ (published March 2022), which sets out the Guidance and the legal framework for grants and encourages Local Authorities to act in partnership to improve their services.</p> <p>The aim of the HEART service is to improve the delivery of the Disabled Facilities Grants service in terms of quality and timescales as well as offering a holistic assessment which is much more than just delivering adaptations. The service results in a positive impact for people with disabilities and other service users as defined under the protected characteristics in the Equality Act 2010.</p> <p>The partnership agreement comes to an end on 30th April 2023. However, partners are keen to extend this arrangement through to April 2028.</p>
(2) How does it fit with Rugby Borough Council’s Corporate priorities and your service area priorities?	<p>The service complements the corporate priorities as it enables residents to live healthy, independent lives with the most vulnerable protected.</p> <p>In addition, meets the objectives of the Housing Strategy 2022-24 in that the services helps to make most effective use of the existing housing stock through aids and adaptations.</p>
(3) What are the expected outcomes you are hoping to achieve?	Delivery of the statutory DFG service in a way that is responsive to the needs of residents.

<p>(4) Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	<p>The Home Environment Assessment and Response Team (HEART) project, a formal shared service arrangement between:</p> <ul style="list-style-type: none"> • Warwickshire County Council • Nuneaton and Bedworth Borough Council • North Warwickshire Borough Council • Rugby Borough Council • Warwick District Council • Stratford District Council <p>The project board is made up of senior officers from the partner organisations.</p> <p>Focused on service delivery, the desired outcome for the end user is increased efficiency, responsiveness and reduced waiting times for home adaptations and improvements. In achieving this it is hoped that the health inequalities for this cohort will be reduced.</p> <p>A wider benefit of the HEART service is that DFG's will support a reduction in non-elective admissions to hospital, reducing delayed transfers of care from hospital, reducing permanent admissions to residential and nursing care and help to increase the effectiveness of re-ablement services.</p>
<p><u>Stage 2 - Information Gathering</u></p>	<p>As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).</p>
<p>(1) What does the information tell you about those groups identified?</p>	<p>Disabled Facilities Grants are intended for those that qualify under the appropriate legislation:</p> <ul style="list-style-type: none"> • Housing Grants, (Construction and Regeneration ACT 1996) • The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002

<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>This is unnecessary as the improvements relate to efficiencies to be gained by continuing an existing service.</p> <p>However, going forward there will be an increased focus on deriving perception based customer satisfaction with outcomes. This will be achieved by measuring how safe people felt in their home at the point of referring into the service and again 3 months post completion of adaptations.</p>
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<p>(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>This is unnecessary as the improvements relate to efficiencies to be gained by continuing an existing service.</p> <p>However, going forward there will be an increased focus on deriving perception based customer satisfaction with outcomes. This will be achieved by measuring how safe people felt in their home at the point of referring into the service and again 3 months post completion of adaptations.</p>
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Stage 3 – Analysis of impact

<p><u>(1) Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>RACE</p> <p>No</p>	<p>DISABILITY</p> <p>Positive – supports people with disabilities to live safe, independent lives.</p>	<p>GENDER</p> <p>No</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP</p> <p>No</p>	<p>AGE</p> <p>No</p>	<p>GENDER REASSIGNMENT</p> <p>No</p>
	<p>RELIGION/BELIEF</p> <p>No</p>	<p>PREGNANCY MATERNITY</p> <p>No</p>	<p>SEXUAL ORIENTATION</p> <p>No</p>

<p><u>(2) Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>DFG's are not ring-fenced to adults – they are also available for supporting children to live in their current homes.</p> <p>Carers benefit from the DFG's too as resulting improvements reduce the need for lifting and carrying to provide support. A key area where this is evident is supported bathing.</p>
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>There is no adverse impact</p>
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>N/a</p>
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	<p>It ensures effective discharge of our statutory duties in respect of DFG's.</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>It is discharging a statutory duty.</p> <p>The partnership is governed by a board that works positively together according to defined terms of reference.</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>DFGs are mandatory. Health and social care professionals in Warwickshire are well acquainted with HEART and its service objectives.</p>

Stage 4 – Action Planning, Review & Monitoring

If No Further Action is required then go to – Review & Monitoring

(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

EqlA Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments

(2) Review and Monitoring
State how and when you will monitor policy and Action Plan

The contract monitoring and review will be via the formal meetings of the board which take place every three months.

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’



Department for Levelling Up,
Housing & Communities

Cathy Page
Deputy Director,
Housing with Care and
Support Division

Fry Building
2 Marsham Street
London
SW1P 4DF

07 September 2023

To Local Authority Chief Executives in:

1. Unitary Authorities
2. Metropolitan Borough Councils
3. County Councils
4. London Boroughs (including the City of London)

CC: District Councils

CC: Foundations, National Body for Disabled Facilities Grants and Home Improvement Agencies

Dear Chief Executive,

£50 million additional funding for the Disabled Facilities Grant in 2023-24

I am pleased to inform you that the allocation of an additional £50 million for the Disabled Facilities Grant (DFG) for 2023-24 has been confirmed to us by the Department of Health and Social Care (DHSC). This follows on from the announcement in the *Next steps to put People at the Heart of Care* of a further additional annual funding of £102m for the DFG across 2023-24 and 2024-25 with £50m for 2023-24 and £52m for 2024-25.

We will make these payments to local authorities in England today. A grant determination letter outlining the conditions of grant usage can be found in **Annex A**. Details of each local authority's allocation can be found in **Annex B**. This also specifies the DFG amounts which Tier 1 authorities must pay to each district council in their areas, unless otherwise agreed.

As you know, the DFG is capital funding for the provision of home adaptations to help eligible older and disabled people to live as independently and safely as possible in their homes. Where agreed locally (and in two-tier areas with the express agreement of district councils), a portion of the grant may also be used for wider social care capital projects.

Local housing authorities are encouraged to use this additional funding in an agile and responsive way to supplement the core delivery of DFG. Local authorities have powers as set out in the Regulatory Reform (Housing Assistance) Order 2002 to provide a wide range of home adaptation services to further help people to live independently, if they develop and publish a Housing Assistance Policy. Policies can include measures to speed up DFG delivery, for example, simplified systems to provide small-scale adaptations more quickly. They can also help to deal with access issues, enable rapid discharge of people from hospital, or prevent admission to hospital or residential care.

The DFG guidance for local authorities published last year includes further information and examples of improving home adaptation delivery through a Housing Assistance Policy. The guidance can be accessed here:

<https://www.gov.uk/government/publications/disabled-facilities-grant-dfg-delivery-guidance-for-local-authorities-in-england>.

Funding for the DFG is ring-fenced within the Better Care Fund. In two-tier areas the main DFG funding will be paid to the Tier 1 authorities (county councils), while the statutory duty to provide adaptations to the homes of those eligible people who qualify, continues to sit with Tier 2 local housing authorities (district councils). I can confirm that, building on our usual approach, each area should allocate DFG funding primarily for the provision of home adaptations, and in two-tier areas, unless specific agreement is given by any district council, Tier 1 authorities must pass down the DFG funding to their district councils in full, and in a timely manner, to enable the districts to continue to meet their statutory duty. Further details are set out in the BCF Policy Framework for 2023-25 which can be found [here](#).

Finally, I would like to draw your attention to Foundations, the National Body for DFGs and Home Improvement Agencies, which is funded by this department. Foundations acts as a centre of expertise and training and provides support to local authorities to enable the efficient, effective and timely delivery of the DFG and home adaptations. More information can be found at: <https://www-foundations-uk-com/>.

If you have any general questions about your authority's additional DFG funding in 2023-24 please send them to Disabled.facilitiesgrants@levellingup.gov.uk.

Regards,



Cathy Page
Deputy Director
Housing with Care and Support Division

ANNEX A: THE DISABLED FACILITIES CAPITAL GRANT (DFG) DETERMINATION ADDITIONAL FUNDING 2023-24 [31/6833]

The Parliamentary Under Secretary of State for Housing and Homelessness (“the Minister”) in exercise of the powers conferred by section 31 of the Local Government Act 2003 hereby makes the following determination:

Citation

1. This Determination may be cited as the Disabled Facilities Capital Grant Determination Additional Funding (2023-24) **[31/6833]**.

Purpose of the grant

2. The purpose of the grant is to provide support to local authorities in England towards capital expenditure lawfully incurred or to be incurred by them. This additional funding is to further provide support and uplift to local authorities.

Determination

3. The Minister determines as the Tier 1 authorities, unitary authorities and London Boroughs to which grant is to be paid and the amount of grant to be paid, the authorities and the amounts set out in **Annex B** to this determination.

Grant conditions

4. Pursuant to section 31(4) of the Local Government Act 2003, the Parliamentary Under Secretary of State for Housing and Homelessness determines that the grant will be paid subject to the conditions set out below.

Treasury consent

5. Before making this determination in relation to local authorities in England, the Minister obtained the consent of the Treasury.

Signed by authority of the **Parliamentary Under Secretary of State for Housing and Homelessness**



Cathy Page
Deputy Director
Housing with Care and Support
7 September 2023

GRANT CONDITIONS

1. Grant paid to a local authority under this determination may be used only for the purposes of meeting capital expenditure and as provided for in paragraphs 2 to 5 below.
2. Grant paid under this determination must be spent in accordance with a Better Care Fund (BCF) spending plan jointly agreed between the relevant local authority or local authorities and the relevant Clinical Commissioning Groups. This plan must be developed in keeping with the 2023-25 BCF Policy Framework and BCF Planning Requirements (which provides specific guidance on the DFG).
3. In two-tier authority areas each Tier 1 authority must pay the amounts specified in **Annex B** below as allocated to the named Tier 2 authorities in their area to those authorities in full **no later than 30 September 2023**, subject to paragraph 4.
4. A Tier 1 authority may retain part or all of an amount specified in **Annex B** below as allocated to a Tier 2 authority in their area if the relevant Tier 2 authority has expressly agreed, in accordance with National Condition 1, that the money is to be used for other social care capital projects.
5. Any money paid under this grant determination must only be used for the specific purpose of funding adaptations for disabled people who qualify for a Disabled Facilities Grant made under the Housing Grants, Construction and Regeneration Act 1996 or under the Regulatory Reform (Housing Assistance) Order 2002 (or any other social care capital projects where otherwise agreed as above).
6. The Chief Executive or Chief Internal Auditor of each of the recipient payment authorities (London Boroughs, Unitary Authorities and Tier 1 Authorities) are required to sign and return to Disabled.facilitiesgrants@levellingup.gov.uk at the Housing with Care and Support Division of the Department for Levelling Up, Housing and Communities a declaration, **to be received no later than 31st October 2024**, in the following terms:

“To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to the **Disabled Facilities Capital Grant Determination (2023-24) No [31/6833]** have been complied with”.
7. If an authority fails to comply with any of the conditions and requirements of paragraphs 1, 2, 3, 5 and 6 the Minister may-
 - a) reduce, suspend or withhold grant; or

b) by notification in writing to the authority, require the repayment of the whole or any part of the grant.

8. Any sum notified by the Minister under paragraph 7(b) shall immediately become repayable to the Minister.

ANNEX B: DISABLED FACILITIES GRANT ALLOCATIONS 2023-24

Tier 1 Authorities	2023-24 Allocations (additional £50m)
Cambridgeshire	£442,369
Cambridge	£73,948
East Cambridgeshire	£60,216
Fenland	£106,001
Huntingdonshire	£130,200
South Cambridgeshire	£72,002
Derbyshire	£689,180
Amber Valley	£126,919
Bolsover	£98,957
Chesterfield	£119,698
Derbyshire Dales	£52,507
Erewash	£92,691
High Peak	£48,426
North East Derbyshire	£71,526
South Derbyshire	£78,452
Devon	£719,491
East Devon	£133,616
Exeter	£85,002
Mid Devon	£71,365
North Devon	£96,957
South Hams	£76,751
Teignbridge	£131,563
Torridge	£73,955
West Devon	£50,279
East Sussex	£708,867
Eastbourne	£153,161
Hastings	£179,463
Lewes	£106,970
Rother	£160,977
Wealden	£108,293
Essex	£1,037,124
Basildon	£125,537
Braintree	£92,185
Brentwood	£36,661

Castle Point	£72,548
Chelmsford	£96,126
Colchester	£126,710
Epping Forest	£84,748
Harlow	£79,025
Maldon	£53,414
Rochford	£47,125
Tendring	£202,484
Uttlesford	£20,556
Gloucestershire	£597,064
Cheltenham	£89,400.00
Cotswold	£115,870
Forest of Dean	£87,104
Gloucester	£111,424
Stroud	£72,047
Tewkesbury	£121,217
Hampshire	£1,243,668
Basingstoke and Deane	£136,352
East Hampshire	£147,506
Eastleigh	£115,162
Fareham	£74,954
Gosport	£78,761
Hart	£73,133
Havant	£173,924
New Forest	£111,427
Rushmoor	£105,001
Test Valley	£120,026
Winchester	£107,420
Hertfordshire	£721,107
Broxbourne	£73,640
Dacorum	£86,169
East Hertfordshire	£67,413
Hertsmere	£68,446
North Hertfordshire	£83,175
St Albans	£67,627
Stevenage	£73,914
Three Rivers	£58,051
Watford	£66,916
Welwyn Hatfield	£75,752

Kent	£1,671,543
Ashford	£90,062
Canterbury	£117,663
Dartford	£59,647
Dover	£128,564
Gravesham	£102,763
Maidstone	£131,503
Sevenoaks	£113,711
Folkestone and Hythe	£131,363
Swale	£254,546
Thanet	£298,604
Tonbridge and Malling	£117,298
Tunbridge Wells	£125,816
Lancashire	£1,458,541
Burnley	£237,569
Chorley	£76,700
Fylde	£107,960
Hyndburn	£95,633
Lancaster	£187,109
Pendle	£96,406
Preston	£146,637
Ribble Valley	£34,294
Rossendale	£101,226
South Ribble	£67,551
West Lancashire	£125,955
Wyre	£181,497
Leicestershire	£388,065
Blaby	£57,923
Charnwood	£98,307
Harborough	£44,709
Hinckley and Bosworth	£50,518
Melton	£30,079
North West Leicestershire	£66,367
Oadby and Wigston	£40,161
Lincolnshire	£608,768
Boston	£55,211
East Lindsey	£177,969
Lincoln	£74,344
North Kesteven	£79,453
South Holland	£67,398

South Kesteven	£85,104
West Lindsey	£69,288
Norfolk	£799,108
Breckland	£116,024
Broadland	£88,456
Great Yarmouth	£117,630
King's Lynn and West Norfolk	£155,568
North Norfolk	£118,203
Norwich	£112,874
South Norfolk	£90,351
North Yorkshire	£446,328
Craven	£55,130
Hambleton	£47,241
Harrogate	£72,051
Richmondshire	£26,955
Ryedale	£57,803
Scarborough	£143,227
Selby	£43,920
Nottinghamshire	£688,188
Ashfield	£91,365
Bassetlaw	£115,592
Broxtowe	£85,861
Gedling	£103,770
Mansfield	£124,397
Newark and Sherwood	£101,158
Rushcliffe	£66,043
Oxfordshire	£581,025
Cherwell	£108,197
Oxford	£124,034
South Oxfordshire	£135,292
Vale of White Horse	£143,017
West Oxfordshire	£70,484
Somerset CC	£432,185
Mendip	£88,097
Sedgemoor	£95,330
South Somerset	£122,637
Somerset West and Taunton	£126,120

Staffordshire	£873,069
Cannock Chase	£91,730
East Staffordshire	£101,256
Lichfield	£96,788
Newcastle-under-Lyme	£149,661
South Staffordshire	£98,312
Stafford	£132,812
Staffordshire Moorlands	£154,786
Tamworth	£47,721
Suffolk CC	£610,951
Babergh	£66,339
Ipswich	£119,315
Mid Suffolk	£60,904
West Suffolk	£126,923
East Suffolk	£237,468
Surrey	£886,200
Elmbridge	£85,252
Epsom and Ewell	£68,523
Guildford	£70,323
Mole Valley	£77,384
Reigate and Banstead	£112,276
Runnymede	£76,283
Spelthorne	£82,307
Surrey Heath	£77,139
Tandridge	£45,583
Waverley	£74,398
Woking	£116,728
Warwickshire	£447,189
North Warwickshire	£69,333
Nuneaton and Bedworth	£144,164
Rugby	£62,586
Stratford-on-Avon	£83,895
Warwick	£87,210
West Sussex	£821,551
Adur	£64,592
Arun	£165,649
Chichester	£150,194
Crawley	£91,838
Horsham	£122,495

Mid Sussex	£101,494
Worthing	£125,287
Worcestershire	£537,834
Bromsgrove	£90,425
Malvern Hills	£59,588
Redditch	£83,104
Worcester	£68,082
Wychavon	£109,244
Wyre Forest	£127,390
Tier 1 Authorities Total:	£17,409,415

Unitary Authorities and London Boroughs	2023-24 Allocations (Additional £50m)
Barking And Dagenham	£162,033
Barnet	£251,704
Barnsley	£294,681
Bath And North East Somerset	£125,820
Bedford	£123,101
Bexley	£258,724
Birmingham	£1,129,415
Blackburn With Darwen	£185,841
Blackpool	£228,180
Bolton	£312,207
Bournemouth Christchurch & Poole	£307,008
Bracknell Forest	£84,502
Bradford	£448,266
Brent	£463,953
Brighton And Hove	£201,827
Bristol, City Of	£307,884
Bromley	£213,138
Buckinghamshire	£354,796
Bury	£181,205
Calderdale	£264,661
Camden	£91,338
Central Bedfordshire	£168,126
Cheshire East	£204,384
Cheshire West And Chester	£321,841
City Of London	£3,236
Cornwall	£658,684
County Durham	£609,785

Coventry	£364,894
Croydon	£261,141
Cumberland	£379,089
Darlington	£92,787
Derby	£202,732
Doncaster	£242,769
Dorset Council	£362,343
Dudley	£562,322
Ealing	£324,997
East Riding Of Yorkshire	£269,303
Enfield	£325,997
Gateshead	£184,219
Greenwich	£249,288
Hackney	£151,020
Halton	£174,058
Hammersmith And Fulham	£130,506
Haringey	£233,757
Harrow	£150,223
Hartlepool	£106,621
Havering	£179,477
Herefordshire, County Of	£197,963
Hillingdon	£445,991
Hounslow	£261,743
Isle Of Wight	£198,258
Isles Of Scilly	£2,560
Islington	£169,265
Kensington And Chelsea	£83,754
Kingston Upon Hull, City Of	£250,809
Kingston Upon Thames	£132,645
Kirklees	£316,230
Knowsley	£239,673
Lambeth	£146,458
Leeds	£723,042
Leicester	£236,824
Lewisham	£132,545
Liverpool	£742,959
Luton	£140,352
Manchester	£740,206
Medway	£215,591
Merton	£126,721
Middlesbrough	£197,916
Milton Keynes	£110,627
Newcastle Upon Tyne	£237,564

Newham	£248,523
North East Lincolnshire	£281,050
North Lincolnshire	£225,748
North Northamptonshire	£223,539
North Somerset	£206,063
North Tyneside	£163,091
Northumberland	£290,484
Nottingham	£241,575
Oldham	£204,475
Peterborough	£195,147
Plymouth	£245,531
Portsmouth	£179,729
Reading	£104,480
Redbridge	£211,972
Redcar And Cleveland	£156,216
Richmond Upon Thames	£168,040
Rochdale	£260,680
Rotherham	£267,342
Rutland	£23,582
Salford	£305,409
Sandwell	£412,628
Sefton	£420,887
Sheffield	£445,752
Shropshire	£317,752
Slough	£99,536
Solihull	£216,828
South Gloucestershire	£204,108
South Tyneside	£167,405
Southampton	£219,312
Southend-On-Sea	£150,180
Southwark	£147,133
St. Helens	£274,673
Stockport	£251,820
Stockton-On-Tees	£157,474
Stoke-On-Trent	£300,488
Sunderland	£353,874
Sutton	£157,747
Swindon	£113,996
Tameside	£248,632
Telford And Wrekin	£201,288
Thurrock	£115,054
Torbay	£185,749
Tower Hamlets	£202,505

Trafford	£215,530
Wakefield	£378,771
Walsall	£366,734
Waltham Forest	£206,135
Wandsworth	£153,579
Warrington	£193,922
West Berkshire	£180,210
Westminster	£150,890
Westmorland and Furness	£243,120
West Northamptonshire	£223,293
Wigan	£397,415
Wiltshire	£324,072
Windsor And Maidenhead	£90,064
Wirral	£412,184
Wokingham	£93,862
Wolverhampton	£311,632
York	£128,096
Unitary Authorities & London Boroughs Total:	£32,590,585
Total for additional DFG in 2023-24	£50,000,000.00

Agenda No 11

AGENDA MANAGEMENT SHEET

Report Title: Support of the Voluntary and Community Sector
2024/25

Name of Committee: Cabinet

Date of Meeting: 4 December 2023

Report Director: Chief Officer - Communities and Homes

Portfolio: Communities and Homes

Ward Relevance: All Wards

Prior Consultation: Warwickshire Community and Voluntary Action
(WCAVA)
Grants Working Group
6 Community Associations (CA) – Brownsover CA,
Benn Partnership Centre, Overslade CA, Newbold
on Avon Community Partnership, New Bilton CA,
Long Lawford CA
Rugby Foodbank

Contact Officer: Mary Jane Gunn
Communities and Projects Manager
maryjane.gunn@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place,
where we work together to reduce and mitigate the
effects of climate change. (C)
 Rugby has a diverse and resilient economy that
benefits and enables opportunities for all residents.
(E)
 Residents live healthy, independent lives, with
the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible,
effective, and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)
 This report does not specifically relate to any
Council priorities but

Summary:	<p>This report sets out proposals for the council's continued funding of the local voluntary and community sector for 2024/25.</p> <p>Outside of the scope of this report are the formal 2-year commissioned contracts held with both BRANCAB and WCAVA. These contracts run to 31 March 2025, with an option to extend for a further 2 years.</p>
Financial Implications:	<p>The financial implications are set out in section 3 of this report.</p>
Risk Management/Health and Safety Implications:	<p>Officers will continue to work closely, and in a timely way, with all funded organisations and service providers to review the progress they are making towards the activities outlined in their grant agreements and contracts.</p> <p>Payments will continue to be made by quarterly instalments, following review meetings and confirmation of satisfactory progress.</p> <p>An annual health check of the governance arrangements of each of the community associations is conducted to ensure the protection of public funds.</p> <p>The proposed ringfenced reserve of £10,000 for funding projects, unable to attract funding from elsewhere, is a means of ensuring that high quality projects, by organisations with the appropriate governance arrangements in place, and that will help deliver the councils priorities, can potentially still progress.</p>
Environmental Implications:	<p>The Climate Change and Environmental Impact Assessment (appendix 1) identified no specific issues</p>
Legal Implications:	<p>The Council has a wide power within section 2 of the Local Government Act 2000. This is known as the "wellbeing power" and seeks to promote or improve the economic, social, and environmental wellbeing of the Council's area. This includes the power to provide financial assistance to achieve this purpose.</p> <p>In addition to the "wellbeing power" the council is also able to utilise the General Power of Competence under the Localism Act 2011. This</p>

represents a more recent statutory power and further strengthens the ability of the Council to provide financial assistance as set out within this report.

The Community Associations will enter into an appropriate grant agreement, which includes a specification as to what activities and initiatives the funding will support (appendix 2).

Equality and Diversity:

An Equality Impact Assessment has been carried out and is attached as appendix 3 to this report.

Options:

1. Approve the recommendations.
 - Clear budgetary requirements in preparation for budget setting 2024/25
 - Providing surety for the community associations and Foodbank in 2024/25 (subject to budget setting)
2. Do not approve the recommendations.
 - Reconsider these proposals, there would be no certainty for community associations and the Foodbank in 2024/25.
 - There would be uncertainty ref budget setting for 2024/25.

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT -

- (1) the grant funding of the community associations and Foodbank, as detailed in table 1.0, be considered as part of budget setting for 2024/25;
- (2) delegated authority be given to the Chief Officer of Communities and Homes and the Chief Officer of Legal and Governance to determine the final grant terms;
- (3) a ringfenced reserve of £10,000 be set aside for funding projects, which are in the interests of the Council to see delivered, that are unable to attract funding from another source. WCAVA, in consultation with the Communities & Projects Manager, will refer potential projects for consideration by the Grants Working Group; and

(4) further work be undertaken in 2024/25 to develop proposals for the future funding of the voluntary and community sector.

**Reasons for
Recommendation:**

The recommendations present an opportunity for the council to continue to support the local voluntary and community sector.

The proposed devolving of a modest budget to community associations to support the establishment of smaller groups at a very local level, is a means of helping to increase capacity of the much valued local voluntary and community sector and is in response to insight offered by consultation with the Grants Working Group in August 2023.

Cabinet - 4 December 2023

Support of the Voluntary and Community Sector 2024/25

Public Report of the Chief Officer – Communities and Homes

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT -

- (1) the grant funding of the community associations and Foodbank, as detailed in table 1.0, be considered as part of budget setting for 2024/25;
- (2) delegated authority be given to the Chief Officer of Communities and Homes and the Chief Officer of Legal and Governance to determine the final grant terms;
- (3) a ringfenced reserve of £10,000 be set aside for funding projects, which are in the interests of the Council to see delivered, that are unable to attract funding from another source. WCAVA, in consultation with the Communities & Projects Manager, will refer potential projects for consideration by the Grants Working Group; and
- (4) further work be undertaken in 2024/25 to develop proposals for the future funding of the voluntary and community sector.

1. Executive Summary

- 1.1 The reports outlines proposals for the financial support of the voluntary and community sector in Rugby to be considered as part of the budget setting process for 2024/25.
- 1.2 The report does not cover the funding for BRANCAB and WCAVA as these are contractual, having gone through a formal procurement process. These contracts went live on 1 April 2023, and are for two years, with an option to extend for another 2 years.
- 1.3 The proposed continued investment, including an uplift to allow for inflation, in the work of the community associations is recognition of the valued work that they do and how this supports wider objectives in terms of localised approaches to Levelling Up.
- 1.4 However, new for 2024/25 is the proposed fund of £1,000 for each of them to administer, in consultation with Ward Members, to support small grassroots

voluntary and community organisations. This is an opportunity for the community associations to nurture smaller groups and in doing so develop additional capacity to deliver projects in their localities. It also redefines the council's role as that of an enabler, providing the modest funding to support this.

- 1.5 Further evidence of the enabling role of the Council is the ringfenced reserve of £10,000 that is recommended for 2024/25, to be set aside for funding projects, which are in the interests of the Council to see delivered, that cannot attract funding from another source. The referral mechanism for this will be via WCAVA, in consultation with the Communities & Projects Manager, with the referrals being determined by the Grants Working Group.
- 1.6 A recommendation has been made to continue the funding of the Foodbank at 2023/24 levels but with an uplift to allow for inflation during 2024/25. This is in response to the sustained increased demand for the support that they provide.
- 1.7 Finally, the report also commits to further develop the council's VCS offer beyond 2024/25, not least by using the opportunities afforded by horizon scanning to identify innovation within the sector and what works well elsewhere.

2. Background

- 2.1 The Council has a long-established track record of supporting the local voluntary and community sector. The support offer has evolved over time, to take account of new opportunities, including the introduction of the Rugby Lotto, and increased support to enable groups to become self-sufficient in securing funding for project delivery.
- 2.2 A key means of achieving this is via the Council's commissioned contract for community infrastructure support, delivered via WCAVA, with an important part of their role being to support the sector in identifying and following up on funding opportunities and, just as importantly, to develop the robust governance arrangements needed by community groups to be seen as 'grant ready' by would be funders.
- 2.3 Whilst outside of the scope of this report, it should be noted that the council has been successful in securing UK Shared Prosperity Fund (UKSPF) and has allocated £50,000 for 2023/24 to support community organisations and voluntary organisations in delivering community measures to reduce the cost of living, including through measures to improve energy efficiency, combat fuel poverty and climate change. The allocation of UKSPF funds will be overseen by the Local Partnership Group, established specifically for this purpose.

3. Proposed funding for 2024/25

- 3.1 Table 1 sets out the current funding for 2023/24, and the proposed arrangement for 2024/25. It should be noted that the consumer price index (CPI) is assumed at the September 2023 rate of 6.7%. Any increase will be applied using the rate which will be confirmed in February 2024.
- 3.2 Included within the 2024/25 funding proposal is a £1,000 micro grant assigned to each community association to administer in consultation with local Ward Members (see section 4.5).

Table 1.0 Current and proposed funding for the VCS in 2024/25

VCS Organisation	2023/24 Available Funding	6.7% CPI Increase	2024/25 Micro-grant	2024/25 Movement in Reserve	2024/25 Proposal
	£	£	£	£	£
New Bilton CA	7,500	503	1,000	-	9,003
Benn Partnership	7,500	503	1,000	-	9,003
Newbold upon Avon CA	7,500	503	1,000	-	9,003
Overslade CA	7,500	503	1,000	-	9,003
Brownsover CA	7,500	503	1,000	-	9,003
Long Lawford CA	7,500	503	1,000	-	9,003
Rugby Foodbank	8,000	536	-	-	8,536
Total	53,000	3,554	6,000	-	62,554
Reserve	15,000	-	-	(5,000)	10,000
Grand Total	68,000	3,554	6,000	(5,000)	72,554

4. Supporting communities to deliver projects

- 4.1 New for 2023/24, and in lieu of a community grants programme, was the creation of a ring-fenced reserve of £15,000 set aside for funding projects, delivering in the interests of the Council, that were unable to attract funding from other sources.
- 4.2 The reserve is there as a safety net and is not intended as a grants pot for groups apply to. It is something for WCAVA to offer as a potential funding solution, in the absence of other identifiable funding opportunities.
- 4.3 At the time of writing, there has been no call on this reserve so far for 2023/24. It is therefore proposed that the reserve for suitable projects be retained at a reduced level of £10,000 for 2024/25.
- 4.4 A consultation with the Grants Working Group, undertaken in August 2023, highlighted that the core challenge faced by the local VCS is the inability of small groups to obtain startup / incubator funding to allow them to become established and develop so that they can attract grant from alternative funding sources or just to carry out simple projects. It is such groups that

would potentially benefit from micro grants, of less than £300 to do meaningful activities at a very local level.

- 4.5 In response to this feedback it is proposed to devolve £1,000 to each of the community associations listed in table 1 to utilise, in consultation with Ward Members for micro grants (not more than £300) to help with small group development / projects.

5. Support for Community Associations

- 5.1 The six Community Associations in the most deprived Wards (see table 1.0) are supported through a grant funding agreement with RBC, each receiving £7,500 for 2023/24.
- 5.2 This financial support is a means of the council enabling the Community Associations to support localised approaches to Levelling Up and tackling issues within their communities.
- 5.3 There is an emphasis on issues that impact on the key determinants of health such as being in work, accessing services and combatting loneliness.
- 5.4 This amount has not increased for several years, and for 2024/25 it is proposed that each group have an uplift in grant funding to reflect inflation, in line with the consumer price index to reflect both their increased costs and activities. As the inflation figure will not be confirmed until February 2024, the proposals outlined in table 1.0 have assumed 6.7%.

6. Support for the Foodbank

- 6.1 Financial support for the Foodbank was significantly increased in 2023/24 to reflect the “perfect storm” they were facing of increases in costs of utilities and food, a potential drop in donations and increased demand for their services.
- 6.2 In 2022/23, the Foodbank saw a 34% increase in demand for their services (from 2021/22).
- 6.3 In 2022/23 the Foodbank distributed 7,394 emergency food parcels for adults and 2835 food parcels for children. In the first two quarters of 2023/24 the Foodbank have provided 1549 food parcels with 2099 adults and 1234 children supported, this represents a 20% increase on the same period last year.

7. Conclusion

- 7.1 The proposals reflect the Council’s enabling role in supporting the voluntary and community sector in Rugby during 2024/25 as well as a commitment to continue to develop proposals for future support of the sector beyond then, supported by learning from horizon scanning and understanding best practice.

Name of Meeting: Cabinet

Date of Meeting: 4 December 2023

Subject Matter: Support of the Voluntary and Community Sector 2024/25

Originating Department: Communities and Homes

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications, and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Rugby Borough Council

Climate Change and Environmental Impact Assessment

RBC - Support for the Voluntary and Community Sector (VCS) 2024/25

CONTEXT

In 2019 the UK Parliament set a commitment in law to reach net zero carbon emissions by 2050. Achieving this target will require considerable effort with public bodies, private sector organisations, the third sector and individuals working together to take action. Rugby Borough Council declared a climate emergency in 2019, in doing so committed to:

- To move the Council's operations towards Carbon Neutrality by 2030.
- To establish action to tackle climate change as a key driver of all decision-making.
- To provide community leadership in reducing the impact of Climate Change.
- To take action to mitigate the impact of climate change on a Borough wide basis and beyond, through adaptation.

The Council's Corporate Strategy (2021-24) [link](#) sets ambitious outcomes in relation to Climate Change. These ambitions must now be progressed through the decisions which the Council makes.

It is therefore important that Rugby Borough Council gives due regard to climate change when making decisions. In the context of the Council's business, Climate Change includes carbon emissions, biodiversity, habitat loss and environmental destruction. When putting forward recommendations for decision, officers must assess how these recommendations are likely to influence our climate change commitments by completing the following Climate Change and Environmental Impact Assessment.

A copy of this Climate Change and Environmental Impact Assessment, including relevant data and information should be forwarded to the Deputy Executive Director.

SECTION 1: OVERVIEW

Portfolio and Service Area	Communities & Homes
Policy/Service/Change being assessed	Support for the Voluntary & Community Sector in Rugby
Is this a new or existing Policy/Service/Change?	No
If existing policy/service, please state date of last assessment	Environmental Impact Assessments were introduced as standard for all decisions following the last review of the VCS. The last Environmental Impact Assessment of this service area was November 2022.
Ward Specific Impacts	None
Summary of assessment Briefly summarise the policy/service/change and potential impacts.	The report sets out proposals for the funding of the voluntary and community sector for 2024//25
Completed By	Mary Jane Gunn, Communities & Projects Manager
Authorised By	Michelle Dickson, Communities & Homes
Date of Assessment	27 September 2023

SECTION 2: IMPACT ASSESSMENT

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Fleet usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable Transport/Travel (customers and staff)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Community leadership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will build the capacity of community leaders through delivery of local services		Mary Jane Gunn	2024/25
Biodiversity and habitats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Adaptation/Mitigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Impact on other providers/partners	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will support a number of partners & stakeholders to deliver local services		Mary Jane Gunn	2024/25

SECTION 3: REVIEW

Where a negative impact is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review date	February 2025
Key points to be considered through review	Has positive impact been achieved/evidenced?
Person responsible for review	Mary Jane Gunn Communities and Projects Manager
Authorised by	Michelle Dickson, Chief Officer, Communities & Homes.

Support of the Voluntary and Community Sector

Cabinet Report 4 December 2023

Appendix 2

Grant Agreement for the Community Associations 2024-25

1.0 Objectives:

The grant funding from the council will be awarded to support the community association in meeting the following objectives:

1. Understanding the needs of the community they support
2. Enabling people to take an active role in their community
3. Providing / enabling activities and services which contribute to improved living standards:
 - the well-being of the community
 - tackling issues of isolation and loneliness
 - supporting more vulnerable groups
 - tackling social and digital exclusion
 - tackling issues of financial exclusion
 - working collaboratively with other partners and agencies to deliver the above, avoid duplication as well as ensure the best use of resources
4. Provide activities which recognise Rugby Borough Council's Corporate Strategy 2021-24:
 - Rugby is an environmentally sustainable place, where stakeholders work together to reduce and mitigate the effects of climate change
 - Rugby has a diverse and resilient economy, which benefits all residents
 - Residents are able to live healthy, independent lives, with the most vulnerable protected
 - Rugby Borough Council is a responsible, effective, and efficient organisation

2.0 Grant payment triggers:

Payments will be triggered by the following:

- Completion of an annual, light touch, organisational health review in respect of governance, required policies and insurances. An instalment equivalent to 20% of the annual SLA payment will be triggered by completion of this review
- Engagement in quarterly review meetings with officers of the Communities and Projects Team, to discuss progress in achieving the objectives outlined in 1.0. The completion of each review meeting will trigger SLA payment

Appendix 3 EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:

Corporate Equality & Diversity Team

Equality Impact Assessment

Service Area	Communities & Homes
Policy/Service being assessed	Support for the Voluntary and Community Sector in Rugby 2024/25
Is this a new or existing policy/service?	No
If existing policy/service, please state date of last assessment	10 November 2022
EqlA Review team – List of members	Mary Jane Gunn Tracy Southam (WCAVA)
Date of this assessment	27 September 2023
Signature of responsible officer (to be signed after the EqlA has been completed)	

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Team.

Details of Strategy/ Service/ Policy to be analysed

Stage 1 – Scoping and Defining

(1) Describe the main aims, objectives, and purpose of the Strategy/Service/Policy (or decision)?

The report sets out proposals for the funding of the voluntary and community sector for 2024/25.

The proposed funding can be summarised as follows:

That the 6 Community Associations in our most deprived Wards (Benn, New Bilton, Overslade, Long Lawford, Brownsover, Newbold upon Avon) who we support through a Service Level Agreement, receive an inflationary increase in 2024/25 linked to the consumer price index.

That a discretionary fund of £1000 each is placed at the disposal of the 6 Community Associations in our most deprived wards to offer micro grants (less than £300) to small grassroots organisations. The community associations will be supported by their ward councillors in dispersing these funds.

That the Foodbank, whose funding was increased from £2000 pa in 2022/23 to £8000 in 2023/24 receives an inflationary increase in 2024/25, linked to the consumer price index.

That it is noted that the funding of Warwickshire Community and Voluntary Action (WCAVA) and Bedworth, Rugby, and Nuneaton Citizens Advice Bureau (Brancab) have funding in place for 2024/25 (with an option to extend for a further 2 years)

In addition, following consideration by the Grants Working Party, the Community Grants Programme in its traditional format be discontinued as the micro grants referred to above and additional community grants from UK Shared Prosperity Fund (UKSPF) can better meet the needs of the VCS in Rugby.

<p>(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?</p>	<p>The proposed funding will:</p> <ul style="list-style-type: none"> - Assist Rugby to be an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change - Support Rugby in having a diverse and resilient economy that benefits and enables opportunities for all residents - Support residents in living healthy, independent lives, with the most vulnerable protected.
<p>(3) What are the expected outcomes you are hoping to achieve?</p>	<p>The proposals will provide an opportunity for the council to work closely with the voluntary and community sector to help achieve its corporate objective of enabling our residents to lead healthy, independent lives, as well as to encourage increased collaborative working in the sector.</p>
<p>(4) Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	<p>The proposed funding will be focused on supporting residents and helping them avoid crisis.</p> <p>Our employees will monitor the contracts and SLA's and work collaboratively with the organisations we support.</p> <p>Wider community groups will benefit from the infrastructure support needed by them to ensure good governance and development.</p> <p>This proposal offers our Community Associations surety of funding to help them provide much needed core services in our priority areas in terms of deprivation.</p>
<p><u>Stage 2 - Information Gathering</u></p>	<p>As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g., service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional, and local data sources).</p>

(1) What does the information tell you about those groups identified?	Our information tells us that there is increased demand for advice services, for support for community infrastructure and for the support of the community associations in our priority wards.
(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?	<p>We have quarterly meetings with our Community Associations who report to us on the activities they are delivering to support residents in their localities.</p> <p>We receive quarterly monitoring reports and have quarterly monitoring meetings with Brancab and WCAVA.</p> <p>We monitor and support the Foodbank through the Rugby Homeless Forum and our regular contact with them.</p>
(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.	N/A – See above.

Stage 3 – Analysis of impact

<p>(1) Protected Characteristics From your data and consultations is there any positive, adverse, or negative impact identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	RACE N	DISABILITY N	GENDER N
	MARRIAGE/CIVIL PARTNERSHIP N	AGE N	GENDER REASSIGNMENT N
	RELIGION/BELIEF N	PREGNANCY MATERNITY N	SEXUAL ORIENTATION N

<p><u>(2) Cross cutting themes</u></p> <p>(a) Are your proposals likely to impact on social inequalities e.g., child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>Our proposals will impact on child poverty and geographically disadvantaged communities, by supporting residents.</p> <ul style="list-style-type: none"> - To access very local support offered by their community associations who are best placed to understand and meet local needs. - To access high quality advice services provided by BRANCAB through a range of channels ensuring that all residents can maximise their incomes, tackle debt and access support. - To ensure that local organisations have great governance structures and effective mechanisms for attracting grant funding. Thus, increasing delivery of local services to meet local needs.
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>N/A</p>
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (This should form part of your action plan under Stage 4)</p>	<p>N/A</p>
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not, what can be done?</p>	<p>Equality will be promoted by:</p> <ul style="list-style-type: none"> - Advice services being free to access with a variety of channels open including delivery from community venues, by phone, by email and in person. - Monitoring of the advice service will understand that beneficiaries are reflective of the population in the Borough, underrepresented groups will be identified, and measures put in place to target service delivery to them. - Support for the Community Associations is targeted on our most deprived wards
<p>(6) How does the strategy/service/policy promote good relations between groups? If not, what can be done?</p>	<p>Our proposals will foster a collaborative approach between different sectors of the voluntary and community sector, focussing on support and enabling the sector rather than giving out small amounts of grant funding will reduce competition between small community organisations.</p>

(7) Are there any obvious barriers to accessing the service? If yes, how can they be overcome?

None identified.

Stage 4 – Action Planning, Review & Monitoring

If No Further Action is required, then go to – Review & Monitoring

(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

EqlA Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments

(2) Review and Monitoring
State how and when you will monitor policy and Action Plan

The Communities & Projects Team will monitor all contracts and service level agreements and ensure data is collected to help identify impact.

Please annotate your policy with the following statement:

An Equality Impact Assessment on this policy was undertaken on 27 September 2023 and will be reviewed in September 2024

AGENDA MANAGEMENT SHEET

Report Title: Housing Revenue Account stock condition survey

Name of Committee: Cabinet

Date of Meeting: 4 December 2023

Report Director: Chief Officer - Communities and Homes

Portfolio: Communities, Homes, Digital and Communications

Ward Relevance: All

Prior Consultation: Portfolio Holder; Party Representatives (Labour and Liberal Democrat); Budget Working Group

Contact Officer: William Winter (William.winter@rugby.gov.uk)

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)
 This report does not specifically relate to any Council priorities but

Summary: The report demonstrates the Council's ongoing commitment to being a responsible and trusted landlord of choice.

The commissioning of a stock condition survey will provide a solid evidence base for determining future investment in the council's portfolio of Housing Revenue Account properties.

The proposal is to initially engage an external supplier to survey 60% of the housing stock and 100% of communal areas in the first tranche.

The proposed phase 1 of inspection will include the production of up-to-date Energy Performance Certificates for 700 homes, initially, to better inform our understanding of the decarbonisation requirements of the stock as well as compliance with the Decent Homes Standard (DHS).

Financial Implications:

The financial implications, including those of achieving value for money, are set out on section 9 of the report.

Risk Management/Health and Safety Implications:

The proposed approach enables the Council to have an informed view of the condition of the housing stock. The resulting evidence-base will determine the future investment requirements to ensure that the Council's homes are, at a minimum, compliant with the decent homes' standard and benefit from improved energy performance.

A clear understanding of stock condition also reduces the likelihood of future shock events arising that could adversely impact on the robustness of the Housing Revenue Account.

A more detailed commentary in respect of risk is detailed in section 8 of the report.

Environmental Implications:

An environmental impact assessment forms appendix 1 to this report.

Legal Implications:

The Social Housing Regulation Act (2023) sets out the regulatory regime for social housing.

The Regulator for Social Housing has a specific expectation that social landlords will have an accurate record at an individual property level on the condition of their stock, based on a physical inspection of all homes and that this is kept up to date.

Ensuring compliance with the Decent Homes Guidance is a requirement of all social housing providers.

Equality and Diversity:

An equality impact assessment forms appendix 2 to this report.

Options:

Procure a suitably qualified and experienced contractor with sufficient resource to conduct a stock condition survey, as outlined in 3.2. The utilisation of appropriate external expertise will enable the Council to achieve a rapid understanding of the current condition of its housing stock.

The alternative approach would be for the Council to independently secure and subsequently deploy resource to carry out the required survey works in-house. The risks of this approach are set out in more detail in section 8 of this report, indicating why this is not the preferred option.

To do nothing is not an option.

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT -

- (1) the proposed phase 1 (as outlined in section 3.2 of the report) stock condition survey be approved;
- (2) a supplementary budget of £283,000 from Housing Revenue Account reserves be established for phase 1 of the stock condition survey; and
- (3) provision be made at Housing Revenue Account budget setting for 2024/25 onwards for a rolling programme of 20% stock condition surveys and 350 Energy Performance Certificates per annum, or in compliance with the prevailing requirements of the Regulator for social housing, or its equivalent.

Reasons for Recommendation:

The Council is legally and morally obliged to ensure that its homes are safe, well-maintained and energy efficient for current and future tenants.

Adequate data on the condition of the stock will help future business planning and investment.

In adopting this approach, the council will be delivering on the priorities set out in its Housing Strategy 2022-24 which aims to *increase the quality and affordability of homes, not least by improving the energy efficiency of our poorer performing housing stock and at the same time reducing carbon emissions.*

Cabinet - 4 December 2023

Housing Revenue Account stock condition survey

Public Report of the Chief Officer - Communities and Homes

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT -

- (1) the proposed phase 1 (as outlined in section 3.2 of the report) stock condition survey be approved;
- (2) a supplementary budget of £283,000 from Housing Revenue Account reserves be established for phase 1 of the stock condition survey; and
- (3) provision be made at Housing Revenue Account budget setting for 2024/25 onwards for a rolling programme of 20% stock condition surveys and 350 Energy Performance Certificates per annum, or in compliance with the prevailing requirements of the Regulator for social housing, or its equivalent.

1.0 Executive summary

The ambition of the Council is to be a trusted landlord of choice, providing quality homes at affordable rents for the residents of the borough now and into the future.

In addition, there is a recognition that good quality housing is a key determinant of ensuring positive health and social outcomes for our tenants.

The report sets out recommendations for conducting phase 1 of a stock condition survey of Housing Revenue Account properties – 60% of homes and 100% of communal areas, as well as Energy Performance Certificates for 700 properties.

The cost of phase 1 will be £283,000 and will be met from Housing Revenue Account reserves.

The proposal also recommends that, as part of future budget setting, provision should be made for delivering a rolling programme of surveys of 20% per annum. This demonstrates proactive asset management and provides a continued evidence base upon which to inform future investment decisions.

The scale, logistics and risks associated with this project requires that the work is best undertaken by a suitably qualified, experienced and adequately resourced contractor. Their services will be procured via a framework which has already been through the process of establishing both competency and value for money.

In the wider operational context, it should be noted that the Regulator for Social Housing has a specific expectation that social landlords will have an accurate record at an individual property level on the condition of their stock, based on a physical inspection of all homes and this is kept up to date.

2.0 Introduction

- 2.1 The safety and welfare of our tenants is paramount in exercising our duties as a responsible landlord.
- 2.2 Conducting a stock condition survey, accompanied by collection of up-to-date Energy Performance Certificate data will create visibility of the condition of the council's Housing Revenue Account (HRA) asset base and in doing so be a robust evidence base for future and continued investment and robust HRA business planning.
- 2.3 The resulting evidence base will also demonstrate compliance with the Regulator for Social Housing's consumer regulation requirements and adherence to the Decent Homes standard.
- 2.4 The additionality of incorporating an assessment against the Housing Health and Safety Rating System (HHSRS), a risk based tool for evaluating risk in private-rented sector housing, improves the robustness of the data the council will hold about its housing stock.

3.0 Proposed works

- 3.1 The appointed contractor will be required to conduct a visual inspection to systematically assess the age and condition of each key building component (both external and internal items) and report upon the current attributes and condition.
- 3.2 The first phase will comprise:
 - 2300 surveys
 - 200 communal areas
 - 700 energy performance certificates
- 3.3 Using digital solutions, the contractor will upload the stock survey data directly on to the council's asset management system (Technology Forge - TF). A key requirement is that the data can be extracted and manipulated to inform future reporting and business planning.

4.0 Managing the customer experience

- 4.1 A key requirement is that the contractor will develop and implement a resident communication plan, to ensure effective and timely communication with tenants. This will be run in tandem with the Council's own communication channels, which will provide both reassurance and an explanation of the rationale for the survey work to the tenant base.

- 4.2 The contractor will own the booking process, confirming appointments by calling tenants as needed, rescheduling missed appointments etc to ensure the requisite quantity of surveys are completed without undue inconvenience or nuisance. Tenants will always be contacted to agree an alternative appointment if needed.
- 4.3 By taking account of tenant feedback and their experiences the contractor will be required to apply a lesson learned approach to adjust processes and to ensure the required contractual outcomes.

5.0 Proposed Key Performance Indicators (KPI's)

5.1 The contractor will be required to produce succinct KPI data at agreed frequencies, as part of the wider contract. management process. These will include updates on:

- Total sites (communal areas) surveyed,
- Total home surveys completed,
- Total visits booked,
- Total no access visit 1,
- Total no access visit 2,
- Total no access visit 3,
- Overall Completion - communal areas %
- Overall completion - homes %

6.0 The wider regulatory context

6.1 The Regulator for Social Housing has recently completed consultation on its proposed amendments to consumer regulation, following Royal Assent of the Social Housing Regulation Act in July 2023.

6.2 They are planning to replace the current consumer standards with 4 new ones, which better reflect their statutory objectives, which will come into effect from April 2024. These are the:

- Safety and Quality Standard
- Transparency, Influence and Accountability Standard
- Neighbourhood and Community Standard
- Tenancy Standard

6.3 The regulator's narrative around the Safety and Quality standard highlights a concern that:

'there are significant variations in landlords understanding of the condition of their homes, and the recent cases of poor quality and disrepair coming to light demonstrate that not all tenants' homes are being maintained to the safety and quality standards required. This is unacceptable. Landlords must know the condition of their homes to ensure they comply with all relevant requirements'.

6.4 A specific expectation is that social landlords will have an accurate record at an individual property level on the condition of their stock, based on a physical inspection of all homes and this is kept up to date.

7.0 Environmental aspects of the proposed works

7.1 The completion of 700 EPC's in phase 1 will prioritise those properties where:

- There is no current EPC data
- Current certification is more than 10 years old
- Or, where any improvements have been carried out by the council that are likely to have changed the potential energy performance of the property.

7.2 Again, this data will support future investment planning in readiness for the current 2030 requirement for social landlords to achieve a minimum of EPC rating of C in their housing stock.

7.3 It is proposed that provision be made in future budget setting for to enable 350 EPC surveys per annum

7.4 An Environmental Impact Assessment forms appendix 1 to this report.

8.0 Risk management

8.1 The absence of comprehensive stock condition data for the HRA is a risk to the Council.

8.2 The rationale for proposing 60% as phase 1 of the stock condition survey work is to ensure deliverability and to allow a period of reflection on lessons learned to support the commissioning of future phases.

8.3 There is an inevitability that some tenants will not permit access for surveyors to conduct the inspections. This is evident from our landlord experience in gaining safe access to tenants' homes in respect of gas servicing. This is likely to result in additional support being required from both the Legal Services and Housing Services Teams. The demand for repairs may also increase, because of survey findings. This will be monitored as part of the management of the project.

8.4 Stock condition surveying services are in extremely high demand across the social housing sector. For the council to attempt to this independently, without the support of an external specialist would be extremely risky, particularly in terms of being able to secure suitable qualified and experienced people to undertake the works. With the market for such services being so competitive, there is also the likelihood of a high turnover in any staffing secured as they move on to perceived better opportunities. here would also be potential delays to project implementation as a result.

8.5 A substantial benefit of contracting out the works means that the contractor will be taking responsibility for delivery but also for the administration involved in managing the logistic for delivery, not least the booking of appointments and managing of day-to-day enquiries.

- 8.6 This will have the added benefit of ensuring that the responsive repairs service telephony and back-office support will not be diverted away from the business-as-usual side of maintaining the Council's homes whilst the surveys progress.
- 8.7 The contractor proposals will be based on an assumed number of surveyors per day, as well as the remote inputting of data onto TF being effective and not slowing surveyors down. If the technology does prove to be cumbersome then the contractor will consider alternative to ensure progress is sufficient to ensure project viability.
- 8.8 Throughout the process, senior surveyors on the supplier's team will be required to audit quality and analyse any trends or failures to ensure issues are proactively rectified and/or accommodated for. This includes at least 10% of surveys being rechecked for both quality control and validation purposes. There will be a requirement that this % will increase if anomalies are found for any reason, to target remedial action.
- 8.9 There will be a robust approach to contract management by the Council's Asset Manager, which will include the development, maintenance and review of a risk register for the duration of the project.
- 8.10 It is proposed that following phase 1 there will be a period to reflect on the lessons learned and to refine requirements to inform the commissioning of phase 2 (the next 20% of the stock) to take place later in the 2024/25 and phase 3 (the remaining 20%) in the first half of 2025/26. Securing the required budgets to do this year-on-year form part of the recommendations of this report
- 8.11 The most efficient route to market is via a suitable and established framework. The benefit of this approach is that the procurement will have already been done to establish the framework, which will have included the appropriate due diligence in respect of value for money, quality, suitability, and experience. By calling off the framework the council can also substantially accelerate the project to implementation stage.

9.0 Financial issues

- 9.1 It is proposed that budget provision be made as part of rent setting from 2024/25 onwards to enable:
- annual stock condition surveys of at least 20% of the stock to be carried out each year.
 - for collecting of a minimum of 350 Energy performance certificates (these only have to be renewed every 10 years and it is best proactive to do so when improvements have been made to properties)
- 9.2 By doing this, the approach of regular assessment and update of the Council's stock condition understanding will form business as usual.

9.3 The results arising from the stock condition survey work will have potential implications for the future HRA capital programme. However, until the survey findings are known then the potential impact cannot be quantified. That said, potential scenarios can be modelled and tested.

10.0 Conclusion

10.1 The Council is already committed to being a proactive and responsible landlord, committed to providing high quality homes for our current and future tenants.

10.2 By having a comprehensive plan in place for the collection of stock condition and EPC data, the council will be better placed to make future decisions in respect of investment requirements.

10.3 By having a plan in place to ensure that this data is refreshed and re-validated at regular intervals, by undertaking a further 20% survey of the stock per year, integrated into business as usual demonstrates sound asset management principles.

Name of Meeting: Cabinet
Date of Meeting: 4 December 2023
Subject Matter: Housing Revenue Account stock condition survey
Originating Department: Communities and Homes

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Appendix 1 - Rugby Borough Council

Climate Change and Environmental Impact Assessment

CONTEXT

In 2019 the UK Parliament set a commitment in law to reach net zero carbon emissions by 2050. Achieving this target will require considerable effort with public bodies, private sector organisations, the third sector and individuals working together to take action. Rugby Borough Council declared a climate emergency in 2019, in doing so committed to:

- To move the Council's operations towards Carbon Neutrality by 2030.
- To establish action to tackle climate change as a key driver of all decision-making.
- To provide community leadership in reducing the impact of Climate Change.
- To take action to mitigate the impact of climate change on a Borough wide basis and beyond, through adaptation.

The Council's Corporate Strategy (2021-2024) [link](#) sets ambitious outcomes in relation to Climate Change. These ambitions must now be progressed through the decisions which the Council makes.

It is therefore important that Rugby Borough Council gives due regard to climate change when making decisions. In the context of the Council's business, Climate Change includes carbon emissions, biodiversity, habitat loss and environmental destruction. When putting forward recommendations for decision, officers must assess how these recommendations are likely to influence our climate change commitments by completing the following Climate Change and Environmental Impact Assessment.

A copy of this Climate Change and Environmental Impact Assessment, including relevant data and information should be forwarded to the Deputy Chief Executive.

If you require help, advice and support to complete the form, please contact Dan Green, Deputy Chief Executive.

SECTION 1: OVERVIEW

Portfolio and Service Area	Communities and Homes
Policy/Service/Change being assessed	Implementation of stock condition surveys of RBC Social Housing Stock
Is this a new or existing Policy/Service/Change?	New Asset Management system procured.
If existing policy/service please state date of last assessment	2012-2013 and less than 1% of the HRA stock was surveyed
Ward Specific Impacts	All Wards
Summary of assessment Briefly summarise the policy/service/change and potential impacts	<p>Rugby Borough Council has procured and implemented a new Asset Management System called TF Cloud. The previous Asset Management system was not fit for purpose and contained little information of value.</p> <p>The new system requires all data from our HRA stock to be transferred to the new system to ensure it is current, correct and in line with the new Housing Regulators requirements. This needs to be done in a short timeframe to comply. The system also needs to be configured to our needs.</p> <p>RBC does not have the resources to survey and input data for the current housing stock of approximately 3500 properties.</p> <p>To achieve this, RBC have engaged with Ark Consultancy, configure the system, to carry out the necessary surveys and input the data, with a time frame of approximately 6-8 months commencing in October. Alongside the surveys, Ark to refresh all EPC data in the same timeframe.</p> <p>Ark proposes to carry out 2300 surveys (60%) of 3500 properties, and 100% of communal areas, reflecting regulator expectations, and norms being observed across other organisations in the sector.</p> <p>The benefits to RBC will be:</p> <ul style="list-style-type: none"> • Up to date knowledge of the condition of HRA stock. • Comply with the Housing Regulators stipulations regarding stock condition.

	<ul style="list-style-type: none"> • Assist with mitigation in disrepair claims and complaints relating to damp and mould. • Target investment in the HRA stock. • EPC data will allow targeting of properties to deliver warm, energy efficient homes whilst reducing carbon emissions and fuel poverty. • Allow RBC to produce long term planned maintenance strategies over 5,10- and 30-year cycles. • Allow RBC to make informed decisions on acquisitions and disposals of the HRA stock. • Assist in the Councils ambition to reach net zero.
Completed By	William Winter
Authorised By	Michelle Dickson
Date of Assessment	21 st September 2023

SECTION 2: IMPACT ASSESSMENT

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The Housing regulator requires all providers to have up to date knowledge of their housing stock. Surveys are required to access this data and populate the new Asset Management system. The surveys will also allow RBC to mitigate possible disrepair claims as the data will advise which properties require attention.</p> <p>The government currently have several grant funding schemes relating to de-carbonisation. All are subject to competitive bid, subject to match funding, and they are generally dependent on EPC rating. This information will allow RBC to target bids and strategize match funding. The data will also guide which properties are worth investing in, and which may be disposed of and</p>			

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
				replaced by newer more efficient homes. Planned programmes can be developed to ensure all properties meet the current Decent Homes standard, and its successor when the current consultation has finished. Many properties will require large investment in the next 10-20 years as major elements reach the end of their life cycle.			
Fleet usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable Transport/Travel (customers and staff)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Community leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Biodiversity and habitats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Adaptation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Impact on other providers/partners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

SECTION 3: REVIEW

Where a negative impact is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review date	N/A-One off project
Key points to be considered through review	N/A
Person responsible for review	N/A
Authorised by	Michelle Dickson

APPENDIX 2 - EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:

Corporate Equality & Diversity Team

Equality Impact Assessment

Service Area	Communities & Homes
Policy/Service being assessed	Provision of a Housing Revenue Account (HRA) Stock Condition Survey and collection of up-to-date Energy Performance Certificate (EPC) data.
Is this a new or existing policy/service? If existing policy/service, please state date of last assessment	New
EqlA Review team – List of members	William Winter Mary Jane Gunn
Date of this assessment	22 September 2023
Signature of responsible officer (to be signed after the EqlA has been completed)	

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Team.

Details of Strategy/ Service/ Policy to be analysed

Stage 1 – Scoping and Defining	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	<p>The safety and welfare of our tenants is paramount in exercising our duties as a responsible landlord.</p> <p>Conducting a stock condition survey (SCS), accompanied by collection of up-to-date Energy Performance Certificate (EPC) Data will create visibility of the condition of the Council's Housing Revenue Account (HRA) asset base and in doing so be a robust evidence base for future investment and HRA business planning.</p>
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<p>The Stock Condition Survey and collection of up-to-date EPC certificates delivers against the following corporate priorities:</p> <ul style="list-style-type: none"> - Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effect of climate change. - Residents live healthy, independent lives with the most vulnerable protected. <p>The SCS will support future investment planning in helping the Council to achieve its Net Zero ambitions and support the decarbonisation of the council's housing stock.</p> <p>The data will provide an evidence base upon which to inform future investment decisions, in keeping with our objective of being a responsible, effective and efficient organisation.</p> <p>The Regulator of Social Housing (RSH) expects social landlords to have an accurate record at an individual property level on the condition of their stock, based on a physical inspection of all homes and that this is kept up to date.</p>
(3) What are the expected outcomes you are hoping to achieve?	<p>700 EPC's 2300 property surveys (60%) 200 communal areas surveyed (100%)</p>

<p>(4) Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	<p>The SCS/collection of EPC's will affect:</p> <p>RBC Tenants RBC Employees</p>
<p><u>Stage 2 - Information Gathering</u></p>	<p>As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).</p>
<p>(1) What does the information tell you about those groups identified?</p>	<p>The population affected are RBC tenants and we have good quality data available on this population available through our CX system.</p>
<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>We consult with tenants on a regular basis in a variety of forums both informal and more formal such as our Tenants Panel and we are aware that the condition of their homes, and the energy efficiency of their homes are their top priority, in addition, in 2023 we will be undertaking a Tenant Satisfaction Survey – See below.</p> <p>We do not need to specifically consult with tenants to undertake this work, as it is a requirement of the regulator to demonstrate compliance.</p>
<p>(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>In April 2023 the RSH introduced the Tenant Satisfaction Measures Standard. The Tenant Satisfaction Measures Standard requires us to undertake a comprehensive Tenant Satisfaction Survey using standardised questions formulated by the RSH in consultation with providers of social housing.</p> <p>RBC will undertake this significant consultation with all of our tenants commencing in October 2023 and this will give us a powerful opportunity to understand our tenants views on the housing service we provide including how satisfied tenants are that their homes are well maintained and safe.</p> <p>Our survey results will support other initiatives such as the SCS in making future decisions in respect of investment requirements and will underpin our ability to develop service improvement plans using a robust evidence base.</p>

<u>Stage 3 – Analysis of impact</u>			
<p><u>(1) Protected Characteristics</u> From your data and consultations is there any positive, adverse, or negative impact identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>RACE No adverse impact</p>	<p>DISABILITY Positive impact – We will be better able to understand how our properties may be suitable for aids and adaptations.</p>	<p>GENDER No adverse impact</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP No adverse impact</p>	<p>AGE Positive impact – We will be better able to understand how our properties may be suitable for aids and adaptations.</p>	<p>GENDER REASSIGNMENT No adverse impact</p>
	<p>RELIGION/BELIEF No adverse impact</p>	<p>PREGNANCY MATERNITY No adverse impact</p>	<p>SEXUAL ORIENTATION No adverse impact</p>
<p><u>(2) Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g., child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>Our proposals will help us improve our homes including their energy efficiency, this will have a direct positive impact on those in poverty including children in poverty who live in our homes.</p>		
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>No adverse impacts have been identified.</p>		

(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (This should form part of your action plan under Stage 4.)	N/A
(5) How does the strategy/service/policy contribute to the promotion of equality? If not, what can be done?	This initiative promotes equality of opportunity to good quality housing by giving us a robust tool for making future decisions in respect of investment requirements.
(6) How does the strategy/service/policy promote good relations between groups? If not, what can be done?	N/A
(7) Are there any obvious barriers to accessing the service? If yes, how can they be overcome?	<p>We know that there is a risk that some tenants will not permit access for surveyors to conduct inspections. This is evident from our experience in gaining safe access to tenants' homes in respect of gas servicing.</p> <p>In order to overcome this the appointed contractor will develop and implement a tenant communication plan to ensure effective and timely communication with our tenants, this will be run in tandem with RBC's own communication and engagement channels.</p> <p>We will take account of tenant feedback and their experiences to adjust processes as required in order to meet the required contractual outcomes.</p>

<u>Stage 4 – Action Planning, Review & Monitoring</u>	
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<p>If No Further Action is required, then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>No further action is required.</p> <p>EqlA Action Plan</p> <table border="1" data-bbox="875 349 2112 579"> <thead> <tr> <th>Action</th> <th>Lead Officer</th> <th>Date for completion</th> <th>Resource requirements</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																						
<p>(2) Review and Monitoring State how and when you will monitor policy and Action Plan</p>	<p>This EqlA will be reviewed in September 2024.</p>																									

Please annotate your policy with the following statement:

An Equality Impact Assessment on this policy was undertaken on 22 September 2023 and will be reviewed on 22 September 2024

AGENDA MANAGEMENT SHEET

Report Title:	Treasury Management Mid-Year Report 2023/24
Name of Committee:	Cabinet
Date of Meeting:	4 December 2023
Report Director:	Chief Officer - Finance and Performance
Portfolio:	Finance, Performance, Legal and Governance
Ward Relevance:	N/A
Prior Consultation:	Cabinet
Contact Officer:	Paul Conway, Finance Manager, paul.conway@rugby.gov.uk, 01788 533405
Public or Private:	Public
Report Subject to Call-In:	Yes
Report En-Bloc:	No
Forward Plan:	No
Corporate Priorities:	This report relates to the following priority(ies): <input type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) Corporate Strategy 2021-2024 <input type="checkbox"/> This report does not specifically relate to any Council priorities but
(C) Climate (E) Economy (HC) Health and Communities (O) Organisation	
Summary:	The report sets out the treasury management activities from 1 April – 30 September 2023.
Financial Implications:	None as a direct result of the report, however, the report ensures that the Council is aware of the current Treasury Management position.

Risk Management Implications:	There are no risk management implications arising from this report.
Environmental Implications:	There are no direct environmental implications arising from this report and so no Climate Change and Environmental Impact Assessment is required.
Legal Implications:	There are no legal implications arising from this report.
Equality and Diversity:	There are no direct equality and diversity implications arising from this report and so no Equality Impact Assessment is required.
Options:	None as direct result of this report.
Recommendation:	<ol style="list-style-type: none">1) The report be noted; and2) the monitoring and the review of Treasury Management indicators be agreed.
Reasons for Recommendation:	To comply with the CIPFA Treasury Management Code of Practice and Prudential Code.

Cabinet - 4 December 2023

Treasury Management Mid-Year Report 2023/24

**Public Report of the Chief Officer – Finance and Performance
Chief Officer - Finance and Performance**

Recommendation

- 1) The report be noted; and
- 2) the monitoring and review of the Treasury Management indicators be agreed.

1. Executive Summary

- 1.1 The Treasury Management function of Rugby Borough Council, similar to other local authorities in the UK, manages the financing and liquidity needs of the Council in a prudent and responsible manner. In doing so it utilises its surplus cash balances, investing this money for the benefit of the local taxpayers.
- 1.2 In order to do this, it sets parameters within which to operate that are monitored on a daily basis. On the only occasion that these parameters were breached during the first half of the year, a correction was made at the earliest opportunity.
- 1.3 During the year investment income has risen due to increased interest rates which are likely to continue at the current level into next year before slowly falling back.
- 1.4 The Lothbury Property Trust, in which the Council has an investment, will probably terminate on 31 December with the final value of the investment returned to the Council.
- 1.5 The Council has not needed to borrow further funds during 2023/24 a situation which is expected to continue during 2024/25 while interest rates remain at the current level.

2 Background

- 2.1 The Council is required to operate a balanced budget which broadly means that, year on year, cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus cash is invested in low-risk counterparties or instruments commensurate with the Council's risk appetite, providing adequate liquidity initially before considering investment return as per the Council's Treasury Management Strategy which was adopted on 1 April 2023.2.2 The second main function of the treasury management service is the

funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning to ensure that the Council can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans or using longer term cash flow surpluses. On occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

2.3 Accordingly, treasury management is defined as:

“The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

3 Introduction

3.1 On 1 April 2023, in accordance with the *CIPFA Code of Practice for Treasury Management in the Public Sector*, Council approved the Treasury Management Strategy for 2023/24. The Code requires the Council to approve a treasury management strategy before the start of each financial year, a mid-year report and an annual report after the end of each financial year. The code requires local authorities to comply with three key principles:

KEY PRINCIPLE 1

*Public service organisations should put in place formal and comprehensive objectives, policies and practices, strategies and reporting arrangements for the **effective management and control of their treasury management activities.***

KEY PRINCIPLE 2

*Their policies and practices should make clear that **the effective management and control of risk** are prime objectives of their treasury management activities and that responsibility for these lies clearly within their organisations. Their appetite for risk should form part of their annual strategy, including any use of financial instruments for the prudent management of those risks, and should ensure that **priority is given to security and portfolio liquidity** when investing treasury management funds.*

KEY PRINCIPLE 3

*They should acknowledge that the **pursuit of value for money** in treasury management, and the use of suitable performance measures, are valid and important tools for responsible organisations to employ in support of their business and service objectives; and that within the context of effective risk management, their treasury management policies and practices should reflect this.*

3.2 This is a report on the Treasury Management activities for the first half of 2023/24 (the mid-year report).

3.3 In addition to its own resources (General Fund and Housing Revenue Account (HRA) balances, capital receipts, etc.) the Council also collects council tax on behalf of Warwickshire County Council, the Office of the Police and Crime Commissioner for Warwickshire, and Parish Councils. This means that at given points of time during the financial year, the Council has significant cash holdings which require management prior to scheduled payment dates to the preceptors.

A summary of transactions, and the levels of investments and borrowings held, is contained within this report.

- 3.4 The Chief Financial Officer reports that during the first 6 months of the year there has been one breach of the treasury management strategy. This occurred on 3 April whereby there was in excess of £10.000m in the Lloyds bank account due to an unplanned amount of income being received too late in the working day for officers to negotiate the movement of excess funds. This was corrected the following day when money was invested through the money markets.
- 3.5 The Council has two investments in property funds one of which is managed by Lothbury Investment Management. The Council has recently received a termination notice from the fund managers at Lothbury. The fund will, subject to no alternative options becoming available, terminate on 31 December 2023 at which point the current value of the investment will be returned to the Council.
- 3.6 To further enhance the strategic treasury management process and to provide key data to stakeholders, officers are currently in the process creating a dedicated treasury management dashboard which will review investments and borrowing, report on treasury management indicators and monitoring counterparty and investment limits as included in the Treasury Management Strategy. This is currently at the concept stage, but once fully developed officer will share with the Committee for reference purposes.

4 Economic Review April - September 2022 – provided by Link Asset Services (Corporate Treasury Advisors) September 2023

- 4.1 The underlying growth in the British economy appears to have lost momentum over the summer. July saw a month on month decline in GDP by 0.5%, caused in part by industrial action being carried out throughout 2023. Inflation has not fallen as quickly as expected, CPI inflation falling from 8.7% in April to 6.7% in September, its lowest rate since February 2022, but still the highest in the G7. However, core CPI inflation has dropped from 6.9% to 6.1% in September.
- 4.2 Despite there being a cooling in labour market conditions, there is no evidence yet that it has led to an easing in wage growth (as the 3myy growth of average earnings rose to 7.8% in August, excluding bonuses).
- 4.3 Interest rates rose by a further 100bps, taking Bank Rate from 4.25% to 5.25% and, possibly, the peak in the tightening cycle. In its monetary policy meeting on 20 September, the Bank of England left interest rates unchanged at 5.25%. The weak August CPI inflation release, the recent loosening in the labour market and the downbeat activity surveys appear to have convinced the Bank of England that it has already raised rates far enough. The minutes show the decision was “finely balanced”. Five MPC members voted for no change and the other four voted for a 25bps hike.
- 4.4 Like the US Fed, the Bank of England wants the markets to believe in the higher for longer narrative. The statement did not say that rates have peaked and once again said if there was evidence of more persistent inflation pressures “further

tightening in policy would be required”. Governor Bailey stated, “we’ll be watching closely to see if further increases are needed”. The Bank also retained the hawkish guidance that rates will stay “sufficiently restrictive for sufficiently long”.

4.5 This narrative makes sense as the Bank of England does not want the markets to decide that a peak in rates will be soon followed by rate cuts, which would loosen financial conditions and undermine its attempts to quash inflation. The language also gives the Bank of England the flexibility to respond to new developments. A rebound in services inflation, another surge in wage growth and/or a further leap in oil prices could conceivably force it to raise rates in December. The slowing in interest rate rises has also seen a weakening in the pound from \$1.30 to \$1.21 during Q3.

4.6 The FTSE 100 has gained more than 2% since the end of August, from around 7,440 on 31st August to 7,608 on 29th September. The rebound has been primarily driven by higher energy prices which boosted the valuations of energy companies. The FTSE 100’s relatively high concentration of energy companies helps to explain why UK equities outperformed both US and Euro-zone equities in September. Nonetheless, as recently as 21st April the FTSE 100 stood at 7,914.

5 Interest Rate Outlook

5.1 The Council has Link Asset Management as its treasury advisors and part of their service is to assist the Council to formulate a view on interest rates. The Public Works Loan Board (PWLB) rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1 November 2012.

5.2 The forecast on 25 September sets out a view that both short and long-dated interest rates will be elevated for some little while, as the Bank of England seeks to squeeze inflation out of the economy.

5.3 Since December 2021 the Monetary Policy Committee of the Bank of England has Bank Rate has seen 14 increases bringing it up to 5.25%. The rate was held at the same level in September 2023, and it is expected to remain at this level until Q3 of 2024 after which it is expected to ease during 2025

5.4 Link’s PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps, calculated as gilts plus 80bps) which has been accessible to most authorities since 1 November 2012.

Link Group Interest Rate View	25.09.23												
	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26
BANK RATE	5.25	5.25	5.25	5.00	4.50	4.00	3.50	3.00	2.75	2.75	2.75	2.75	2.75
3 month ave earnings	5.30	5.30	5.30	5.00	4.50	4.00	3.50	3.00	2.80	2.80	2.80	2.80	2.80
6 month ave earnings	5.60	5.50	5.40	5.10	4.60	4.10	3.60	3.10	2.90	2.90	2.90	2.90	2.90
12 month ave earnings	5.80	5.70	5.50	5.20	4.70	4.20	3.70	3.20	3.00	3.00	3.00	3.00	3.00
5 yr PWLB	5.10	5.00	4.90	4.70	4.40	4.20	4.00	3.90	3.70	3.70	3.60	3.60	3.50
10 yr PWLB	5.00	4.90	4.80	4.60	4.40	4.20	4.00	3.80	3.70	3.60	3.60	3.50	3.50
25 yr PWLB	5.40	5.20	5.10	4.90	4.70	4.40	4.30	4.10	4.00	3.90	3.80	3.80	3.80
50 yr PWLB	5.20	5.00	4.90	4.70	4.50	4.20	4.10	3.90	3.80	3.70	3.60	3.60	3.60

6 Interim Treasury Management Report and Summary of Transactions

6.1 Where the Council has surplus funds, these funds are invested to achieve maximum return whilst keeping in mind the core principles of Security, Liquidity and Yield.

6.2 In reviewing and monitoring the impact of the Council's treasury management activities, rather than looking at the interest received on investments and the interest paid on borrowings in isolation it is important that the Net Cost of Borrowing against the Budget that has been set is monitored. Given the spread of interest rates for investments against those for borrowing, there are times when borrowing is deferred, and investments minimised, because of surplus cash held, which is used to meet day to day expenditure. Therefore, an underachievement in interest receivable against budget, whilst seeming to be adverse, may, because it also produces a reduction in interest payable on borrowing, lead to a more favourable outcome for the Council.

6.3 The Council has a strategy of matching Investment maturity profiles with loan maturity profiles in order that there are sufficient funds available to repay the borrowing where it is in the best interests of the Council.

6.4 The table below shows a summary of the treasury management activity over the six-month period from 1 April to 30 September 2023.

	Principal Amount £000	Interest Rate %
Investments - as at 1 April 2023	78.234	2.93%
- matured in period	(57.000)	
- arranged in period	65.813	
- as at 30 Sept 2023	87.047	4.55%
Debt - as at 1 April 2023	83.300	2.03%
- matured/repaid in period	0	
- arranged in period	0	
- as at 30 Sept 2023	83.300	1.95%

Between October 2023 and March 2024, there will be £27.000m of current investments maturing. Over the next few months, officers will be reviewing the approach to take which may lead to using the maturing investments being retained to support the day-to-day cashflow.

Please see **Appendix A** and **Appendix B** for further details.

7 Debt Management Strategy

7.1 As previously advised the redevelopment of the Council's multistorey flat sites resulted in the increase of the HRA Capital Financing Requirement from 2020/21 onwards.

7.2 As a result of external factors since 2020 including the COVID-19 pandemic, the planned spend of the sums borrowed from PWLB was delayed, however work on the redevelopment has now started. This has meant that the Council has invested

some of the £66m advance PWLB Loan which has helped mitigate the cost of interest.

7.3 At 31 March 2023 the authority was ‘under borrowed’ with gross debt less than the amount of capital being financed. Some borrowing is still being held while awaiting capital expenditure to be undertaken. It is unlikely that further actual borrowing will be required this year.

	March 2021 £m	March 2022 £m	March 2023 £m	Forecast March 2024 £m
Gross Debt	153.000	90.600	83.300	83.300
CFR	86.744	86.879	90.443	100.643
Over (Under borrow)	66.256	3.721	(7.143)	(17.343)

7.4 For future borrowing, the Council will look to match financing with asset life where appropriate and has the option to utilise the Public Works Loan Board (PWLB), other local authorities, financial institutions or ‘internal borrowing’, that is cash supporting the Council’s reserves, balances and cash flow as a temporary measure.

7.5 In addition to borrowing from external sources the Council has the option of ‘intrafund’ borrowing – that is, loans between the General Fund and Housing Revenue Account (HRA). In consultation with its treasury management advisors the Council will continue to look at this facility over the term of the General Fund Medium Term Financial Plan and the HRA Business Plan to ensure opportunities are maximised.

8 Treasury Management Indicators

8.1 The Council measures its exposures to treasury management risks using the following indicators. Council is asked to note the following indicators as at 30 September 2023

Security: Average credit rating

8.2 To measure the security of its portfolio, the Council compares the historic risk of default of its investments against a maximum target rate.

8.3 As an example, based on historic data, a AAA (least risk) rated investment has 0.04% chance of default within one year and a 0.17% chance of default within three years. A BBB+ (most risk) rated investment has a 0.13% chance of default within one year and a 0.63% chance of default within three years. Local Authorities are viewed as being government backed and therefore have zero risk of default.

8.4 There have been no default events associated with any counterparties the Council has utilised within its investment portfolio since 2009 at the time of the Icelandic banking collapse. All funds and accrued interest held at that time were subsequently reclaimed via the administration process.

8.5 Using the criteria above, the Council's overall portfolio at 30 September 2023 had a 0.036% risk of default, i.e., a very small, but not nil, probability.

	Limit	Actual	Met?
Historic risk of default	0.25% (max)	0.04%	✓

Maturity structure of borrowing

8.5 This indicator is set to control the Council's exposure to refinancing risk – that all borrowing falls due for repayment at the same time. The repayment structure of fixed rate borrowing (loans of 12 months or longer) was:

	Upper Limit	Lower Limit	Actual	Met?
Under 12 months	50%	0%	0%	✓
12 months and within 24 months	50%	0%	1%	✓
24 months and within 5 years	60%	0%	1%	✓
Five years and within 10 years	60%	0%	0%	✓
10 years to 20 years	75%	0%	1%	✓
20 years to 30 years	75%	0%	1%	✓
30 years +	75%	0%	96%	x

8.6 The Council has breached the upper limit for borrowing with 30 years+ until maturity. This is due to final repayments of the '2012 Self Financing' loans which the Council took out and the more recent long term borrowing for the Biart Place and Round Gardens Schemes.

8.7 It is not envisaged that this indicator will improve in the short term, as it would not be prudent to take any long-term borrowing given the rise interest rates in recent times and the forecast that they will rise further. As part of future forecast and planning process, consideration will be given to the timing of any future borrowing and the term, to ensure a spread of maturities.

Principal sums invested for periods longer than 364 days.

8.8 The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. It is used in conjunction with the liquidity indicator to ensure sufficient cash resources are available without penalty during the short to medium term. The total principal sums invested to final maturities beyond the year end were:

	2023/24 £m	2024/25 £m	2025/26 £m
Limit on principal invested beyond year end	£70	£70	£70
Actual principal invested beyond year end	£42.5	£0	£0
Within limit?	✓	✓	✓

The Council has no investments maturing after 31 March 2024

9. Reserves

- 9.1 The Council holds earmarked reserves for a variety of purposes and in the period leading up to the use of the fund's officers will use the balances in the day-to-day treasury management functions. This will allow for the generation of investment returns but also will help to prevent the use of short-term borrowing which will attract a cost at a time where interest rates are significantly higher than previous years.
- 9.2 At the 31 March the council had £73.319m in usable reserves available for use for Treasury Management purposes.

Name of Meeting: Cabinet

Date of Meeting: 4 December 2023

Subject Matter: Treasury Management Report 2023/24 – Progress Report

Originating Department: Finance and Performance

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

APPENDIX A

Investments	Principal £000s	Average % Rate
Matured April to Sept 2023	57,000	3.1661%
Maturing 2023/24	34,000	5.0650%
Maturing 2024/25	35,500	4.3908%
Grand Total	126,440	4.4020%
Total Investments Sept 2023	87,047	

**Excludes FV movement of DIF and Property Funds*

APPENDIX B

Loans	Principal £000s	Average % Rate
Matured April to Sept 2023	-	-
Maturing 2023/24	-	-
Maturing 2024/25 and later	83,300	1.9464%
Grand Total	83,300	1.9464%
Total Loans Sept 2023	83,300	

APPENDIX C

Approved countries for investments as of 30 September 2023

Based on lowest available rating

AAA	AA+	AA	AA-
Australia	Canada	Abu Dhabi (UAE)	Belgium
Denmark	Finland		France
Germany	USA		Qatar
Netherlands			UK
Norway			
Singapore			
Sweden			
Switzerland			

NB. Those countries highlighted in ***bold italics*** are those which we currently hold investments.