



Herbert Warehouse  
The Docks  
Gloucester  
GL1 2EQ

Wednesday, 18 February 2015

## **TO EACH MEMBER OF GLOUCESTER CITY COUNCIL**

Dear Councillor

You are hereby summoned to attend a **MEETING OF THE COUNCIL** of the **CITY OF GLOUCESTER** to be held at the Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP on **Thursday, 26th February 2015** at **18:00** hours for the purpose of transacting the following business:

### **AGENDA**

1. **APOLOGIES**

To receive any apologies for absence.

2. **MINUTES (Pages 7 - 16)**

To approve as a correct record the minutes of the Council Meeting held on 22 January 2015.

3. **DECLARATIONS OF INTEREST**

To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.

4. **PUBLIC QUESTION TIME (15 MINUTES)**

The opportunity is given to members of the public to put questions to Cabinet Members or Committee Chairs provided that a question does not relate to:

- Matters which are the subject of current or pending legal proceedings or
- Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers.

**5. PETITIONS AND DEPUTATIONS (15 MINUTES)**

A period not exceeding three minutes is allowed for the presentation of a petition or deputation provided that no such petition or deputation is in relation to:

- Matters relating to individual Council Officers, or
- Matters relating to current or pending legal proceedings

**6. ANNOUNCEMENTS (COUNCIL PROCEDURE RULE 2(VII))**

To receive announcements from:

- a) The Mayor
- b) Leader of the Council
- c) Members of the Cabinet
- d) Chairs of Committees
- e) Head of Paid Service

**ISSUES FOR DECISION BY COUNCIL**

**7. SUSPENSION OF COUNCIL PROCEDURE RULES**

To waive Council Procedure Rules to allow the relevant officers to address the Council in respect of items 8, 9 and 12 on the agenda.

**8. MONEY PLAN 2015-20 & BUDGET PROPOSALS FOR 2015/16 (Pages 17 - 94)**

To receive the report of the Leader of the Council and the Cabinet Member for Performance and Resources concerning the Money Plan 2015-20 & Budget Proposals for 2015/16.

**9. COUNCIL TAX SETTING 2015/16**

To receive the report of the Leader of the Council concerning the statutory resolutions relating to the setting of Council Tax for 2015/16 (report to follow).

*This document will be published in a supplement when it is available.*

**10. HOUSING STOCK TRANSFER - TRANSFER AGREEMENT (Pages 95 - 116)**

To receive the report of the Cabinet Member for Housing, Health and Leisure concerning approval of the key terms of the Transfer Agreement, Development Agreement and consequential delegations to enable the transfer of the Council's housing land, housing stock, and associated functions to Gloucester City Homes (GCH).

11. **HOUSING STRATEGY (Pages 117 - 178)**

To receive the report of the Cabinet Member for Housing, Health and Leisure concerning the outcome of consultation on the draft Housing Strategy and seeking approval for the adoption and implementation of the final version.

12. **BOUNDARY REVIEW - DRAFT COUNCIL SUBMISSION ON LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND RECOMMENDATIONS**

To receive the report of the Head of Legal and Policy Development concerning approval of the draft submission prepared by the Boundary Review Working Group on the recommendations of the Local Government Boundary Commission for England (LGBCE) for the electoral arrangements for Gloucester (report to follow).

*This document will be published in a supplement when it is available.*

**MOTIONS FROM MEMBERS**

13. **NOTICES OF MOTION**

No Notices of Motion have been received.

Yours sincerely



.....  
**Martin Shields**  
**Corporate Director of Services and Neighbourhoods**

## NOTES

### Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area.  For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or land in the Council's area and (b) either – i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in

which you, your spouse or civil partner or person with whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

### **Access to Information**

Agendas and reports can be viewed on the Gloucester City Council website: [www.gloucester.gov.uk](http://www.gloucester.gov.uk) and are available to view five working days prior to the meeting date.

For further details and enquiries about this meeting please contact Tanya Davies, 01452 396125, [tanya.davies@gloucester.gov.uk](mailto:tanya.davies@gloucester.gov.uk).

For general enquiries about Gloucester City Council's meetings please contact Democratic Services, 01452 396126, [democratic.services@gloucester.gov.uk](mailto:democratic.services@gloucester.gov.uk).

If you, or someone you know cannot understand English and need help with this information, or if you would like a large print, Braille, or audio version of this information please call 01452 396396.

### **Recording of meetings**

Please be aware that meetings may be recorded with the Mayor or Chair's consent and this may include recording of persons seated in the Public Gallery or speaking at the meeting. Please notify a City Council Officer if you have any objections to this practice and the Mayor/Chair will take reasonable steps to ensure that any request not to be recorded is complied with.

Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the Public and Press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

### **FIRE / EMERGENCY EVACUATION PROCEDURE**

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.

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## COUNCIL

**MEETING** : Thursday, 22nd January 2015

**PRESENT** : Cllrs. Llewellyn (Mayor), Noakes (Sheriff & Deputy Mayor), James, Dallimore, Norman, Organ, Porter, Haigh, Hilton, Gravells, Tracey, McLellan, Smith, Hobbs, Lugg, C. Witts, Hanman, Lewis, Wilson, Ravenhill, Bhaimia, S. Witts, Williams, Brown, Dee, Taylor, Beeley, Hansdot, Gilson, Mozol, Patel, Randle, Toleman, Chatterton and Pullen

### **Others in Attendance**

Martin Shields, Corporate Director of Services and Neighbourhoods  
Sue Mullins, Head of Legal and Policy Development  
Anthony Wilson, Head of Planning  
Tony Wisdom, Democratic Services Officer

**APOLOGIES** : Cllr. Field

## **67. MINUTES**

67.1 **RESOLVED** – That the minutes of the Council meeting held on 20 November 2014 be approved and signed by the Mayor as a correct record subject to the amendment of Minute 63b.36 to refer to the Golden Dragon.

## **68. DECLARATIONS OF INTEREST**

68.1 Councillors Hilton, Gravells, Tracey and Williams declared personal interests in Agenda 13(2), notice of motion regarding Javelin Park incinerator as Members of Gloucestershire County Council.

68.2 Councillor Dallimore declared a personal prejudicial interest in Agenda 13(2), notice of motion regarding Javelin Park incinerator as an employee of Richard Graham MP.

## **69. PUBLIC QUESTION TIME (15 MINUTES)**

69.1 There were no questions from members of the public.

## **70. PETITIONS AND DEPUTATIONS (15 MINUTES)**

70.1 There were no petitions or deputations.

**COUNCIL  
22.01.15**

**71. ANNOUNCEMENTS (COUNCIL PROCEDURE RULE 2(VII))**

**Mayor**

- 71.1 The Mayor thanked all involved with the successful Civic Christmas Party for Children.
- 71.2 The Mayor reminded Council that tickets were on sale for the Civic Ball on 11 April at Gloucester Quays.

**Leader of the Council**

- 71.3 The Leader advised Council that the recruitment process for the joint director post had started and he hoped to bring the successful candidate to the March meeting of the Council.
- 71.4 The Leader advised Council that the finals of Mr and Miss Gloucester 2015 would be held on 29 January 2015. He noted that Juliette Crosby, Miss Gloucester 2014, had done a wonderful job as an ambassador for the City and he wished to formally record his thanks to her.

**Members of the Cabinet**

- 71.5 Councillor Norman, Cabinet Member for Performance and Resources informed Council that, with effect from 1 April 2015, all staff on zero hours contracts employed by the Council would not be paid less than the Living Wage and this would be achieved within existing budgets.

**72. SUSPENSION OF COUNCIL PROCEDURE RULES**

- 72.1 Moved by Councillor James (Leader of the Council and Cabinet Member for Regeneration and Culture) and seconded by Councillor Dallimore (Deputy Leader of the Council and Cabinet Member for Communities and Neighbourhoods) –
- 72.2 **RESOLVED** - That Council Procedure Rules be suspended to allow the representative of the Members' Allowances Panel to address the Council in respect of agenda item 8 (2015 Review of Members' Allowances).

**73. 2015 REVIEW OF MEMBERS' ALLOWANCES**

- 73.1 The Council considered a report of the Members' Allowances Panel concerning the 2015 Review of Members' Allowances and the Panel's recommendations for a scheme of payment for 2015-16.
- 73.2 Councillor James moved the recommendations set out in the report.
- 73.3 Councillor Dallimore seconded the motion.
- 73.4 Councillor James invited Mrs Madeleine Townley, the representative of the Members' Allowances Panel to introduce the report.



**COUNCIL**  
**22.01.15**

73.5 Mrs Townley presented the report on behalf of the Members' Allowances Panel who had conducted a root and branch review of the scheme. She noted that allowances had been frozen since 2010/11. The Panel had amassed a considerable amount of data and had consulted Members of the Council. The response rate of 58 per cent was more than previous years but the Panel would like more responses in future. The scheme had evolved since it was introduced in 2003 and the Panel considered that it had worked well although there was no set formula for determining the level of basic allowance but the Panel had recalculated this allowance to make it more straightforward to determine levels in future years.

73.6 The allowance had been calculated using a formula approach which resulted in an increase to the Basic Allowance. The Special Responsibility Allowances had been reviewed in detail and the other elements of the scheme had been updated to facilitate the administration of the scheme. She noted that eligible Members did not always make use of the travel and subsistence allowance and the dependents' carers allowances that they were entitled to and she encouraged them to do so as they were intended to remove barriers. She stated that the Panel understood that the Council was facing challenging financial circumstances, but hoped that Members found the scheme to be justifiable and fair.

73.7 Mrs Townley thanked the Members of the Panel and all involved in the review process.

73.8 Councillor Lugg expressed her disappointment that the Panel had not considered measures to offset loss of earnings experienced by Members required to attending meetings of outside bodies in working hours.

73.9 Councillor James thanked Mrs Townley and the members of the Panel and was pleased that there appeared to be a consensus of acceptance in the Chamber.

**73.10 RESOLVED –**

(1) That the recommendations of the Member's Allowances Panel be noted and the proposed Members' Allowances Scheme attached at Annex 2 to the Report of the Members' Allowances Panel be approved for the payment of allowances in 2015-16.

(2) That the next four yearly detailed review of Members' Allowances be scheduled to report in January 2019.

(3) That the civic allowances payable to the Mayor and Sheriff/Deputy Mayor be set at £6,000 and £3,500 respectively.

**74. DEVELOPING TRADE LINKS WITH CHINA**

74.1 The Council considered a report of the Cabinet Member for Regeneration and Culture concerning work being undertaken to strengthen the City's links with China and provide business opportunities for local companies, through helping them to gain access to Chinese markets.

74.2 Councillor James moved the recommendation set out in the report.

**COUNCIL**  
**22.01.15**

- 74.3 Councillor Dallimore seconded the motion.
- 74.4 Councillor James noted that the Council had signed a Memorandum of Understanding with Paju in South Korea sometime ago. He noted there had been a number of delegations from China in recent months and he believed that being asked to sign such an agreement was a considerable honour for the City. He stated that there would be benefits for local businesses and emphasised that it would not be a traditional twinning arrangement.
- 74.5 Councillor Haigh stated that the friendship agreement would bring benefits for the City and asked if contact had been made with the newly elected Mayor of Paju.
- 74.6 Councillor Hilton commented that the agreement could bring important benefits to both Cities, but added that he hoped that inward investment would not falsely inflate property prices to the detriment of local people. He stated that it was important to the City and County to export to China.
- 74.7 Councillor Dallimore commented that it was good to know that the delegates had been impressed with Gloucester, as China had the world's fastest growing economy.
- 74.8 Councillor James advised that he had written to the new Mayor of Paju some time ago and he hoped that the Mayor would be able to visit Gloucester.
- 74.9 **RESOLVED** – That the report be noted and the principles contained therein be endorsed.

**75. LOCAL DEVELOPMENT FRAMEWORK UPDATE**

- 75.1 The Council considered a report of the Cabinet Member for Regeneration and Culture concerning the range of documents the Council is obliged to keep and maintain consistent with its legal obligations as the local planning authority and seeking approval to use the Joint Core Strategy Submission Plan (the JCS) as a material consideration in future planning decisions.
- 75.2 Councillor James moved the recommendations set out in the report.
- 75.3 Councillor Taylor seconded the motion.
- 75.4 Councillor Taylor stated that he hoped all Members would support the recommendation because the timetable for the Joint Core Strategy and the adoption of the City Plan were important issues for development control in the City.
- 75.5 **RESOLVED** –
- (1) That the LDS at Appendix 1 be approved;
  - (2) That a public consultation on the SCI be conducted and that authority be delegated to the Head of Planning, in consultation with Head of Legal and

**COUNCIL**  
**22.01.15**

Policy Development, to make any minor changes to this statement arising from comments received during the consultation period;

- (3) That the continued use of the Second Stage Deposit Draft Local Plan (2002) and other local planning policy, including the Joint Core Strategy Submission document (the JCS), be approved as a material consideration in future planning decisions.

**76. PROGRAMME OF MEETINGS, MAY 2015-NOVEMBER 2017**

- 76.1 The Council considered a report of the Cabinet Member for Performance and Resources concerning the two-year programme of ordinary meetings of Council and calendar of other meetings for the period of May 2015 to April 2017.
- 76.2 Councillor Norman moved the recommendations set out in the report.
- 76.3 Councillor James seconded the motion.
- 76.4 Councillor Norman advised that Members having issues with any of the dates should contact the Democratic and Electoral Services Manager.
- 76.5 **RESOLVED** – That the two-year programme of ordinary meetings of Council and calendar of other meetings for the period of May 2015 to April 2017 be approved.

**77. QUESTIONS BY MEMBERS (COUNCIL PROCEDURE RULE 12)**

**Written Questions to Cabinet Members**

- 77a.1 No written questions had been received.

**Leader and Cabinet Members' Question Time**

- 77b.1 Councillor Hilton asked the Leader of the Council what he thought of Pure Bargains occupying the former Marks and Spencer store.
- 77b.2 Councillor James believed that it was better for the premises to be occupied and trading than not. He advised that it was a temporary letting and was something over which the Council had no control.
- 77b.3 Councillor Hilton believed that the Council had systematically failed to find a quality retailer for the premises and asked if the Leader agreed that there were already enough discount stores in the City centre.
- 77b.4 Councillor James noted that the number of empty units in the City centre had fallen from 53 to 26 in the last year. He stated that he endeavoured to influence such matters and was in regular contact with the Head of Property at Marks and Spencer, although there were a number of legacy issues related to the age of those premises.

**COUNCIL  
22.01.15**

- 77b.5 Councillor Haigh referred to the Centre for Cities report 'Cities Outlook 2015', which showed that Gloucester had the lowest job growth at -12.6% and asked the Leader of the Council to explain the poor performance.
- 77b.6 Councillor James responded that there had been significant investment in regeneration in the City which had the 7<sup>th</sup> highest employment rate, 9<sup>th</sup> highest housing stock growth and the 2<sup>nd</sup> highest number of patents granted per 100,000 head of population. He noted that Javelin Group had identified the City as the 2<sup>nd</sup> fastest growing retail destination and there had been 875 business start-ups in 2013. He advised that the highest fall in unemployment had been announced on 21 January, following the recent trend and noted that the statistics did not take account of self-employment. He noted that several large employers had moved to the fringes of the City and were therefore not counted in City centre figures.
- 77b.7 Councillor Haigh asked if the Leader agreed that more pound shops and tattoo parlours were not what the City needed.
- 77b.8 Councillor James responded that the City had ambitious plans for regeneration including Kings Quarter, Bakers Quay and Blackfriars.
- 77b.9 Councillor Hilton noted that The Citizen had reported that the City had been short-listed for housing zone status and asked for the Leader of the Council's views.
- 77b.10 Councillor James responded that housing zone status would lever in £110 million of private sector investment and that sites being considered included Bakers Quay, Monks Meadow, the former prison and the Kwik Save site. He noted that housing zone status would provide cheaper access to funding and that the Council would have to commit to streamlining the planning process. The Council was on a short-list of 27 and it would be beneficial for the City to develop brown-field sites.
- 77b.11 Councillor Hilton noted that the Kwik Save site had been granted planning permission but the issue was the affordability of development and there was a need for public sector investment.
- 77b.12 Councillor James responded that housing zone status would not provide access to cash or provide a magic wand for brown field sites. Officers were in regular contact with regard to the site, where there were decontamination and archaeological issues.
- 77b.13 Councillor Haigh referred to reports in The Citizen regarding 'legal highs' and asked the Cabinet Member for Communities and Neighbourhoods what action the Council was taking.
- 77b.14 Councillor Dallimore stated that the Community Safety Team did not consider that legal highs were an issue in the City. She noted that Safer Gloucester maintained good working relationships with partners and with licensed premises in the City and she did not believe that any further action was necessary at the present time.

**COUNCIL  
22.01.15**

- 77b.15 Councillor Haigh asked if sales of legal highs in the City had been assessed.
- 77b.16 Councillor Dallimore responded that the Police and the Licensing Team met each month and undertook a number of joint operations for other initiatives that included opportunities to check sales of legal highs.
- 77b.17 Councillor Toleman referred to the improvement works undertaken at 57 Southgate Street as part of the Southgate Street Townscape Heritage Initiative and asked the Cabinet Member for Regeneration and Culture how many other properties would undergo similar improvement work.
- 77b.18 Councillor James reported that two more properties had been approved and that a further two were awaiting approval. He advised that the Initiative would deliver a significant transformation to an important corridor into the City.
- 77b.19 Councillor Lugg referred to the Members Allocation Fund and asked the Cabinet Member for Communities and Neighbourhoods if it would be repeated in 2015/16 as she had hoped to fund a trip to the Skillszone for the Junior Wardens, but as they had been unable to make the trip before 31 March the funding had been refused.
- 77b.20 Councillor Dallimore responded that the funding was only available during the current financial year and that only 15 Members had spent their allocation to date, although she was aware that other Members had plans for their allocations. She hoped that, subject to the approval of the Council Budget for 2015/16, the scheme would be repeated. She suggested Councillor Lugg made an application for the present year and undertook to see if there was any discretion available.
- 77b.21 Councillor Randle noted the demolition of property by Gloucester City Homes prior to the stock transfer and asked the Cabinet Member for Housing, Health and Leisure for an explanation.
- 77b.22 Councillor Organ replied that the initiative was running parallel to Stage 3 of the Stock Transfer Process.
- 77b.23 Councillor Mozol asked the Cabinet Member for Regeneration and Culture why local traders were not invited to events at Gloucester Quays.
- 77b.24 Councillor James responded that the events were organised by Gloucester Quays. He noted that the Council's Tourist Information Centre had a stall at the Victorian Market. He suggested that local traders contacted Gloucester Quays and noted that the City Centre Partnership had organised street markets to coincide with events at the Quays.
- 77b.25 Councillor Beeley asked the Leader of the Council what the long term legacy of the Rugby World Cup would be for the City.
- 77b.26 Councillor James replied that Ernst and Young had estimated that the World Cup events would bring £48million of spending to the City. There would be benefits associated with increased participation and improved facilities for local clubs.

**COUNCIL**  
**22.01.15**

There would be opportunities for volunteering at the ground, at the Fanzone and many other opportunities.

- 77b.27 Councillor Beeley noted that two all-weather pitches were planned; one in Bristol and one at Oxstalls and asked if the City was being denied benefits of hosting the matches.
- 77b.28 Councillor James undertook to make enquiries regarding the pitch at Bristol, but noted that Gloucestershire Rugby Union included Bristol.
- 77b.29 Councillor Hansdot noted that Barton and Tredworth had been reported as the ninth worst area locally for flytipping and he asked the Cabinet Member for Environment what was being done to address this.
- 77b.30 Councillor Porter replied that a large amount of work was undertaken in the ward, although he believed that much of the flytipping was done by local traders and residents. He believed that the Council's response to flytipping incidents was exemplary and would continue to be so, however, he requested Ward Councillors' co-operation in reporting incidents. He reported that Officers were actively checking that local traders had agreements in place to dispose of their trade waste.
- 77b.31 Councillor Tracey asked the Cabinet Member for Regeneration and Culture about the perceived lack of decorations in Kings Square.
- 77b.32 Councillor James stated that an additional Christmas tree had been placed in the Square, which was visited by the Coca-Cola Christmas lorry. He stated that there used to be a budget of £100,000 for Christmas decorations and the provision of a seasonal ice rink, but that funding was no longer available and if traders wanted more they would have to contribute to the cost. He noted that in some areas traders were required to pay towards the costs of Christmas decorations. He had asked the City Centre Manager to investigate the possibility of introducing a Kissing Tree for Christmas 2015.
- 77b.33 Councillor Haigh noted that she had recently had cause to report a full litter bin by the tunnel near the railway station and had to wait for five minutes for her call to be answered by the Contact Centre; she asked the Cabinet Member for Environment what could be done to prevent people having to wait so long to report such matters.
- 77b.34 Councillor Porter stated that the Contact Centre was not within his portfolio, but reported he had seen the full bin himself together with rubbish in Oxford Street and advised that he would be discussing the matter with Officers.
- 77b.35 The Mayor ruled that the time allotted for Members' Questions had expired.

**COUNCIL**  
**22.01.15**

**78. NOTICES OF MOTION**

**(1) Notice of Motion from the Liberal Democrat Group**

78.1 Councillor Hilton explained that Councillor James had advised him of a potential amendment adding to the motion detailed on the agenda which both he and his seconder were prepared to accept and incorporate into the motion.

78.2 Moved by Councillor Hilton and seconded by Councillor McLellan:

“This Council thanks Gloucestershire Fire and Rescue Service for putting out the fire at on one of the warehouses at Bakers Quay.

This Council raises concern about the condition of the listed warehouses at this site, noting that they are adjacent to Gloucester Quays and are subject to plans for regeneration.

This Council notes that advanced negotiations are currently taking place between the site’s owners and a prospective purchaser.

This Council requests that the Leader of the Council considers taking action to instigate a Compulsory Purchase Order for the redundant warehouses at Bakers Quay so that they can be made secure ahead of their regeneration in the event that the current negotiations are not brought to a swift and successful conclusion.”

78.3 The motion was put to the vote and was carried.

**(2) Notice of Motion from the Labour Group**

78.4 Councillor Haigh advised that she and her seconder were prepared to accept a proposed amendment put forward by the Liberal Democrat Group and incorporate it into the motion.

78.5 Moved by Councillor Haigh and seconded by Councillor Smith:

“This Council notes that it has agreed in the past mass incineration is not the right solution to the disposal of waste in the County.

After the unanimous decision of the County Council Planning Committee to reject the plan this Council is dismayed by the Secretary of State’s decision to approve the building of such an incinerator at Javelin Park. We believe he has failed to give proper weight to the views of the residents of the City or the detrimental effect that its construction and operation will have on the City and the Severn Vale.

This Council is further dismayed that the City’s MP has not been a strong voice for the City against this disastrous scheme and instructs the Leader to write to him expressing our disappointment.

This Council instructs the Leader to write to the County Council expressing our dismay that the County Cabinet agreed to sign the contract with UBB ahead of the

**COUNCIL  
22.01.15**

planning committee's decision and with such onerous terms that to cancel the contract today, would expose the County Council to a significant financial liability.

This Council notes that this could have been avoided if Gloucestershire Tories had listened residents who are overwhelmingly against the building of such an incinerator at Javelin Park.

This Council continues to believe that alternative technologies such as a Mechanical Biological Treatment would better serve the residents of Gloucestershire in the disposal of residual household waste."

78.6 The motion was put to the vote and names recorded at the request of Councillor Haigh:

<b>For</b>	<b>Against</b>
Haigh	Llewellyn
Hilton	Noakes
McLellan	James
Smith	Dallimore
Hobbs	Norman
Lugg	Organ
C.Witts	Porter
Wilson	Gravells
Bhaimia	Tracey
S.Witts	Hanman
Brown	Lewis
Beeley	Ravenhill
Hansdot	Williams
Gilson	Dee
Mozol	Taylor
Chatterton	Patel
Pullen	Randle
	Toleman
<b>(17)</b>	<b>(18)</b>

78.7 The motion was lost.

**Time of commencement: 19:00 hours**  
**Time of conclusion: 21:20 hours**

**Chair**





<b>Meeting:</b>	<b>Cabinet</b>	<b>25 February 2015</b>
	<b>Council</b>	<b>26 February 2015</b>
<b>Subject:</b>	<b>Money Plan 2015-20 &amp; Budget Proposals for 2015/16</b>	
<b>Report Of:</b>	<b>Leader of the Council</b>	
	<b>Cabinet Member for Performance and Resources</b>	
<b>Wards Affected:</b>	<b>All</b>	
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework: Yes</b>
<b>Contact Officer:</b>	<b>Jon Topping</b>	
	<b>jon.topping@gloucester.gov.uk</b>	<b>Tel: 01452 396242</b>
<b>Appendices:</b>	<ol style="list-style-type: none"> <li><b>1. Money Plan 2015-20</b></li> <li><b>2. Budget Pressures &amp; Savings</b></li> <li><b>3. Savings Programme</b></li> <li><b>4. 2015/16 – 2017/18 Capital Programme</b></li> <li><b>5. Service Budget Summary Pages</b></li> <li><b>6. Fees and Charges 2015-16</b></li> <li><b>7. Budget Consultation</b></li> <li><b>8. Local Council Tax Support Scheme 2015-16</b></li> </ol>	

## FOR GENERAL RELEASE

### 1.0 PURPOSE OF REPORT

1.1 To review the Council's Money Plan for recommendation to Council.

### 2.0 RECOMMENDATIONS

2.1 Cabinet is asked to **RECOMMEND** that

- (1) the proposals for the 2015/16 budget in this report, including a Council Tax freeze for the fifth year, be approved.
- (2) the target budget reductions set in the Money Plan 2015/2020 be implemented.
- (3) it be noted that consultation has been undertaken on budget savings proposals to achieve the level of further savings required in 2015/16.

2.2 Council is asked to **RESOLVE** that

- (1) the proposals for the 2015/16 budget in this report, including a Council Tax freeze for the fifth year, be approved.

- (2) the target budget reductions set in the Money Plan 2015/2020 be implemented.
- (3) it be noted that consultation has been undertaken on budget savings proposals to achieve the level of further savings required in 2015/16.

### **3.0 BUDGET ASSESSMENT OF THE SECTION 151 OFFICER**

3.1 In accordance with Section 25 of the Local Government Act 2003 the Chief Finance Officer (Section 151 Officer) must report on the following matters;

- 1) the robustness of the estimates made for the purposes of the calculations, and
- 2) the adequacy of the proposed financial reserves.

3.2 The Head of Finance as Section 151 Officer confirms the robustness of the calculations and the adequacy of the proposed financial reserves.

### **4.0 INTRODUCTION**

4.1 The Money plan sets out the Council's strategic approach to the management of its finances and presents indicative budgets and Council Tax levels for the medium term. It covers the General Fund Revenue Budget, the Capital Programme, and Earmarked Reserves. It also comments on the significant financial risks facing the Council in the forthcoming years and explains what the Council is doing to reduce those risks.

4.2 The main objectives of the money plan are to:

- explain the financial context within which the Council is set to work over the medium term;
- provide a medium term forecast of resources and expenditure;
- identify the financial resources needed to deliver the Council's priority outcomes;
- achieve a stable and sustainable budget capable of withstanding financial pressures;
- achieve a balanced base budget, minimising the use of balances to meet recurring baseline spending, with the general fund balance being maintained at a minimum of £1.6m by the end of the plan period;
- where possible, additional investment and spending decisions will be made to reflect Council priorities and strategic commitments, with disinvestment and budget savings being made in non-priority areas;
- ensure capital financing is established at a level that maintains ongoing robustness in the capital programme

### **5.0 THE LOCAL GOVERNMENT FINANCE ENVIRONMENT**

5.1 The Council's Money Plan provides the framework within which revenue spending decisions can be made over the medium term. It is reviewed and updated on an annual basis to take into account any alterations that may be required as a result of changed circumstances. The Money plan covers a five year period up to 2019/20.

5.2 Local Government is facing the toughest financial outlook for many decades. The Local Government Finance Settlement has seen unprecedented reductions in formula grant.

## Local Government Finance Settlement 2015/16

- 5.3 Indicative figures for the 2015/16 settlement were announced alongside the 2014/15 settlement. The 2015/16 settlement represents a deeper reduction in funding in comparison to 2014/15. The reduction in settlement funding in 2015/16 is 11.7% in comparison to 9.4% in 2014/15.
- 5.4 The Settlement again included provision of financial support from the government for councils who freeze their Council Tax for next year – 2015/2016. The grant is equivalent to a 1% Council Tax increase and is confirmed as being included in the baseline grant funding calculations going forwards, albeit no information has been provided at all relating to 2016/17 council funding.
- 5.5 The Settlement announcement confirmed the requirements for a Council Tax referendum, where any Council increases Council Tax by more than 2%. This is clearly irrelevant for Councils accepting the Council Tax freeze grant although the position applies also to police and fire as major precepting bodies. The government is also consulting on the application of these requirements to larger parish and town councils although there are no specific proposals to include these for the 2015/2016 financial year.
- 5.6 The announcement providing the provisional 2015/16 was made 18<sup>th</sup> December 2014, and are generally in line with assumptions made in the draft Money plan reported to Cabinet on 10<sup>th</sup> December 2014.
- 5.7 The next major uncertainty for Local Government finance is the General Election in May 2015. Post the Election, changes are inevitable regardless of the election outcome, however a change in government could lead to a significant change in funding policy decisions.
- 5.8 In terms of projecting Local Government funding moving forward projections highlight a possible reduction to overall funding between 2014/15 and 2018/19 at 27% of the 2014/15 base. This projection also highlights the move in emphasis of external funding with the relative size of Revenue Support Grant (RSG) as a share of external funding reducing by half while the relative size of business rates as a share of external funding increases by more than one third.

## **6.0 BUSINESS RATES RETENTION**

### Business Rates and the Gloucestershire Business Rates Pool

- 6.1 The new localised regime on Business Rates took effect in April 2013. Gloucester City are part of a Gloucestershire Business Rates Pool, set up as a mechanism to retain more Business Rates growth funding within the Gloucestershire area and to support economic growth within the area of the Local Enterprise Partnership.
- 6.2 In the first year of this new regime, all members of the pool benefitted financially from being in the pool. A net £771k growth levy was retained locally in Gloucestershire. The first £300,000 was set aside in an appeals/losses reserve. 20% of the remaining surplus, £94,352, has been set aside in a Strategic Economic Development Fund with the remaining 80% distributed amongst the pool members in accordance with the governance arrangements, of which Gloucester City was able to retain £72k.

- 6.3 Further work on the Business Rates regime has been carried out and the latest forecast indicate that Gloucester could build in a recurring income source from Business Rates growth, estimated at £383k in 2015/16. Completion of the National Non domestic Rates Form 1 (NNDR1) at the 31<sup>st</sup> January 2015 has confirmed this level of increase is expected to be sustainable in 2015/16 and going forward.
- 6.4 Cabinet’s strategy is to continue as a pool member and to include this growth in Business Rates income as a funding source in the money plan from 2015/16 onwards, as part of its priority to safeguard the delivery of Council services.

## 7.0 GENERAL FUND REVENUE BUDGET - PRINCIPLES AND KEY ASSUMPTIONS

7.1 The principles underpinning the proposed revenue strategy are:

- 1) Annually, a balanced revenue budget will be set with expenditure limited to the amount of available resources;
- 2) No long term use of balances to meet recurring baseline expenditure;
- 3) Resources will be targeted to deliver Corporate Plan priorities and value for money. Any additional investment and spending decisions will be made to reflect Council priorities and strategic commitments, with disinvestment and budget savings being made in non-priority areas;
- 4) Maintaining the General Fund balance at a minimum level of at least 10% of our Net Budget Requirement or £1.6m (whichever is the higher);
- 5) Council Tax increases are kept to a minimum;
- 6) Year on year savings targets to be met by ongoing efficiency gains and service transformation.

7.2 **Table 1** below, lists the major **assumptions** that have been made over the five years of the strategy:

<b>Table 1</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
Council Tax base growth	0.75%	0.75%	0.75%	0.75%	0.75%
Council Tax inflation	0%	1.99%	1.99%	1.99%	1.99%
Formula Grant (net)	-10%	-5%	-5%	-5%	-5%
Interest Rates (Earned)	0.5%	1.0%	1.50%	2.00%	2.00%
Inflation – Pay	1%	2%	2%	2%	2%
Inflation – contracts	2.5%	2.5%	2.5%	2.5%	2.5%
Inflation – other income	2.5%	2.5%	2.5%	2.5%	2.5%

## 8.0 REVENUE BUDGET INCREASES

### Pay and Prices Increases

- 8.1 A 1% pay award allowance has been included for 2015/16. The agreed pay award through the National Joint Council is for a 2 year settlement for both 2014/15 and 2015/16. The net effect of this proposal is in line with the assumed 1% increase for each of the two financial years. Thereafter a provision for a 2% award is included each year.

- 8.2 In addition to the increases to reflect employee pay awards, provision has also been made to meet ongoing additional payments to the pension fund required from the employer to recover the deficit.
- 8.3 The pension fund is subject to a triennial actuarial valuation, the most recent of which has been undertaken by Hymans Robertson LLP during 2013, on behalf of Gloucestershire County Council, the pension fund administrator. A 2.5% increase has been included for 2015/16 with the same provision in each subsequent year.
- 8.4 Prices inflation has been included on selected non-pay items, namely contractual obligations. All other inflationary increases are expected to be absorbed within base budget which represents a real time reduction through efficiency gains.
- 8.5 Prices inflation is included on selected fees and charges at 2.5% p.a. The exceptions are car park income, which is frozen at existing levels for 2015/16 and assumed at 2.5% p.a. growth thereafter.

### Cost Pressures

- 8.6 Cost pressures are included in **Appendix 2** and are summarised in **table 2** below:

<b>Table 2</b>	<b>2015/16 £000</b>
<b>Cost Pressures</b>	1,454

- 8.7 Significant cost pressures that have been highlighted through budget monitoring are highlighted at Appendix 2. Some key pressures are highlighted below;
- Historic income budgets levels Guildhall/Garden Waste/Partner recharges.
  - General Fund implications of stock transfer
  - Utility budgets
  - IT operational budgets
- 8.8 For 2015/16 an estimate has been included for reduction in recharge to Gloucester City Homes, as a result of the stock transfer that is to be completed on the 16<sup>th</sup> of March 2015.

## **9.0 EFFICIENCY SAVINGS**

- 9.1 The Money plan forecasts indicate the need for a continued delivery of savings in each year.
- 9.2 Council resolved in February 2014 the implementation of the target savings for the Money plan 2014-19 be approved. In addition to savings in previous years further savings of £1.54m in 2015/16 were included. This target figure has reduced to £1.27m due to early implementation of the senior management restructure which have been offset by some degree by the expected non delivery of increased garden waste income.
- 9.3 The proposed savings target for Amey has been reduced to £300k in 2015/16 with an additional £200k required in 2016/17. This recognises that full delivery of savings is unlikely to be achieved in year but will be delivered by the end 2016/17. The overall savings target for 2016/17 has been increased to reflect this change.

- 9.4 With the inclusion of the finance settlement figures for 2015/16 and the assumption of further formula grant reductions of 5% p.a. for the two years after that, further savings will be required. The financial gap is £1.300m in 2015/16 which rises to £3.443m by 2019/20.
- 9.5 As a result of the Council's decision to front load savings in 2014/15 and 2015/16, although still challenging, the forecast required savings in 2016/17 and subsequent years are at a significantly reduced level.
- 9.6 The savings details are summarised on a cumulative basis in **table 3** below:

<b>Table 3</b>	<b>2015/16 £000</b>	<b>2016/17 £000</b>	<b>2017/18 £000</b>	<b>2018/19 £000</b>	<b>2019/20 £000</b>
<b>Savings required in year</b>	1,300	417	493	549	684
<b>Cumulative efficiency savings</b>	1,300	1,717	2,210	2,759	3,443
<b>Targeted Savings</b>	1,270	700	500	500	500

- 9.7 Specific actions to achieve the targeted savings will need to be approved as part of the Council's annual budget setting process in each financial year. **Appendix 3** highlights targeted savings to be delivered during 2015/16.
- 9.8 The efficiencies and budget savings target for 2014/15 was £1.38m. Whilst there has been some slippage in implementation of the savings during 2014/15, compensated by additional savings elsewhere, the full-year impact of the changes will be fully achieved in 2015/16

## **10.0 OVERALL COSTS**

- 10.1 With the targeted savings included from table 3, the total costs of the Council, the "Net Budget Requirement", falls over the five year period of the Money plan. The total costs fall from £17,239m in 2015/16 to £16,389m in 2019/20. Any further spending pressures identified in addition to those detailed in **Appendix 2**, over the five year period of the Money Plan, will need to be funded by additional savings.
- 10.2 Summary budget pages for each service are detailed in **Appendix 5**.

## **11.0 REVENUE FUNDING**

### Formula Grant / Localised Business Rates / Revenue Support Grant

- 11.1 Our current grant from Government for 2014/15 comprises two formula driven components - Revenue Support Grant (RSG) and a retained Business Rates target. For 2014/15 our RSG element was £3.799m and our Business Rates element is £3.299m, providing £7.098 in total.
- 11.2 The settlement for 2015/16 has RSG at £2.734m and business rates at £3.681m providing a total of £6.415m.

### New Homes Bonus

- 11.3 New Homes Bonus is a grant that commenced in the 2011/12 financial year and is effectively a reward for increasing the number of properties within an area. Whereas previously an increase in the Council Tax base is essentially offset by a

reduction in formula grant, Central Government intends to match-fund the additional Council Tax for each new home for a period of six years.

- 11.4 New Homes Bonus is a significant source of funding for Gloucester City Council. The Council will receive New Homes Bonus in 2014/15 of £2.531m. The allocation for 2015/16 is to be £3.085m. This allocation was confirmed at the end of January 2015.

#### Council Tax & Council Tax Freeze Grant

- 11.5 The Council has frozen Council Tax since 2011/12 and the Government have provided a Council Tax Freeze Grant at various percentage levels
- 11.6 In 2012/13 freeze grant was again provided however this was for one year only. As part of the 2013/14 settlement freeze grant was provided at 1% for two years 2013/14 and 2014/15.
- 11.7 The Government has announced a further freeze grant at 1% for 2015/16. However it should be noted that if the Council elected to increase Council Tax at 1.99% in 2015/16 and not accept the freeze grant this would generate additional income of approximately £350k over the life of the plan.
- 11.8 The Government has reaffirmed that if the level of Council Tax rise is 2% or above a referendum would be required. The Money plan assumes no increase in Council Tax in 2015/16 with a 1.99% increase in subsequent years of the plan.

#### Local Council Tax Support Scheme (LCTS)

- 11.9 Gloucester City Council is now responsible for funding its share of any growth in Council Tax support, equally, we can retain any surplus funding should CTS reduce.
- 11.10 The Council approved the Council Tax Support Scheme to be implemented for 2013/14 in November 2012 and subsequently approved the scheme for 2014/15 in February 2014.
- 11.11 During 2014 a joint working group of Section 151 Officers and finance officers from across the county reviewed the shortfall in Government funding of the LCTS scheme and the additional income generated during 2013/14, following changes to Council Tax empty property discounts. They agreed to recommend a further year of no changes.
- 11.12 There is no plan to revise the scheme in 2015/16 other than the annual uprating of premiums, allowances, nondependent deductions and annual changes to the national pension age scheme, which need to be reflected in the local working age scheme.
- 11.13 **Appendix 8** provides details of the 2015-16 scheme.

## **12.0 GENERAL FUND BALANCE**

- 12.1 The estimated level of the General Fund balance in each financial year is shown in **Appendix 1**.

- 12.2 It should also be noted, that although £1.6m is considered an appropriate level of general Fund balances to retain each year, the position should be reviewed if the Council delivers a budget surplus at year end. The level of savings required over the next few years, is likely to be so significant, that an opportunity to phase the transition by increasing and then utilising General Fund balances has been undertaken. The approved budget for 2014/15 incorporated a £637k contribution to the general fund. Monitoring during 2014/15 has highlighted that £630k of the savings target will not be achieved in year. As a result of this the contribution to the General Fund is expected to be £264k.
- 12.3 In the financial year 2015/16 it is proposed to draw on the general fund by £30k to provide a balanced budget. The targeted savings in 2016/17 and 2017/18 are expected to contribute to the General Fund balance before being drawn on in subsequent years.

### **13.0 CAPITAL PROGRAMME AND CAPITAL FINANCING**

- 13.1 The key financial details on capital expenditure and financing in the revised money plan for the 3 years from 2015/16, are shown in detail at **Appendix 4**, and summarised below:
- 1) Capital programme expenditure of £16.468m. Some key projects are, Kings Quarter Development, City Centre regeneration, ICT Projects and externally financed housing projects.
  - 2) Capital financing comprises grants, Section 106 receipts, Capital receipts and borrowing.
- 13.2 The majority of capital financing will be funded through external grants and capital receipts. The future financial commitments will be approved based on specific income generating, or revenue saving business cases to fund the cost of borrowing. The main exceptions to this policy will be essential works on the Council's buildings, which will result in a reduced maintenance liability or potential increase in asset value.
- 13.3 Wherever possible and desirable, additional one-off capital investments on a business case basis will be made, providing corporate objectives are delivered, and financing is available and affordable within existing budgets, or preferably with the provision of a spend to save revenue saving on existing budgets.
- 13.4 The strategy on borrowing is to ensure that any borrowing is only undertaken on a business case basis, and is affordable and paid off over the life of the asset.
- 13.5 **Appendix 4** is the proposed capital budgets for 3 years from 2015/16 incorporating any carried forward capital budgets and new approved schemes.

### **14.0 BUDGET CONSULTATION**

- 14.1 The Council's budget consultation for 2015/16 has utilised an on-line interactive budget survey developed with Govmetric, a link to which has been available on the Council's website. Leaflets were also available from the council reception at the city council offices at the Docks, GL1, Oxstalls Sports Park, the Guildhall, and at the City or Folk museums.



- 14.2 Any callers to the Council by telephone during the consultation period were also given the opportunity to take part in the survey by customer services staff.
- 14.3 Throughout this process, views of the public and other partners/stakeholders have been sought on the council's financial plans including levels of spending, potential efficiencies and budget savings, as well as opinions on the level of council tax increases and other fees and charges.
- 14.4 The consultation was undertaken initially during the summer of 2014, and was then reopened in January 2015 to further inform decision making.
- 14.5 In addition to the financial appendices, this report also includes the results of the consultation summarised at **Appendix 6**, updated by the further consultation in January/February 2015.

## **15.0 EARMARKED RESERVES**

- 15.1 The Council has limited earmarked reserves with the balance at 31 March 2014 being £112k consisting of;

• Insurance reserve	£10k
• Historic buildings reserve	£63k
• Portfolio Reserves	£10k
• Shopmobility Reserves	£29k

## **16.0 ALTERNATIVE OPTIONS CONSIDERED**

- 16.1 The Council must set a budget in time to start collecting council tax by 1<sup>st</sup> April 2015. These proposals have been subject to consultation and scrutiny prior to Council approval. Alternative proposals put forward for budget savings will be considered as part of this process.

## **17.0 CONCLUSIONS**

- 17.1 This report has outlined the proposed approach to further build on the Council's budget consultation arrangements to inform the 2015/16 budget setting process.

## **18.0 LEGAL IMPLICATIONS**

- 18.1 Legislation places a duty on the Council, as the Billing Authority, to calculate before 11 March 2015 its budget requirement for 2015/16. The council also has a statutory requirement to set a balanced budget.

## **19.0 RISK & OPPORTUNITY MANAGEMENT IMPLICATIONS**

- 19.1 Covered in the report. The budget is prepared based on the information available at the time of writing. The budget pressures facing the Council have, as far as possible, been built into the budget.
- 19.2 The risks are set out more fully in the report but in summary centre around the continuing economic situation and the possible impact this is likely to have on the public sector, changes to Government funding in future years and the level of the Council's spend from 2015/16 onwards.

19.3 In addition to the risks identified in the report, a list of additional identified risks for both the Money plan and the Budget for 2015/16, along with the mitigations is also shown below:

Risk Identified	Inherent Risk Evaluation		Proposed measures	Residual Risk Evaluation	
	Risk Score			Risk Score	
<ul style="list-style-type: none"> <li>Employee related costs will be more than assumed</li> <li>Other costs will be more than assumed</li> </ul>	Risk Score	6	<ul style="list-style-type: none"> <li>Figures based on known commitments and estimated future costs. Any further pressures will need to be matched by additional identified savings.</li> </ul>	Risk Score	4
		8			4
<ul style="list-style-type: none"> <li>Pension fund contributions will be higher than expected.</li> </ul>	Risk Score	6	<ul style="list-style-type: none"> <li>The financial plan will continue to be reviewed and updated annually for a three year period, based on known changes and informed by the most recent actuarial triennial valuation.</li> </ul>	Risk Score	4
<ul style="list-style-type: none"> <li>Planned budget reductions will not be achieved</li> <li>Impact of Legislative changes (eg. Welfare reform) on Councils ongoing costs</li> </ul>	Risk Score	8	<ul style="list-style-type: none"> <li>Close monitoring of budgets will be carried out in each financial year.</li> <li>Continuous monitoring of service pressures and ongoing focus on preventative support.</li> <li>Previously agreed changes to council, tax exemptions and discounts, to help fund the shortfall in financing for local support of council tax.</li> </ul>	Risk Score	6
		6			4
<ul style="list-style-type: none"> <li>Income from fees, charges and other sources will not be as high as planned</li> </ul>	Risk Score	12	<ul style="list-style-type: none"> <li>Close monitoring of income budgets will be carried out in each financial year.</li> </ul>	Risk Score	8
<ul style="list-style-type: none"> <li>Timing of Capital Receipts will be later than anticipated or lower than estimated</li> <li>Timing of Capital payments may be earlier than estimated</li> </ul>	Risk Score	8	<ul style="list-style-type: none"> <li>Close monitoring of the timing and payments of capital expenditure/income will be carried out in each financial year. Alternative savings will be identified, or contingency arrangements agreed.</li> </ul>	Risk Score	4

## **20.0 PEOPLE IMPACT ASSESSMENT (PIA)**

20.1 People Impact Assessments have been carried out for each line of the budget savings, to ensure that all relevant considerations are taken into account.

## **21.0 OTHER CORPORATE IMPLICATIONS**

1) Community Safety

None

2) Environmental

None

3) Staffing

The budget reductions and efficiency savings will result in a net reduction in staff, which could include possible redundancies.

4) Trade Union

Ongoing discussions with the Trade Union on both the money plan and budget represent a key element of the overall consultation process.

**Background Documents:** Money plan 2014-19, February 2014

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**MONEY PLAN 2015-20**

**Appendix 1**

	1	2	3	4	5
	2015/16	2016/17	2017/18	2018/19	2019/20
	£	£	£	£	£
<b>1. BASE BUDGET b/fwd</b>	<b>15,189</b>	<b>15,967</b>	<b>15,943</b>	<b>15,926</b>	<b>15,851</b>
<b>Pay and Price Increases</b>					
Employees pay awards	98	164	167	170	174
Employers Increased Pension Costs	255	255	255	255	255
Price Increases	341	200	200	200	200
Income Inflation	(88)	(86)	(88)	(91)	(93)
<b>Revised Base Budget</b>	<b>15,795</b>	<b>16,502</b>	<b>16,478</b>	<b>16,463</b>	<b>16,389</b>
<b>Cost Pressures/Savings</b>					
Ongoing base pressures	1,454	183	(30)	(10)	0
Ongoing base savings	(10)	(40)	(20)	(100)	0
	<b>1,444</b>	<b>143</b>	<b>(50)</b>	<b>(110)</b>	<b>0</b>
<b>2. NET BUDGET REQUIREMENT</b>	<b>17,239</b>	<b>16,645</b>	<b>16,428</b>	<b>16,353</b>	<b>16,389</b>
<b>Sources of Finance</b>					
Revenue Support Grant	2,734	2,461	2,338	2,221	2,110
Business Rates Retention	3,681	3,736	3,792	3,849	3,907
Grant to support freeze in council tax	45				
New Homes Bonus	3,085	3,460	3,053	2,795	2,558
Council Tax	6,394	6,571	6,753	6,939	7,131
<b>3. TOTAL SOURCES OF FINANCE</b>	<b>15,939</b>	<b>16,228</b>	<b>15,935</b>	<b>15,804</b>	<b>15,706</b>
<b>Budget Shortfall</b>	<b>(1,300)</b>	<b>(417)</b>	<b>(493)</b>	<b>(549)</b>	<b>(684)</b>
<b>4. PROPOSED BUDGET SAVINGS</b>	1,270				
<b>Revised Budget (Shortfall)/Surplus</b>	<b>(30)</b>	<b>(417)</b>	<b>(493)</b>	<b>(549)</b>	<b>(684)</b>
<b>5. FUTURE CHANGES</b>					
Efficiency/Transformation		700	500	500	500
<b>Revised Budget (Shortfall)/Surplus</b>	<b>(30)</b>	<b>283</b>	<b>7</b>	<b>(49)</b>	<b>(184)</b>
<b>REVISED NET BUDGET REQUIREMENT c/fwd</b>	<b>15,969</b>	<b>15,945</b>	<b>15,928</b>	<b>15,853</b>	<b>15,889</b>
<b>6. GENERAL FUND BALANCE</b>					
Opening Balance	2,084	2,054	2,337	2,344	2,295
Contribution to/(from) General Fund	(30)	283	7	(49)	(184)
<b>Closing Balance</b>	<b>2,054</b>	<b>2,337</b>	<b>2,344</b>	<b>2,295</b>	<b>2,111</b>
<b>Cumulative Savings Required</b>	<b>(1,300)</b>	<b>(1,717)</b>	<b>(2,210)</b>	<b>(2,759)</b>	<b>(3,443)</b>

## Description

2015/16 2016/17 2017/18 2018/19 2019/20

**Ongoing base budget increases**

IT Migration / Security	130				
Income Pressures - Garden Waste	50				
Income Pressures - Guildhall	200				
National Insurance Contributions		100			
HB AdminSupport Grant - Single Fraud Investigation Unit	24				
Reduction HB Admin Grant	80				
Senior Management	67				
Various smaller cost pressures	196				
Utility Costs	50				
Reduced External Income - Internal Audit	23				
Recharge to GCH (subject to stock transfer)	400				
Insurance Provision	60				
Joint Core Strategy / City Plan	94	3	(110)	(10)	
Minimum Revenue Provision	80	80	80		
<b>Total ongoing Cost Pressures</b>	<b>1,454</b>	<b>183</b>	<b>(30)</b>	<b>(10)</b>	<b>0</b>

**Budget Savings**

Amortisation of Financial Instruments Reduction Account				(100)	
CCTV Camera Savings		(10)	(20)		
Elections		(30)			
Postage Savings	(10)				
<b>Total Ongoing savings</b>	<b>(10)</b>	<b>(40)</b>	<b>(20)</b>	<b>(100)</b>	<b>0</b>
<b>Total</b>	<b>1,444</b>	<b>143</b>	<b>(50)</b>	<b>(110)</b>	<b>0</b>

Portfolio	Service	Details: aim of the project	2015/16 £000	Comments
Cabinet Member for the Environment	Cemeteries and Crematorium	Building additional income achieved into the base budget	(50)	Higher income levels have been achieved which can now be incorporated into service budgets and are expected to be recurring
	Neighbourhood Services	Amey contract review, ongoing project from 2013/14 with requirement to identify further savings	(300)	Details of the proposed savings are in the attached document. The saving target for 2015/16 has been reduced by £200k which has been moved to 2016/17. This change reflects the expected delivery timescales of the savings.
Cabinet Member for Housing, Health & Leisure	Business Improvement	Aspire, ongoing project from 2013/14 with requirement to identify further savings	(200)	Aspire business plan recognises the requirement to reduce the management fee ongoing and has built in required reductions.
	Business Improvement	Energy Savings	(100)	Energy savings to be delivered through the Councils major partnerships
Cabinet Member for Communities & Neighbourhoods	Business Improvement	Voluntary Sector SLA's	(50)	SLA's to be reviewed and streamlined to focus on key areas of support for residents. Both the CAB and the Law Centre are aware of this targeted saving and have been expected to put plans in place.
Cabinet Member for Regeneration & Culture	Development Services	Planning Services Review	(100)	The required savings will come forward as part of a restructuring of the planning service. This also explores options for joint working and shared services; some of this work is already in process. A review of Building Control charges and the potential to widen the offer of the service to other client groups could also potentially increase fees for the Council. It is also intended that the Development Control team will review the scale of pre-application charges which could also generate additional income
	Commercial Services	Museums Operational Review	(100)	Cultural Services review now completed. Review recommendations now being implemented to deliver required savings.
	Commercial Services	Guildhall Operational review	(100)	Cultural Services review now completed. Review recommendations now being implemented to deliver required savings.

Portfolio	Service	Details: aim of the project	2015/16 £000	Comments
Cabinet Member for Performance & Resources	Financial Services	Financial Services Review	(70)	Service review to explore opportunities for restructuring, partnerships, shared working
	Communication Services	Shared Working Arrangements	(50)	This will be achieved by formalising the current shared service arrangements with the County Council.
	Business Improvement	CIVICA, review further savings on contract	(100)	Combination of contract efficiencies and royalties
	Legal Services	Legal Service Review	(50)	Savings will be delivered through joint working arrangement with One Legal
<b>TOTAL</b>			<b>(1,270)</b>	
<b>SAVINGS REQUIRED</b>			<b>(1,300)</b>	
<b>Contribution from General Fund</b>			<b>30</b>	



### **Savings Proposals Appendix 3 continued:**

#### **Amey Contract Review Proposed savings 2015/16 £500,000**

Discussions with our Streetcare Partner, Amey, have identified a number of areas where savings can be achieved in 2015-16 and the following years. To achieve the levels of saving needed, whilst seeking to maintain the same levels of service, is very challenging. However, by undertaking a number of service reviews and redesigns, we will be targeting the following areas in 2015-16, with further savings being achieved in 2016-17.

Waste and Recycling Review – A report setting out the scope of the review of the Waste and Recycling Service is to be considered by Cabinet on 25 February. The review will consider the method and frequency of collections with a focus on changing from the current kerbside sort (with Amey staff sorting the recyclates at the kerbside) to a co-mingled collection (with recyclates placed into the vehicle together and sorted at a later stage). The review will also consider the frequency of collections. A change to the service will achieve significant savings, although due to the time needed to complete the review, design the new service and roll-out across the City, savings in 2015-16 will be for part of the year and full year savings achieved in 2016-17.

Income Opportunities – Following a successful trial collecting two additional recyclates (mixed plastics and tetra paks), we will be rolling this out across the City in the Spring. The value of these items will bring additional income. In addition, it has been agreed to look at other increased income opportunities with Amey, i.e. through the Trade Waste Service and other paid for services such as Sports Pitch bookings.

Streets and Grounds – We reviewed the Streets and Grounds Service in 2014 and made savings by varying the frequency of street cleansing across the City. We will be carrying out a further review of the service so as to achieved further savings by, for example, looking to combine the Streets and Grounds programmes and developing “area-based” working where appropriate. We will also be looking at the resources needed to open and close sports pavilions.

#### **Cemetery & Crematorium Proposed Saving 2015/16 £50,000**

Analysis of income from this service has identified that additional income in excess of current budgets can be achieved on a recurring basis.

#### **Aspire Management Fee Proposed Saving 2015/16 £200,000**

The trusts latest business plan taken to the board on the 4<sup>th</sup> September 2014, highlights the agreed reduction in the management fee and that this is planned to be achieved in 2015/16.

#### **Energy Savings Proposed Savings 2015/16 £100,000**

Work on the Air Handling unit at GL1 has been completed and works on the low level ducting has been completed. Early indications are this will deliver the expected savings in utility costs during 15/16.

#### **Voluntary Sector SLA's Proposed Savings 2015/16 £50,000**

SLA's to be reviewed and streamlined to focus on key areas of support for residents. Both the CAB and the Law Centre were made aware of this reduction when the budget was set this time last year and were tasked with working closely together to bring about efficiency gains.

#### Museums Service Proposed savings 2015/16 £100,000.

The Cultural services review report has been completed and based upon the recommendations plans are being put in place to deliver the required savings in 2015/16.

#### Gloucester Guildhall Proposed savings 2015/16 £100,000.

The Cultural services review report has been completed and based upon the recommendations plans are being put in place to deliver the required savings in 2015/16.

#### Planning Services Review Proposed savings 2015/16 £100,000

The required cost savings for this period will come forward through a combination of measures. It is proposed that a restructuring of the Planning Service will be implemented, as part of this process, there is scope to explore options for joint working and the use of shared services. Within Development Control, it is also intended to undertake a review of operational processes that will enable the team to work more flexibly and further improve performance. It is also intended that a review of pre-application charges will be undertaken to reflect fees charged by other planning authorities which could also generate additional income. Within the Building Control service, there is also the potential to widen the offer of the service to new client groups and to review the current scale of charges which would also yield further income. An ongoing review of the Building Control service is also well advanced in the assessment of the future provision of shared service arrangements (with Stroud District Council) which would be implemented during this period.

#### Financial Services Review Proposed Savings 2015/16 £70,000

£15k has been delivered early as a result of the restructure approved by Organisational Development committee in June 2014. Further savings are expected to be delivered through a proposed shared working arrangement and realignment of the delivery of the 'transaction' processing within the service. Discussions with partners in delivering these savings are in progress to ensure delivery in 2015/16.

#### Revenues and Benefits Services CIVICA Contract Proposed Savings 2015/16 £100,000.

Meetings with CIVICA to review how the required savings will be delivered are ongoing. It is anticipated that this will be achieved through a combination of further service credits through growth of the Severn Centre, potential contract extension, improving income and negotiated additional efficiencies in the contract price.

#### Legal Services Proposed Savings 2015/16 £50,000

Savings are to be delivered through a combination of restructuring and shared working opportunities currently being explored with One Legal.

#### Communication Shared Working Proposed savings 2015/16 £50,000

The arrangements being put in place with Gloucestershire County Council for shared working in the delivery of communications will deliver expected savings target.

Scheme	Capital Programme				Scheme details
	2015 / 16 £000	2016 / 17 £000	2017 / 18 £000	2015 - 2018 £000	
<b>Resources</b>					
Kings Quarter development	1,170	6,670	900	8,740	Project costs associated with Kings Quarter development
Enhancements to assets acquired from SWRDA	21	0	0	21	Remaining budget for asset enhancement following transfer
HCA Regeneration Grant money	50	0	0	50	Grant funded regeneration in greater Blackfriars area
City Centre Investment Fund	977	460	0	1,437	Regeneration within the City Centre, larger projects include Museum Phase 2, Car Parks & Toilets
Voltage Optimisation - Main Buildings	40	0	0	40	Project to reduce energy costs across Council buildings
GCC Building Improvements	400	300	0	700	Contingency fund for GCC buildings
ICT Projects	200	200	200	600	Maintain Council ICT infrastructure / capability / Migration to Data Centre / Windows 7 upgrade
Eastgate Rooftop Carpark Improvements	450	0	0	450	Essential work on Car Park
<b>Sub total</b>	<b>3,308</b>	<b>7,630</b>	<b>1,100</b>	<b>12,038</b>	
<b>Services and Neighbourhoods</b>					
Ranger Centre/Netheridge Barns	10	47	0	57	Creating storage facilities for Countryside Unit
Drainage and Flood Protection Works	80	50	50	180	Flood protection Capital Fund
Horsbere Brook Local Nature Reserve works	20	40	40	100	Nature Reserve works, part funded Environment Agency
Tree Planting - Forestry Commission funded	9	0	0	9	Grant funded tree planting, city wide programme
GL1 Roofing works	50	0	0	50	Improve current roof creating access to improve future maintenance
Innsworth Lane Sports Pitches	15	0	0	15	Reinstatement of football pitches, funded by Severn Trent
Play Area Improvement Programme	60	60	60	180	Concurrent funding improving city play areas
City Centre CCTV system	327	20	0	347	Replacement / Upgrade of CCTV system to include Wifi capabilities
Townscape Heritage Initiative - HLF	199	409	455	1,062	Grant funded improvements to Southgate Street
Crematorium Heat Exchanger	10	0	0	10	Heat Exchanger to replace current heating system
Hillfield Gardens Sensory Garden	22	0	0	22	Lottery Funded Sensory Garden
Housing projects	715	715	539	1,968	Disabled Facilities Grant, mainly Central Government funded
Westgate Leisure Area S106	127	0	0	127	Developer funded regeneration of park area
Green Farm S106	75	0	0	75	Developer funded improvement to play equipment in the Green Farm area, Quedgely
Other Grant Funded Projects (incl S106)	148	57	22	227	Railway Triangle Art project, Play area improvement, Alney Island Nature Reserve
<b>Sub total</b>	<b>1,867</b>	<b>1,398</b>	<b>1,166</b>	<b>4,431</b>	
<b>Total</b>	<b>5,174</b>	<b>9,028</b>	<b>2,266</b>	<b>16,468</b>	

Financing Source	Capital Financing			
	2015 / 16 £000	2016 / 17 £000	2017 / 18 £000	2015 - 18 £000
Lottery Grants	386	574	395	1,354
External Grants (other)	1,993	7,410	1,464	10,867
Section 106	351	57	22	430
Capital Receipts	2,234	552	385	3,171
Borrowing	212	435	0	647
<b>Sub total</b>	<b>5,174</b>	<b>9,028</b>	<b>2,266</b>	<b>16,468</b>

Note: Income generated from Kings Quarter acquisitions will offset project borrowing costs for 2015/16 to 2017/18.

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# Gloucester **City Council**

## **REVENUE BUDGET**

**2015/16**

## GENERAL FUND SUMMARY 2015/16

<b>Gloucester City Council</b>	<b>Proposed Budget 2015/16</b>	<b>Resources</b>	<b>Services and Neighbourhoods</b>
<b>Service Expenditure / Income</b>			
Employees	8,962,684	3,253,342	5,709,342
Premises	2,947,110	2,096,270	850,840
Transport	108,020	15,670	92,350
Supplies and Services	4,444,727	2,296,067	2,148,660
Third Party Payments	52,036,295	46,275,670	5,760,625
Capital Charges	0	0	0
Other Charges	40,200	0	40,200
<b>Expenditure Total</b>	<b>68,539,036</b>	<b>53,937,019</b>	<b>14,602,017</b>
<b>Internal Recharges Net Total</b>			
Contributions	(1,943,546)	(1,528,840)	(414,706)
Fees and Charges	(6,549,095)	(2,809,190)	(3,739,905)
Rents and Lettings	0	0	0
Grant Income	(43,574,816)	(43,574,816)	0
Sales Income	(1,214,879)	(41,900)	(1,172,979)
Other Income	(2,364,777)	(1,744,004)	(620,773)
<b>Income Total</b>	<b>(55,647,112)</b>	<b>(49,698,750)</b>	<b>(5,948,361)</b>
<b>Service Expenditure</b>	<b>12,891,924</b>	<b>4,238,269</b>	<b>8,653,656</b>
<b>Corporate Expenditure / (Income)</b>			
Senior Management Cost	79,300		
Interest Payable	644,570		
Interest Receivable	(45,770)		
Pension Contribution	3,355,000		
Insurance Provision	60,000		
Adjustments between accounting basis/funding basis	(1,016,596)		
<b>Net Operating Expenditure</b>	<b>15,968,428</b>		
Council Tax Precept	(6,394,000)		
Retained Business Rates	(3,680,658)		
Central Government Funding	(5,864,000)		
<b>Net Council Position</b>	<b>29,770</b>		

**SERVICES & NEIGHBOURHOODS - DIRECTORATE 2015/16**

Services and Neighbourhoods	Proposed Budget		Development	Neighbourhood	Public Protection	Cultural Services	Contact Centre	
	2015/16	Director 2015/16	Services 2015/16	Services 2015/16	2015/16	Housing 2015/16	2015/16	2015/16
Employees	5,709,342	105,227	921,926	835,726	1,660,998	601,234	748,067	836,164
Premises	850,840	0	0	170,600	483,490	3,000	193,750	0
Transport	92,350	0	9,350	17,770	52,120	650	2,950	9,510
Supplies and Services	2,148,660	0	299,930	104,190	455,920	373,400	825,840	89,380
Third Party Payments	5,760,625	0	29,480	5,591,790	50,355	62,000	27,000	0
Capital Charges	0	0	0	0	0	0	0	0
Other Charges	40,200	0	0	0	40,000	0	200	0
<b>Expenditure Total</b>	<b>14,602,017</b>	<b>105,227</b>	<b>1,260,686</b>	<b>6,720,076</b>	<b>2,742,883</b>	<b>1,040,284</b>	<b>1,797,807</b>	<b>935,054</b>
Internal Recharges Net Total	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
Contributions	(414,706)	0	0	(125,375)	(144,331)	(145,000)	0	0
Fees and Charges	(3,739,905)	0	(769,400)	(950,000)	(1,892,037)	0	(128,468)	0
Rents and Lettings	0	0	0	0	0	0	0	0
Grant Income	0	0	0	0	0	0	0	0
Sales Income	(1,172,979)	0	0	0	(247,186)	0	(925,792)	0
Other Income	(620,773)	0	(37,000)	(71,310)	(404,963)	(105,000)	(2,500)	0
<b>Income Total</b>	<b>(5,948,361)</b>	<b>0</b>	<b>(806,400)</b>	<b>(1,146,685)</b>	<b>(2,688,517)</b>	<b>(250,000)</b>	<b>(1,056,760)</b>	<b>0</b>
<b>Service Expenditure</b>	<b>8,653,656</b>	<b>105,227</b>	<b>454,286</b>	<b>5,573,391</b>	<b>54,366</b>	<b>790,284</b>	<b>741,047</b>	<b>935,054</b>

<b>Development Services</b>	<b>Proposed Budget 2015/16</b>
Employees	921,926
Premises	
Transport	9,350
Supplies and Services	299,930
Third Party Payments	29,480
Capital Charges	0
Other Charges	
<b>Expenditure Total</b>	<b>1,260,686</b>
Internal Recharges Net Total	
Contributions	
Fees and Charges	(769,400)
Rents and Lettings	
Grant Income	
Sales Income	
Other Income	(37,000)
<b>Income Total</b>	<b>(806,400)</b>
<b>Service Expenditure</b>	<b>454,286</b>

**Directorate**

Services and Neighbourhoods

**Director**

Martin Shields

**Service Manager**

Anthony Wilson

**Portfolio**

Regeneration and Culture

**Portfolio Holder**

Councillor Paul James

<b>Summary By Cost Centre 2015-16</b>	<b>Total</b>		
	<b>Expenditure</b>	<b>Total Income</b>	<b>Net</b>
HOUSING STRATEGY & ENABLING	237,730	(86,000)	151,730
GROUP MGR PLANNING & ECONOMY	64,729		64,729
HISTORIC BUILDINGS	29,480		29,480
DEVELOPMENT MANAGEMENT	287,041	(530,000)	(242,959)
PLANNING POLICY	397,407		397,407
BUILDING CONTROL	244,299	(190,400)	53,899
	<b>1,260,686</b>	<b>(806,400)</b>	<b>454,286</b>



<b>Neighbourhood Services</b>	<b>Proposed Budget 2015/16</b>
Employees	835,726
Premises	170,600
Transport	17,770
Supplies and Services	104,190
Third Party Payments	5,591,790
Capital Charges	
Other Charges	
<b>Expenditure Total</b>	<b>6,720,076</b>
Internal Recharges Net Total	
Contributions	(125,375)
Fees and Charges	(950,000)
Rents and Lettings	
Grant Income	
Sales Income	
Other Income	(71,310)
<b>Income Total</b>	<b>(1,146,685)</b>
<b>Service Expenditure</b>	<b>5,573,391</b>

**Directorate**  
**Director**  
**Service Manager**

Services and Neighbourhoods  
Martin Shields  
Ross Cook  
  
Environment - Communities and  
Neighbourhoods  
Councillor Jim Porter -  
Councillor Jennie Dallimore

**Portfolios**

**Portfolio Holders**

<b>Summary By Cost Centre 2015-16</b>	<b>Total</b>		
	<b>Expenditure</b>	<b>Total Income</b>	<b>Net</b>
Partnerships and Engagement	384,458		384,458
Neighbourhood Management	5,777,112	(466,310)	5,310,802
Green Garden Waste	12,000	(580,000)	(568,000)
Bulky Waste		(50,000)	(50,000)
Head of Neighbourhood Services	73,531		73,531
Countryside and Land	472,975	(50,375)	422,600
<b>Net Service Expenditure</b>	<b>6,720,076</b>	<b>(1,146,685)</b>	<b>5,573,391</b>

<b>Public Protection</b>	<b>Proposed Budget 2015/16</b>
Employees	1,660,998
Premises	483,490
Transport	52,120
Supplies and Services	455,920
Third Party Payments	50,355
Capital Charges	
Other Charges	40,000
<b>Expenditure Total</b>	<b>2,742,883</b>
Internal Recharges Net Total	
Contributions	(144,331)
Fees and Charges	(1,892,037)
Rents and Lettings	
Grant Income	
Sales Income	(247,186)
Other Income	(404,963)
<b>Income Total</b>	<b>(2,688,517)</b>
<b>Service Expenditure</b>	<b>54,366</b>

**Directorate**

**Director**

**Service Manager**

**Portfolios**

**Portfolio Holders**

Services and Neighbourhoods

Martin Shields

Gill Ragon

Communities and Neighbourhoods - Housing,  
Health and Leisure - Regeneration and Culture -  
Environment

Councillor Jennie Dallimore - Councillor Colin

Organ - Councillor Paul James - Councillor Jim

Porter

<b>Summary By Cost Centre 2015-16</b>	<b>Total</b>		
	<b>Expenditure</b>	<b>Total Income</b>	<b>Net</b>
<b>Cemeteries and Crematorium</b>	897,772	(1,728,807)	(831,035)
<b>Emergency Planning and Flood Prevention</b>	297,683	(15,000)	282,683
<b>Shopmobility</b>	31,347	(24,600)	6,747
<b>Food Safety, Licensing and Markets</b>	664,291	(817,850)	(153,559)
<b>Health and Safety</b>	190,760		190,760
<b>Head of Public Protection</b>	72,811		72,811
<b>Community Safety</b>	230,168	(28,000)	202,168
<b>Private sector Housing and Planning Enforcement</b>	358,051	(74,260)	283,791
<b>Net Service Expenditure</b>	<b>2,742,883</b>	<b>(2,688,517)</b>	<b>54,366</b>

<b>Housing</b>	<b>Proposed Budget 2015/16</b>
Employees	601,234
Premises	3,000
Transport	650
Supplies and Services	373,400
Third Party Payments	62,000
Capital Charges	0
Other Charges	0
<b>Expenditure Total</b>	<b>1,040,284</b>
Internal Recharges Net Total	
Contributions	(145,000)
Fees and Charges	
Rents and Lettings	
Grant Income	
Sales Income	
Other Income	(105,000)
<b>Income Total</b>	<b>(250,000)</b>
<b>Service Expenditure</b>	<b>790,284</b>

**Directorate** Services and Neighbourhoods  
**Director** Martin Shields  
**Service Manager** Mary Hopper  
**Portfolio** Housing, Health and Leisure  
**Portfolio Holder** Councillor Colin Organ

<b>Summary By Cost Centre 2015-16</b>	<b>Total</b>		
	<b>Expenditure</b>	<b>Total Income</b>	<b>Net</b>
REHOUSING	155,622		155,622
HOMELESSNESS	529,614	(150,000)	379,614
HOMELESSNESS PREVENTION	355,048	(100,000)	255,048
<b>Net Service Expenditure</b>	<b>1,040,284</b>	<b>(250,000)</b>	<b>790,284</b>

<b>Cultural Services and Tourism</b>	<b>Proposed Budget 2015/16</b>
Employees	748,067
Premises	193,750
Transport	2,950
Supplies and Services	825,840
Third Party Payments	27,000
Other Charges	200
<b>Expenditure Total</b>	<b>1,797,807</b>
Internal Recharges Net Total	
Contributions	
Fees and Charges	(128,468)
Rents and Lettings	
Sales Income	(925,792)
Other Income	(2,500)
<b>Income Total</b>	<b>(1,056,760)</b>
<b>Service Expenditure</b>	<b>741,047</b>

<b>Directorate</b>	Services and Neighbourhoods
<b>Director</b>	Martin Shields
<b>Service Manager</b>	Vacant
<b>Portfolio</b>	Regeneration and Culture
<b>Portfolio Holder</b>	Councillor Paul James

<b>Summary By Cost Centre 2015-16</b>	<b>Total</b>		
	<b>Expenditure</b>	<b>Total Income</b>	<b>Net</b>
<b>Guildhall</b>	606,943	(508,056)	98,887
<b>Tourist Information Centre</b>	572,532	(423,431)	149,101
<b>Museums</b>	335,232	(125,273)	209,960
<b>Events</b>	124,000		124,000
<b>Cultural Services Support</b>	159,100		159,100
<b>Net Service Expenditure</b>	<b>1,797,807</b>	<b>(1,056,760)</b>	<b>741,047</b>

<b>Contact Centre and Customer Services</b>	<b>Proposed Budget 2015/16</b>
Employees	836,164
Premises	
Transport	9,510
Supplies and Services	89,380
Third Party Payments	
Capital Charges	0
Other Charges	
<b>Expenditure Total</b>	<b>935,054</b>
Internal Recharges Net Total	
Contributions	
Fees and Charges	
Rents and Lettings	
Grant Income	
Sales Income	
Other Income	
<b>Income Total</b>	<b>0</b>
<b>Service Expenditure</b>	<b>935,054</b>

<b>Directorate</b>	Services and Neighbourhoods
<b>Director</b>	Martin Shields
<b>Service Manager</b>	Wendy Jones
<b>Portfolio</b>	Communities and Neighbourhoods
<b>Portfolio Holder</b>	Councillor Jennie Dallimore

<b>Summary By Cost Centre 2015-16</b>	<b>Total</b>		
	<b>Expenditure</b>	<b>Total Income</b>	<b>Net</b>
Contact Centre	601,271	0	601,271
Business Support	333,783		333,783
<b>Net Service Expenditure</b>	<b>935,054</b>	<b>0</b>	<b>935,054</b>

**RESOURCES - DIRECTORATE 2015/16**

<b>Resources</b>	<b>Proposed Budget 2015/16</b>	<b>Director 2015/16</b>	<b>Regen and Economic Development</b>	<b>Finance 2015/16</b>	<b>Audit 2015/16</b>	<b>HR &amp; OD 2015/16</b>	<b>Legal &amp; PD 2015/16</b>	<b>Business Improvement 2015/16</b>
Employees	3,253,342	104,228	804,123	492,738	278,207	438,283	847,157	288,606
Premises	2,096,270	0	2,096,270	0	0	0	0	0
Transport	15,670	460	1,380	500	550	800	11,080	900
Supplies and Services	2,296,067	2,790	155,660	375,790	2,020	30,940	682,727	1,046,140
Third Party Payments	46,275,670	0	422,500	42,278,000	0	500	4,000	3,570,670
Capital Charges	0	0	0	0	0	0	0	0
Other Charges	0	0	0	0	0	0	0	0
<b>Expenditure Total</b>	<b>53,937,019</b>	<b>107,478</b>	<b>3,479,933</b>	<b>43,147,028</b>	<b>280,777</b>	<b>470,523</b>	<b>1,544,964</b>	<b>4,906,316</b>
Internal Recharges Net Total	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0
Contributions	(1,528,840)	0	0	(60,000)	(89,420)	(20,000)	(94,420)	(1,265,000)
Fees and Charges	(2,809,190)	0	(2,484,050)	(16,140)	0	0	(189,000)	(120,000)
Rents and Lettings	0	0	0	0	0	0	0	0
Grant Income	(43,574,816)	0	0	(42,741,820)	0	(65,000)	0	(767,996)
Sales Income	(41,900)	0	(32,800)	(9,100)	0	0	0	0
Other Income	(1,744,004)	0	(1,490,004)	(15,000)	0	0	0	(239,000)
<b>Income Total</b>	<b>(49,698,750)</b>	<b>0</b>	<b>(4,006,854)</b>	<b>(42,842,060)</b>	<b>(89,420)</b>	<b>(85,000)</b>	<b>(283,420)</b>	<b>(2,391,996)</b>
<b>Service Expenditure</b>	<b>4,238,269</b>	<b>107,478</b>	<b>(526,921)</b>	<b>304,968</b>	<b>191,357</b>	<b>385,523</b>	<b>1,261,544</b>	<b>2,514,320</b>

<b>Regeneration</b>	<b>Proposed Budget 2015/16</b>
Employees	804,123
Premises	2,096,270
Transport	1,380
Supplies and Services	155,660
Third Party Payments	422,500
Capital Charges	
Other Charges	
<b>Expenditure Total</b>	<b>3,479,933</b>
Internal Recharges Net Total	
Contributions	
Fees and Charges	(2,484,050)
Rents and Lettings	
Grant Income	
Sales Income	(32,800)
Other Income	(1,490,004)
<b>Income Total</b>	<b>(4,006,854)</b>
<b>Service Expenditure</b>	<b>(526,921)</b>

<b>Directorate</b>	Chief Executive
<b>Director</b>	Vacant
<b>Service Manager</b>	Anthony Hodge
<b>Portfolio</b>	Regeneration and Culture
<b>Portfolio Holder</b>	Councillor Paul James

<b>Summary By Service Area 2015-16</b>	<b>Total Expenditure</b>	<b>Total Income</b>	<b>Net</b>
Parking	1,226,550	(2,127,300)	(900,750)
Economic Development	439,953		439,953
Asset Management	1,813,430	(1,879,554)	(66,124)
<b>Net Service Expenditure</b>	<b>3,479,933</b>	<b>(4,006,854)</b>	<b>(526,921)</b>

<b>Proposed Budget</b>	
<b>Financial Services and Revenues and Benefits</b>	<b>2015-16</b>
Employees	492,738
Premises	
Transport	500
Supplies and Services	375,790
Third Party Payments	42,278,000
Capital Charges	
Other Charges	
<b>Expenditure Total</b>	<b>43,147,028</b>
Internal Recharges Net Total	
Contributions	(60,000)
Fees and Charges	(16,140)
Rents and Lettings	
Grant Income	(42,741,820)
Sales Income	(9,100)
Other Income	(15,000)
<b>Income Total</b>	<b>(42,842,060)</b>
<b>Net Service Expenditure</b>	<b>304,968</b>

**Directorate**

**Director**

**Service Manager**

**Portfolio**

**Portfolio Holder**

Resources

Vacant

Jon Topping

Resources & Performance

Councillor David Norman MBE

<b>Summary By Cost Centre 2015-16</b>	<b>Total</b>		
	<b>Expenditure</b>	<b>Total Income</b>	<b>Net</b>
Head of Finance	91,896		91,896
Financial Services	391,427	(18,740)	372,687
Treasury Management	126,000		126,000
Procurement	100,205	(66,500)	33,705
Corporate	159,500		159,500
Revenues and Benefits Service	42,278,000	(42,756,820)	(478,820)
<b>Net Service Expenditure</b>	<b>43,147,028</b>	<b>(42,842,060)</b>	<b>304,968</b>



<b>Internal Audit</b>	<b>Proposed Budget 2015/16</b>
Employees	278,207
Premises	
Transport	550
Supplies and Services	2,020
Third Party Payments	
Capital Charges	
Other Charges	
<b>Expenditure Total</b>	<b>280,777</b>
Internal Recharges Net Total	
Contributions	(89,420)
Fees and Charges	
Rents and Lettings	
Grant Income	
Sales Income	
Other Income	
<b>Income Total</b>	<b>(89,420)</b>
<b>Service Expenditure</b>	<b>191,357</b>

**Directorate**

**Director**

**Service Manager**

**Portfolio**

**Portfolio Holder**

Resources

Vacant

Terry Rodway

Resources & Performance

Councillor David Norman MBE

<b>Summary By Cost Centre 2015-16</b>	<b>Total</b>		
	<b>Expenditure</b>	<b>Total Income</b>	<b>Net</b>
Internal Audit	280,777	(89,420)	191,357
<b>Net Service Expendiure</b>	<b>280,777</b>	<b>(89,420)</b>	<b>191,357</b>

<b>Human Resources &amp; Organisational Development</b>		<b>Proposed Budget 2015/16</b>
Employees		438,283
Premises		
Transport		800
Supplies and Services		30,940
Third Party Payments		500
Capital Charges		
Other Charges		
<b>Expenditure Total</b>		<b>470,523</b>
Internal Recharges Net Total		
Contributions		(20,000)
Fees and Charges		
Rents and Lettings		
Grant Income		(65,000)
Sales Income		
Other Income		
<b>Income Total</b>		<b>(85,000)</b>
<b>Service Expenditure</b>		<b>385,523</b>

**Directorate**

Resources

**Director**

Vacant

**Service Manager**

Vacant

**Portfolio**

Resources & Performance

**Portfolio Holder**

Councillor David Norman MBE

<b>Summary By Cost Centre 2015-16</b>	<b>Total</b>		
	<b>Expenditure</b>	<b>Total Income</b>	<b>Net</b>
Human Resources	257,886		257,886
Organisational Health	20,000		20,000
Training Schemes	163,037	(85,000)	78,037
Inhouse Training	29,600		29,600
<b>Net Service Expenditure</b>	<b>510,140</b>	<b>(85,000)</b>	<b>385,523</b>

<b>Legal &amp; Policy Development</b>	<b>Proposed Budget 2015/16</b>
Employees	847,157
Premises	0
Transport	11,080
Supplies and Services	682,727
Third Party Payments	4,000
Capital Charges	
Other Charges	
<b>Expenditure Total</b>	<b>1,544,964</b>
Contributions	(94,420)
Fees and Charges	(189,000)
Rents and Lettings	
Grant Income	
Sales Income	
Other Income	0
<b>Income Total</b>	<b>(283,420)</b>
<b>Service Expenditure</b>	<b>1,261,544</b>

<b>Directorate</b>	Resources
<b>Director</b>	Vacant
<b>Service Manager</b>	Sue Mullins
<b>Portfolio</b>	Performance and Resources
<b>Portfolio Holder</b>	Councillor David Norman

<b>Summary By Cost Centre 2015-16</b>	<b>Total Expenditure</b>	<b>Total Income</b>	<b>Net</b>
CIVIC ADMIN AND HOSPITALITY	51,968	0	51,968
MEMBERS SUPPORT	331,186		331,186
INTERNAL COMMUNICATIONS	2,300		2,300
EXTERNAL COMMUNICATIONS	42,500		42,500
PUBLICATIONS	84,515		84,515
LAND SEARCHES	35,100	(155,000)	(119,900)
DEMOCRATIC SERVICES	186,963		186,963
LEGAL SERVICES	368,151	(34,000)	334,151
REGISTRATION OF ELECTORS	260,243	(94,420)	165,823
COPORATE SUPPORT TEAM	93,473		93,473
GROUP MGR LEGAL & DEM SUPPORT	88,565		88,565
<b>Net Service Expenditure</b>	<b>1,544,964</b>	<b>(283,420)</b>	<b>1,261,544</b>

<b>Business Improvement</b>	<b>Proposed Budget 2015/16</b>
Employees	288,606
Premises	0
Transport	900
Supplies and Services	1,046,140
Third Party Payments	3,570,670
Capital Charges	
Other Charges	
<b>Expenditure Total</b>	<b>4,906,316</b>
Internal Recharges Net Total	
Contributions	(1,265,000)
Fees and Charges	(120,000)
Rents and Lettings	
Grant Income	(767,996)
Sales Income	
Other Income	(239,000)
<b>Income Total</b>	<b>(2,391,996)</b>
<b>Service Expenditure</b>	<b>2,514,320</b>

<b>Directorate</b>	Resources
<b>Director</b>	Vacant
<b>Service Manager</b>	Sadie Neal
<b>Portfolio</b>	Performance and Resources
<b>Portfolio Holder</b>	Councillor David Norman

<b>Summary By Cost Centre 2015-16</b>	<b>Total</b>		
	<b>Expenditure</b>	<b>Total Income</b>	<b>Net</b>
Civica IT contract	490,000		490,000
IT Software and Equipment	767,990		767,990
Business Planning & Performance	250,609		250,609
Client Revs & Bens Contract	197,047	(1,226,996)	(1,029,949)
Civica Contract Revs & Bens	1,768,660		1,768,660
Civica Forest of Dean	755,000	(755,000)	0
Aspire	557,010	(290,000)	267,010
<b>Net Service Expenditure</b>	<b>4,786,316</b>	<b>(2,271,996)</b>	<b>2,514,320</b>

# Gloucester **City Council**

## FEES and CHARGES

2015/16

# **CONTENTS**

<b><u>Portfolio/Service</u></b>	<b><u>Page Number</u></b>
Foreword	1
<b><u>Regeneration</u></b>	
Gloucester City Museum/Folk Museum	2
Guildhall Arts Centre	3
Planning application Fees	4
Car Parking	5,6
Miscellaneous Items	7
Facilities	8
Street trading	9
<b><u>Resources</u></b>	
Land Charges	10
<b><u>Services and Neighbourhoods</u></b>	
Leisure Services	11
Environmental Health	12,13,14
Housing Services	15
Hackney Carriages	16
Licences	17,18,19,20
No Smoking Policy	21
Allotments/Park Events	22
Stray Dogs	23
Cemeteries and Crematorium	24,25,26,27,28,29
Bulky Item/Green Waste Collections	30

**FEES AND CHARGES 2015/2016**  
**FOREWORD**

The following pages give a comprehensive list of fees and charges levied by Gloucester City Council and Government on chargeable services provided to the public, within the city.

Members agreed a general increase of 2.5% although some increases vary from this to reflect supply and demand for the service and the need to conform to pricing policies.

Should you have any queries regarding these charges then please contact the relevant officer whose name is shown at the back of the book.

## CULTURAL SERVICES

		2014/2015 <u>Charge £</u>	2015/2016 <u>Charge £</u>	<u>Increase %</u>
<b><u>GLOUCESTER CITY MUSEUM &amp; ART GALLERY</u></b>				
Admission				
	Adult	£3.00	N/A	N/A
	Children Under 5	Free	Free	0.00%
	Concessionary	£2.00	N/A	N/A
	Family Group	£10.00	N/A	N/A
	Individual membership ticket to both museums (per year)	£10.00	£5.00	-50.00%
	Family membership ticket to both museums(per year)	£20.00	£12.00	-40.00%
	Concessionary membership ticket to both museums (per year)	N/A	£3.00	

### **Concessions:**

Admission concessions available to Juniors is 33%  
 Admission concessions available to those on means tested benefits is 33%  
 Admission concessions available to people with a disability is 33%  
 Admission concessions available to over 65s is 33%  
 Admission concessions available to families is 33%  
 Admission concessions available to HM Armed forces is 33%

### **FOLK MUSEUM**

				<u>Increase %</u>
Admission				
	Adult	£3.00	N/A	N/A
	Children Under 5	Free	Free	0.00%
	Concessionary	£2.00	N/A	N/A
	Family Group	£10.00	N/A	N/A
	Individual membership ticket (per year)	£10.00	£5.00	-50.00%
	Family membership ticket (per year)	£20.00	£12.00	-40.00%
	Concessionary membership ticket to both museums (per year)	N/A	£3.00	

### **Concessions:**



## CULTURAL SERVICES cont.

### Gloucester Guildhall

<u>MEETING ROOMS</u>	<u>2014/2015 Charge £</u>		<u>2015/2016 Charge £</u>			
		<u>Exempt from VAT</u>		Increase		Increase
<b><u>Blue Coat Room</u></b>						
	<b>First Hour</b>	<b>Each hour after</b>	<b>First Hour</b>		<b>Each hour after</b>	
Standard	£20.00	£12.00	£20.00	0.00%	£12.00	0.00%
Premium	£30.00	£12.00	£30.00	0.00%	£12.00	0.00%
<b><u>George Hunt Room</u></b>						
	<b>First Hour</b>	<b>Each hour after</b>	<b>First Hour</b>		<b>Each hour after</b>	
Standard	£15.00	£10.00	£15.00	0.00%	£10.00	0.00%
Premium	£20.00	£12.00	£25.00	0.00%	£12.00	0.00%
<b><u>Studio</u></b>						
	<b>First Hour</b>	<b>Each hour after</b>	<b>First Hour</b>		<b>Each hour after</b>	
Standard	£20.00	£12.00	£20.00	0.00%	£12.00	0.00%
Premium	£30.00	£12.00	£30.00	0.00%	£12.00	0.00%
<b><u>Henley Room</u></b>						
	<b>First Hour</b>	<b>Each hour after</b>	<b>First Hour</b>		<b>Each hour after</b>	
Standard	£10.00	£8.00	£15.00	0.00%	£10.00	0.00%
Premium	£15.00	£10.00	£25.00	0.00%	£12.00	0.00%
<b><u>Potter Room</u></b>						
	<b>First Hour</b>	<b>Each hour after</b>	<b>First Hour</b>		<b>Each hour after</b>	
Standard	£10.00	£8.00	£10.00	0.00%	£10.00	0.00%
Premium	£15.00	£10.00	£20.00	0.00%	£12.00	0.00%
<b><u>Cinema</u></b>						
	<b>First Hour</b>	<b>Each hour after</b>	<b>First Hour</b>		<b>Each hour after</b>	
Standard	£25.00	£20.00	£25.00	0.00%	£20.00	0.00%
Premium	£45.00	£23.00	£45.00	0.00%	£23.00	0.00%
<b><u>Theatre</u></b>						
	<b>First Hour</b>	<b>Each hour after</b>	<b>First Hour</b>		<b>Each hour after</b>	
Standard	£35.00	£26.00	£35.00	0.00%	£26.00	0.00%
Premium	£65.00	£36.00	£65.00	0.00%	£36.00	0.00%
<b><u>Trier Room</u></b>						
	<b>First Hour</b>	<b>Each hour after</b>	<b>First Hour</b>		<b>Each hour after</b>	
Standard	N/A	N/A	£10.00	0.00%	£10.00	0.00%
Premium	N/A	N/A	£20.00	0.00%	£12.00	0.00%

Minimum one hour booking then charged per half hour after that

#### **SERVICE CHARGES- VAT at standard rate**

Technician	per hour	£15.00	£15.00	0.00%
Security	per hour	£15.00	£15.00	0.00%

#### **Concessions: these concessions are available for Guildhall cinema entry only**

<b>Available to:</b>	<b>Amount of concession:</b>
Juniors	Around 15%
Students	Around 15%
Those on means tested benefits	Around 15%
People with a disability	Around 15%
Over 65s	Around 15%
Groups - film group or focus group	Around 15%
HM Armed forces	Around 15%

## PLANNING APPLICATION FEES

	2014/2015		2015/2016	
	<u>Local Planning Authority Advice</u>	<u>Additional Meetings</u>	<u>Local Planning Authority Advice</u>	
<b><u>Permitted Development</u></b>				
Householder	£35.00	N/A		£35.00
Other	£50.00	N/A		£50.00
<b><u>Pre-Application Advice</u></b>				
Householder	£40	£20.00		£40
<b><u>Residential Development</u></b>				
1-4 Dwellings ( Less than 0.5 ha) *	£400.00	£100.00		£400.00
5-9 Dwellings (0.6 ha - 0.99 ha)	£500.00	£100.00		£500.00
10-49 Dwellings (1.0 ha - 1.25 ha)	£1,100.00	£150.00		£1,100.00
50-199 Dwellings ( 1.26 ha - 2.0 ha)	£2,000.00	£200.00		£2,000.00
200+ Dwellings (More than 2ha)	£3,000.00	£250.00		£3,000.00
<b><u>Non residential or commercial</u></b> **				
Less than 500m <sup>2</sup> (Less than 0.5ha)	£200.00	£100.00		£200.00
501-999m <sup>2</sup> (0.6 - 0.99ha)	£300.00	£100.00		£300.00
1000 - 4999m <sup>2</sup> (1.0 - 1.25ha)	£900.00	£150.00		£900.00
5000 - 9999m <sup>2</sup> (1.26 - 2.0ha)	£1,600.00	£200.00		£1,600.00
10000m <sup>2</sup> + (More than 2ha)	£2,500.00	£300.00		£2,500.00
<b><u>Others</u></b>				
Advertisements	£50.00	£30.00		£50.00
Change of Use	£100.00	£75.00		£100.00
Telecommunications	£100.00	£75.00		£100.00
Other ***	£100.00	£50.00		£100.00
Copy Consent (Dev. Control) ****	£15.00	£15.00		£15.00

\* Includes one-for-one replacements and conversions to/ sub-divisions to

\*\* Measured externally

\*\*\* Includes all other development proposals not falling within any of the above categories eg.  
*Variation or removal of conditions  
 Car parks and roads  
 Certificates of lawfulness*

\*\*\*\* Statutory Fees

**Note: The initial costs include up to two meetings, the charge for additional meetings would apply after the first two meetings have occurred. Where a development proposal falls within one category or more then the higher fee will apply. The relevant fee will be determined by the number of dwellings/floor area proposed or by the development site area whichever is greater.**

### **Exemptions**

Advice sought on the following categories does not incur a charge

- Building Conservation advice eg works of repair to listed buildings and Conservation area consents
- Works to trees covered by a TPO or trees located within a conservation area.
- Advice on how to submit a planning application or a fee enquiry
- Planning discussions in relation to enforcement investigations
- Where the enquiry is made by a local authority or county council
- Where the enquiry is made by a parish or town council
- Where the enquiry is made by a housing association, registered social landlord, or an equivalent affordable housing provider or an architect/agent acting directly on their behalf on a soley affordable housing proposal.
- Where the development is for the benefit of a disabled person (and as there would be no fee incurred to make the planning application)
- Initial advice where Gloucester City Council are working with local independants setting up a new business and/or are grant aiding them through business support grants

## CAR PARKING

### GLOUCESTER TOWN CENTRE OFF STREET CAR PARK CHARGES

*Including Vat*

<b>DAILY CHARGES</b>	<u>Period of wait</u>	<u>2014/2015</u> Charge £	<u>2015/2016</u> Charge £	
<b>Westgate Street Car Park</b>	Up to 1 hour	£1.30	£1.30	
	Up to 3 hours	£2.00	£2.00	
	Up to 4 hours	£3.00	£3.00	
	Up to 5 hours	£4.00	£4.00	
	All Day	£6.00	£6.00	
	Sunday Rate: Up to 1 hour	£1.00	£1.00	
	All day	£2.00	£2.00	
	Coaches only - Any period	No charge	No charge	
	<b>Hare Lane South Car Park</b>	Up to 1 hour	£1.30	£1.30
		Up to 2 hours	£2.00	£2.00
Up to 3 hours		£3.00	£3.00	
Up to 4 hours		£4.00	£4.00	
Sunday Rate: Up to 1 hour		£1.00	£1.00	
Up to 4 hours		£2.00	£2.00	
<b>Note: A maximum stay of four hours applies to this car park</b>				
<b>St Michaels Sq Car Park</b>	Up to 1 hour	£1.30	£1.30	
	Up to 3 hours	£2.00	£2.00	
	Up to 4 hours	£3.00	£3.00	
	Up to 5 hours	£4.00	£4.00	
	All Day	£6.00	£6.00	
	After 4pm (untimed)	£1.00	£1.00	
	Sunday Rate: Up to 1 hour	£1.00	£1.00	
	All day	£2.00	£2.00	
<b>Station Road Car Park</b>	Up to 1 hour	£1.30	£1.30	
	Up to 3 hours	£2.00	£2.00	
	Up to 4 hours	£3.00	£3.00	
	Up to 5 hours	£4.00	£4.00	
	All Day	£6.00	£6.00	
	After 4pm (untimed)	£1.00	£1.00	
	Sunday Rate: Up to 1 hour	£1.00	£1.00	
	All day	£2.00	£2.00	
<b>Longsmith Street Car Park</b>	Up to 1 hour	£1.30	£1.30	
	Up to 2 hours	£2.00	£2.00	
	Up to 3 hours	£3.00	£3.00	
	Up to 4 hours	£4.00	£4.00	
	All Day	£6.00	£6.00	
	Sunday Rate: Up to 1 hour	£1.00	£1.00	
	All day	£2.00	£2.00	
<b>Eastgate Centre (roof top), Car Park</b>	Up to 1 hour	£1.30	£1.30	
	Up to 2 hours	£2.00	£2.00	
	Up to 3 hours	£3.00	£3.00	
	Up to 4 hours	£4.00	£4.00	
	All Day	£6.00	£6.00	
	Sunday Rate: Up to 1 hour	£1.00	£1.00	
	All day	£2.00	£2.00	

## CAR PARKING (continued)

### GLOUCESTER TOWN CENTRE OFF STREET CAR PARK CHARGES (continued)

		<i>Including Vat</i>		
		<u>2014/2015</u> <u>Charge £</u>	<u>2015/2016</u> <u>Charge £</u>	<u>Increase</u> <u>%</u>
<b>DAILY CHARGES</b>				
<b>North Warehouse</b>	Monday to Friday			
	up to 30 mins	£0.50	£0.50	0.00%
	up to 2 hours	£2.00	£2.00	0.00%
	Saturday and bank holidays			
	Up to 2 hours	£2.00	£2.00	0.00%
	Up to 4 hours	£4.00	£4.00	0.00%
	Over 4 hours	£6.00	£6.00	0.00%
	Sunday Rate: Up to 1 hour	£1.00	£1.00	0.00%
	All day	£2.00	£2.00	0.00%
<b>Great Western Road Car Park</b>	Monday to Sunday			
	All Day	£3.00	£3.00	0.00%
	Sunday £2.00 all day			
<b>Barbican Way Car Park</b>	Up to 1 hour	£1.30	£1.30	
	Up to 2 hours	£2.00	£2.00	
	Up to 3 hours	£3.00	£3.00	
	Up to 4 hours	£4.00	£4.00	
	All Day	£6.00	£6.00	
	Sunday Rate: Up to 1 hour	£1.00	£1.00	
	All day	£2.00	£2.00	
<b>Castlemeads Car Park (weekends &amp; Bank holidays only)</b>	All Day	£2.00	£2.00	
<b>GL1 Leisure Centre Car Park</b>	Monday to Saturday			
	Max stay 2.5 hours	£4.00	£4.00	
<b>Hare Lane North Car Park</b>	Up to 1 hour	£1.30	£1.30	
	Up to 4 hours	£2.00	£2.00	
	All Day	£3.00	£3.00	
	Sunday Rate: All day	£2.00	£2.00	
<b>Hampden Way Car Park</b>	Up to 1 hour	£1.30	£1.30	0.00%
	Up to 2 hours	£2.00	£2.00	0.00%
	Up to 3 hours	£3.00	£3.00	0.00%
	Up to 4 hours	£4.00	£4.00	0.00%
	All Day	£6.00	£6.00	0.00%
	After 4pm (untimed)	£1.00	£1.00	0.00%
	Sunday Rate: Up to 1 hour	£1.00	£1.00	
	All day	£2.00	£2.00	
<b>Kingswalk Multi Storey Car Park</b>	Up to 1 hour	£1.30	£1.30	0.00%
	Up to 2 hours	£2.00	£2.00	0.00%
	Up to 3 hours	£3.00	£3.00	0.00%
	Up to 4 hours	£4.00	£4.00	0.00%
	All Day	£6.00	£6.00	0.00%
	Sunday Rate: Up to 1 hour	£1.00	£1.00	0.00%
	Up to 4 hours	£2.00	£2.00	0.00%
<b>Ladybellegate Street Car Park</b>	Up to 1 hour	£1.30	£1.30	0.00%
	Up to 2 hours	£2.00	£2.00	0.00%
	Up to 3 hours	£3.00	£3.00	0.00%
	Up to 4 hours	£4.00	£4.00	0.00%
	All Day	£6.00	£6.00	0.00%
	Sunday Rate: Up to 1 hour	£1.00	£1.00	0.00%
	Up to 4 hours	£2.00	£2.00	0.00%
<b>Southgate Moorings Car Park (Docks)</b>	Up to 1 hour	£1.30	£1.30	
	Up to 3 hours	£2.00	£2.00	
	Up to 4 hours	£3.00	£3.00	
	Up to 5 hours	£4.00	£4.00	
	All Day	£6.00	£6.00	
	Sunday Rate: Up to 1 hour	£1.00	£1.00	
	All day	£2.00	£2.00	
<b>SEASON TICKETS (12 Weeks)</b>		<u>Charge £</u>	<u>Charge £</u>	<u>%</u>
Hare Lane North		£216.00	£216.00	0.00%
Longsmith Street (multi-storey)		£315.00	£315.00	0.00%
Station Road		£220.50	£220.50	0.00%
Barbican Way Car Park		£315.00	£315.00	

#### **Concessions:**

People with a disability (a blue badge holder) free for 3 hours max stay receive 100% concession

#### **ON STREET PARKING \***

*Non business for VAT purposes*

	<u>2014/2015</u> <u>Charge £</u>
Parking Meter Charges	
- 30mins	£0.70
- 60mins	£1.40
- 90mins	£2.10
- 120mins	£2.70

## Miscellaneous Items

		<u>2014/2015</u> <u>Charges £</u>	<u>2015/2016</u> <u>Charges £</u>	Increase <u>          %</u>
<b><u>MISCELLANEOUS ITEMS</u></b>				
Photocopying (per A4 sheet)	<b><i>Standard VAT</i></b>	£0.25	£0.25	0.00%
Photocopying (per A3 sheet)	<b><i>Standard VAT</i></b>	£0.50	£0.50	0.00%
Photocopying (per A0 sheet)	<b><i>Standard VAT</i></b>	£5.00	£5.00	0.00%
Bus Station Departures (per departure)	<b><i>Standard VAT</i></b>	£0.63	£0.63	0.00%

## Facilities Fees

<u>Room Hire</u>	2014/2015 <u>Charge £</u>	2015/2016 <u>Charge £</u>	<u>Increase %</u>
Civic Suite:			
Per hour	£35.00	£40.00	14.29%
Morning (8.00 - 12.30)	£150.00	£160.00	6.67%
Afternoon (12.30 - 5.00)	£150.00	£160.00	6.67%
Whole Day (8.00 - 5.00)	£300.00	£310.00	3.33%
Evening (5.00 - 11.00)	£310.00	£310.00	0.00%
Evening per hour	£55.00	£55.00	0.00%
Saturday: 8.00 - 12.30	£247.50	£247.50	0.00%
12.30 - 5.00	£247.50	£247.50	0.00%
5.00 - 11.00	£310.00	£310.00	0.00%
MEETING ROOM 1			
Per hour	£30.00	£35.00	16.67%
Morning (8.00 - 12.30)	£130.00	£140.00	7.69%
Afternoon (12.30 - 5.00)	£130.00	£140.00	7.69%
Whole Day (8.00 - 5.00)	£260.00	£270.00	3.85%
Evening (5.00 - 11.00)	£285.00	£285.00	0.00%
Evening per hour	£47.50	£47.50	0.00%
Saturday: 8.00 - 12.30	£213.75	£213.75	0.00%
12.30 - 5.00	£213.75	£213.75	0.00%
5.00 - 11.00	£285.00	£285.00	0.00%
MEETING ROOMS 2 & 3			
Per hour	£20.00	£20.00	0.00%
Morning (8.00 - 12.30)	£90.00	£90.00	0.00%
Afternoon (12.30 - 5.00)	£90.00	£90.00	0.00%
Whole Day (8.00 - 5.00)	£160.00	£160.00	0.00%
Evening (5.00 - 11.00)	£285.00	£285.00	0.00%
	£47.50	£47.50	0.00%
Sheriff's Room			
Per hour	£25.00	£25.00	0.00%
Morning (8.00 - 12.30)	£112.50	£112.50	0.00%
Afternoon (12.30 - 5.00)	£112.50	£112.50	0.00%
Whole Day (8.00 - 5.00)	£200.00	£200.00	0.00%
Evening (5.00 - 11.00)	£285.00	£285.00	0.00%
Evening per hour	£47.50	£47.50	0.00%
Multi Media Projector	£50.00	£50.00	0.00%
Laptop	£25.00	£25.00	0.00%
Flip Chart & Pens	£10.00	£10.00	0.00%
Catering:			
Kitchen	£100.00	£100.00	0.00%
Tea/Coffee per head	£1.00	£1.00	0.00%
Tea/Coffee/Biscuits per head	£1.30	£1.40	7.69%
Fruit Juice per head	£0.75	£0.75	0.00%
Seasonal Fruit Basket per head	£1.00	£1.00	0.00%
Various menus per head			
Menu 1	£5.00	£5.00	0.00%
Menu 2	£6.00	£6.00	0.00%
Menu 3	£9.00	£9.00	0.00%
Menu 4	£11.00	£11.00	0.00%
Menu 5	£6.75	£6.75	0.00%
Menu 6	£6.00	£6.00	0.00%
Menu 7	£8.50	£8.50	0.00%
Menu 8	£8.00	£8.00	0.00%
Menu 9	£15.00	£15.00	0.00%

**All room hire is exempt from VAT but facility, catering and service charges are subject to VAT at the standard rate.**

## STREET TRADING LICENCES

<u>Street Trading Fees (VAT Exempt)</u>	<u>2014/15</u> <u>Charge £</u>	<u>2015/16</u> <u>Charge £</u>	<u>Increase</u> <u>%</u>
City Centre Catering Unit	£25.00 Per day	£25.00 Per day	0.00%
City Centre retail Unit - non Catering	£20.00 Per day	£20.00 Per day	0.00%
Other units eg. Trading Estate Catering	£10.00 Per day	£10.00 Per day	0.00%
Mobile Icecream Units	£400.00 Per Annum	£400.00 Per Annum	0.00%
Note - Electricity where supplied, additional charge			
Electricity Supply			
Full electricity Supply	£3.60 Per day	£3.60 Per day	0.00%

## Land Charges

2014/2015  
Charge £

### LAND SEARCHES

Search Fees	£115.00
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Fees for 2015/16 have not yet been set by the Council. These will be published through the usual channels.



## LEISURE SERVICES

<b><u>BLACKBRIDGE ATHLETICS TRACK</u></b> **		2014/2015	2015/2016	Increase
		<u>Charge £ phr</u>	<u>Charge £ phr</u>	<u>%</u>
Shared with Public		£17.55	N/A	0.00%
		2013/2014	2014/2015	Increase
		<u>Charge £</u>	<u>Charge £</u>	<u>%</u>
<b><u>Cricket</u></b>	<b><i>Including VAT</i></b>			
Matches - Pitch only weekends		£47.50	£48.70	2.53%
Matches- Pitch only weekdays		£23.25	£23.85	2.58%
Practice wickets (evenings only)		£17.50	£17.95	2.57%
Changing rooms	<b>Exempt from VAT</b>	£7.00	£7.15	2.14%
Teams under 17 half price				
<b><u>Football</u></b>	<b><i>Including VAT</i></b>			
Pitch only weekends		£41.00	£42.00	2.44%
Pitch only weekdays		£21.00	£21.50	2.38%
Changing rooms	<b>Exempt from VAT</b>	£7.00	£7.15	2.14%
Teams under 17 half price				
<b><u>Rugby</u></b>	<b><i>Including VAT</i></b>			
Pitch only weekends		£41.00	£42.00	2.44%
Pitch only weekdays		£21.00	£21.50	2.38%
Changing rooms	<b>Exempt from VAT</b>	£7.00	£7.15	2.14%
Teams under 17 half price				
<b><u>HARD PLAY AREA</u></b> **				
Widden Street		£5.85	£6.00	2.56%
<b><u>SPECIAL TENANCIES (Seasonal Bookings)</u></b>				
Pitch per season	Senior	£200.00	£205.00	2.50%
Pitch per season	junior	£99.00	£101.50	2.53%

*All income from the above is retained by our Streetcare contractor*

\*\* Charges are standard rated unless the letting is for over 24 hours or it is part of a series of lets when it is exempt from VAT.

\* No longer applicable, one charge now proposed (Mon-Sun)

**ENVIRONMENTAL HEALTH**  
All Non Business for VAT purposes unless where stated

		2014/2015 Charge £		2015/2016 Charge £		Increase %
Rodent Control:						
Domestic Premises	per visit	1st Visit : £50 2nd Visit: £25 3rd Visit: £25		1st Visit : £50 2nd Visit: £25 3rd Visit: £25		N/A
* A reduced rate is offered for residents receiving council tax or housing benefit. £25 initial visit then £10 for up to 2 revisits						
Commercial/ Industrial		£71.75	*	£71.75	*	0.00%
Disinfection of Premises:		£58.43		£58.43		0.00%
Commercial/ Industrial	per hour	£71.75	*	£71.75	*	0.00%
Wasp Nests	<b>Including VAT</b>	£51.25		£51.25		0.00%
Other pests in Commercial/Industrial Premises	per hour	£71.75		£71.75		0.00%
<b>Concessions:</b>	<b>Amount of concession</b>					
Those in receipt of Council Tax Support or Housing benefit	50%					
Work in default fees will be a reasonable charge on a case by case basis		Variable	#	Variable	#	
Charge for Service of Housing Act 2004 Notice		Variable	#	Variable	#	
Food Export Certificates		£26.79		£26.79		0.01%
Food Hygiene Training courses						
Level 2 Award Food Safety in Catering						
At Council Offices	£ per Gloucester candidate	£47.00		£47.00		0.00%
	Non-Gloucester Candidate	£59.00		£59.00		0.00%
At the Business Address		£40.00		£40.00		0.00%
N.B. Discounts are available for group bookings						
Health and Safety Training / Workshops						
	Non Gloucester Resident/Business:	£30 per 1/2 day		£30 per 1/2 day		
	Gloucester Resident/Business	£25 per 1/2 day		£25 per 1/2 day		
CIEH level 2 award in Health and Safety in the workplace (per delegate)						
	Non Gloucester Resident/Business:	£80.00		£80.00		
	Gloucester Resident/Business	£50.00		£50.00		
Food Safety Act:						
Charges for Public Register		£244.77		£244.77		0.00%
Part by category		£76.57		£76.57		0.00%
Single entry		Free		Free		N/A
Environmental Health Officer Rate (Hourly Rate)		£50.04	****	£50.04	****	0.00%
Skin Piercing, Acupuncture etc	premises	£110.00		£110.00		0.00%
	per person	£110.00		£110.00		0.00%
Tattoo Hygiene rating scheme						
Application and Initial inspection		N/A		£100.00		
Request for a revisit to re-score		N/A		£50.00		
Annual Inspection		N/A		£100.00		
Motor Vehicle Salvage Registration (3 years)			**		**	Fixed
Breeding of Dogs Licence		£72.75		£72.75		0.01%
Plus cost of vet ***						
Dangerous Wild Animals Licence -Initial application		£625.65		£625.65		0.00%
Renewal application		£72.75		£72.75		0.00%
Animal Boarding Establishment Licence		£123.00		£123.00		0.00%
Pet Shop Licences		£69.34		£69.34		0.00%
Zoo Licences		£409.74		£409.74		0.00%
		2014/2015 Charge £		2015/2016 Charge £		Increase %
High Hedge Nuisance, Investigation Fee		£383.11		£392.69		2.50%
For people in receipt of Income Support Benefit, Pension Credit Guarantee, or State Pension		£63.88		£65.48		2.50%
High hedge/investigation Concessions:						
Those in receipt of Council tax support or housing benefit receive around 83% concession						
People with a disability receive around 83% concession						
People over 65 years old receive around 83% concession						
Those in receipt of Income Support, Pension Credit Guarantee or State Pension receive around 83% concession						
Fixed Penalty Notices						
Depositing Litter (Reduced fee of £50.00 if paid within 10 days)			**			
Failure to comply with a street litter control notice (Reduced fee of £60.00 if paid within 10 days)			**			
Failure to comply with a litter clearing notice (Reduced fee of £60.00 if paid within 10 days)			**			
Failure to produce waste documents (Reduced fee of £180.00 if paid within 10 days)			**			
Failure to produce authority to transport waste (Reduced fee of £180.00 if paid within 10 days)			**			
Unauthorised distribution of free printed matter (Reduced fee of £50.00 if paid within 10 days)			**			
Failure to comply with a waste receptacles notice (Reduced fee of £60.00 if paid within 10 days)			**			
Failure to comply with a Dog Control Order (Reduced to £50.00 if paid within 10 days)			**			
Smoking in smoke-free premises or work vehicles (reduced to £30.00 if paid in 15 days)			**			
Smoking in smoke-free premises or work vehicles (reduced to £50.00 if paid in 29 days)			**			
Failure to display no-smoking signs (reduced to £150.00 if paid in 15 days)			**			
Failure to display no-smoking signs (reduced to £200.00 if paid in 29 days)			**			
* Plus VAT at the standard rate						
** Statutory Fee						
*** To be notified on request						
**** Including Examination of food for voluntary surrender						
# A charge may be charged under the enforcement Act under the Service of Housing Act Notice (part 1 of the Housing Act 2006) but this has yet to be finalised and authorised.						
<b>Environmental Information Regulations: VAT at standard rate</b>						
Personal enquiries (per photocopied sheet)		£50.04				
Others (based on 1 hours work)		£50.04				

## Environmental Health : Permits

*All Non Business for VAT purposes*

LAPC and LAPP charges	2014/2015 Charge £		2015/2016 Charge £	Increase %	
<b><u>Application Fees</u></b>					
Standard Process	£1,579.00		£1,579.00	0.00%	
Additional fee for currently operating without a permit	£1,137.00		£1,137.00	0.00%	
Reduced fee activities (not including vapour recovery)	£148.00		£148.00	0.00%	
	£68.00		£68.00	0.00%	
Additional fee for operating a reduced fee activity without a permit					
Petrol Vapour Recovery 1 & 2	£246.00		£246.00	0.00%	
Vehicle Refinishers	£346.00		£346.00	0.00%	
Mobile screening and crushing plant	£1,579.00		£1,579.00	0.00%	
:- for the 3rd to 7th applications	£943.00		£943.00	0.00%	
:- for 8th & Subsequent applications	£477.00		£477.00	0.00%	
*Where an application for any of the above is for a combined Part B & Waste application	£297.00	<b>(in addition to above)</b>	£297.00	<b>(in addition to above)</b>	0.00%
<b><u>Annual Subsistence Charges</u></b>					
Standard Process (Low)	£739.00	<b>(+£99 Combined Part B &amp; Waste Installation)</b>	£739.00	<b>(+£99 Combined Part B &amp; Waste Installation)</b>	0.00%
Standard Process (Medium)	£1,111.00	<b>(+£149 Combined Part B &amp; Waste Installation)</b>	£1,111.00	<b>(+£149 Combined Part B &amp; Waste Installation)</b>	0.00%
Standard Process (High)	£1,672.00	<b>(+£198 Combined Part B &amp; Waste Installation)</b>	£1,672.00	<b>(+£198 Combined Part B &amp; Waste Installation)</b>	0.00%
Reduced fee activity (Low)	£76.00		£76.00	0.00%	
Reduced fee activity (Medium)	£151.00		£151.00	0.00%	
Reduced fee activity (High)	£227.00		£227.00	0.00%	
Petrol Vapour Recovery 1 & 2 (Low)	£108.00		£108.00	0.00%	
Petrol Vapour Recovery 1 & 2 (Medium)	£216.00		£216.00	0.00%	
Petrol Vapour Recovery 1 & 2 (High)	£326.00		£326.00	0.00%	
Vehicle Refinishers (Low)	£218.00		£218.00	0.00%	
Vehicle Refinishers (Medium)	£349.00		£349.00	0.00%	
Vehicle Refinishers (High)	£524.00		£524.00	0.00%	
Mobile Plant - 1st & 2nd Permits (Low)	£618.00		£618.00	0.00%	
Mobile Plant - 1st & 2nd Permits (Medium)	£989.00		£989.00	0.00%	
Mobile Plant - 1st & 2nd Permits (High)	£1,484.00		£1,484.00	0.00%	
Mobile Plant - 3rd - 7th Permits (Low)	£368.00		£368.00	0.00%	
Mobile Plant - 3rd - 7th Permits (Medium)	£590.00		£590.00	0.00%	
Mobile Plant - 3rd - 7th Permits (High)	£884.00		£884.00	0.00%	
Mobile Plant - 8th + Permits (Low)	£189.00		£189.00	0.00%	
Mobile Plant - 8th + Permits (Medium)	£302.00		£302.00	0.00%	
Mobile Plant - 8th + Permits (High)	£453.00		£453.00	0.00%	
<b>:- Part B process subject to reporting in addition to above (under E-PRTR)</b>	<b>£99.00</b>		<b>£99.00</b>	<b>0.00%</b>	
<b><u>Transfer and Surrender</u></b>					
Standard process transfer	£162.00		£162.00	0.00%	
Standard process partial transfer	£476.00		£476.00	0.00%	
New operator at low risk reduced fee activity	£75.00		£75.00	0.00%	
Reduced fee activity partial transfer	£476.00		£476.00	0.00%	
<b><u>Temporary Transfer for Mobiles</u></b>					
First Transfer	£51.00		£51.00	0.00%	
Repeat transfer	£10.00		£10.00	0.00%	
Repeat following enforcement or warning	£51.00		£51.00	0.00%	
<b><u>Substantial Change</u></b>					
Standard Process	£1,005.00		£1,005.00	0.00%	
Standard Process where the substantial change results in a new PPC activity	£1,579.00		£1,579.00	0.00%	
Reduced fee activities	£98.00		£98.00	0.00%	

### **Note**

Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.00  
 Reduced fee activities are: Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW

## Environmental Health Cont: Permits

*All Non Business for VAT purposes*

<u>LA - IPPC charges</u>	<u>2014/2015</u> <u>Charge £</u>	<u>2015/2016</u> <u>Charge £</u>	Increase %
<b><u>Environmental Permitting</u></b>			
<b><u>Application Fees</u></b>			
A2 Application Fee	£3,218.00	£3,218.00	0.00%
Additional fee for operating without a permit	£1,137.00	£1,137.00	0.00%
<b><u>Annual Subsistence Charges</u></b>			
Annual Subsistence (low)	£1,384.00	£1,384.00	0.00%
Annual Subsistence (Medium)	£1,541.00	£1,541.00	0.00%
Annual Subsistence (High)	£2,233.00	£2,233.00	0.00%
<b><u>Variation</u></b>			
Substantial Variation	£1,309.00	£1,309.00	0.00%
<b><u>Transfer</u></b>			
Transfer	£225.00	£225.00	0.00%
Partial Transfer	£668.00	£668.00	0.00%
<b><u>Surrender</u></b>			
Surrender	£668.00	£668.00	0.00%

## **HOUSING SERVICES**

Outside the Scope of Vat unless specified

### **RENTS** (calculated on a 52 week collection basis)

2014/2015

Charge £

(a)	<b><u>Dwellings-Exempt from VAT</u></b>	
	Average weekly rent	£74.43
(b)	<b><u>Garages</u></b>	
(i)	Outside curtilage of dwelling	
	- let to Council tenants - per week	£5.32
	- let to persons who are not Council Tenants - per week (inclusive of VAT)	£10.10

### **LIFELINK (PLUS VAT)**

#### **Council tenant**

Monitoring Charge per week

£1.82

Rental per week

£3.56

#### **Private tenant**

Monitoring Charge per week

£1.78

Rental per week

£3.29

Rents and charges for 2015/16 are to be determined in consultation with Gloucester City Homes

## HACKNEY CARRIAGES

*All Outside the scope of VAT*

<u>HACKNEY CARRIAGES/ PRIVATE HIRE</u>		<u>2014/2015</u>		<u>2015/2016</u>	<u>Increase</u>
		<u>Charge £</u>		<u>Charge £</u>	<u>%</u>
HC Vehicle Licences		£183.50		£183.50	0.00%
New HC & PH Drivers Licences		£110.00		£110.00	**** 0.00%
3 yearly CRB Fee *		£44.00		£44.00	**** 0.00%
DVLA check		£7.50		£7.50	0.00%
HC Deposit Knowledge Test	**	£54.00		£54.00	0.00%
PH Knowledge Test		£30.00		£30.00	0.00%
PH Vehicle Licences		£183.50		£183.50	0.00%
PH Operators Licences - up to 2 vehicles		£240.00		£240.00	0.00%
Up to 3-5 vehicles		£305.00		£305.00	0.00%
Up to 6-10 vehicles		£620.00		£620.00	0.00%
11 + vehicles		£930.00		£930.00	0.00%
Add Premises on Operators Licence	New Fee	£140.00		£140.00	0.00%
	renewal	£100.00		£100.00	0.00%
Renewal HC & PH drivers	(1 Year)	£77.00		£77.00	0.00%
	(2 Year) New Fee	£140.00		£140.00	0.00%
	(3 Year) New Fee	£200.00		£200.00	0.00%
3 yearly CRB Fee *		£36.00		£36.00	**** 0.00%
Transfer of Ownership		£49.00		£49.00	**** 0.00%
Temprrary Change of Vehicle		£65.00		£65.00	0.00%
HC Driver Test (50% to GHCA)**		£108.00		£108.00	0.00%
Replacement Plates	External Rear	£20.00	Each	£20.00	**** 0.00%
	External Front	£15.00	Each	£15.00	0.00%
	Int	£15.00	Each	£15.00	**** 0.00%
Replacement Licence Badge		£10.00	Each	£10.00	**** 0.00%
Replacement Licence Certificate		£10.50	Each	£10.50	0.00%
Application to notify of change of address		£10.50		£10.50	0.00%
Hackney Carriage Sticker Pack (No Smoking Stickers)		£5.00		£5.00	0.00%
Private Hire Sticker Pack (Bus Lane , Insurance (x3) and no smoking)		£10.00		£10.00	0.00%
Bus Lane Sticker		£3.00	Each	£3.00	0.00%

2015/16 Charges are currently subject to review. Any changes will be published through the usual channels.

**LICENCES (Act 2003)**

*All Non business for VAT purposes*

		<u>2014/2015</u> <u>Charge £</u>		<u>2015/2016</u> <u>Charge £</u>		Increase %
<b>Sex shop Licences:</b>						
Grant/Renewal		£10,790.00		<b>Changed to below</b>		2.50%
New Application		£4,420		£4,420		0.00%
Renewal Application		£2,810		£2,810		0.00%
Transfer Application		£2,125		£2,125		0.00%
Variation Application		£2,125		£2,125		0.00%
Refund to unsuccessful new and renewal applications		£800		£800		0.00%
Change of Details		£33.50		£33.50		0.00%
Copy of Licence		£15.50		£15.50		0.00%
<b>Houses Let in Multiple Occupation (HMO's)</b>						
New or renewed standard applications		£450.00		£450.00		0.00%
Variations to application		£70.00		£70.00		0.00%
Additional cost for non-standard applications per hour		£33.00		£33.00		0.00%
Standard Application Fee Payable every three years		£370.00		£370.00		0.00%
Non Standard Application Fee Payable on failure to licence at appropriate time	variable based on officer times		---	variable based on officer times	---	
<b>Premises Licences and Club Premises Certificates</b>						
Band A, NDRV £0 - £4,300	Conversion/New/Variation Annual Fee	£100.00	**	£100.00	**	0.00%
		£70.00	**	£70.00	**	0.00%
Band B, NDRV £4,301 - £33,000	Conversion/New/Variation Annual Fee	£190.00	**	£190.00	**	0.00%
		£180.00	**	£180.00	**	0.00%
Band C, NDRV £33,001 - £87,000	Conversion/New/Variation Annual Fee	£315.00	**	£315.00	**	0.00%
		£295.00	**	£295.00	**	0.00%
# Band D, NDRV £87,001 - £125,000	Conversion/New/Variation Annual Fee	£450.00	**	£450.00	**	0.00%
		£320.00	**	£320.00	**	0.00%
## Band E, NDRV £125,001 and above	Conversion/New/Variation Annual Fee	£635.00	**	£635.00	**	0.00%
		£350.00	**	£350.00	**	0.00%

# Note: Where Premises are used exclusively or primarily for the supply of alcohol for consumption on the premises the fee shall be 2 x the amount specified above

## Note: Where Premises are used exclusively or primarily for the supply of alcohol for consumption on the premises the fee shall be 3 x the amount specified above

\*\* Statutory fee

--- Additional charges will be incurred for non-standard applications that will be calculated in accordance with the nature and amount of extra work required.

Note: Gambling Act 2005 may give rise to changes in some of the Fees listed above but however these charges have not been set and the above will apply until further notice.

## LICENCES (Act 2003 - Continued)

All Non busines for VAT purposes

		<u>2014/2015</u>		<u>2015/2016</u>		<u>Increase</u>
		<u>Charge £</u>		<u>Charge £</u>		<u>%</u>
<b><u>Additional Fee for Licensable Activities where the Occupancy is &gt; 5000</u></b>						
Occupancy -	5,000 - 9,999	£1,000.00	**	£1,000.00	**	0.00%
	10,000 - 14,999	£2,000.00	**	£2,000.00	**	0.00%
	15,000 - 19,999	£4,000.00	**	£4,000.00	**	0.00%
	20,000 - 29,999	£8,000.00	**	£8,000.00	**	0.00%
	30,000 - 39,999	£16,000.00	**	£16,000.00	**	0.00%
	40,000 - 49,999	£24,000.00	**	£24,000.00	**	0.00%
	50,000 - 59,000	£32,000.00	**	£32,000.00	**	0.00%
	60,000 - 69,999	£40,000.00	**	£40,000.00	**	0.00%
	70,000 - 79,999	£48,000.00	**	£48,000.00	**	0.00%
	80,000 - 89,999	£56,000.00	**	£56,000.00	**	0.00%
	90,000 and over	£64,000.00	**	£64,000.00	**	0.00%
 <b><u>Licensing Act 2003 - Other Fees</u></b>						
Loss or theft of premises licence or summary (Section 2		£10.50	**	£10.50	**	0.00%
Application for a provisional statement where premises l		£315.00	**	£315.00	**	0.00%
	etc. (Section 29)					
Notification of change of name or address (Section 33)		£10.50	**	£10.50	**	0.00%
Application to vary licence to specify individual as premi		£23.00	**	£23.00	**	0.00%
	supervisor (Section 37)					
Application for minor variation tp premises licence or clu		£89.00	**	£89.00	**	0.00%
Application for transfer of premises licence (Section 42)		£23.00	**	£23.00	**	0.00%
Interim Authority Notice following the death etc of licensc		£23.00	**	£23.00	**	0.00%
	(Section 47)					
Theft, loss etc. of certificate or summary (Section 79)		£10.50	**	£10.50	**	0.00%
Notification of change of name or alteration of rules of cl		£10.50	**	£10.50	**	0.00%
Change of relevant registered address of club (Section 8		£10.50	**	£10.50	**	0.00%
Temporary Event Notice (Section 100)		£21.00	**	£21.00	**	0.00%
Theft, loss etc. or temporary event notice (Section 110)		£10.50	**	£10.50	**	0.00%
Application for a grant or renewal of personal licence (Se		£37.00	**	£37.00	**	0.00%
Theft, loss etc. of personal licence (Section 126)		£10.50	**	£10.50	**	0.00%
Duty to notify change of name or address (Section 127)		£10.50	**	£10.50	**	0.00%
Right of freeholder etc. to be notified of licensing matter:		£21.00	**	£21.00	**	0.00%
**	<b>Statutory fees</b>					



**LICENCES (Gambling Act 2005)**

*All Non business for VAT purposes*

			<u>2014/2015</u>	<u>2015/2016</u>	Increase
			<u>Charge £</u>	<u>Charge £</u>	<u>%</u>
<b>Premises Licences and Permit Fees</b>					
New Small Casino	Application	New/Provisional Statement	£5,600.00 *	£5,600.00 *	0.00%
		Annual Fee	£3,500.00 *	£3,500.00 *	0.00%
	Application	Variation	£2,800.00 *	£2,800.00 *	0.00%
	Application	Provisional Statement Holders	£2,100.00 *	£2,100.00 *	0.00%
	Application	Transfer / Reinstate	£1,260.00 *	£1,260.00 *	0.00%
New Large Casino	Application	New/Provisional Statement	£7,000.00 *	£7,000.00 *	0.00%
		Annual Fee	£7,000.00 *	£7,000.00 *	0.00%
	Application	Variation	£3,500.00 *	£3,500.00 *	0.00%
	Application	Provisional Statement Holders	£3,500.00 *	£3,500.00 *	0.00%
	Application	Transfer / Reinstate	£1,505.00	£1,505.00	0.00%
Regional Casino	Application	New/Provisional Statement	£10,500.00 *	£10,500.00 *	0.00%
		Annual Fee	£10,500.00 *	£10,500.00 *	0.00%
	Application	Variation	£5,250.00 *	£5,250.00 *	0.00%
	Application	Provisional Statement Holders	£5,600.00 *	£5,600.00 *	0.00%
	Application	Transfer / Reinstate	£4,550.00 *	£4,550.00 *	0.00%
Bingo Club	Application	New/Provisional Statement	£2,450.00 *	£2,450.00 *	0.00%
		Annual Fee	£700.00 *	£700.00 *	0.00%
	Application	Variation	£1,225.00 *	£1,225.00 *	0.00%
	Application	Provisional Statement Holders	£840.00 *	£840.00 *	0.00%
	Application	Transfer / Reinstate	£840.00 *	£840.00 *	0.00%
Betting Premises (excluding Track	Application	New/Provisional Statement	£2,100.00 *	£2,100.00 *	0.00%
		Annual Fee	£420.00 *	£420.00 *	0.00%
	Application	Variation	£1,050.00 *	£1,050.00 *	0.00%
	Application	Provisional Statement Holders	£840.00 *	£840.00 *	0.00%
	Application	Transfer / Reinstate	£840.00 *	£840.00 *	0.00%
Tracks	Application	New/Provisional Statement	£1,750.00 *	£1,750.00 *	0.00%
		Annual Fee	£700.00 *	£700.00 *	0.00%
	Application	Variation	£875.00 *	£875.00 *	0.00%
	Application	Provisional Statement Holders	£665.00 *	£665.00 *	0.00%
	Application	Transfer / Reinstate	£665.00 *	£665.00 *	0.00%
Family Entertainment Centres	Application	New/Provisional Statement	£1,400.00 *	£1,400.00 *	0.00%
		Annual Fee	£525.00 *	£525.00 *	0.00%
	Application	Variation	£700.00 *	£700.00 *	0.00%
	Application	Provisional Statement Holders	£665.00 *	£665.00 *	0.00%
	Application	Transfer / Reinstate	£665.00 *	£665.00 *	0.00%
Gaming Centre (Adult)	Application	New/Provisional Statement	£1,400.00 *	£1,400.00 *	0.00%
		Annual Fee	£700.00 *	£700.00 *	0.00%
	Application	Variation	£700.00 *	£700.00 *	0.00%
	Application	Provisional Statement Holders	£840.00 *	£840.00 *	0.00%
	Application	Transfer / Reinstate	£840.00 *	£840.00 *	0.00%
Copy of Licence			£20.00 *	£20.00 *	0.00%
Notification of Change Fee			£35.00 *	£35.00 *	0.00%
Occasional Use Notice				No Fee	
Temporary Use notice				£500.00	

\* Note :Gloucester City Council prices are set as a guide, and will be subject to variation in accordance with evidence of fairness. However the amount charged will not exceed the Statutory maximum set by Legislation.

**LICENCES (Gambling Act 2005)**

*All Non business for VAT purposes*

			<u>2014/2015</u>	<u>2015/2016</u>	<u>Increase</u>
			<u>Charge £</u>	<u>Charge £</u>	<u>%</u>
<b><u>Permit Fees</u></b>					
Family Entertainment Centre	Application	New/Renewal	£300.00 *	£300.00 *	0.00% each
	Application	Transitional	£100.00 *	£100.00 *	0.00%
		Change of Name	£25.00 *	£25.00 *	0.00%
		Copy of Permit	£15.00 *	£15.00 *	0.00%
Prize Gaming	Application	New/Renewal	£300.00 *	£300.00 *	0.00% each
	Application	Transitional	£100.00 *	£100.00 *	0.00%
		Change of Name	£25.00 *	£25.00 *	0.00%
		Copy of Permit	£15.00 *	£15.00 *	0.00%
Alcohol Licences Premises- 2 or Less machines	Application	New	£50.00 *	£50.00 *	0.00%
Alcohol Licences Premises- More than 2 machines	Application	New	£150.00 *	£150.00 *	0.00%
		Annual Fee	£50.00 *	£50.00 *	0.00%
	Application	Transitional	£100.00 *	£100.00 *	0.00%
	Application	Variation	£100.00 *	£100.00 *	0.00%
		Change of Name	£25.00 *	£25.00 *	0.00%
		Copy of Permit	£15.00 *	£15.00 *	0.00%
Club Gaming Permit	Application	New/Renewal	£200.00 *	£200.00 *	0.00% each
		Annual Fee	£50.00 *	£50.00 *	0.00%
	Application	Transitional/Variation	£100.00 *	£100.00 *	0.00% each
		Copy of Permit	£15.00 *	£15.00 *	0.00%
Club Gaming Machine Permit	Application	New/Renewal	£200.00 *	£200.00 *	0.00%
		Annual Fee	£50.00 *	£50.00 *	0.00%
	Application	Transitional/Variation	£100.00 *	£100.00 *	0.00% each
		Copy of Permit	£15.00 *	£15.00 *	0.00%
Club (fast Track) for Gaming Permit or Machine Permit	Application	New/Renewal	£100.00 *	£100.00 *	0.00% each
		Annual Fee	£50.00 *	£50.00 *	0.00%
	Application	Transitional	£100.00 *	£100.00 *	0.00%

\* Note Where Annual Fee, Renewal Fee, Transitional Fee, Change of Name, Copy Permit, Variation, and Transfer if not noted - it is because the fee is not Applicable. For the Permit Type.

\*\* All Fees Listed are Statutory and Set by the Secretary of State and Licensing Authority

**No Smoking Policy**  
**(Health Act 2006)**

*All Non business for VAT purposes*

		<u>2014/2015</u> Charge £	<u>2015/2016</u> Charge £	<u>Increase</u> %
<b><u>Fixed Penalty</u></b>				
Failure to Display NO Smoking Signs	(paid within 15 Days)	£150.00 *	£150.00 *	0.00%
	(paid within 29 days)	£200.00 *	£200.00 *	0.00%
Smoking Offences in a Smoke- free Place	(paid within 15 Days)	£30.00 **	£30.00 **	0.00%
	(paid within 29 days)	£50.00 **	£50.00 **	0.00%

\* Note that this is a Statutory Penalty under Section 6 of the Health Act 2006

\*\* Note that this is a Statutory Penalty under Section 7 of the Health Act 2006

**ENVIRONMENTAL HEALTH**

*All Non Business for VAT purposes unless where stated*

		<u>2014/2015</u> Charge £	<u>2015/2016</u> Charge £	<u>Increase</u> %
Food Export Certificates		£27.00	£27.00	0.00%
Level 2 Award in Food Safety in Catering Traini	Gloucester business candidates	£47.00	£47.00	0.00%
	non-Gloucester business candidates	£59.00	£59.00	0.00%

**Animal Health Licences**

Plus cost of vet \*\*\*

Animal Boarding Establishments		£123.00	£123.00	0.00%
Breeding of Dogs Licence***		£73.00	£73.00	0.00%
Dangerous Wild Animals Licence ***	Initial application	£631.00	£631.00	0.00%
	Renewal application	£74.00	£74.00	0.00%
Pet Shop Licences ***		£70.00	£70.00	0.00%
Zoo Licences ***		£414.00	£414.00	0.00%
Copy of licence		£10.50	£10.50	0.00%

~~Motor Vehicle Salvage Registration (3-years)~~

\*\*

\*\*

Fixed This licence is no longer valid

**Scrap Metal Dealers Licence**

**Application**

**New Fee**

New Site Licence Application		£430.00	£430.00	0.00%
New Collectors Application		£258.00	£258.00	0.00%
Site Renewal Application		£336.00	£336.00	0.00%
Collectors Renewal Application		£212.00	£212.00	0.00%
Variation to Site Application		£230.00	£230.00	0.00%
Variation to Collectors Application		£138.00	£138.00	0.00%
Replacement Vehicle Badge		£20.00	£20.00	0.00%
Copy of Paper Licence		£10.50	£10.50	0.00%
Change of Details		£47.00	£47.00	0.00%

## ALLOTMENTS

### *Exempt from VAT*

	<b>2015</b>	<b>2016</b>
	<u>Charge in pence</u>	<u>Charge in pence</u>
per square metre	16.144 pence	16.548 pence

- Age related concessions: 40% reduction (Allotment holder pays 60% of full price)
- Concessions applicable only 1 Allotment per person.
- Plot tenants in receipt of Housing Benefit and/or Council Tax Support and proven are entitled to 40%
- People with a disability are entitled to 40% concession
- Concession is available for men & women over the age of 65.
- Women currently receiving age related benefit before 1/12/14 and below age 65 years will continue to

## Hire of Parks for Events

<b>Application Fee</b>	2014/2015	2015/2016
	<u>Charge</u>	<u>Charge</u>
This is not refundable and is to be paid on application		
Commercial Promotion	£100.00	£100.00
National Registered Charity	£50.00	£50.00
Local charity or not for profit organisation	FREE	FREE

### *Exempt from VAT*

	2014/2015	2015/2016
	<u>Charge</u>	<u>Charge</u>
<b>Gloucester Park/ Plock Court (Rate per day)</b>		
Commercial Promotion	From £700*	From £700*
National Registered Charity	£100.00	£100.00
Local charity or not for profit organisation	£50.00	£50.00
<b>All Other Public Open Space</b>		
Commercial Promotion	From £300	From £300
National Registered Charity	FREE	FREE
Local charity or not for profit organisation	FREE	FREE

\*Fees will be negotiable and will be based on the scale and requirements of the event. This will be considered on a case by case basis.

### **City Centre**

Negotiable and will be based on the scale and requirements for the event. This will be considered on a case by case basis.

### **Cancellation Policy**

6 Weeks Prior to Event	10% of total fee
5 Weeks Prior to Event	20% of total fee
Less than 5 Weeks	50% of total fee
Less than 2 Weeks	100% of total fee
Set up day	25% of total fee
Breakdown day	25% of total fee

### **Bond**

Dependant on size of event and equipment used.

Minimum of £500, If large vehicles present on open space - Minimum of £2000

### **Film Crew**

Amateur/Student crew	£50 a day
Professional	£250 a day

## Stray Dogs

Charge per Day	Charges from <b>01/02/15</b>	Charges for <b>2015/16</b>		Increase %
1 Day	£78.93	£80.00	See Note 1	1.36%
2 Days	£119.93	£123.00	See Note 2	2.56%
3 Days	£160.93	£166.00		3.15%
4 Days	£201.93	£209.00		3.50%
5 Days	£242.93	£252.00		3.73%
6 Days	£283.93	£295.00		3.90%
7 Days	£326.93	£338.00		3.39%

### **Note 1**

Fees will be charged for every part or whole day at the kennel

Kennel fees only have increased by 2.5%

#### **2015/16 fees based on the following:**

Statutory fee	<b>£25.00</b>
Admin fee	<b>£12.00</b>
Daily kennel fee	<b>£43.00</b>
Total	<b>£80.00</b>

*(this includes a cost incurred by the Council of retaining the kennels all year round together with the cost of providing the service)*

### **Note 2**

Costs will increase by £43.00 for each day or part day that the dog is held by the kennels

### **Concessions:**

Those in receipt of Council Tax Support or Housing benefit 50%

Concessionary fares for stray dog service are only eligible on kennelling fees.

I.e. the customer receives 50% discount on kennel fees but will still have to pay 100% of other fees

## CEMETERIES AND CREMATORIUM FEES

A	<u>INTERMENT FEE</u> <i>Exempt from VAT</i>	<u>2014/2015</u> Charge £		<u>2015/2016</u> Charge £		Increase %
1.	Still-born child or child whose age at time of death did not exceed 3 months (to a depth not exceeding 5ft)	£62.00		£63.50		2.42%
2.	Child who at the date of death had exceeded 3 months but had not attained his/her 17th birthday (to a depth not exceeding 5ft)	£223.25	**	£228.75	**	2.46%
3.	Person who at the date of death attained his/her 17th birthday (to a depth not exceeding 5ft)	£637.50	**	£653.50	**	2.51%
4.	Person who at the date of death attained his/her 17th birthday (to a depth not exceeding 7ft)	£922.50	**	£945.50	**	2.49%
5.	Extra depth 7ft - 9ft	£402.25		£412.25		2.49%
6.	Coffin or Casket exceeding 7ft 2" long or exceeding 32" wide - additional cost of shoring extra wide casket, plus wooden shoring	£894.75	**	£917.25	**	2.51%
7.	Coffin or Casket exceeding 7ft 2" long or exceeding 32" wide - additional cost shoring in a re-open grave space next door is not lost	£266.50	**	£273.25	**	2.53%

**Note:** Fees numbered 1 and 2 above are not payable by the next-of-kin provided the deceased's normal residence was within the administrative area of the Gloucester City Council. Thus, where a grave is purchased and dug for three and the first interment is that of a child qualifying for free burial the fee payable will be £1260.92 less the appropriate child fee.

Fees or other optional services, eg Organ, Organist's, "Exclusive Right of Burial", etc, remain payable in accordance with those specified below.

		<u>2014/2015</u> Charge £		<u>2015/2016</u> Charge £		Increase %
	Any bricked grave <b>Standard rated VAT</b>	£8,203.50		£8,408.50		2.50%
<b>B</b>	<u>INTERMENT OF CREMATED REMAINS</u> <i>Exempt</i>					
	In an earth grave where the Exclusive Right of Burial has been purchased	£198.50		£203.50		2.52%
	To pour ashes into a grave where cremation took place at Gloucester	£46.50		£47.75		2.69%
<b>C</b>	<u>NEW CREMATED REMAINS GARDEN</u>					
	Charges for purchase of Burial rights for cremated remains only <i>Exempt</i>	£248.00		£254.25		2.52%
	Interment fee (applicable in addition to the above charge)	£198.50		£203.50		2.52%
	Permission for Headstone	£122.50		£125.50		2.45%
<b>D</b>	<u>SCATTERING OF CREMATED REMAINS ON A GRAVE</u> <i>Exempt</i>					
1.	Where a cremation has taken place at Gloucester Crematorium with or without an appointment	£46.50		£47.75		2.69%
2.	Where cremation has taken place elsewhere, with or without an appointment	£54.75		£56.25		2.74%

\*\* Statutory fees

Concessions:

Concessions of 100% apply to the interment or cremation of children aged under 17 whose usual residence was within the City of Gloucester. This concession does not apply to the interment of cremated remains

## CEMETERIES AND CREMATORIUM FEES (Continued)

		<u>2014/2015</u> <u>Charge £</u>	<u>2015/2016</u> <u>Charge £</u>	Increase <u>%</u>
<b>E EARTH GRAVE</b>	<b>Exempt from VAT</b>			
1. Exclusive Right of Burial for 50yrs		£627.50	£643.25	2.51%
Exclusive Right of Burial for 75yrs		£960.00	£984.00	2.50%
Exclusive Right of Burial for 99yrs		£1,598.50	£1,638.50	2.50%
Purchase in Reserve	<b>Exempt from VAT</b>	£1,160.00	£1,189.00	2.50%
<b>F USE OF CHAPEL FOR BURIAL &amp; MEMORIAL SERVICES</b>	<b>Exempt from VAT</b>			
This charge now includes use of organ and organist (whether used or not)		£199.50	£204.50	2.51%
<b>G MEMORIALS. etc. (For the right to erect or place)</b>				
1. Headstone not exceeding 3ft. in height		£282.50	£289.50	2.48%
2. Vase or block of quarried stone not exceeding 10"x10"x10" (free standing)		£78.00	£80.00	2.56%
3. Each inscription after the first £60.00 + £10.50 VAT		£78.00	£80.00	2.56%
4. Raised stone 18"x12"x4" with of without flower container		£122.50	£125.50	2.45%
<b>H GRAVE MAINTENANCE</b>	<b>Standard rated</b>			
1. Keeping tidy per grave annually		£85.50 *	£87.75	2.63%
2. Keeping tidy and planting per grave annually		£129.00 *	£132.25	2.52%
3. Keeping tidy C.W.G.C. Graves per grave annually		£6.55 *	£6.75	3.05%
4. Search Fees - Records		£41.00 *	£42.00	2.44%
<b>* Including VAT at standard rate</b>				
<b>WOODLAND BURIALS</b>				
All inclusive charge for a Woodland Burial		£1,367.50	£1,401.72	2.50%

## CEMETERIES AND CREMATORIUM FEES(continued)

### CREMATORIUM

	<u>2014/2015</u> <u>Charge £</u>	<u>2015/2016</u> <u>Charge £</u>	<u>Increase</u> <u>%</u>	
<b>A</b>	<b><u>CREMATION FEES</u></b>			
1.	Stillborn child or child whose age at time of death did not exceed 3 months	£60.50	£62.00	2.48%
2.	Child who at the date of death had exceeded 3 months but had not attained his/her 17th birthday	£117.50	£120.50	2.55%
3.	Person who at the date of death attained his/her 17th birthday	£737.50 * #	£756.00 * #	2.51%
*	This charge includes the medical referee fee together with the use of organ and organist's fee (whether used or not)			
#	This charge includes Mercury Abatement Fee			
NOTE: Fees numbered 1 and 2 above, and Medical Referee fees related thereto, are not payable by next-of-kin provided the deceased's normal residence was within the administrative area of the Gloucester City Council.				
Concessions of 100% apply to the interment or cremation of children aged under 17 whose usual residence was within the City of Gloucester. This c				
	In Special circumstances a request can be made for a 4.00pm Cremation Service	£120.50	£123.50	2.49%
<b>B</b>	<b><u>SCATTERING OF CREMATED REMAINS</u></b>			
1.	Where cremation has taken place at Gloucester Crematorium, by appointment	£46.50	£47.75	2.69%
2.	Where cremation has taken place elsewhere, with or without appointment	£54.75	£56.25	2.74%
<b>C</b>	<b><u>ADDITIONAL CREMATION CERTIFICATES</u></b>			
		£20.00	£20.50	2.50%
<b>D</b>	<b><u>MEDICAL REFEREES FEES</u></b>			
		£49.31	£50.54	2.49%
<b>E</b>	<b><u>CREMATORIUM CASKETS</u></b>			
	Polytainer	£11.00	£11.25	2.27%
	Lawnswood Urn	£27.50	£28.25	2.73%
	Derby Casket	£55.00	£56.50	2.73%
<b>F</b>	<b><u>LOAN OF SCATTERING URN</u></b>			
		£34.25	£35.00	2.19%
	<u>Deposit of Cremated Remains per Month after Month</u>	£37.00	£38.00	2.70%
<b>G</b>	<b><u>NATIVE HARDWOOD GARDEN SEAT</u></b>			
		£1,076.50 *	£1,103.50 *	2.51%
	<u>Granite Seat</u>	£1,854.50	£1,901.00	2.51%
<b>H</b>	<b><u>BOOK OF MEMORY</u></b>			
1.	2 Line Inscription	£65.50 *	£67.25 *	2.67%
2.	5 Line Inscription	£110.00 *	£112.75 *	2.50%

\* Including VAT at standard rate



## CEMETERIES AND CREMATORIUM FEES (Continued)

### KERB PLAQUES, TREES, ETC. (20 YRS)

Standard rated VAT	<u>2014/2015</u> <u>Charge £</u>	<u>2015/2016</u> <u>Charge £</u>	Increase <u>%</u>
Single bronze kerb plaque	£326.50 *	£334.75 *	2.53%
Single bronze kerb plaque c/w a Rose motif	£362.00	£371.00	2.49%
Double bronze kerb plaque	£651.00 *	£667.25 *	2.50%
Single bronze tree plaque	£357.50 *	£366.50 *	2.52%
Double bronze tree plaque	£691.00 *	£708.25 *	2.50%
Bronze Heart Tree Plaque (max of 50 letters/figs)	£394.50	£404.50	2.53%
Bronze Heart Tree Plaque c/w a Rose motif	£420.50	£431.00	2.50%
Reserved space on kerb	£77.00 *	£79.00 *	2.60%
Flowering tree & Plaque	£533.50 *	£547.00 *	2.53%
Standard Rose Tree or Shrub & Plaque	£824.50 *	£845.00 *	2.49%
Rose Bush & Plaque	£281.50 *	£288.50 *	2.49%
Flowering tree & tree plaque	£572.50 *	£587.00 *	2.53%
Standard Rose Tree & single tree plaque	£193.50 *	£198.50 *	2.58%
Standard Rose Tree & bronze heart plaque	£485.00 *	£498.00 *	2.68%
Standard Rose Tree & Double tree plaque	£1,014.00	£1,039.50 *	2.51%
	£704.00	£721.50 *	2.49%
	£741.00	£759.50 *	2.50%
	£1,031.50	£1,057.25 *	2.50%
Single Granite Plaques Range from to	£363.30 *	£372.50 *	2.53%
	£493.50 *	£506.00 *	2.53%
Double Granite Plaques Range from to	£412.50 *	£423.00 *	2.55%
	£515.00 *	£528.00 *	2.52%
Renewal of Adoption for 20 yrs	Exempt from VAT		
Single Kerb plaque	£135.50	£139.00	2.58%
Double Kerb Plaque	£270.50	£277.25	2.50%
Standard Rose Tree or Shrub and Plaque	£217.50	£223.00	2.53%
Standard tree and Plaque	£234.00	£240.00	2.56%
Rose Bush and Plaque	£179.00	£183.50	2.51%
Renewal of Reserved Space on Kerb	£77.00	£79.00	2.60%
New Memorial Garden	Standard rated VAT		
Vase	£837.50 *	£858.50 *	2.51%
Sanctum 2000	£1,258.50 *	£1,290.00 *	2.50%

## CEMETERIES AND CREMATORIUM FEES (Continued)

<u>Cedar Garden Price List</u>	<u>2014/15</u>	<u>2015/16</u>	Increase
	Charge £	TOTAL £	%
<b>Cedar Garden</b>			
Standard Rose Tree	£388.00	£398.00 *	2.58%
Single Bronze Tree Plaque	£484.50	£496.50 *	2.48%
Granite Tree Plaque Standard Motif (Extra cost)	£66.50	£68.25 *	2.63%
<b>Boutonniere Plaques</b>			
Text Only	£452.00	£463.25 *	2.49%
Hand Painted Motif	£478.00	£490.00 *	2.51%
Photo Plaque	£517.00	£530.00 *	2.51%
<b>Granite Memorial Book</b>			
Plaque	£323.00	£331.00 *	2.48%

\* Including VAT at standard rate

<u>Cremated Remains Memorials Price List</u>	<u>2014/15</u>	<u>2015/16</u>
	Charge £	TOTAL £
<b>Cariad Collection Keepsakes</b>		
Cheviot Keepsake	N/A	£41.00
Brecon Keepsake	N/A	£41.00
Dynasty Keepsake	N/A	£41.00
Pennine Keepsake	N/A	£41.00
Mendip Keepsake	N/A	£41.00
Cairngorm Keepsake	N/A	£41.00
<b>Cariad Full Size Urns</b>		
Cheviot Full Size Urns	N/A	£180.00
Brecon Full Size Urns	N/A	£180.00
Dynasty Full Size Urns	N/A	£180.00
Pennine Full Size Urns	N/A	£180.00
Mendip Full Urns	N/A	£180.00
Cairngorm Full Size Urns	N/A	£180.00
<b>Mandalay Aluminium Urn</b>		
Silver	N/A	£51.00
Burgundy	N/A	£51.00
Dark Blue	N/A	£51.00
<b>Sterling Silver Necklace</b>		
Heart Pendant with Chain	N/A	£107.50
Ribbon Pendant with Chain	N/A	£107.50
Teardrop Pendant with Chain	N/A	£107.50
<b>Sterling Silver Charm Bracelet</b>		
Charm Bracelet with Heart Charm	N/A	£143.50
Charm Bracelet with Round Charm	N/A	£143.50
<b>Derby Caskets</b>		
Single Adult Caskets	N/A	£56.50
Child Caskets	N/A	£49.00
Baby Caskets	N/A	£44.00

## CEMETERIES AND CREMATORIUM FEES (Continued)

### The Columbia Plaque Range Price List

<u>Rememberance Plaques (with 20 years Adoption)</u>	<u>2014/2015</u> <u>Charge £</u>	<u>2015/2016</u> <u>Charge £</u>	<u>Increase</u> <u>%</u>
<b>Posy Collection</b>			
195mm x 125mm x 10mm Plaque with fixing spike Available in Black, Lavender Blue, Blue Pearl, Imperial Green or Red Granite This price includes an intricately carved floral motif, inscription & spike.	£458.00	£469.50	2.51%
<b>Scenic Collection</b>			
10" x 7" x 10mm Oval Plaque with fixing spike. Available in Black Granite This price includes a tranquil landscape scene, inscription & spike.	£524.50	£537.50	2.48%
<b>Memories Collection</b>			
<b>Locket</b>			
101/2" x 6" x 10mm Heart shaped pendant plaque with fixing spike Available in Black Granite This price includes locket design, photo plaque, inscription & spike.	£615.00	£630.00	2.44%
<b>Keepsake</b>			
7" x 8" x 10mm Open Trinket shaped plaque with fixing spike. Available in Tropical Brown Granite. This Price includes the trinket box design, inscription & spike.	£524.50	£537.50	2.48%
<b>Candle</b>			
9" x 5" x 10mm Candle shaped plaque with fixing spike. Available in Black Granite. This price includes candle design, inscription & spike.	£578.00	£592.50	2.51%
<b>Childrens Plaques</b>			
<b>"To the Moon &amp; Back"</b>			
9" Diameter x 10mm circular plaque. Available in Black Granite. This price includes the design, inscription & spike.	£578.00	£592.50	2.51%
<b>" Over the Rainbow"</b>			
9" Diameter x 10mm Circular plaque. Available in Black Granite. This price includes the design, inscription & spike.	£578.00	£592.50	2.51%
<b>"Butterfly"</b>			
9" x 7" x 10mm Butterfly shaped plaque. Available in Black, Blue Pearl, Imperial Green, Tropical Brown or Red. This price includes the design, inscription & spike.	£524.50	£537.50	2.48%

## Bulky Item Charges

### 2014/15

The City Council provides a bulky item collection service. The charge is:

General households: £24 for up to 3 items, with any additional items at £8 per item  
£4 per item

#### **Concessions:**

Those in receipt of Council Tax Support or Housing benefit

#### **Amount of concession**

50%

### 2015/16

Remains the same

General hous

## Green Waste Charges

The City Council provides a fortnightly waste collection service. The charge is:

General households: £36 per annum

#### **Concessions:**

Those in receipt of Council Tax Support or Housing benefit

#### **Amount of concession**

50%

General househ

Households in r

<u>Service</u>	<u>Extension</u>	<u>Person Responsible</u>
Leisure Services	6785	Dave Pritchett
Museum/ Folk Museum	6119	Angela Smith
Guildhall	6386	Sarah Gilbert
Planning Application Fees	6830	Anthony Wilson
Car Parking	6271	Mark Foyn
Miscellaneous Fee's	63263	Sadie Neal
Land Charges	6116	Mervyn Purcell
Environmental Health	6069	Ed Pomfret
Housing Services	833081	Rob Wharton
Hackney Carriages	6047	Lisa Jones
Licences	6047	Lisa Jones
Allotments	6829	Meyrick Brentnall
Cemeteries & Crematorium	6893	Julienne Reeves
Bulky Items/ Green Waste	6315	Lloyd Griffiths
Stray Dogs	6265	Sally Middleton
Event bookings	6386	Mhairi Smith

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## 1. Results of Budget Consultation

- 1.1 The council's budget consultation for 2015/16 has utilised an on-line interactive budget survey developed with Govmetric, a link to which has been available on the council's website. Leaflets were also available from the council reception at the city council offices at the Docks, GL1, Oxstalls Sports Park, the Guildhall, and at the City and Folk museums.
- 1.2 Any callers to the council by telephone during the consultation period were also given the opportunity to take part in the survey by customer services staff. The initial consultation period was for six weeks during August and September 2014 with a further consultation period from January 2015 to February 13<sup>th</sup> 2015.
- 1.3 Throughout this process, views of the public and other partners/stakeholders have been sought on the council's financial plans including levels of spending, potential efficiencies and budget savings, as well as opinions on the level of council tax increases and other fees and charges.
- 1.4 The online and offline consultation also highlighted the savings the City Council has already made and highlighted the share of Council tax received by the City.
- 1.5 There were 715 responses received as part of the consultation process

## 2. Consultation responses

### Q. Which Council Services are most important to you?

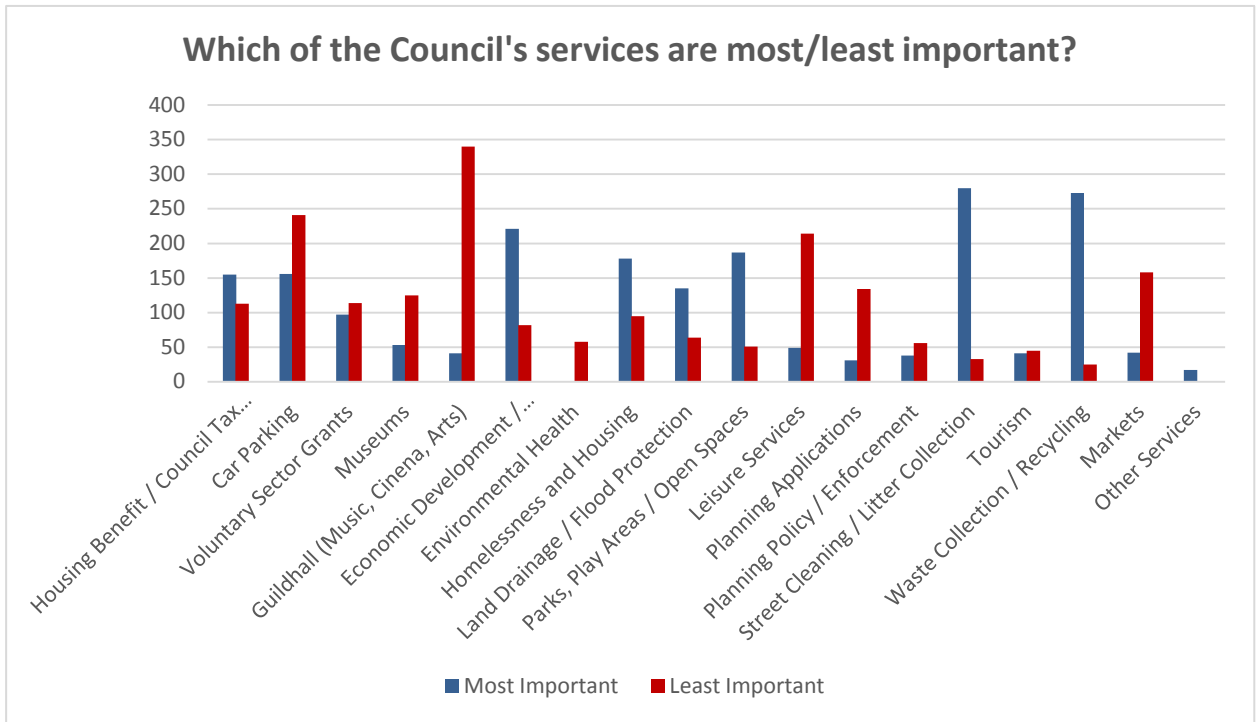
The consultation asked for the people to select the 3 **most** important services provided by the Council from eighteen options, the top 6 and the % are as follows;

1.	Street Cleansing & Litter Collection	14%
2.	Waste Collection	13.7%
3.	Economic Development	11.1%
4.	Parks, play areas and open spaces	9.4%
5.	Homelessness	8.9%
6.	Car Parking	7.8%

The consultation asked for the people to select the 3 **least** important services provided by the Council from eighteen options, the top 6 and the % are as follows;

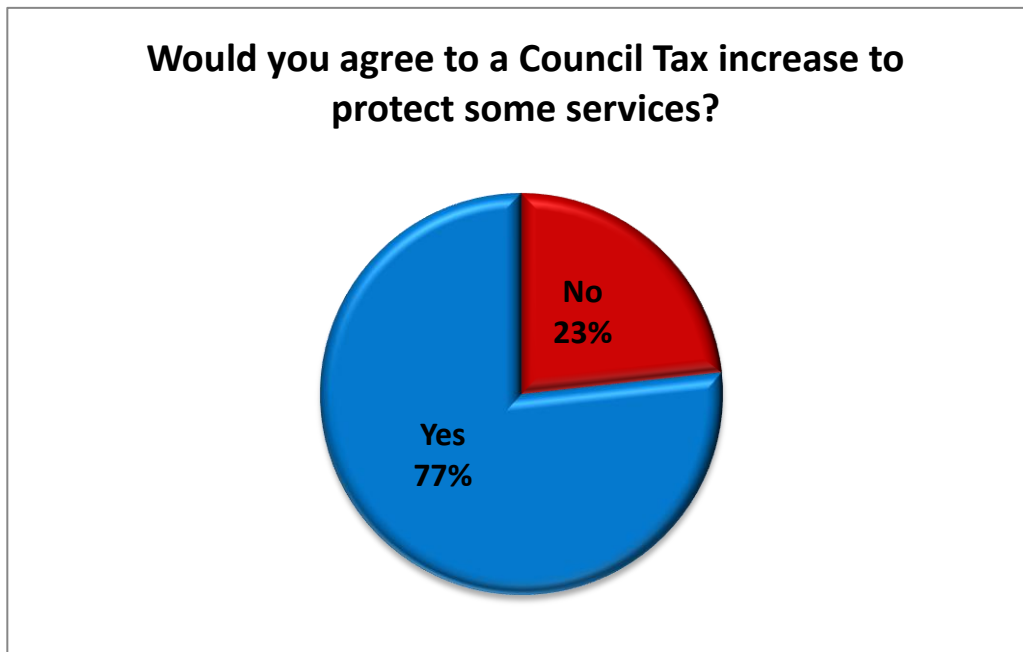
1.	Gloucester Guildhall (Music, Cinema, Arts)	17.5%
2.	Car parking	12.4%
3.	Leisure Services	11%
4.	Markets	8.1%
5.	Planning	6.9%
6.	Museums	6.4%

The chart below details response for all areas;



Q. *Would you agree to a council tax increase to protect some services?*

The chart below details response to this question;



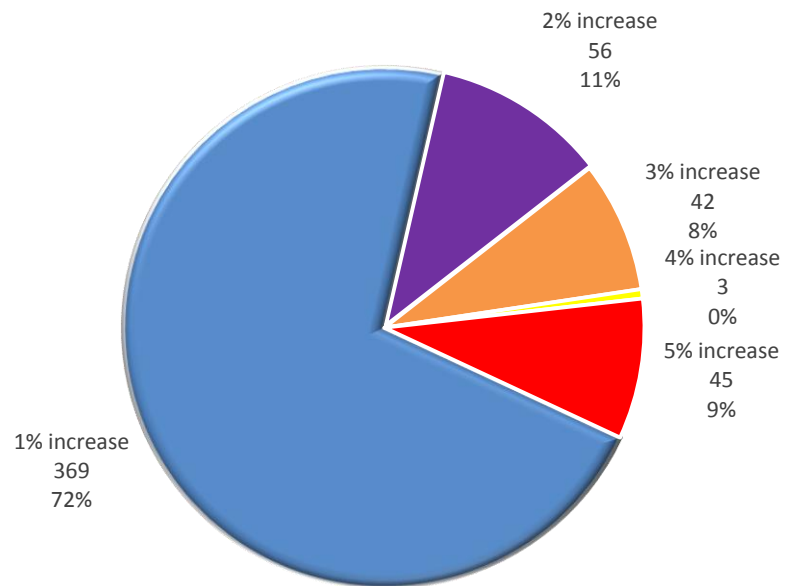
A subsidiary to this question was;

*If yes, what level of increase would be acceptable?*

The chart below details response to this question;



### If yes what % of increase would be acceptable?

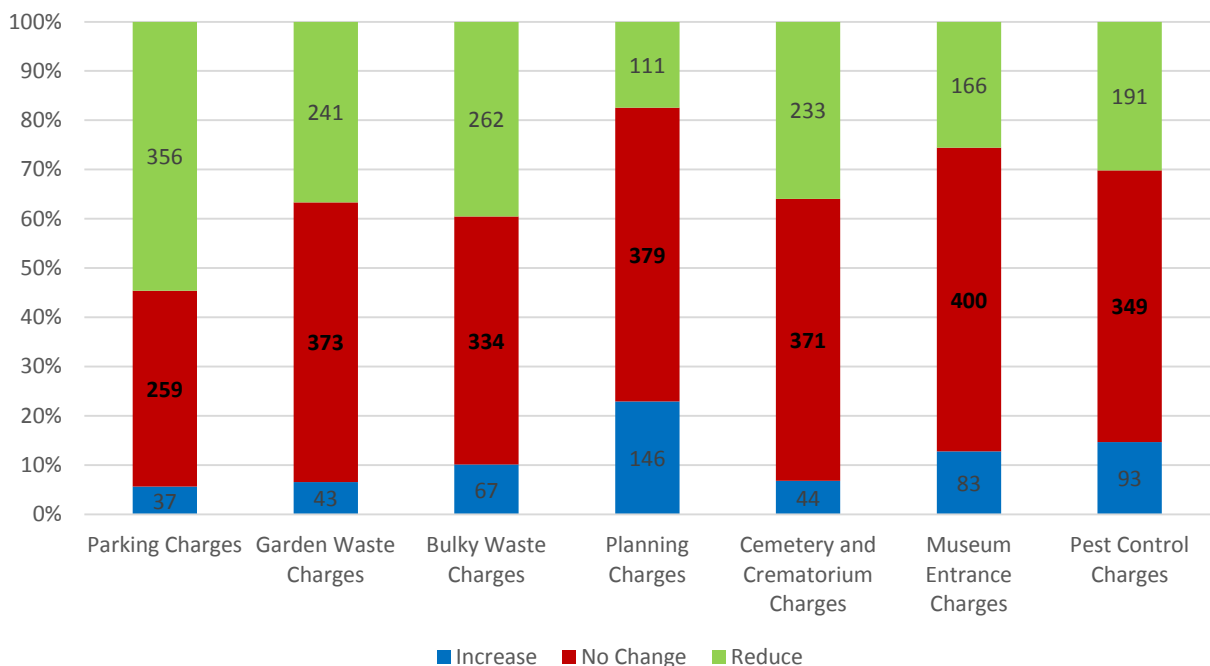


Q. Should the council increase or make additional charges for services

The consultation asked for the people to select charges by the Council from 7 options, and also any other possible options;

The chart below details response to this question of charges to increase, decrease or no change;

### Should the Council increase or make additional charges for the following services...



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# Gloucester City Council – Local council tax reduction scheme

## Introduction

From 1 April 2013 the Government abolished the national Council Tax Benefit scheme, and gave local authorities the freedom to design and set in place their own local Council Tax Reduction schemes. Billing authorities had to adopt their own scheme or be required to use a scheme designed by the Government which is known as the Default Scheme.

Local authorities were required to adopt a local scheme before 31 January 2013 or the default scheme would apply. Gloucester City Council adopted its local scheme at Council on 29 November 2012, and the new scheme is called Council Tax Support ('CTS').

This document sets out the local Council Tax Support scheme. In designing the scheme we have consulted local people and have taken into account the Government's policy priorities.

The principles of the Council Tax Support scheme are:

- Local authorities received a 10% reduction in subsidy by Government to operate the new local scheme compared to Council Tax Benefit. Regulations are in place to protect claimants of state pension credit age
- Local authorities must consult on their schemes with precepting authorities (such as the County Council, the Police) and the public.
- Local authorities may collaborate to develop joint schemes.
- Local authorities should aim to protect vulnerable groups.
- In developing schemes, local authorities should consider incentivising claimants into work.

## Legislative requirements

The Government has set out rules in the following Regulations:

- Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012, which protect claimants of state pension credit age;
- Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012, to be used by local authorities that fail to adopt a scheme.
- Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) (No 2) Regulations 2014, and various other Regulations introduced since 2012 to take account of inflation and make other minor changes.

The 'Prescribed Requirements' regulations detail how Council Tax Support will be worked out for people of state pension credit age. In designing a local Council Tax Support scheme for people of state pension credit age, local authorities must include the provisions of the council tax reduction schemes 'Prescribed Requirements' regulations.

The Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012, which were adopted by the City Council, include all of the provisions of the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012. This ensures that claimants of state pension credit age are protected, and they also make provision for deciding entitlements for working age claimants.

### **Gloucester City Council CTS scheme**

The local Council Tax Support scheme is designed to provide local people with broadly the same level of support they would have received had the Council Tax Benefit scheme remained in place. We have not passed the 10% reduction imposed by Government on to claimants.

We have based the local Council Tax Support scheme on the Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012, for both pension age and working age claimants. We have made some specific additional provisions to support our aim that claimants should receive broadly the same level of benefits they would have received had the Council Tax Benefit scheme remained in place. The additional provisions are:

- **War pensions income** - We will continue to disregard £10 of the War disablement pensions and war widows pensions and in addition will disregard the remainder of the War disablement element of a war pension and the war widows element of a war widows pension, when assessing a reduction under the local Council Tax Support scheme.
- **Overpayment of a reduction** - When we calculate whether we have overpaid a recipient for a reduction under the local Council Tax Support scheme, we will offset any Council Tax Support that would have been due for the same period as the overpayment, had we been aware of the true circumstances of the claimant at that time (this is called 'underlying entitlement'). It is the responsibility of the claimant to request offsetting and to provide the information necessary to enable a calculation of underlying entitlement to be made.

When we consider a reduction under our local Council Tax Support scheme we will also consider any entitlement, under Section 13A(1)(c) of the Local Government Finance Act 1992, for any further reduction in Council Tax. We will make decisions for further discretionary reductions, having due regard to our duties under The Child Poverty Act 2010, The Housing Act 1996, and The Equality Act 2010.

When we consider an application for a further reduction we will review all relevant matters including, but not limited to:

- The circumstances of any other person with whom the applicant is jointly and severally liable for Council Tax.
- The overall financial situation of the applicant and the applicant's family.
- The effect we believe making an award will have on the applicant and any members of the applicant's family.
- Protecting the public purse and maintaining financial budgets.

A person who applies for a discretionary reduction may request that we review our decision. Any request for a review must be made in writing and received within one

month of the date we notified the decision. A review will be conducted by a different officer to the one that made the original decision, and the outcome notified in writing. A review could lead to a reduction or increase in any award.

A copy of the Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 is available on the following website: <http://legislation.gov.uk/browse>

### **Gloucester City Council scheme for 2015/16**

The City Council is not substantially changing its council tax support scheme in 2015/16.

However, as in 2014/15, some changes are required by law, and the Council will also make some further minor changes.

The Government has amended the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations as they apply to pension age applicants to take account of inflation.

For working age applicants, most of the changes the Council is making to its council tax support scheme are being made as a way of taking account of inflation, and mirror the changes being made in the statutory housing benefit scheme.

Details of the Council's CTS scheme are on the Council's website, here: <http://www.gloucester.gov.uk/resident/council-tax/Pages/council-tax-support.aspx>

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<b>Meeting:</b>	<b>Council</b>	<b>Date:</b> 26 February 2015
<b>Subject:</b>	<b>Housing Stock Transfer - Transfer Agreement</b>	
<b>Report Of:</b>	<b>Cabinet Member for Housing, Health and Leisure</b>	
<b>Wards Affected:</b>	<b>All</b>	
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b> Yes
<b>Contact Officer:</b>	<b>Martin Shields, Corporate Director of Services and Neighbourhoods</b>	
	<b>Email:</b> martin.shields@gloucester.gov.uk	<b>Tel:</b> 39-6745
<b>Appendices:</b>	<b>(A) Plain English Summary of the Transfer Agreement</b>	

**FOR GENERAL RELEASE**

**1.0 Purpose of Report**

1.1 This report seeks Council approval to the key terms of the Transfer Agreement, Development Agreement and consequential delegations to enable the transfer of the Council’s housing land, housing stock, and associated functions to Gloucester City Homes (GCH).

**2.0 Recommendations**

2.1 Council is asked to **RESOLVE** that

- (1) the Transfer be completed once the Secretary of State for Communities and Local Government has given consent;
- (2) the terms of the Transfer Agreement and Development Agreement be approved;
- (3) authority be delegated to the Corporate Director of Services and Neighbourhoods, in consultation with the Head of Legal and Policy Development, the Head of Finance and the Cabinet Member for Housing, Health and Leisure to resolve any matters that remain outstanding;
- (4) the Head of Legal and Policy Development be authorised to sign and deliver the Legal Opinion as set out in section 13; and
- (5) the Head of Legal and Policy Development be authorised to seal the Collateral Funders Warranty, Transfer Agreement, Development Agreement, the Property Transfer (TR5) and any other deeds that need sealing and to sign any ancillary documentation on behalf of the Council and to do whatever else is necessary or expedient to complete the Transfer.

### **3.0 Background and Key Issues**

3.1 This report brings to a conclusion this major project which began almost five years ago when the Council commenced a comprehensive housing stock options appraisal. This report sets out the issues in order for the project to be concluded covering:

- Assets
- Financial implications
- Legal considerations
- Future monitoring and review
- Staff
- Pensions
- Service level agreements (SLAs)
- Warranties and indemnities

3.2 The Council carried out its first Housing Options Appraisal back in 2008, with an updated Options Appraisal taking place in 2010.

3.3 Last year, Cabinet approved the formal consultation material for the proposed transfer which was distributed to all secure tenants, introductory tenants and leaseholders, in due course, the Cabinet considered the responses received through this consultation exercise. That meeting also approved the undertaking of a ballot of tenants.

3.4 Following the positive tenants' ballot outcome in September 2014, where 89.1% of the 63.7% of the tenants who voted, voted in favour of transfer, the Council started the legal process of negotiating the transfer of its housing stock to GCH, which will convert to a new 'not-for-profit' registered provider of social housing before the transfer. This is an enormous task, critical parts of which are the development of the Transfer Agreement and agreeing with GCH the financial settlement.

### **4.0 The Transfer Agreement**

4.1 Following the vote by tenants that the Council's Housing stock should transfer to GCH, work has continued in both organisations to achieve the transfer. The transfer target date is set for 16<sup>th</sup> March 2015 and both the Council and GCH have been working to ensure that services to tenants (including payment of housing benefit) continue smoothly on and from that date.

4.2 The Transfer Agreement is the legal contract that transfers the housing stock. It details all the arrangements, warranties, indemnities and conditions of the contract between the two organisations. Agreement of the contents has been the product of prolonged negotiations between the Council's project team and that of GCH.

4.3 The Transfer Agreement will be reviewed on behalf of GCH's funders (RBS), who have agreed to fund the transfer to GCH, by their lawyers. Although the Government (The Department for Communities and Local Government (DCLG)) will not consider the Transfer Agreement in detail, they will be advised on the main terms and will be interested to see that the DCLG transfer guidelines have been adhered to. The regulator, the Homes and Communities Agency (HCA), will need to be assured by



GCH that the Transfer Agreement contains nothing that would prejudice GCH's registration with them as a not-for-profit registered provider.

- 4.4 The Transfer Agreement is at an advanced stage but remains in draft stage at present. The draft will be amended to reflect the final terms of the "commercial deal", (once they have been agreed with GCH and their funders) together with some background information, which is currently being collated. The report states the position based on current draft documentation. The Council is asked to approve the Transfer and to delegate authority to the Corporate Director of Services and Neighbourhoods (who is also the Acting Head of Paid Service) in consultation with the Head of Legal and Policy Development, the Head of Finance and the Cabinet Member for Housing, Health and Leisure to settle any outstanding points.
- 4.5 An introduction to the transfer agreement, which explains the contents and structure of the document is attached at Appendix A.

## **5.0 Assets to Transfer**

- 5.1 The Council owns some 4,438 dwellings across the City that will be transferred to GCH as part of the Transfer. A significant proportion of Housing Revenue Account (HRA) land associated with these dwellings will also be transferred to GCH as part of this proposal.
- 5.2 The Council jointly with GCH produced and adopted an Asset Transfer Protocol which set out how assets vested within the HRA would be treated at the point of transfer. In relation to assets, the Transfer Agreement reflects the provisions agreed in the Asset Transfer Protocol.
- 5.3 The HRA assets comprise the 4,438 tenanted homes, 275 leasehold flats and maisonettes, 48 shared ownership properties, 31 shops, 806 garages and approximately 500 distinct titles covering all HRA land.
- 5.4 Along with the specific assets to transfer to GCH mentioned in paragraph 5.3 above, there will also be a limited amount of communal land. It has also been agreed to transfer a number of sites which have development potential to GCH. This will facilitate the delivery of 100 new homes in the first four years after transfer as per the commitment in the Council's Offer Document.
- 5.5 Plans have been made available for viewing by all Members, indicating the land and properties to be sold as part of the transfer.
- 5.6 Part of the asset portfolio to be transferred by the Council consists of a number of pieces of land which are designated as public open spaces. There are several such areas of land. Whenever a Council intends to dispose of such pieces of land it must advertise its intention to do so by public advertisement pursuant to section 123(2A) of the Local Government Act 1972. The Council will discharge this obligation by placing an appropriate advertisement in issues of the Gloucester Citizen in two successive weeks.
- 5.7 The Council has a small number of miscellaneous assets, including two hostels, in the HRA, which it is planning on retaining but these are still subject to discussion. Assuming they are retained, they will need to be transferred out of the HRA. They

would need to be appropriated to the General Fund, which will allow closure of the HRA, in due course. Section 122 of the Local Government Act 1972 permits the Council to appropriate land which belongs to the Council where the land is no longer needed for the purpose for which it is held immediately before the appropriation.

## **6.0 Staff**

6.1 GCH has its own staff, most of whom transferred to GCH when the ALMO was created. Although there are 2 posts within the Council directly affected by the transfer, there is only 1 member of Council staff transferring to GCH on completion. A number of posts have been identified as ones where there may be a TUPE transfer (Transfer of Undertakings – Protection of Employment) once the relevant SLAs have come to an end. More information is given on this aspect in section 14 below.

6.2 There is an ongoing issue over the Council's liabilities as regards GCH's current staff. In essence, GCH and its funders are seeking to require that the Council meet the pension underfunding in respect of such employees and also provide certain limited warranties in respect of them. The Council's position has been that these are matters for the negotiations and these are continuing.

## **7.0 Service Level Agreements (SLAs)**

7.1 It has been agreed in principle that the Council will provide the following services to GCH following transfer:

- Grounds Maintenance
- Management of commercial premises (shops)

7.2 It has also been agreed in principle that GCH will provide the following services to the Council:

- Management of the Council's Homeless hostels
- Project SOLACE (antisocial behaviour service for the private sector)

7.3 The specifications and terms of these SLAs are being finalised. All of these are time limited ranging from one year to seven years in duration.

## **8.0 Pensions**

8.1 The Council and GCH have been in detailed discussions with Gloucestershire County Council Pension Fund (GCCPF) as regards the future pensions position of staff that transferred to GCH in 2007, staff who became pensioners between 2002 and the proposed date of completion of the stock transfer and the one transferring employee. As is usual in stock transfer, the parties have agreed that the transferee organisation should be fully funded as at the date of admission into the scheme. GCCPF's actuaries have calculated that the deficit as at 15<sup>th</sup> March 2015 in respect of the GCH employees is some £1.9m. An exact figure will be available shortly after transfer has taken place and is therefore subject to confirmation.

8.2 The arrangements to deal with this deficit are set out in section 12 below.

## **9.0 Warranties and Indemnities**

9.1 The Council will be required to provide various warranties and indemnities both to GCH and its funders, all the subject of varying degrees of liability and risk. Specific details of the legal and financial issues arising from these are outlined in the respective parts of section 13 below.

## **10.0 Monitoring Arrangements**

10.1 The Council will retain the important duty of monitoring GCH's performance of its obligations under the Transfer Agreement and, in particular, its carrying out of the promises made to tenants by the Council in the Council's Offer Document. There are reporting processes within the Transfer Agreement with which GCH must comply and a process that will allow Members to continue to raise concerns on behalf of their constituents and Wards, as they do now.

## **11.0 Risks**

11.1 There is a risk that both/either parties fail to agree the terms of the Transfer and Development Agreement or that funders will not agree to fund it. These risks are relatively low.

11.2 There is a risk that the long-term relationship between the Council and GCH will fail if the Transfer and Development Agreement negotiations are not conducted in a fair and reasonable manner, by both Parties.

11.3 There is a risk that the promises in the Council's Offer Document will not be properly complied with (although it should be noted that the Transfer Agreement gives the Council the legal right to take action to force GCH to comply with the commitments it is to deliver).

11.4 There will be a number of residual financial risks for the Council post transfer resulting from the indemnities, warranties and guarantees given in the Transfer Agreement and these could be significant if called upon. The most significant are the risks of GCH bringing claims against the Council in respect of asbestos works costs overrun and environmental clean-up costs. However, the Council has these risks and liabilities now as Landlord and Landowner, so the issue is dealing with the loss of control over them (to GCH) and considering how the Council can manage its risks after the transfer has taken place.

11.5 There is a risk in terms of any liabilities arising prior to transfer in respect of transferring employees. This is not considered to be great given that only one Council member of staff is transferring.

11.6 There is also a risk in respect of liabilities arising from contracts entered into by GCH prior to transfer.

11.7 Loss of control is dealt with to a certain extent by the mitigation and other provisions inserted into the Transfer Agreement to ensure that GCH cannot simply sit back and pass claims over to the Council; it must mitigate the matter. In relation to asbestos there is specific financial provision in GCH's business plan and, with regard to

environmental clean-up costs, there is provision within the set-up costs for environmental insurance cover to be obtained by the Council.

11.8 In addition to the above, the Council will not lose its enduring residual liabilities at the point of transfer as these will have arisen from the Council having been both the landlord and the landowner.

11.9 If the Transfer did not proceed, the Council would face the following risks and issues:

- The Council would forego the positive benefits to tenants of transfer outlined in previous reports.
- There would not be the considerable inward investment with the consequential benefits to the local economy.
- The abortive set-up costs would need to be charged to the General Fund.
- The Council would need to decide whether it wanted an ALMO to continue managing its stock.
- Reputational damage - tenants and other stakeholders who expected the transfer to happen.

11.10 The Council is undergoing a risk management assessment and considering options to protect the Council from the major financial risks arising from the transaction. These include consideration of insurance for the residual environmental risks for which specific provision will be needed. The aim of this will be to minimise the costs potentially to be made under any claim and to maximise cover for the authority.

## **12.0 Financial Considerations**

12.1 The specific financial implications for the Council need to be considered alongside the economic benefits of the transfer across the City.

### **Valuation**

12.2 The valuation determines the purchase price that GCH will pay to acquire the Council's housing stock. The valuation is known as a tenanted market valuation (TMV) and is prescribed by the DCLG. The TMV assumes that the housing will continue to be used as social rented housing in the future and is based upon a comparison of income and expenditure associated with the stock over a 30 year period. These 30 year financial projections are then discounted to reflect the value of money over time. The valuation of the housing stock is currently £20.3m. This will not, however, provide a useable capital receipt to the Council as the transfer price is only sufficient to cover the costs of the transfer along with some agreed HRA debt repayment.

### **Financial Negotiations**

12.3 A major part of the negotiations so far have centred on the need for the Council to minimise the revenue impact of the transfer. Apart from the purchase price for the housing stock, the resources generated from the transfer are the VAT which is available to share between the Council and GCH. It should be noted that £10.1m (50% of the VAT shelter) was included in the valuation to DCLG and the only beneficiary of this is the Government. What happens with the remaining 50% is still the subject of negotiation between the parties. However, it is currently proposed that it is split equally between the parties. Any of the VAT shelter paid to the Council,

would count as a capital receipt and would be used towards funding Council regeneration and housing priorities.

12.4 If the transfer does not proceed, the Council will remain liable for the costs incurred on the transfer work and GCH's costs would have to be paid out of its surpluses.

12.5 Members' attention is drawn to the following specific cost implications;

#### **Pension Deficit for transferring staff**

12.6 The Government's transfer guidelines state that the pension fund should be fully funded for the transferees' staff on completion of the transfer. In order to achieve this, Gloucestershire County Council's pension service will effectively transfer additional pension fund assets from the Council's share of the pension fund to the new fund element in respect of relevant GCH staff.

12.7 The current proposal is to transfer £1.9m of pension fund assets to the GCH pensions pool which will be sufficient to cover the existing deficit of £1.9m. GCH has been advised its future employer contributions will need to increase from the current level of 16.2% to 18.6%.

12.8 The Council will deal with the deficit by a payment from the HRA balances.

#### **VAT Shelter Arrangements and Development Agreement**

12.9 The VAT shelter arrangement enables the Council's VAT exemption on its capital works to continue. This is achieved by the Council entering into a Development Agreement with GCH, which allows GCH to recover any VAT incurred in carrying out the works. The VAT shelter scheme applies to first time improvement works only and therefore will diminish over a period of time. The VAT shelter is expected to last for 15 years.

12.10 To assist both the Council and GCH in making the necessary arrangements, a joint appointment of Baker Tilley as VAT shelter advisors was made. Based on an assessment of works to be undertaken, it is estimated that approximately £20.1m of VAT will be able to be recovered under the VAT shelter arrangement. The VAT will be recovered by GCH as works are undertaken.

12.11 £10.1m of the VAT shelter has already been earmarked for GCH as it was used in increasing the valuation agreed by DCLG.

12.12 The current proposal is that the balance of VAT shelter savings will be shared between the Council and GCH. The Council will receive a minimum of 50% of the balance of the VAT shelter which is estimated to be £5m, excluding the effects of future inflation.

12.13 This approach to sharing VAT shelter savings will help to mitigate both parties' risks. Any sums received by the Council under this arrangement will need to be treated as Capital receipts.

12.14 Under the Development Agreement, which is entered into immediately before the Transfer Agreement is completed (whilst the Council still owns the properties), GCH

undertake to carry out certain property works, in accordance with the promises made to transferring tenants in the Offer Document. GCH are required to complete those works within the timescales set out in the Offer Document (except where GCH is prevented from doing so by circumstances outside of its control).

- 12.15 GCH will invoice the Council for these works at completion and the works fee will be deducted from the transfer price to be paid by GCH to the Council at completion of the transfer. As the transfer price for the properties reflects the value of the properties as if the works have already been carried out, the set off of the works fee (payable by the Council) against the transfer fee (payable by GCH) results in the net transfer price reflecting the value of the properties in their true state as at completion (i.e. before these works are carried out.)

### **Service Level Agreements (SLAs)**

- 12.16 Detailed discussions have also taken place with GCH on the range of services they would initially like to see provided by the Council. These will provide income to the Council which will be offset against the residual costs which the Council faces.
- 12.17 At the end of any Service Level Agreement period, there will be issues to resolve about any staff involved in this service provision who may then have statutory employment rights to transfer to GCH, or alternative service providers. Therefore a provisional 'deferred TUPE list' of posts affected will be agreed.
- 12.18 Where the transfer results in a loss of recharge income to the Council's General Fund (either now or at the end of the SLA period) the strategy will be to reduce costs by a significant amount, wherever possible. However some costs are likely to prove to be fixed or irreducible, in which case the impact on the General Fund will need to be managed over a period of time.

### **Future Right to Buy (RTB) Receipts**

- 12.19 As part of the Transfer Agreement, the Council will ensure that a proportion of any post transfer RTB sale proceeds arising from sales to transferred tenants will be used by GCH for new housing provision. Reductions in the housing stock have a negative effect on GCH's business plan. This issue is addressed by GCH retaining the net income foregone from each RTB sale together with an administration allowance. The capital receipt remaining from each sale, after deduction of the net income foregone and administration allowance, is available to be used for new social housing provision. This aspect is still subject to negotiation but the potential receipts are relatively low in value in comparison to the VAT shelter sums.

### **General Fund Impact**

- 12.20 The transfer has an impact on the General Fund. The Money Plan 2014/15 approved by the Council in February 2014, accounted for the £400k impact on the General Fund. The following paragraphs of this report aim to explain the main impacts on the General Fund.

## **Corporate Impact on Central Support Service Recharges**

12.21 The HRA is currently recharged via support services for costs incurred by the Council including HR, IT, Finance, Legal, Grounds maintenance and accommodation etc. In addition to this, the HRA also contributes to the Council's central democratic costs. In total the current budgeted charge from the General Fund to the HRA including the building operation is in the region of £0.4m per year. Following transfer, the General Fund will no longer receive all of this income from the HRA and therefore the General Fund will bear these additional costs. However, there are a number of actions that the Council has already taken to mitigate these costs.

- 1 member of support staff will transfer to GCH under the TUPE arrangements
- As part of the Transfer Agreement a number of Service Level Agreements will be entered into to enable the Council to continue to provide some of these services to GCH. The SLAs are listed in paragraph 7 above. The income that these SLAs will generate for the Council is approximately £0.2m in a full year. The SLAs are still to be confirmed and will only generate marginal income for the Council.

12.22 Where any of the SLAs are not renewed, staff working on delivering the services under the SLAs may have a right under deferred TUPE to transfer to either GCH or to any new service provider.

12.23 Although details will change during the course of the SLAs, a number of posts are expected to transfer at the end of the SLAs.

### **HRA Arrears / Rent Free Weeks**

12.24 The HRA currently has uncollected income (arrears) in respect of housing rents, service charges and other general debtors. Normal practice in a stock transfer is that an element of these arrears would be sold to GCH, with the balance remaining with the Council. The HRA currently includes a bad debt provision calculated in accordance with a Chartered Institute of Public Finance and Accountancy (CIPFA) recommended formula but this may not be enough to meet the residual arrears following transfer. Any residual arrears in excess of the current bad debt provision would be a cost to the HRA should these arrears not be subsequently recovered. Final negotiations around the arrears to be transferred to GCH are still to be concluded.

12.25 As is normal in stock transfer, where rent free weeks come after the transfer date, an agreement is made to reimburse the new landlord for rent already received by the Council. This is based on a formula which takes into account what the relative amount of rent weeks have been for that period and has been finalised.

### **Warranties, Indemnities and guarantees**

12.26 The financial warranties, indemnities and guarantees to be given to GCH by the Council in order to make the transfer fundable are significant in terms of risk and potential claims value.

## **HRA Balances**

- 12.27 Any balances relating to the transferring stock will be retained by the Council on completion of the transfer. It is anticipated that all of these will potentially be required to offset pension deficit and debt premia shortfall and also any future environmental insurance costs.

## **13.0 Legal Issues**

### **GCH's Covenants**

- 13.1 This is the part of the Transfer Agreement that enables the Council to take action to make sure that GCH fulfils the promises made to tenants during consultation – and on which they voted for transfer. The Transfer Agreement contains a covenant by GCH to deliver promises set out in the Offer Document on the Council's behalf. The Transfer Agreement also obliges GCH to stand by its non-financial commitments (eg: to appoint Council and tenant board members to its Board). To satisfy funders there are the usual "safety valves" that allow GCH to defer compliance with these covenants if circumstances outside its control prevent it or to do so would put it in default under its loan agreement.

### **Warranties**

- 13.2 The Council is required to provide GCH and its funders with a set of property warranties in respect of the land being transferred. These are in standard form and we have ensured that there are the usual mitigating provisions contained therein. In particular, GCH is under a legal obligation to mitigate the Council's exposure under the warranties so the risk of unreasonable or spurious claims is minimised. The warranties will last for up to 30 years from the date of transfer, as that is a funder requirement.
- 13.3 The aim is to negotiate caps on the liabilities in the GCH warranty which follow industry norms. As is usual, the funders will not accept any financial cap on their warranty.
- 13.4 A significant proportion of the land to transfer is now registered at the Land Registry and all outstanding applications have been made to the Land Registry, so the likelihood of claims under the title warranties is small.

### **Environmental Warranties**

- 13.5 It is standard practice and a funder requirement that the Council retains the risk and liability arising out of any contamination of the land transferred. The Transfer cannot proceed without these warranties because GCH has no monies or reserves to meet any such liabilities and the funders would not fund GCH unless this risk is dealt with.
- 13.6 It needs to be stressed that the Council already has these possible liabilities arising from its ownership of the land. Notwithstanding this, the Council has made its own investigations and commissioned external consultants to assist it in identifying the risks of claims under these environmental warranties in relation to the land to be transferred. If a claim did arise, there are provisions in the Transfer Agreement requiring GCH to mitigate its loss but the Council's residual liability is potentially



significant. The liability in the case of a claim that the funder has suffered loss is unlimited. In the case of GCH, the Council's liability will be capped.

### **Asbestos Indemnity**

- 13.7 In addition to the environmental warranties, there is an asbestos indemnity in respect of (a) the costs of the removal / encapsulation / remediation of asbestos from the property; and (b) claims in respect of death / personal injury due to asbestos on the property.
- 13.8 GCH has provision within its business plan for the removal/ encapsulation remediation of asbestos of up to an average of £ 375 per property. The Council is required to cover any additional cost over and above that figure. There has been some concern as to whether the provision made by GCH for asbestos treatment is large enough. We are therefore seeking to include a process within the asbestos indemnity giving the Council a degree of control over how asbestos is dealt with by GCH and hence an ability to control the costs.

### **Council's liability after a Change of Use and/or Redevelopment**

- 13.9 In accordance with past practice the warranties continue to apply if there is a change of use and/or redevelopment of the property which could increase the risk of claims to the Council. This follows normal practice. We are seeking to limit this to redevelopment for social housing and related use.

### **Legal Opinion**

- 13.10 The funders require a legal opinion from the Council confirming that the Council has properly authorised the entry into and performance of its obligations under the Transfer Agreement and related documents (including the funders' collateral warranty). It is in standard form and it is requested that the Council's Chief Legal Officer sign this and hand it to the funders on completion as it is a condition of GCH's loan.

### **Statement Confirming That Consideration Has Been Given To Relevant Legislation**

- 13.11 All relevant legislation has been adhered to and the Council has sought to comply with DCLG's transfer guidelines.

## **14.0 Staffing/Personnel Implications**

- 14.1 There is a transfer of one employee to which TUPE and the Statement of Practice on Staff Transfers in the Public Sector applies. This ensures that the employee's terms and conditions of employment are protected, their continuity of service is maintained and their pension provision is guaranteed. There is a contractual provision to ensure that this is also the case with the employees who may undergo a deferred TUPE transfer.
- 14.2 For any deferred" TUPE transfers, the relevant work will not transfer on the 16<sup>th</sup> March 2015 but will continue within the Council via SLAs. The work, and therefore the employees engaged on that work, may then transfer at the end of the SLAs.

14.3 The Council must provide GCH with information on the numbers and certain employment details as regards these deferred TUPE transfers but these must be kept anonymous until any transfer is confirmed.

## **15.0 Consultations**

15.1 Throughout this project there has been a high level of consultation with the principal affected stakeholders which are:

- Tenants and leaseholders of the houses, flats and bungalows affected
- Employees who are directly affected – principally these are GCH employees
- Elected Members of the Council

15.2 As Members will be aware, the principal requirement of the Government is that there should be a ballot of tenants on any proposed transfer and this was successfully undertaken last year.

## **16.0 Financial Implications**

16.1 The financial implications have been dealt with in the body of the report.

(Financial Services have been consulted in the preparation of this report)

## **17.0 Legal Implications**

17.1 The transfer process to date has been subject to scrutiny and evaluation by the Council's legal advisors – Anthony Collins Solicitors LLP.

17.2 The formal consultation and ballot process, as stipulated by the Government in the Housing Transfer Manual 2013 and the statutory requirements contained in the Housing Act 1985 Schedule 3A – have been thoroughly observed.

17.3 Under Article 4 of the Council's Constitution, any application to the Secretary of State in respect of any Housing Land Transfer is reserved to full Council.

17.4 The remainder of the legal implications are as set out in the main body of the report.

(Legal Services have been consulted in the preparation of this report)

## **18.0 Risk and Opportunity Management Implications**

18.1 If the Council does not agree to transfer the housing stock to GCH, the housing stock will remain within the local authority housing finance system.

18.2 The impact and risks associated with remaining with the Council have been explored in detail in the Offer Document and summarised below.

18.3 The following could occur if the Council continues to manage and maintain the housing stock under the self-financing system:

- Potential increase in tenant dissatisfaction;

- Undermining the investment made over the last eight years to achieve the Decent Homes Standard;
- Potential loss of availability for rent of up to a third of the Council's housing stock as properties fall into disrepair;
- Likely increase in response repair costs due to lack of necessary resources;
- Potential increase in health related problems for tenants;
- Increasing difficulty in keeping the Housing Revenue Account in balance, with likely consequential reductions in staff;
- Little or no investment possible in the local environment on estates;
- Possible future reductions in service standards; and
- Very little possibility of building new homes in the near future.

Conversely the transfer presents a range of opportunities including:

- Major investment in the stock
- Construction of 100 plus new affordable homes in the City
- Maintenance of the Decent Homes standard for all GCH homes
- New apprenticeships with GCH and job opportunities
- An injection of spending in the local economy
- Addressing the growing numbers of applicants on the housing register

## **19.0 People Impact Assessment**

19.1 The promises, as set out in the 'Offer Document', which will be embodied in the Transfer Agreement between the Council and GCH, seek to ensure that there is a common standard for all tenants - so that all will benefit equally.

19.2 In addition, there are provisions aimed at maintaining or improving the quality of life for:

- those who have some form of disability;
- those who are elderly;
- those who are young;
- families
- those who are in poverty; and
- those who live in those parts of the City which are more deprived.

## **20.0 Other Corporate Implications**

### **Community Safety**

20.1 Refurbishment of existing homes, regeneration of estates and the provision of new build housing will also contribute positively to enhanced levels of community safety as existing and new homes will incorporate more "Secure by Design" measures as recommended by the Association of Chief Police Officers.

### **Environmental**

20.2 Refurbishment of existing homes, regeneration of estates and the provision of new build housing will also contribute positively to enhanced levels of sustainability as existing and new homes will incorporate more environmental sustainability measures as recommended by the Government and adopted as best practice by the social housing sector.

## **Staffing / Trade Union**

- 20.3 The direct staffing implications arising from this aspect of the transfer process are as set out in the report
- 20.4 In due course there may be further implications, which would involve staff transferring under TUPE at the end of any Service Level Agreement entered into on transfer.

### **Background Documents:**

Gloucester City Housing Transfer Bid- January 2014  
Gloucester City's Offer Document- 2014  
CLG Transfer Manual -2013

## COMMERCIAL IN CONFIDENCE

### GLOUCESTER CITY COUNCIL TO GLOUCESTER CITY HOMES

#### INTRODUCTION TO THE TRANSFER AGREEMENT

#### 1. INTRODUCTION

Following the successful ballot of tenants, Gloucester City Council (the "Council") and Gloucester City Homes ("GCH") will need to enter into a formal contract to complete the housing stock transfer. The Transfer Agreement is the contract which sets out the rights, responsibilities, covenants and requirements of both parties. It also contains all of the necessary arrangements to terminate the Management Agreement and enable GCH to receive and manage the properties and the Council to enforce the promises made to tenants during the consultation period.

Set out below is an overview explanation as to the likely shape and extent of the Transfer Agreement to give:

- a) a broad sight of the transfer process;
- b) an indication of what contributions will be needed from the Corporate Impacts Group and the Core Project Team;
- c) a useful reference point for senior Council members if and when making a public statement about the Transfer Agreement's priority and importance; and
- d) useful guidance and a framework to supplement the legal and financial issues lists for discussion by the Core Project Team to allow us to produce the first draft of the Transfer Agreement.

The Transfer Agreement is in draft form and is being negotiated between the Council's officers, GCH and their respective advisers. Once the Transfer Agreement is in final and agreed form between the Council and GCH we will produce a plain English guidance note in a similar format to this introductory document explaining what has actually been agreed between the parties.

#### 2. THE TRANSFER AGREEMENT

The Transfer Agreement will take the form of a contract for sale with numerous schedules and annexes containing supporting information.

In particular, the Agreement will contain:

- (i) covenants by the Council and GCH in favour of each other;
- (ii) an Assignment of Rent and Service Charge Arrears which will be entered into within 28 days of the completion of the transfer;
- (iii) title warranties by the Council in respect of the property being transferred.
- (iv) provisions dealing with any ongoing contractual obligations of the Council with third parties, which are relevant to the stock being transferred (e.g. maintenance contracts);
- (v) provisions for the actual transfer of the tenanted dwellings and any associated land, any commercial properties and open spaces;
- (vi) a Nominations Agreement. The Nominations Agreement will give the Council the right to make nominations into an agreed percentage of the transferring dwellings for the purposes of the Council meeting its obligations in relation to provision of temporary accommodation, asylum seekers and housing agency services;

- (vii) subject to the new regulations of use of RTB receipts and therefore if required, a Right to Buy Sharing Agreement which protects GCH from fluctuations in RTB and shared ownership sales and gives the Council a share of RTB / shared ownership sale proceeds following transfer. The Council's right to receive an agreed percentage of RTB / shared ownership receipts for an agreed number of years from the transfer, after deduction of any agreed clawback, administration fees and a sum representing the cost in rent and management terms of GCH losing a particular property from its stock;
- (viii) provisions for both parties to apply for and maintain registration as data controllers and to comply with the provisions of the Data Protection Act 1998 and the Freedom of Information Act 2000;
- (ix) agreements for the provision of services by GCH and the Council to each other after transfer (which are currently being discussed between the Council and GCH); and
- (x) all of the other necessary provisions to transfer the housing function to GCH as a going concern.

Other significant clauses will be as follows:-

- (a) Certain of the Law Society's standard conditions of sale used in everyday property transactions will be incorporated into the Agreement, changed to reflect the circumstances of this transfer.
- (b) A rent and service charge arrears calculation and terms on which the Council will transfer over to GCH the rent, service charge and sundry debt arrears due from existing and former tenants and leaseholders to reflect the value of the arrears to the Council and the cost to GCH of pursuing them.
- (c) Apportionment of responsibility for payment for goods and services up to the completion date so that the Council is responsible for payment for goods and services up to the completion date and that GCH is responsible for payment for goods and services on and after the completion date.
- (d) Arrangements covering insurance claims and risk. This is usually agreed on the basis that if any properties are destroyed or damaged before completion then the Council will reimburse the RP for the reasonable cost of reinstatement.
- (e) The legal position of the transferring employees setting out the basis on which GCH will be the employer of the transferring employees by virtue of the Transfer of Undertakings (Protection of Employment) Regulations ("TUPE"). Any staff warranties given by the Council to GCH will mean the Council retains the risk of any staff claims caused by matters such as breach of the employee contracts of employment by the Council, the Council failing to pay the staff their money due before completion, the Council's failure to consult with trade unions on the staff transfer and so on.
- (f) With regard to the employees who transferred to GCH on creation of the ALMO, GCH may seek an indemnity from the Council in respect of any equal pay or personal injury claims over an agreed materiality threshold.
- (g) The Agreement will seek to limit the Council's contractual liability under the staff warranties and their liability for all other claims to an agreed materiality threshold and period after completion.
- (h) The Agreement will seek to impose a requirement on GCH to obtain admission to the Local Government Pension Scheme for the benefit of the transferring employees and the employees who transferred to GCH when it was set up as an ALMO.
- (i) The Agreement will also deal with Council employees who will remain with the Council after transfer and provide services to GCH (and vice versa) for a limited period after completion. When these agreements end, those employees may have rights to transfer to GCH or the Council as appropriate.

### 3. THE SCHEDULES

Much of the information and detail of the transfer will be contained in the Schedules to the Agreement. The form of these schedules is likely to be as follows (subject to their relevance to this transfer):

- (a) **The First Schedule:** This Schedule will give details of all property to be transferred to GCH including general needs property, sheltered units (including the common areas in sheltered schemes), open spaces, garages, garage plots and the freehold interest in shops. The transfer of land and land assets will be with reference to plans which the Council's officers are preparing and agreeing with GCH's officers now.
- (b) **The Second Schedule:** Contains the Nomination Rights. As mentioned above, GCH will give the Council the right to nominate tenants for housing into an agreed percentage of GCH's properties. The nomination procedure will be set out in detail in the Nominations Agreement.
- (c) **The Third Schedule:** This Schedule will contain the contracts affecting the transferring property to be assigned to GCH or retained by the Council.
- (d) **The Fourth Schedule:**
  - (i) This Schedule will set out the warranties which the Council will give to GCH in respect of the transferring employee and the provisions in respect of GCH staff referred to above.
  - (ii) Will give details of the posts likely to transfer to GCH/ the Council at the end of any service level agreements.
  - (iii) Contains any disclosures to the staff warranties with regard to the transferring employees. There may also be some disclosures in relation to the employees.
- (e) **The Fifth Schedule:**
  - (i) Part 1 will set out the Council's covenants or commitments in favour of GCH. If the Council breaches any of the covenants, GCH will be able to claim damages from the Council. Specifically the covenants are likely to include the following:-
    - (1) to work with GCH in the formulation of wider community initiatives;
    - (2) to assist GCH to answer Land Registry requisitions so that GCH can register its title to the property;
    - (3) to maintain amenity areas, play areas and grounds retained by the Council in good order;
    - (4) to pay Housing Benefit to GCH direct where tenants agree to this;
    - (5) to process claims for Housing Benefit quickly and in accordance with the Housing Benefit Regulations;
    - (6) to enforce any rights that the Council has against its contractors and consultants, for the benefit of GCH;
    - (7) to assist GCH with any enquiries GCH might have regarding the transfer for an agreed period from completion;
    - (8) to nominate Council board members who have the desired skills and experience for the role and capacity to attend board meetings and attend induction and other necessary training; and
    - (9) not to use its rights as a shareholder of GCH in such a way as to prevent the Homes and Communities Agency's (HCA) use of its statutory powers.

- (ii) Part 2 of the Fifth Schedule will set out in detail GCH's covenants. Specifically the covenants are likely to include the following:-
- (1) to use the income and receipts from rent and any sales of property in the payment of its loans and in the management, maintenance, repair, modernisation and improvement of the housing stock - any surpluses are to be used primarily within Salford;
  - (2) to attend quarterly meetings with the Council for six years after transfer so that the Council can monitor its progress;
  - (3) not to change its constitution as regards Council or tenant board membership without the Council's agreement;
  - (4) to maintain all open space and amenity land in reasonable order and, in particular that grassed areas are not kept to a standard which is lower than the standard applied by the Council to other similar areas;
  - (5) to maintain its registration with the HCA (or its successor);
  - (6) not to do anything which might result in GCH's registration with the HCA being withdrawn;
  - (7) to carry out the promises made by the Council in the Consultation Document and Stage Two Letter (including, but not limited to, the programme of catch-up repairs and modernisation);
  - (8) to raise rents only in line with what is allowed in the consultation document and to comply with the Government's rent convergence regime as described in the consultation document for as long as it is in force;
  - (9) to abide by its obligations in the tenancy agreement;
  - (10) not to take possession proceedings other than on the grounds set out in the tenancy agreement;
  - (11) to consult with tenants on any changes in housing management;
  - (12) to accept the Council's Board Members, make sure that the Tenant Board Members are properly appointed and to act reasonably in considering membership applications from tenants;
  - (13) not to vary the tenancy agreement after transfer without advising the Council of the proposed changes and allowing the Council to comment on them;
  - (14) to use reasonable endeavours to employ local people and encourage and support local employment training schemes;
  - (15) to work with the Council in the adoption of joint objectives for housing in the formulation of a crime and disorder strategy to work with the Council in the formulation of its social housing strategy and regeneration policy;
  - (16) to give the Council and its auditors all reasonable and practical information and assistance it needs to complete its annual returns; and
  - (17) to give the Council certain information in relation to asbestos works and asbestos claims and to give the Council a copy of its asbestos management policy.



- (f) **The Sixth Schedule – The Warranties:** The Council will be asked to warrant to GCH that there are no matters in connection with the land or property transferring that could cause GCH financial or other loss. In particular, the Council will be required to give environmental warranties so that as far as possible, any risk of liability in relation to environmental contamination stays with the Council. The Council will give warranties both to GCH and separately to GCH's funders. The warranties will last for an agreed period (usually 30 years) and are for the purposes of risk allocation.

**(i) Title Warranties**

The warranties themselves are likely to be as follows:

- (1) that the warranties are true and accurate, clear and not misleading;
- (2) that the legal title to the property is good;
- (3) that the property is free from any mortgages, rents, charges or loans;
- (4) that the current use of the property does not breach the Planning Acts or any other law or regulations;
- (5) that there are no circumstances in which planning enforcement action could be taken and that there are no outstanding or unperformed obligations by the Council;
- (6) that there are no compulsory purchase/demolition/slum clearance orders affecting the property;
- (7) that any leasehold property is held on standard terms;
- (8) that the property is subject only to the Council's tenancies and that there are no claims or known potential claims against the Council by any of the tenants which might affect the value of the property;
- (9) that the information supplied by the Council with regard to the property, including information relating to the stock condition survey and valuation, is correct;
- (10) that properties sold off under the Right to Buy have been sold on appropriate terms;
- (11) that there are no current actions, demands, disputes or liabilities in respect of the property nor circumstances which could give rise to any actions;
- (12) that the Council has the right to go onto adjoining land to carry out works of maintenance of the property and GCH will have the same rights;
- (13) in a nutshell, the Council will warrant that unless formally disclosed, title to the property being transferred is good, marketable and free from encumbrances.

We will seek to limit many of the warranties in respect of housing management so that the Council is only warranting what it is aware of following an initial period where the Council takes responsibility for all risks over an agreed material threshold, as GCH have much of the information around these areas.

**(ii) Environmental Warranty**

The warranty in respect of environmental pollution is normally very important to the RP as potentially claims could be enormously damaging to its business and in line with standard practice on stock transfers, we envisage there being no provision within the GCH's business plan to pay for environmental clean-up costs. The warranty normally seeks to confirm that:

- (1) the Council is complying and has complied with all applicable environmental law and obtained environmental approvals relating to the ownership and use of the property;
- (2) there is no current pending or threatened environmental claim against the Council and there are no past or present acts, omissions, events or circumstances that could form the basis of any environmental claim against the Council or the funders in respect of the ownership and use of the property;
- (3) there is no dangerous substance at, in, on, or under any of the property and no such substance has been used, disposed of, generated (and so on) at, in, on or under the property;
- (4) no part of the property could lawfully be designated as contaminated within the meaning of the Environment Act 1995. This protects GCH from the key risks if the Property is found to contain contaminated land or buildings; and
- (5) No part of the Property is affected by subsidence.

**(iii) Asbestos Indemnity**

The cost of asbestos works to the transferring properties will usually have been taken into account the RP's business plan. However the Council may be expected to give an indemnity to GCH for any costs of asbestos remediation over what has been budgeted in GCH's business plan. Any personal injury claims linked to asbestos will be dealt with as part of the environmental warranties.

**(v) Other Warranties**

Finally, the Council will warrant:

- (1) that it has the appropriate power and authority to enter into the transfer;
  - (2) that no material adverse entries would have been revealed if individual local authority and other searches had been made against each of the properties to be transferred; and
  - (3) that the terms under which the leasehold parts of the property (including the sub stations and shops) are held are standard and have not been changed.
- (g) **The Seventh Schedule:** Will contain the form of Property Transfer to be used to actually convey any land and property to GCH on completion.
- (h) **The Eighth Schedule:** This schedule will contain a non-binding protocol setting out how GCH and the Council's members will work together.
- (i) **The Ninth Schedule:** Will contain details of any commercial property to transfer to GCH.
- (j) **The Tenth Schedule:** Will contain details of any services that the parties will provide to each other after completion (for example, grounds maintenance).
- (k) **The Eleventh Schedule:** Will contain a standard form of Deed of Assignment of rent and service charge arrears to be used post-completion.
- (l) **The Twelfth Schedule:** Will contain RTB / Shared Ownership Sharing Agreement documenting the arrangements agreed with GCH.
- (m) **The Thirteenth Schedule:** Will contain Disposals Clawback provisions which will require GCH to pay the Council an agreed percentage of GCH's net profit on the sale of any land sold for commercial gain for an agreed period from the completion date.
- (n) **The Fourteenth Schedule:** Will contain a protocol to deal with the future spend by GCH on asbestos works. This is to allow the Council to monitor GCH's asbestos spend.

- (o) **The Fifteenth Schedule:** Will contains a protocol describing how the parties will work together in the administration of housing benefit for GCH's tenants.
- (p) **The Sixteenth Schedule:** Will contain the potential deeds of variation in case the VAT Scheme changes.
- (q) **The Seventeenth Schedule:** Will set out the arrangements for sharing of the VAT monies received back from Customs.
- (r) **The Eighteenth Schedule:** Will contain the form of Development Agreement which the Council and GCH will enter into just before the transfer is completed. This will ensure that the VAT shelter is properly in place.

**ANTHONY COLLINS SOLICITORS LLP**

**03 February 2015**

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<b>Meeting:</b>	<b>Overview and Scrutiny Committee</b> <b>Cabinet</b> <b>Council</b>	<b>Date:</b>	<b>23/02/14</b> <b>25/02/15</b> <b>26/02/15</b>
<b>Subject:</b>	<b>Housing Strategy</b>		
<b>Report Of:</b>	<b>Cabinet Member for Housing, Health &amp; Leisure</b>		
<b>Wards Affected:</b>	<b>All</b>		
<b>Key Decision:</b>	<b>No</b>	<b>Budget/Policy Framework:</b>	<b>Yes</b>
<b>Contact Officer:</b>	<b>Helen Chard Housing Strategy &amp; Enabling Service Manager</b>		
	<b>Email: Helen.Chard@gloucester.gov.uk</b>	<b>Tel:</b>	<b>396534</b>
<b>Appendices:</b>	<b>1. Housing Strategy</b> <b>2. Consultation Summary</b>		

## 1.0 Purpose of Report

1.1 The purpose of the report is to update Members following the consultation on the draft housing strategy, and to present the final version for adoption and implementation.

## 2.0 Recommendations

2.1 **Overview and Scrutiny Committee** is asked to **RESOLVE** that the report be noted, subject to any recommendations the Committee wishes to make to Cabinet.

2.2 **Cabinet** is asked to **RECOMMEND** that the Housing Strategy at Appendix 1 be adopted and implemented.

2.3 **Council** is asked to **RESOLVE** that:

- (a) The Housing Strategy at Appendix 1 be adopted and implemented;
- (b) Progress reports be brought to Council every two years; and
- (c) Authority to make minor revisions to the action plan be delegated to the Housing Strategy and Enabling Service Manager in consultation with the Cabinet Member for Housing, Health & Leisure.

## 3.0 Background and Key Issues

3.1 At present, the Council is required to put in place a Housing and a Homelessness Strategy in order to meet the requirements of the Homelessness Act 2002, the Local Government Act 2003 and the Housing Act 2004. The Strategy should set

out its objectives and be based on an assessment of need within the district and outline an approach to homelessness within the area.

3.2 In July 2013, the Government prepared a Draft De-regulation Bill, which at the time of writing has progressed to its 8<sup>th</sup> sitting in the House of Lords (November 14), and this Bill contains the proposal to remove the requirement under S87 of the Local Government Act 2003 requiring local housing authorities to prepare Housing Strategies.

3.3 However, the strategy itself describes the role it plays as being to: -

- Communicate the Council's proposals so that City residents, and our partners who are involved in housing activity, can enhance our plans.
- Identify the housing priorities that require investment or attention, and share these with our partners so that we can collaborate and deliver mutually beneficial outcomes.
- Link our local priorities with national plans ensuring the availability and quality of housing in the City, supporting economic growth and prosperity.

So whilst we appear to be moving toward a relaxation of the statutory requirement for a strategy, it would appear beneficial in still fulfilling the functions above and meeting what is still currently a statutory requirement.

3.4 Since the original drafting of the Housing Strategy, significant changes have occurred as a consequence of the Care Act 2014 that alter our responsibilities in relation to care and safeguarding which come into effect in April 2015. Housing has been raised in its importance in Care legislation, so that when local authorities are involved in care and support functions, they must act to promote well-being, and this now includes an assessment of the 'suitability of living accommodation'; local authorities must also now aim to prevent need. Changes have also been made to the strategy reflecting alterations to the Joint Core Strategy and the progression of the stock transfer to Gloucester City Homes.

3.5 Consultation was undertaken and the responses from this are demonstrated in Appendix 2. As explained in the appendix, input from the general public was at a very low level, and adjustments to the strategy have arisen more as a consequence of the involvement of those involved in the housing sector. Of those who responded, there seemed to be broad support for the strategic objectives as proposed, and so they remain unchanged and are:-

- To increase the availability and quality of homes
- To have the right type of homes available for city residents
- To reduce homelessness
- To foster good community health and well-being

#### **4.0 Alternative Options Considered**

4.1 The option to not have a strategy has been considered, although given the progress with stakeholders, and the desire to promote clear objectives to our partners; and to meet what is still current legislation has determined that we progress and fulfil our obligations.

## **5.0 Reasons for Recommendations**

- 5.1 The strategy has been subjected to a period of consultation, and whilst responses were limited, of those who did, there was support for the objectives and no objections to any of the objectives. Amendments have been made to the strategy given the passage of time since the first draft and changing circumstances, and also to take account of feedback received.

## **6.0 Future Work and Conclusions**

- 6.1 Once the strategy has been approved, officers can begin more proactively pursuing the objectives, with a Council approved approach.
- 6.2 The action plan will be subject to less formal periodic review, and a more formal review of the delivery of the objectives will be undertaken annually, whereby any actions could be subject to change to ensure we achieve our desired outcomes.

## **7.0 Financial Implications**

- 7.1 The Council has successfully secured Department of Communities and Local Government (DCLG) approval to retain a proportion of receipts that are generated as a result of tenants exercising their 'right to buy' on the council housing. There are specific rules regarding the expenditure of capital receipts including a condition that the money must be spent on new build. As at 28<sup>th</sup> January 15 the Council held £1,303,261 of receipts, and under the Government agreed formula this can only contribute to a maximum of 30% of the cost of a new build scheme, thereby underpinning development to the value of £4,344,205. The earmarked receipts must be spent within three years and under-pin delivery of the objectives of the Housing and Homelessness Strategy.
- 7.2 A commitment is already in place to utilise £600k, with other discussions underway.
- 7.2 Given the stock transfer that is underway between the City Council and Gloucester City Homes, we don't envisage any further receipts being generated through further 'right to buy' receipts.

(Financial Services have been consulted in the preparation this report.)

## **8.0 Legal Implications**

- 8.1 S8 of the Housing Act 1985 placed a duty upon the Local Authority to consider housing conditions and the needs of the district with regard to the provision of further housing accommodation and S3 of the Housing Act 2004 provides that it must keep housing conditions under review.

S 1 of the Homelessness Act 2002 provides that the Local Authority may carry out a homelessness review for their district and formulate and publish a homelessness strategy based upon the results of that review. The strategy may be published as part of an authority's wider housing strategy but only the homelessness strategy is required to be published and available for inspection by members of the public.

(Legal Services have been consulted in the preparation this report.)

## **9.0 Risk & Opportunity Management Implications**

- 9.1 There is a risk of challenge as a consequence of not meeting our statutory responsibilities and putting in place a strategy.
- 9.2 Our failure to adequately set our plans and priorities, risks those developing or offering services related to housing doing so in areas that aren't a priority for us and therefore not making best use of limited resources.
- 9.3 In relation to organisations that fund housing development including the Homes and Communities Agency, we may fail to demonstrate credible evidence or consideration regarding investment and risk not securing funding.
- 9.4 By way of opportunities, the strategy sets out a considered plan of our priorities that has been subject to public consultation. The strategy under-pins our discussions or bids with partner agencies to secure funding. Beyond the financial implications, the strategy provides an opportunity to share with our partners and the public the way in which we intend to deliver our services and secure improvements in housing standards and availability in the City.

## **10.0 People Impact Assessment (PIA):**

- 10.1 A PIA was carried out and as it did not identify any potential or actual negative impact, a full PIA was not required.

## **11.0 Other Corporate Implications**

### Community Safety

- 11.1 The proposals within the Strategy are concerned with improving the approach to community safety and envisaged to have a positive impact.

### Sustainability

- 11.2 The proposals within the strategy are concerned with ensuring the quality of homes are maintained and enhanced. In relation to new-build we are seeking that homes are built to high environmentally efficient standards to minimise fuel poverty and minimise carbon emissions. The strategy also concerns itself with 'lifetime neighbourhoods' and aspiring to deliver homes where residents want to live now and in the future.

### Staffing & Trade Union

- 11.3 There are no staffing implications arising from the report, other than adapting from more informal approaches to resolving housing matters, to a more structured approach that should create a beneficial framework for staff.

**Background Documents:** Please see bibliography at the end of the Strategy



# Housing & Homelessness Strategy 2015-20

## Final Draft

### Contents

<b>Foreword</b>	<b>P2</b>
<b>Introduction</b>	<b>P3</b>
<b>Key Objective 1 – To increase the availability and quality of homes</b>	<b>P7</b>
<b>Key Objective 2 – to have the right type of homes available for City residents</b>	<b>P15</b>
<b>Key Objective 3 – To prevent homelessness</b>	<b>P22</b>
<b>Key Objective 4 – To foster good community health &amp; Wellbeing</b>	<b>P30</b>
<b>Resources</b>	<b>P37</b>
<b>Actions</b>	<b>P39</b>
<b>Bibliography</b>	<b>P49</b>
<b>Glossary</b>	<b>P51</b>

## Foreword

Welcome to Gloucester's new Housing Strategy which sets out our plans for ensuring new homes are delivered and improving existing homes and services within our neighbourhoods in the City.

I know how important it is to make available a range of homes that are affordable for all pockets, and to ensure there are a range of properties available that meet the needs and aspirations within the City. We all recognise the need for choices concerning our homes; we know that one size doesn't fit all.

It is also important that we make sound plans for housing in the future, by anticipating the growth of the City, including providing for the increasing numbers of older people who will be present in our communities; ensuring the right housing support services are available for those who may need them, either in the short or longer term; and encouraging communities to be involved in developing informal support arrangements, within their own neighbourhoods should they wish.

We mustn't underestimate the role housing can play for the City in underpinning economic growth and supporting the local economy. We recognise the importance of keeping the construction sector moving, building attractive homes and neighbourhoods for those wishing to come and live and work in the City, whilst creating opportunities for trades people & professionals and in the provision of new jobs and apprenticeships for young people.

In difficult economic times, making good use of our resources is more important than ever, so building good quality homes that make efficient use of fuel and keep bills low and making sure that existing homes are as well insulated as they can be, is vital.

Tenants and other residents have come to expect the highest quality services and for a range of housing options to be available, including to those at risk of homelessness. We value our staff and partners providing housing services here in the City and I share in the ambitions of Gloucester City Homes, our other Housing Associations, and Registered Provider partners to continue to drive

up standards by listening to, and involving their customers.

We shared our plans with residents and those people with an interest in housing during the Summer of 2014 and used their feedback when shaping our strategy.

We all wish to see good quality homes and neighbourhoods we can enjoy and take pride in and for Gloucester to thrive. I welcome working with our communities and partners to make that happen.

**Councillor Colin Organ**

**Cabinet Member for Housing & Health & Leisure**



## The City Vision

A shared vision for the City is that **“Gloucester will be a flourishing, modern and ambitious City, which residents can enjoy”**.

This housing strategy is designed to share our plans for housing activities to support the delivery of our “City Vision”.

**Our City** - Currently the population of Gloucester is around 121,688 comprised of around 50,363 households and this is expected to grow by approximately 1% per year over the next twenty years.

## Our Vision for this Housing Strategy

**For Gloucester to be a flourishing place where people can find homes that are affordable to them, that meet the needs and aspirations of their families; and for those homes to be within supportive neighbourhoods that promote success, and where respect and community value are common-place.**

### Summary of Our Key Objectives

1. To increase the availability and quality of homes
2. To have the right types of homes available for City residents.
3. To reduce homelessness
4. To foster good community health & Wellbeing.

The key objectives above serve to create a greater focus on the housing issues we are experiencing here in Gloucester and add to those from the Housing Strategy for England. The national strategic objectives are about: -

- Providing help for home buyers
- Help for House-builders
- Improving Fairness in Social Housing
- Action on Empty Homes
- Supporting Older People to live independently

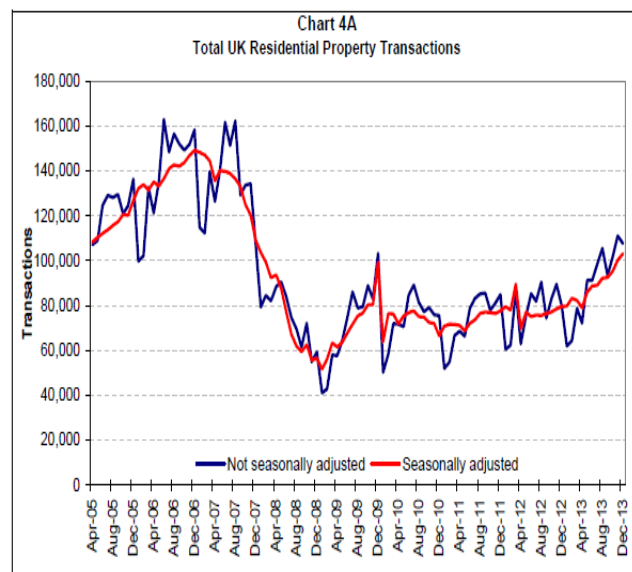
## Introduction

*Housing should provide a secure foundation for individuals to live the lives they want to live. Finding the right home, in the right place, can be*

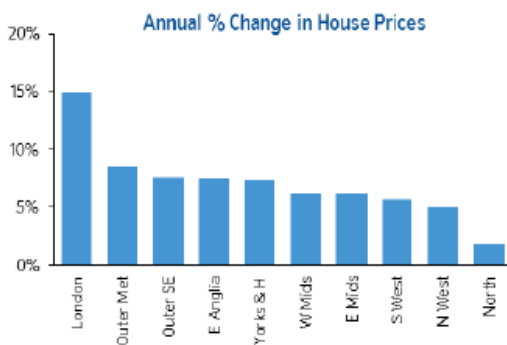
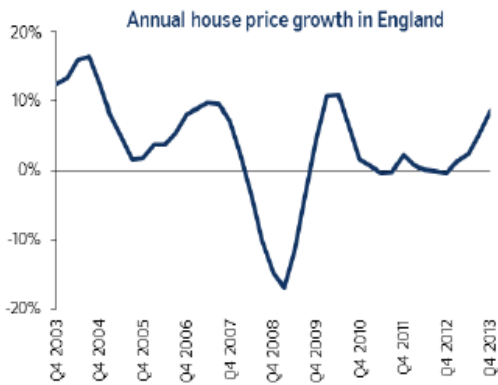
*an essential platform for people seeking to support their families and sustain work.* Laying the Foundations - A Housing Strategy for England 2011 (CLG, 2011)

This strategy was created during fairly uncertain economic times as listed below, although there were some promising signals emerging in the housing market. With a fragile economic recovery underway our resources still need to be used to best effect.

- National house-building levels have been at some of the lowest levels in peacetime history.
- Mortgage availability has been poor, in particular for first time buyers without deposits.
- Improved buoyancy coming about in the housing market via ‘Help to Buy’ supporting many first-time buyers although the housing recovery is still relatively fragile.
- Nationwide Building Society report that all UK regions saw annual price rises in 2013. Reports indicate a 5% increase in house prices for Gloucestershire in the last year, although nationally prices are around 4% below 2007 peak.
- Property transactions have improved although still not above levels pre market downturn levels in 2007.
- Currently inflation is at record low levels, not seen since 2001, the CPI 12-month rate (between Dec 2013 and Dec 2014 stood at 0.5%. Low inflation means interest rates can remain low also, preventing rises in mortgage costs. The Bank of England currently envisages this will change in the medium term.



HMRC 2014



Nationwide Building Society 2014

In these circumstances, we recognise the importance of linking our plans to those of our partners, which are set out in other strategic documents; such documents include the City Vision and Plan, the emerging Regeneration and Economic Development Strategy, the Health & Wellbeing Strategy, the Supporting People and Interim Regeneration Strategy.



Our population profile is fairly consistent with the national situation, with 89% of the population being white, which is slightly higher than the

national average of 85%; but in the South West region Gloucester has one of the highest proportions from the black and minority ethnic (BME) community, standing at 11%, a slightly lower level than Bristol with 16% (Census 2011). Recognising and embracing the diversity within our neighbourhoods will help us understand how best we can support communities, including the way we respond to community led initiatives, to ensure our neighbourhoods are the best they can be.

70% of households own their own homes, 15% rent privately and 14% rent from Registered Providers (RPs) and the Council and 1% live rent free.

The population projections for the City are shown below.

	2012	2017	2022
<b>0-17</b>	30.9	32	33.6
<b>18-65</b>	73.7	75.9	77.6
<b>66+</b>	19.0	21.4	23.9
<b>Total</b>	123.4	129.5	135.2

Figs in thousands correct to 1 decimal place - 2012 Population Projections

### Housing Tenure in the City

Tenure	Gloucester Number	Gloucester %	England %
Owned with Mortgage	19,129	38	31
Owned Outright	14,729	29	33
Private Rented	8,755	17	17
Local Authority	3,921	8	9
Registered Provider	2,793	6	8
Shared Ownership	557	1	1
Living Rent Free	479	1	1
<b>Total</b>	<b>50,363</b>	<b>100</b>	<b>100</b>

Census Table KS402EW 2011

### Achievements from our last strategy

- Since 2005 **1521** affordable and below-market cost homes have been built in the City.
- The development of 166 homes at the Extra Care Village offering an independent, yet companionable environment for older people.

- Over the last three years, prevented 2035 households from becoming homeless
- Facilitated mortgage rescue resulting in over 30 households being able to remain in their homes.
- Assisted more than 300 people through the Gloucester Homeowners Assistance Scheme to prevent them losing their home.
- 100% Decency in City Council housing stock
- Developed a cost effective Sanctuary Scheme to offer additional security measures for those victims of domestic violence.
- To move from over-night shelter provision for rough sleepers, to 'assessment and support' provision.

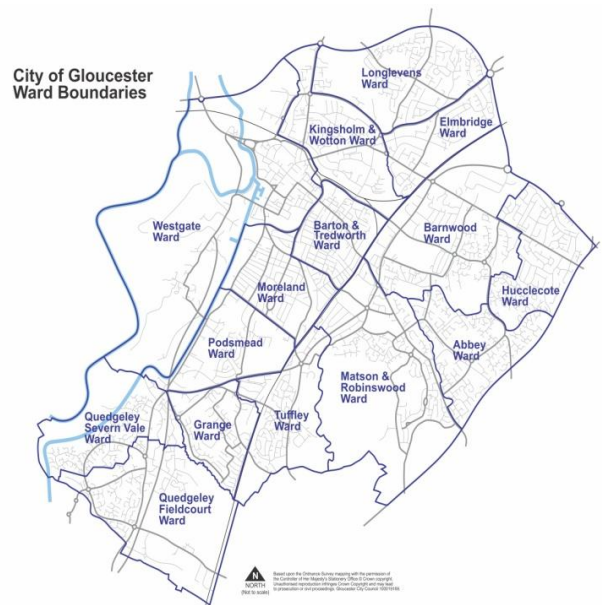
### Why do we need a Strategy?

- To communicate our proposals to residents of the City.
- To identify the priorities for focus and investment to our partners and stakeholders, in order that we can direct resources to deliver the best possible results for Gloucester.
- To link our local priorities with national plans and ensure the availability of good quality housing that supports growth and prosperity here in the City.
- To meet the requirements of the Homelessness Act 2002, the Local Government Act 2003 and the Housing Act 2004.

### Where do we need to focus our efforts?

- We use as a tool, a collection of statistics related to income, employment, health, education, housing, quality of living environment, access to open space and crime to help us understand some of the areas that need our support most of all.
- Whilst the statistical information is useful to us, we mustn't overlook the strengths that exist within all communities (sometimes referred to as assets) so that we avoid focusing only on what a community's needs appear to be, and take advantage of the strengths that exist also. We believe that there are benefits by working together with communities; that it can lead to more effective community activity and leadership, and a better way of delivering other external support or investment.

- Our City Vision document developed with partners and residents, sets out shared priorities for the City. At the core of our vision for the City is the desire to reduce deprivation, and this cuts across our plans for improved prosperity and better outcomes for our communities.
- Based on findings from a City Council project that reviewed the housing stock and community outcomes, the following areas: - Podsmead, Matson & Robinswood, Westgate, and Kingsholm & Wotton, were considered to be those that should be prioritised for investment. It is our intention for this strategy to focus attention within these areas, whilst sustaining high standards within all of the City Council's housing stock.
- We wish to work with communities to shape investment and improvements into our homes and neighbourhoods, and increase numbers of affordable homes. We want to ensure we have a good mix of property types to suit all needs and incomes, and support initiatives that improve employment, safety, and well-being which is hoped, will bring about wider improvements.



### More than just housing

We wish to ensure that there are suitable housing choices for those wishing to live in the City, whilst also recognising that housing is so much more than that.

Housing provides that place of safety; that place to nurture educational development and employment and aspiration; that place to enjoy as families or communities; the place to foster a sense of well-being, and at other times to recover and receive support.

Therefore this Strategy is designed to set out our key priorities for housing, as well as supporting a range of broader activities to make Gloucester a great place to live and work.

### **Strategy approach**

The strategy is separated out into four sections, one around each of the key objectives to be pursued. Each of those chapters sets out the key matters relating to the objective and provides the context to the current position in the City. Each chapter then moves toward considering our intentions toward delivering the objective.

Finally the strategy considers the resources available to deliver its objectives and provides an action plan that guides our early interventions toward delivering the strategic aims. The action plan will be reviewed annually to assess the progress toward delivering the objective, and whether our actions have been delivered, need to continue or be varied.

## Key Objective 1

### To increase the availability and quality of homes to underpin economic prosperity

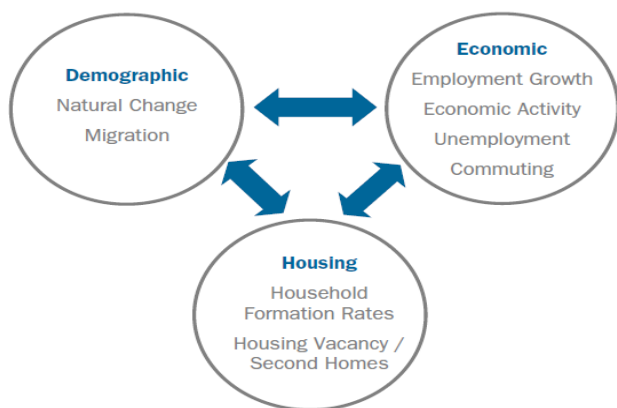
#### Where are we now?

In comparison with other districts in the County, over the next twenty years, the projections indicate that Gloucester's population will continue to grow significantly.

For the City Council to meet the requirements of the Government's National Planning Policy Framework (CLG, 2012) a Local Plan must demonstrate how it will meet the objectively assessed housing need (OAN) and show how it will meet that objectively assessed need, for both market and affordable housing.

As well as demonstrating the overall number of homes to be delivered, it is important that we also encourage the right size, type and mix of homes in order that the right homes are built.

ONS Interim Sub National Population Projections 2011 have confirmed expectations of an ageing population in the county and City and this is expected to continue over the next twenty five years. Whilst Gloucester will see a significant growth of the numbers of older people, by contrast to other Districts in the County, Gloucester will still have the highest population of younger adults and will be the only district to see an increase in the population of children and young people.



( Nathaniel Lichfield & Partners, 2012, p. 20)

We have assessed a number of pieces of research and data in order to consider the right

levels of homes to develop, which take into account of matters such as natural demographic change including births, deaths, relationship breakdown. We have also wanted to understand the level of development necessary to sustain and create economic growth and prosperity in the future. Using natural population growth projections as a guide on their own would mean we would be unlikely to build sufficient homes to sustain the levels of economic growth that we require to support a growing economy. We therefore need to plan the delivery of homes carefully and ensure they are in the right locations, to enable the local economy to thrive in the future.

A range of evidence supports the development of our '**Joint Core Strategy**', which is a plan for Gloucester, Tewkesbury and Cheltenham that sets out our intentions and identifies suitable locations for development throughout the districts up to 2031.

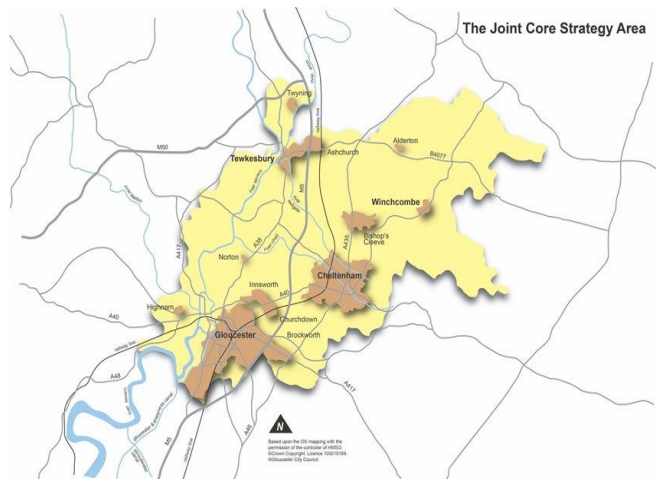
The Core Policies within the JCS are linked to three primary ambitions: -

- A thriving economy
- A sustainable natural built and historic environment
- A healthy, safe and inclusive community

Since the October 2013 JCS evidence base report concerning Objectively Assessed Need (OAN), there has been a revision due to a number of new pieces of evidence becoming available, most importantly that concerning formation rates with the 25-34 age cohort. Revised data suggests a 'partial return to trend', which has the effect of reducing the OAN from 33,200 to 30,500, a reduction of 8%.

The breakdown of need for dwellings by District is identified below (Submission JCS November 2014).

Gloucester	Cheltenham	Tewkesbury
11,300	9,100	10,100



( Nathaniel Lichfield & Partners, 2012, p. 7)

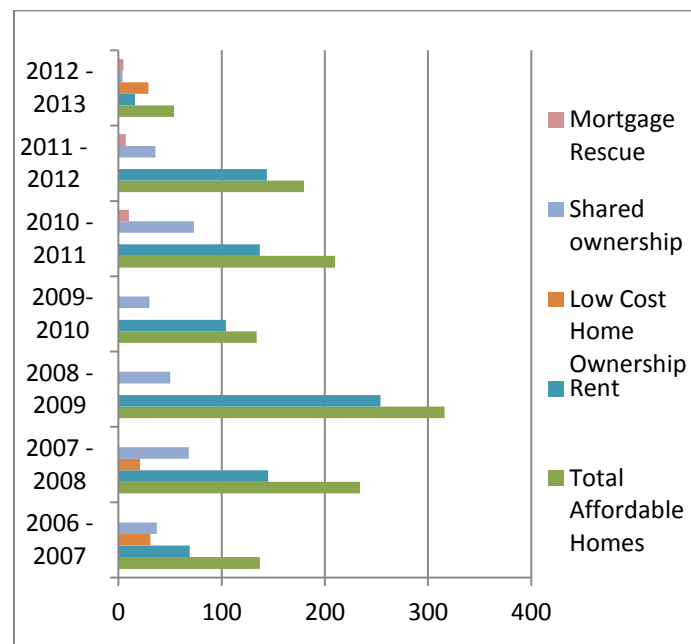
## City Plan

This housing strategy has been developed alongside the [City Plan](#). The City Plan will be used to define the approach to delivering the City vision; and will include agreed locations for development, development targets and thresholds for delivering affordable homes. This housing strategy is intended to provide further detail regarding the approach to housing within the City,

## Development of New Affordable Housing

Development of affordable housing has fluctuated, partly reflecting changes in the economy and availability of funding.

The table below shows delivery of affordable housing in the City between 2006-2013.



**Delivery of Affordable Homes in Gloucester 2006-13**

Between 2005-2010, the majority of affordable homes were provided through planning obligations for large residential development. The Kingsway development at Quedgeley in particular, has contributed a significant amount of our newer supply of affordable housing.

Whilst housing secured via planning agreements will still contribute to the supply of affordable homes, many sites in the City do have constraints. We therefore need to continue to maximise affordable housing through this route, but also work with Registered Providers (RPs) to identify land or other opportunities for bringing forward sites independently, in order to ensure that we have the best chance of maintaining a good supply of new affordable homes.

We encourage Developers to have engaged with Registered Providers and be in contract before undertaking viability appraisals incorporating all resources that the RP and other stakeholders will bring to the development.

## Brownfield Sites and Contaminated Land

Along with many other parts of the UK, Gloucester has a long industrial history, which has resulted in a legacy of Brownfield (previously developed) sites, many of which are also affected by potential ground contamination.



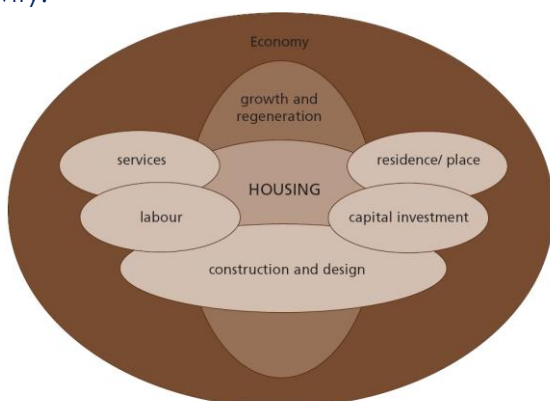
The safe, effective and affordable assessment and remediation of contamination is increasingly understood and information is readily available, and as long as good quality and timely advice is obtained, the potential presence of contamination will rarely present a significant barrier to the development of Brownfield and potentially contaminated sites.

Contamination is often a factor that Developers bring to our attention when assessing the level of planning obligations required for development in the City. We intend through the Joint Core Strategy and City Plan, to review and set out our target for the provision of affordable homes that we believe is at a deliverable level.

The Council is committed to delivering to an appropriate affordable homes target requirement through our Plan, and with good evidence available regarding land conditions, this should minimise uncertainties with the identification of abnormal costs associated with contaminated land. Where abnormal costs are identified, we will explore options to attract grant subsidy to try to ensure the delivery of affordable homes is still possible.

### Housing, the Economy and Employment

Research suggests housing plays a fundamental role in place shaping, contributing to attractive localities and neighbourhoods, which draw in investment by businesses and supports business activity.



The draft JCS proposes a minimum of 30,500 new homes across the JCS area together with land to support 28,000 new jobs. This level of development will be delivered primarily through maximising the capacity of the urban areas with the development of a number of urban

extensions on the edges of Cheltenham and Gloucester and strategic allocations at Tewkesbury.

Private rented sector housing does have the advantage of offering flexibility for people to move, to access employment, on an initial or temporary basis.

We recognise Registered Providers (RPs) as important partners in bringing substantial investment to the City and contributing to regeneration and the creation of new high quality neighbourhoods for people to live in. In addition many RPs recycle surpluses back into neighbourhoods and provide financial advice and support; promote safe lending organisations to their residents; and often develop initiatives to challenge low aspirations. These activities see RPs step beyond their boundaries and engage communities in ways that directly and indirectly support economic activity.

In addition, RPs also contribute in wider schemes to support education, training and the employment of residents within neighbourhoods.

The City Council wishes to consider proposals to develop 'Live Work' hubs or similar schemes, where business and accommodation units can be combined; in particular to aid the start up of new businesses. We will wish to explore suitable locations for development and appropriate accommodation options with the business community.

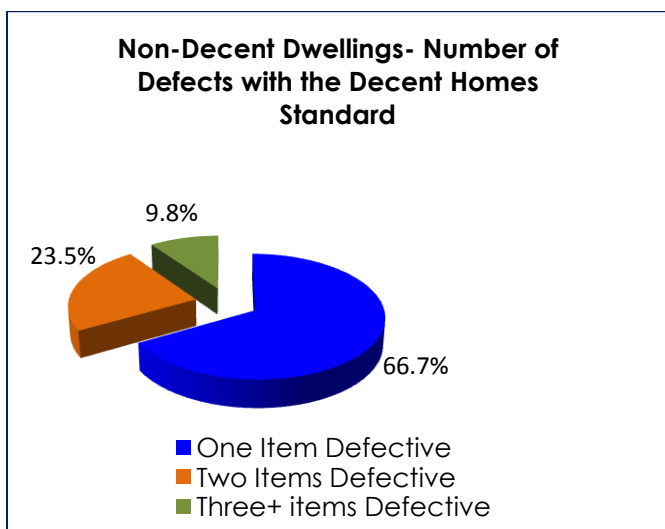
### Condition of Our Housing Stock

#### Decency in Registered Provider Stock

In recent years Housing Association stock has had higher standards of 'decency' due in most cases to more recent period of construction, and raised construction standards. According to the HCA's Statistical Data Return for 2011-12 only one property in the City was recorded as not meeting the Decent Homes Standard. We encourage RPs to continue through their 30 year business plans, ensure these homes remain 'decent' at least.

#### Decency in Private Sector

It was reported in the Private Sector House Condition (David Adamson & Partners, 2011) Survey in 2011 that 8,250 dwellings (17.7%) of homes were rented from a private landlord (These statistics vary slightly from those provided by the census shown above due to self declaration). Of those dwellings, 76% met the requirements of the Decent Homes Standard and can be regarded as satisfactory. The remaining 11,154 dwellings (24.0%) are non-Decent.



(David Adamson & Partners, 2011, p. 39)

The cost of addressing non-Decent homes was estimated at £55.804M averaging £5,003 per non-Decent dwelling. With the exception of disrepair, housing conditions are generally better than the national average for all dwellings. The level of non-decency in Gloucester (whilst better than the national picture) is attributed to an increase in general levels of disrepair in the stock, particularly in the older housing, the private rented sector and in the Moreland and Westgate wards.

A continuing deterioration in the repair of homes presents some risks for the health and wellbeing of households who live in them.

### The Council's Housing Stock – Decency & Regeneration

The Council's housing stock of approximately 4500 properties is at present managed through our Arms Length Management Organisation 'Gloucester City Homes' (GCH).

Investment of £38.6million has taken place within the Council's housing stock since October 2007

with 100% of our homes meeting the decency standard.

The maintenance of the housing stock was managed by means of a Property Investment Programme which was phased over five yearly stages covering the life of the 30 year business plan, the existing [plan](#) (GCH , 2012) was to have run between 2012-17. The plan reflected the new self-financing arrangements for the Housing Revenue Account (HRA) from 1st April 2012, however it has identified that the funds available will be insufficient to maintain the current levels of 'Decency', or to be able to develop any new affordable homes. Part of the reason for this, is high costs associated with refurbishing non-traditional stock, and also that a self-financing debt cap of £62.75 million to be reached in 2014, whereby the Council will be unable to borrow further funds for stock improvements.

In order to ensure that the Council's housing stock can be maintained to a 'decent standard' at least, further options for obtaining the necessary funding needed to be considered. Due to the financial circumstances outlined above, a ballot of the Council's secure and introductory tenants was undertaken between August and September 2014, with 63.7% of tenants (3,357) voting, and 89.1% (2,969) of votes cast were in favour of the transfer of the housing stock. This will ensure alternative financial arrangements that weren't available to the Council can now be secured to ensure the maintenance of the stock.

The City Council's [offer document](#) to tenants (Gloucester City Homes, 2014) contained a set of promises that would be kept should the transfer be approved. The promises included:

- Repairing and maintaining tenants' homes
- Improving tenants' homes and neighbourhoods
- Delivering excellent housing services by putting customers first
- Involving and empowering tenants
- Supporting independent living for older and vulnerable residents
- Delivering value for money services, ensuring every penny counts
- Building more affordable homes
- Investing in communities

Commitments to delivering new affordable homes and investment in two priority areas, that is Matson and Podsmead, will be pursued to underpin the Council's desire to secure improvements in neighbourhoods, and to decrease any associated deprivation.

The Resources section of the Strategy provides further information regarding the options to maintain the decency of the Council stock and regeneration of parts of the stock.

## City Wide Regeneration

In order to make best use of our resources, we need to use those assets we already have and check whether they are fulfilling their potential; or whether there are opportunities to redevelop existing buildings or homes to create new housing solutions.

The emerging Regeneration and Economic Development Strategy proposes six key objectives: -

- Delivering major development sites
- A vibrant City centre
- Small Sites
- Local Communities and Urban Regeneration
- Jobs and Growth
- Working in partnership with Gfirst and adjoining local authorities to influence and achieve opportunities for growth beyond our boundaries.

There is a focus on delivering homes in the City Centre, and seeing major sites come to fruition such as Blackfriars, including the Fleece Hotel, The Quays, including Bakers Quay; developing and implementing an estate based regeneration programme; and supporting the delivery of strategic housing and employment sites outside of the City's boundary.

In parallel with the Regeneration and Economic Development Strategy, a separate strategic response is being prepared concerning the City Centre itself, given the enormous benefits that can ripple out from its success. The approach to the City Centre also includes the ambition of increasing the availability and quality of homes within the City Centre.

With the changing profile of the High Street, there are opportunities we will explore concerning the potential range of uses of vacant or less successful locations, including conversions to residential accommodation to support the success and vibrancy of the City centre.

## Dwellings with Hazards

The Housing, Health and Safety Rating System is the current method by which risks to a resident(s) health and safety are evaluated. This is conducted by means of a formula, based on probability and the outcome of possible harm, a score is then provided.

Using hazard bands, risks are categorised into either Category 1 or 2 and under the Housing Act 2004, a Local Authority is placed under a general duty to take appropriate action in relation to Category 1 hazards, those in category 2 give rise to discretionary powers to Local Authorities.

Research by Adamson & partners in 2011 has identified that the most frequent Category 1 hazards encountered, were risks and falls from excess cold. Category 1 hazards were most likely to be found in the private rented sector, the older housing stock, Houses in Multiple Occupation (HMO's) and in the Moreland and Westgate Ward.

There are established relationships between housing conditions and ill health, resulting in implications for local NHS expenditure. One off costs to address the Category 1 hazards in Gloucester is estimated at £7,099M but would attract NHS savings locally of £0.484M per annum (a payback of 14.7 years).

## Empty Homes

In the years 2009 to 2014 the number of empty homes has averaged at around 1746 and is showing a gradual reduction as a proportion of the total number of homes in the City having seen recent decreases from 3.7%, to 3.1% in September 2014. 3% is suggested to be an indicative level allowing a good degree of movement in the housing market.

	2009	2010	2011	2012	2013
<b>Number of empty properties</b>	1911	1945	1820	1734	1733
<b>Number of properties empty for more than six months</b>	864	966	863	779	794
<b>Total number of dwellings</b>	54536				
<b>Number of empty properties as a % of total properties</b>	3.7	3.7	3.4	3.3	3.2

Source: Council Tax Register

In that time, the number of those homes that have been empty for more than six months has reduced from 1.7% to 1.4% as a proportion of the total number of homes.

The wards with the highest percentage of empty homes are Westgate (8.5%), Kingsholm & Wotton (5.6%) and Barton & Tredworth (4.8%). The wards with the lowest percentage of empty homes are Longlevens (1.8 %,) Abbey (1.6%), Elmbridge and Matson & Robinswood at (2.1%).

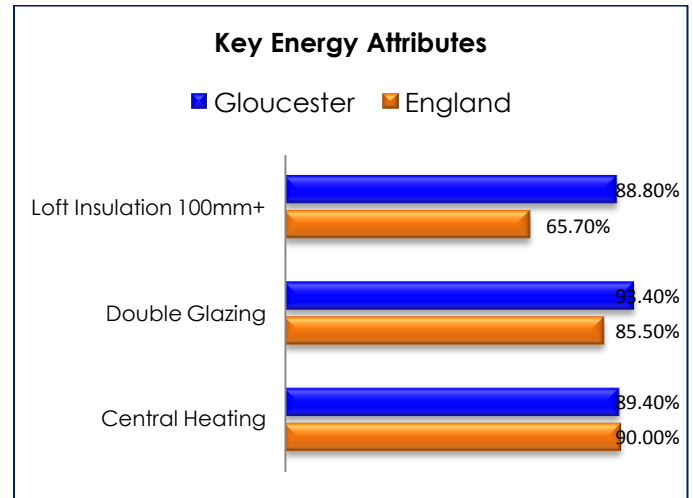
The Council's approach to dealing with empty properties is targeted to those that have been empty for more than four years or where the properties are in such a poor condition that they are causing nuisance to neighbours. Initially, an informal approach is taken and owners are signposted to schemes that can help them renovate and return the property back into use. Enforcement action includes the service of statutory notices to improve the condition or, in the worst instances, the compulsory purchase or enforced sale of the empty property.

### Energy Efficient Homes

We are currently working in partnership with a RP to secure funds to enable owners to return their homes back into affordable and privately rented accommodation.

The energy efficiency of homes is assessed by means of a Standard Assessment Procedure (SAP)

energy rating score between 0 and 120. In Gloucester an average rating of 65 was recorded, which was an improvement, up from 61 in 2006 and above the national average of 51.



(GH, p. 72)

Energy efficiency levels in Gloucester are significantly better than the national average.

Of those dwellings without solid wall construction, 22,530 dwellings exhibit evidence of cavity wall insulation. This includes cavity insulation as built in more modern dwellings and insulation added since built. This represents 62.5% of dwellings with cavities and was above the national average for private housing of 32.3%.

Nevertheless, 5,786 dwellings or 12.9% fail to meet the thermal comfort requirements of the Decent Homes Standard. The sectors most greatly affected include:

- Private-rented Sector.
- Purpose-built Flats.
- Converted/Mixed-use Flats

Target areas for improvements are largely concentrated on areas of the City for e.g. Westgate where the properties are hard to insulate and perhaps require external insulation or have poor levels of thermal comfort caused by a combination of poor insulation and inefficient heating systems.

Improvements have been made with carbon dioxide emissions, with the average CO<sup>2</sup> emission per dwelling in Gloucester reduced to 4.42 tonnes per annum, from 5.25 tonnes per annum in 2005

which is better than the national average of 6 tonnes per annum.

In 2011, the Energy Act made provisions for the development of a Green Deal to replace the existing Carbon Emissions Reduction Target. Green Deal (DCLG Green Deal, 2011) is a market led framework that will allow individuals and businesses to make energy efficiency improvements to their buildings at no upfront cost. A 'golden rule' is fundamental to 'Green Deal' where the charge collected through the electricity bill should be no greater than the expected energy bill savings, estimated during the assessment process.

For Gloucester, the Green Deal can: -

Make available finance to allow for energy-efficiency improvements in both homes and businesses.

It can be used by local authorities to help drive economic growth, unlocking investment and supporting local jobs through the supply chain with the supply of materials for improved efficiency measures.

It may be used to support the work of Registered Providers in managing energy efficiency improvements in the stock.

Most importantly it can help minimise levels of fuel poverty.

As outlined within our Development Plan policy, "before considering the use of renewable energy technologies, the design of a development should first identify measures to reduce overall energy demand. This can include optimising solar gain, natural lighting and ventilation to reduce the need for space heating, cooling and lighting. Secondly the design should include measures to use energy more efficiently such as increasing levels of insulation in walls, floors and roofs and improved air tightness. Once the optimum benefit from these two stages has been achieved, the design should include measures to reach the required proportion of energy demand to be met from renewable or low carbon sources."

All new residential development will be required to comply with the revised government housing

standards. As these are still emerging, we will detail more about these through our emerging City Plan

## Fuel Poverty

Research in 2011 found that 4,759 (10.8%) of households spend over 10% of their household income on fuel and were therefore defined as being in fuel poverty.

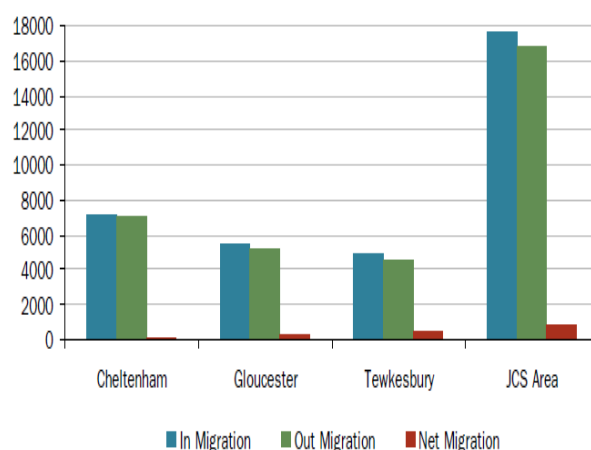
Priorities for the City Council's former housing stock being transferred to GCH will continue to see investment in support in the affordable warmth / fuel poverty agenda with specific consideration to:

- Replacement of Night Storage Heaters
- Review of Solar Panels
- Loft and Cavity Wall Insulation

The City Council's expects all providers with stock in its area, to respond to the needs of those in fuel poverty, either by way of property improvements or through the involvement of external advice agencies.

## Migration

Figure 3.3 Average Domestic Migration Rates, 1999-2010



( Nathaniel Lichfield & Partners, 2012)

In the last five years, the Department of Work and Pensions has issued 4,520 National Insurance Numbers to migrants living in Gloucester, however as the graph above illustrates, in-migration is very closely matched to out-migration from the City. In addition, economic migration is an important element in supporting the growth requirements for

Gloucester, whether that is national or international.

For a small proportion of people who come to Gloucester having sought asylum, Gloucester City Council works with the Home Office or contracted organisations, as is the case with many other authorities, to have an overview of levels of such migration. However asylum seekers are accommodated outside of the social housing sector through a contract currently with Ready Homes. Whilst many people may wish to migrate to the UK, it is only those people who come to this Country, fleeing persecution at home that are considered as 'asylum seekers', and have formally applied for the right to be recognised as a refugee. We will continue to work with voluntary organisations such as Gloucestershire Action for Refugees and Asylum Seekers (GARAS) who support migrants to settle in the UK or provide a safe return to their country of origin.

We will continue to monitor the changing patterns of migration, and any implications related to housing and communities within the City and review our approach accordingly.

### **What do we want to achieve?**

- **An increased supply of homes, including those for, owner-occupation; rent both in the private and social sector**
- **Fewer neglected and empty homes**
- **Improved quality of all homes**
- **Improved energy efficiency in homes, by targeting our resources to those properties in greatest need.**
- **Reduced fuel costs, fuel poverty and reduced carbon emissions**
- **Good take up of the Green Deal**
- **Disrepair being tackled through focus on homes in the most serious disrepair or with vulnerable household.**
- **That the City council's former housing stock is adequately maintained as outlined in the Council's 'offer' document to tenants and**

**associated options for redevelopment are pursued.**

- **Raised awareness with tenants about acceptable housing standards.**
- **An increase in the number of Landlords accredited to the 'Fit to Rent' scheme to ensure good standards.**
- **More redevelopment of Brownfield land and bringing derelict, under-utilised, and contaminated land back into use.**
- **Monitor migration patterns to gain a greater understanding of migration patterns to inform the need for provision or understand any local neighbourhood effects.**

## Key Objective 2

**To have the right type of homes available for City residents**

### Where are we now?

#### Market Housing

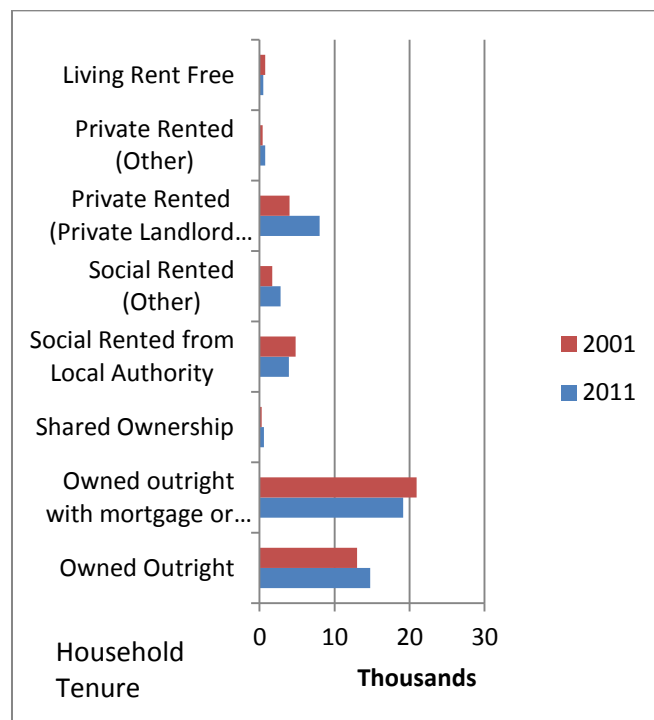
Market housing is housing that can be purchased without any government financial support, which meets a households' needs or aspirations. A household is considered able to afford market housing in cases where the costs payable would constitute no more than 25% of their gross income.

Private rented sector accommodation remains an important and flexible resource that allows for temporary accommodation for those wishing to be resident in the City for short periods; options for those not wishing or unable to purchase accommodation; and also accommodates households unable or not wishing to access social housing.

	2011		2001			
	LA Count	%	LA Count	Difference	%	
Owned Outright	14729	29.2	12985	1744	28.4	
Owned outright with mortgage or loan	19129	38.0	20918	-1789	45.7	
Shared Ownership	557	1.1	274	283	0.6	
Social Rented from Local Authority	3921	7.8	4784	-863	10.5	
Social Rented (Other)	2793	5.5	1679	1114	3.7	
Private Rented (Private Landlord or Letting Agent)	8012	15.9	3971	4041	8.7	
Private Rented (Other)	743	1.5	420	323	0.9	
Living Rent Free	479	1.0	734	-255	1.6	
	50363	100	45765			

<sup>1</sup>Census 2011

<sup>1</sup>The Census asked respondents to identify who their landlord is and the results reflect the responses they gave. In the past decade half of the local authorities in Wales have transferred the management of all their local authority housing stock to other social landlords. Individuals responding to the Census will report their understanding of their landlord and this may not reflect the actual management arrangements in all cases.



#### House Prices

The mean (average) house price in Gloucester in 2013 was £151,825 compared to £76,144 in 2000. The cost of the average house price in Gloucester is below the national average of £246,764. In approximate terms, households wishing to buy a home in Gloucester would require a deposit, and an income of between £38,000 and £45,500 depending on lender requirements.

#### Average House Prices 2012

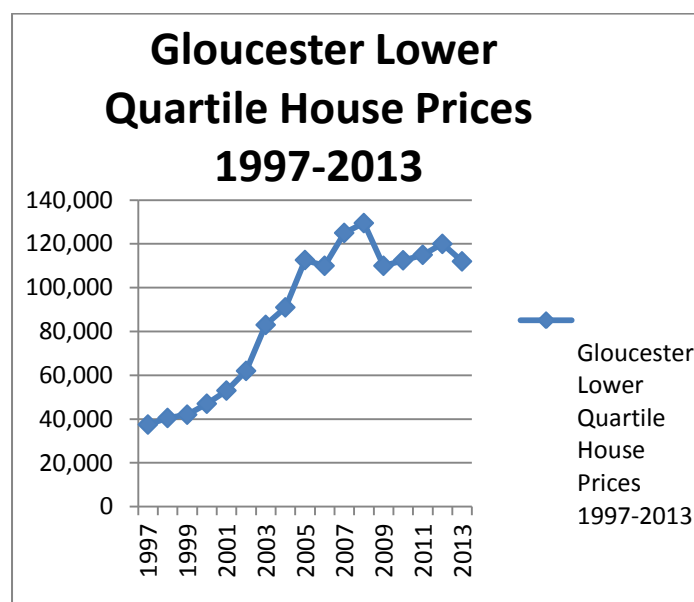
District Name	Total Averages	Total Sales
Cheltenham	£251,979	1728
Cotswold	£328,542	1257
Forest of Dean	£193,543	994
<b>GLOUCESTER</b>	<b>£151,825</b>	<b>1692</b>
Stroud	£230,078	1602
Tewkesbury	£230,049	1125

(Live Table 582)

In relation to affordability, in 2000 the bottom 25% of house prices were 3.61 times the average of the bottom 25% of the annual salaries in Gloucester. By 2012 based on provisional figures, the ratio had changed to 5.48 times lower quartile house price to lower quartile earnings. (Qtr 2 2013) Evidence indicates a lower quartile house price in the region of £114,000). The Gloucester ratio is still below the national average lower quartile figures

for house prices and salaries where the ratio is 6.45. (Table 576 Live Tables [www.gov.uk](http://www.gov.uk))

Whilst house prices in the City, are comparatively affordable in national/regional terms, the increased ratio does still indicate a broader group of people than in 2000, who currently cannot access accommodation in the private sector without some financial support, either through shared equity type schemes supported by the Government and/or Developers, or through Benefits. It is important to note that with ratios of lower quartile incomes to house prices at 5.48, there are households with two incomes, able to still find properties affordable to purchase. The next most affordable area in the county is the Forest of Dean with a ratio of 7.14.



### Affordable Housing

This is defined as social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.

The census in 2011 suggests there were 2793 housing association homes recorded in the City and 3921 local authority owned homes and a further 557 held via shared ownership leases from social landlords. (These figures may vary slightly

from official sources, as census statistics are based on resident returns).

### Intermediate Affordable Housing

Intermediate housing is homes for sale and rent provided at a cost above social rent, but below market levels, this can include shared equity (shared ownership and equity loans), other low cost homes for sale and intermediate rent.

Registered Providers include details of such homes through a regional Homebuy Agent, [Help to Buy South](#), who act as a one stop shop for home ownership opportunities in South West England.

In addition to the product types above, currently to support the Government's housing strategy a 'Help to Buy' equity loan scheme has been created. This scheme offers a 10%-20% equity loan funded by the Government through the Homes and Communities Agency (HCA) on new build properties. The equity loan is interest free for the first 5 years. In addition, a 'Help to Buy' mortgage guarantee scheme has been introduced to provide Lenders with the option to obtain a guarantee, where the borrower only contributes a deposit between 5 & 20%.

We will promote the use of these and any newly identified products and the support available through Help to Buy South and Registered Providers to enable applicants who are eligible to take advantage of such schemes.

### Housing Need

Local authorities have a duty to periodically assess housing need. An assessment of need tends to follow a tested method, where evidence of backlog need, (typically those already known to be in unsatisfactory housing circumstances or homeless); and then to go on and consider the future population profile projections, deducting levels of homes to be built, incomes and housing costs to identify how many people would be unable to resolve their own housing requirement for their household. As needs assessments consider projections for long time spans, annual variations are usually minor.

The [Strategic Housing Market Assessment \(SHMA\)](#) (HDH Planning & Development Ltd, 10`3) in 2014



identified the following as Gloucester's housing need.

Stage and step in calculation	Number
<b>STAGE 1: CURRENT NEED (Gross)</b>	
1.1 Homeless households and those in temporary accommodation	65
1.2 Overcrowding and concealed households	1,845
1.3 Other groups	
1.4 Total current housing need (gross)	1,910
<b>STAGE 2: FUTURE NEED</b>	
2.1 New household formation (gross per year)	1,234
2.2 Proportion of new households unable to buy or rent in the market	80.2% (990)
2.3 Existing households falling into need	1,395
2.4 Total newly arising housing need (gross per year)	2,385
<b>STAGE 3: AFFORDABLE HOUSING SUPPLY</b>	
<i>Current supply</i>	
3.1 Affordable dwellings occupied by households in need	420
3.2 Surplus stock	0
3.3 Committed supply of affordable housing	107
3.4 Units to be taken out of management	0
3.5 Total affordable housing stock available	527
<i>Future supply</i>	
3.6 Annual supply of social relets (net)	820
3.7 Annual supply of intermediate housing available for relet or resale at sub-market levels	66
3.8 Annual supply of affordable housing	886

Source: Gloucestershire Strategic Housing Market Assessment; various secondary sources

Support needs household	Need requirement				
	No. of h/holds in need (gross)	Not in need	Total Number of h/holds	% of h/hold type in need	As a % of those in need
Contains someone with support need	600	9,429	10,029	6.0%	21.7%
Nobody with support need present	2,167	39,252	41,419	5.2%	78.3%
<b>Total</b>	<b>2,767</b>	<b>48,682</b>	<b>51,448</b>	<b>5.4%</b>	<b>100.0%</b>

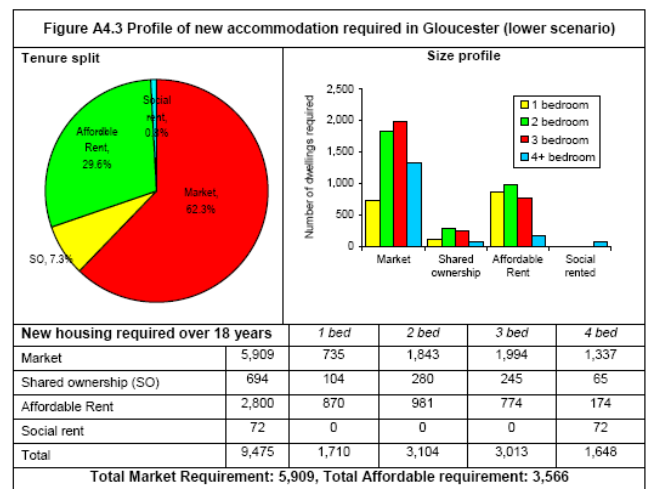
Source: Gloucestershire County Strategic Housing Market Assessment, 2013

In addition to the traditional approach to housing need, the SHMA sets out an alternative approach that demonstrates how the 'objectively assessed need' will be met and is illustrated below.

Tenure	Current tenure profile	Tenure profile 2031	Change required	% of change required
Market	39,371	47,208	7,837	64.9%
Shared ownership	580	1,329	749	6.2%
Affordable Rent*	0	3,339	3,359	27.8%
Social rented	2,612	11,659	130	1.1%
Benefit supported	9,047			
<b>Total</b>	<b>51,610</b>	<b>63,665</b>	<b>12,075</b>	<b>100.0%</b>

\*It should be noted that there are a very limited number of Affordable Rented units already in Gloucester, however for the purpose of this model the stock is presumed to be 0.

Source: Gloucestershire Strategic Housing Market Assessment updated household dataset 2013



Source: Gloucestershire Strategic Housing Market Assessment updated household dataset 2013

## Gloucestershire Homeseeker

In addition to the formula based approach described above, we also consider the needs as we know them today, from applicants for social housing. Applicants in housing need may apply through a 'Choice Based Lettings' IT system to bid for affordable homes.

Information regarding current levels of applications is provided below.

	April 2012	April 2013	Change
Emergency	97	172	77%
Gold	297	403	36%
Silver	1433	1539	7%
Bronze	3354	2637	-21%
<b>Total</b>	<b>5181</b>	<b>4751</b>	<b>-8%</b>

Source: Gloucestershire Homeseeker

Recent government flexibilities have made it necessary for our Homeseeker Policy to be reviewed and amended in order to reflect policy

and welfare reform changes. Preliminary changes have been considered, including those supporting military personnel; however we wish to review the effectiveness of our service and consider whether further changes should be made. Please refer to our separate [Homeseeker Policy](#) (Gloucestershire Homeseeker Partnership, 2012) for more detailed information.

## Overcrowding and Under-occupation

In 2011 a Private Sector Stock Condition Survey undertaken by (David Adamson & Partners, 2011) 34,186 (77.3%) dwellings were found to be under-occupied and 1,795 (4.1%) overcrowded.

In December 2012, Homeseeker identified 985 households wishing to move because they consider their home to be too small, and far fewer looking to move to smaller accommodation. This need will partly be accounted for within the housing need projections above, and developing sufficient affordable housing is critical.

More recently, the welfare benefit reform and the 'size criteria' will likely prompt some movement, as some households may be unable to afford the rent for a home that is larger than their needs. This may provide opportunities for some overcrowded families to move to larger accommodation.

## Ageing Population & Older People

The chart below shows projections for Gloucester and the expected growth in the numbers of older people. By 2030, it is expected the population over 65 will be around 28,100, an increase of 9300 people (49%) over those in 2012. Importantly the increases and implications are significant, with the more frail elderly over 80 and 90 years, creating challenges in relation to provision of health and care services and more generally for support for older people.

Population aged 65 and over, projected to 2030					
	2012	2015	2020	2025	2030
People aged 65-69	5,600	6,100	5,700	6,600	7,800
People aged 70-74	4,200	4,700	5,600	5,300	6,200
People aged 75-79	3,500	3,600	4,200	5,100	4,900
People aged 80-84	2,800	2,800	3,000	3,600	4,400

People aged 85-89	1,700	1,800	2,000	2,200	2,700
People aged 90 and over	1,000	1,100	1,300	1,600	2,100
<b>Total population 65 and over</b>	<b>18,800</b>	<b>20,100</b>	<b>21,800</b>	<b>24,400</b>	<b>28,100 Difference 9300</b>

Include % column?? Poppi 2013

Over 65 population projection: % of numbers above

Population aged 65 and over, projected to 2030					
	2012	2015	2020	2025	2030
People aged 65-69	0	9%	2%	18%	39%
People aged 70-74	0	12%	33%	26%	48%
People aged 75-79	0	3%	20%	46%	40%
People aged 80-84	0	0	7%	29%	57%
People aged 85-89	0	6%	18%	29%	59%
People aged 90 and over	0	10%	30%	60%	110%
<b>Total population 65 and over</b>	<b>0</b>	<b>7%</b>	<b>16%</b>	<b>30%</b>	<b>49%</b>

Poppi 2013

Our early acknowledgement of meeting the needs of the ageing population was with the development of a 166 unit Extra Care Village at St Oswalds, this provision is well designed, secure, accessible and creates an environment that is companionable, to minimise social isolation. This however provides only one option for older people, and other options that are suited to Older People now also need to be made available.

In order to make the best use of resources, we propose working with Gloucester City Homes to ensure the number, type and mix is appropriate going forward. We wish to conduct a more detailed analysis relating to the present and the next generation of older people, and the types of homes those people currently occupy, to understand their future needs, and where appropriate, develop further options to suit.

Assuming a concluded successful stock transfer, GCH will be the largest RP in the City and have the largest share of sheltered accommodation. GCH amongst other RPs are currently adapting their Older Person services to meet with the requirements of the Supporting People Strategy by the inclusion of 'hubs' or 'centres' in different localities, which support residents living locally who require support. In addition, the hubs will

provide a range of activities to promote well-being and minimise social isolation by inviting local residents to join in.

We wish to stimulate the development of further suitable accommodation which could achieve the double benefit of helping the younger generation as well. Building one or more retirement apartments can stimulate the supply chain, partly by making available family homes with gardens, to the next generation, and so recycling the home to serve the needs of the growing numbers of younger households. This recycling can make improvements to the quality of homes in the City due to the modernisation and investment by the next generation.

## People with Disabilities

In the UK there are more than 11 million people who may fall within the definitions of the Equality Act under the definition of disability. This group is not a static group, as some people may experience disability temporarily, others throughout their lifetime. Only 3% of disabled people have had their impairment since birth, it is usually acquired, affecting our body or mind as we age.

In Gloucester, [records](#) show that 5880 people, just fewer than 5% of the population are in receipt of Disability Living Allowance, with 3120 receiving the Mobility Award at a Higher Rate and with 3480 receiving care at middle or high rates. The latest available [data](#) concerning Limiting Long Term Illness<sup>2</sup> experienced by people in the City showed as many as 18,531, almost 18% of the population. More recent [census data](#) from 2011 suggested 4.9% of the population of Gloucester described themselves as in bad or very bad health.

The City Council's housing register has recently shown 69 households citing medical, disability or caring as reasons for requiring accommodation in the social sector.

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The limiting long-term illness question in the 2001 Census was a self assessment of whether or not a person has a limiting long-term illness, health problem or disability which limits their daily activities or the work they can do, including problems that are due to old age.

We wish to see any barriers to housing removed from disabled people, so they may achieve their aspirations and potential and are able to live independently.

We want to see disabled people have the ability to live within mainstream accommodation, with adaptations or with additional support provided when needed. We also wish to encourage and support disabled people to gain increased control and choice within their lives. We will encourage support an early intervention, or other preventative approaches to avoid any deterioration in circumstances.

We urge our partners, to support initiatives that encourage people with disabilities, should they wish to do so, to become involved, so that we create safe and inclusive neighbourhoods. We want to see facilities that offer easy access to a range of community services, and provide affordable housing designed to meet the needs of people with disabilities.

## Adaptations

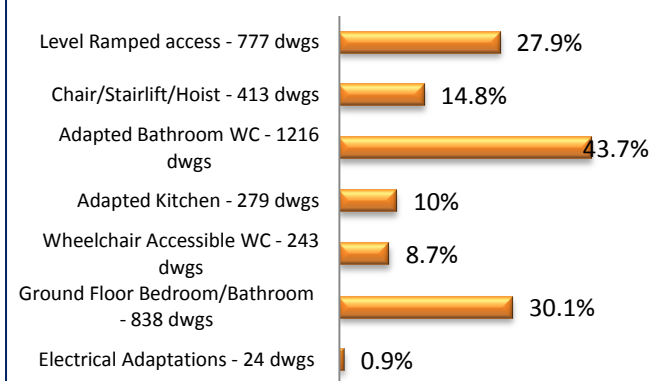
The Disabled Facilities Grant (DFG) enables disabled people to have adaptations carried out to their home to enable them to live independently.

Currently we spend between £500,000 - £650,000 per annum carrying out adaptations to around 100 homes in the City.

The 2011 Adamson survey reports that over 50% of households affected by disability have had a mobility problem within their dwelling but of these households, only 27.3% live in an adapted dwelling. The remaining 72.7% of households represent a future demand for DFG support from the Council.

The most common mobility problems relate to climbing stairs, use of bathroom amenities and access to and around the dwelling.

## Adapted Dwellings - Adaptations Present



(David Adamson & Partners, 2011, p. 67)

In order to meet demand within the available budget, the councils across the county are working closely with their Housing Improvement Agency, 'Safe at Home' to identify proactive measures to either remove the need for DFG's (e.g. through falls prevention) or find alternatives to DFG's through the recycling of commonly used equipment.

Options are being promoted as part of the budgetary process, that from 2013/14 a budget of £300,000 per annum is made available to supplement the existing budget for provision of disabled facilities grants and from 2014/15 this will increase to a further £100,000 per annum to a total of £400,000 per annum.

We will also now be working in conjunction with the County Council with the distribution of the Better Care Fund to consider how to best to meet these needs going forward.

### Better Care Fund

Over the past four years, funding from the Department of Health has been passed, via local NHS commissioners to local authorities. This was previously conducted by the Primary Care Trust but, since the reform of the NHS, the duty moved to the Clinical Commissioning Group and NHS England.

In the June 2013 spending round - covering 2015/16 - a national £3.8 billion "Integration Transformation Fund" (now known as the Better Care Fund) was announced. This fund,

established by the Department of Health, is to be held by local authorities.

The Better Care Fund provides an opportunity to transform local services so that people are provided with better integrated care and support. It encompasses a substantial level of funding to help local areas manage pressures and improve long term sustainability. The Fund will be an important enabler to take the integration agenda forward at scale and pace, acting as a significant catalyst for change.

The Fund is intended to support the aim of providing people with the right care, in the right place, at the right time, including through a significant expansion of care in community settings. As a result, the Gloucestershire Clinical Commissioning Groups (CCG) set up a Better Care Forum to identify funding priorities and direct spend. The six local priorities have been identified as:-

- Admissions to residential and care homes
- Effectiveness of re-ablement
- Delayed transfer of care
- Avoidable emergency admissions
- Patient/service user experience
- The quality of life reported to carers

**This fund includes the total allocation for Disabled Facilities Grants (previously allocated individually to each Local Authority)**

### Gypsy, Traveller & Showpeople

Through the Housing Act 2004 and national planning guidance we are required to undertake an assessment of need for communities residing within the City and where need is identified to put in place a strategy to meet those needs. In addition we are required through 'Planning Policy for Traveller Sites', March 2012 to provide for local targets, working with neighbouring authorities where there are cross-boundary issues.

A recent (Opinion Research Services, 2013) Gypsy, Traveller and Travelling Showpeople Assessment has identified a need for 14 additional

spaces for the Travelling and Show People community. In addition, the need for 2 pitches was identified for the gypsy and traveller community within the City.

Various options in the City have been explored to contribute to meeting some of that need; however, due to the tight City boundaries and flood constraints, all land options identified so far have been unsuitable. We will keep this matter under review and look to work collaboratively with our neighbouring authorities.

### **What do we want to achieve?**

- **Development to meet aspiration and housing need providing market and affordable homes.**
- **Offer a full range of housing options for the City to meet all housing need, demand across the income profile of the City.**
- **Policies outlining our requirements for Older People based on an evaluation of evidence and good practice.**
- **Homes for people with physical and other disabilities within our communities and encourage corresponding community and personalised care and support budgets.**
- **For people with disabilities who require adaptations, for them to be provided as quickly and as efficiently as possible.**
- **To offer support initiatives that encourage older people or those with disabilities to engage with us concerning housing proposals and other community initiatives**
- **That through the development of homes or commissioning of services that the local authority and RPs secure social value or other opportunities that are economically advantageous to City residents.**
- **Ensure a range of house type options are available throughout all wards in the City.**

- **Promote our urban and neighbourhood regeneration priorities with key funding organisations, including HCA and GFirst.**
- **We will review opportunities to meet the requirements for the gypsy, traveller and the travelling show people community and seek to make available pitches as required.**
- **Increased residential accommodation in the City Centre.**
- **Introduce a regular mechanism for consultation with the Travelling Showpeople Community and any other Traveller communities.**

### **Key Objective 3**

#### **To Prevent Homelessness & Rough Sleeping**

The common perception of homelessness tends to be individuals rough sleeping, but homelessness is a complex issue which affects both individuals and families who lose or face losing their homes as a result of numerous causes. Nationally the most common causes of homelessness are: parents or friends no longer willing to accommodate, relationship breakdowns including domestic abuse, end of private sector tenancies, discharge from hospital, custody, or residential care, or mortgage arrears. The three primary causes of Homelessness within Gloucester are: friends and family being no longer willing to accommodate; the loss of private-rented sector accommodation; and violence (including domestic violence). In almost all cases, homelessness creates an undesirable impact on an individual or their family that cannot be underestimated.

The local authority recognises the importance of preventing homelessness wherever possible and assisting those experiencing homelessness. Homelessness is detrimental to every aspect of the lives of those directly affected, and often has a negative impact on others living in the community and creates additional costs to public services. Many homeless households have multiple complex health issues and the negative impact of housing crises on the education and the well-being and life chances of children affected are frequently reported. The most frequently identified causes of homelessness set out below are those the Government have indicated a commitment towards: -

- tackling troubled childhoods and adolescence
- improving health
- reducing involvement in crime
- improving skills, employment and the availability of financial advice

The importance of partnership working is imperative to tackle homelessness.

### **Where are we now?**

#### **Assessment of Homelessness in Gloucester**

All Local Housing Authorities have a statutory duty to provide advice and assistance to anyone who is homeless or threatened with homelessness (as outlined in the Housing Act 1996 as amended). Local authorities also have further duties to vulnerable homeless households who have not caused their own homelessness. The Homelessness and Housing Options Team will undertake enquiries to assess what duties and assistance can be offered to those seeking help. We have a higher level of approaches from those facing homeless crisis than other districts in Gloucestershire, and we have worked hard to address their difficulties. Our focus is to work with our clients to prevent their homelessness wherever possible whilst undertaking an assessment of homelessness.

At the centre of our approach to homelessness is the desire to prevent homelessness occurring in the first place. We are pleased to have prevented 2035 households from becoming homeless over the last 3 years within the Gloucester. Our success in preventing homelessness has been achieved using a range of options and advice including:

- Advice on rights in current accommodation
- Negotiations and liaison with landlords and family members
- Tenancy rescue packages
- Payments to families
- Resolving housing benefit issues including authorisation of discretionary housing benefit payments in existing properties
- Court payments in possession proceedings
- Mortgage assistance for home owners and shared home owners including one off mortgage payments in some situations
- Sanctuary scheme adaptations for victims of domestic abuse
- Deposit Loans and rent in advance to find alternative accommodation

## Homelessness Prevention

	2010- 11	2011- 12	2012- 13	2013- 14
<b>Able to remain in existing home</b>	130	136	86	88
<b>Assisted to obtain alternative accommodation</b>	505	590	674	539
<b>Total Prevention</b>	635	726	588	627

Source: PIE Report

2013-14	Q3	Q2	Q1	Q4	Average 2012-13
<b>Able to remain in existing home</b>	9	30	27	22	21
<b>Assisted to obtain alternative accommodation</b>	138	142	153	106	147
<b>Total Prevention</b>	147	172	180	128	168

Source: PIE Report

The government has set out a vision for social justice that is based on two fundamental principles. First, prevention and early intervention throughout a person's life, encouraging carefully designed interventions to stop people falling off track and into difficult circumstances. Secondly, a 'second chance society' ensuring that no one is 'written off' and that anybody who needs another chance gets access to the support and tools they need to transform their lives.

We are committed to offering assistance to all Gloucester homeless households, irrespective of whether there would be a statutory obligation to them as 'vulnerable' if they became roofless (see section below). Every eligible Gloucester household is able to access bespoke assistance to either remain in their own homes if possible or for 'Rent in Advance Payments' against a suitable and affordable new home if threatened with homelessness. All households who cannot remain in their own home can access interviews where detailed written advice on finding alternative accommodation or referral to accommodation with support if they need high level housing

related support. Furthermore, if vulnerable households are considered to have caused their own homelessness, the City Council continues to offer rent in advance to assist them into suitable accommodation they source themselves.

Whilst we have achieved many positive outcomes, we are not complacent and will strive to improve our services further. We are committed to delivering against the ten challenges set out in '[Making Every Contact Count](#)' (CLG, 2012) to benefit our clients.

### Homeless Duties in Gloucester:

All Local Authorities have further duties to households who are: homeless or threatened with homelessness, eligible for assistance (UK residents or those who are able to access public services associated with housing), and where a vulnerability exists (such as family with children, pregnancy, old age, or severe physical or mental health problems, or some other exceptional reason). There are two main duties to these households:

### Emergency Accommodation

If vulnerable households are roofless or become roofless during homeless enquiries, local authorities have a duty to provide emergency accommodation while homeless enquiries are ongoing. Many local authorities rely heavily on privately owned bed and breakfast accommodation – which is widely recognised to be of variable quality, expensive, and can be damaging to family life as households often don't have the opportunity to kitchen facilities and have access to only one room.

In Gloucester we have worked closely with our partner agencies to ensure that the emergency accommodation we provide to our homeless households is of a high standard. Gloucester City Homes have set aside or developed furnished rooms within a hostel environment and flats exclusively as emergency accommodation for homeless households referred by Gloucester City Council.

As part of our approach to assist homeless households, one RP (GCH) has recently worked with the City Council on the conversion of 3 large

properties providing 28 furnished rooms for homeless households including a room suitable for wheelchair using households. Our hostel type provision has 24 hour CCTV security, communal facilities including kitchens and leisure areas, as well as an on-site support worker to assist clients with benefit claims and any other housing related support. Gloucester City Homes and Riverside have additionally set aside further flatted properties across the City to accommodate roofless vulnerable households during homeless enquiries.

We also work closely with Gloucestershire 'Nightstop' who provide accommodation with host families for single young people under 26. This has reduced the use of Bed and Breakfast accommodation for homeless households in the City and the impact of homeless crisis on our homeless. The use of our bespoke emergency accommodation also reduces costs to the City Council.

Our figures indicate that **248** households were placed into emergency accommodation during the financial year 2012-2013 whereas the number fell to **148** 2013-2014. We are committed to continuing to reduce this figure through securing further suitable properties for use in emergency situations

### Full Homeless Duty

If, following homeless enquiries, we establish that households are eligible, homeless, vulnerable households, who have not caused their own homelessness, and have a connection to Gloucester; the local authority has a full homeless duty to find them suitable accommodation.

Suitable accommodation offered by the City Council can be in the private rented sector, in supported accommodation, or within social housing. Until recently, the homeless duty to provide suitable accommodation could not be ended unless a household left suitable accommodation provided or by a permanent offer of a tenancy in social housing. This inevitably resulted in homeless households having higher preference for social housing than other applicants with a high degree of housing need which was often considered unfair.

Following the changes introduced by the Homelessness (suitability of Accommodation) England Order 2012 and the Localism Act 2011, however, local authorities now have the power to end the main homelessness duty with a 12 month private rented sector offer. This new power has an additional safeguard for the household through a 're-application duty' if the household becomes homeless again within two years. Within Gloucester, we have recently begun using the new power to end the main homeless duty by working with local private sector landlords in the City and sourcing quality suitable accommodation for our homeless families.

### Homeless Decisions

Below is a summary of decisions concerning homelessness in Gloucester.

Top 3 Reasons for presenting as Homeless	2011-12	2012-13	2013-14	2014-15 First 6 months projected outcome
Family/Friends no longer willing to accommodate	31% (34)	36% (70)	28% (52)	22% (20)
Due to form of violence including domestic violence	23% (25)	21% (41)	21% (38)	26% (23)
Loss of private rented accommodation	26% (28)	21% (41)	26% (47)	26% (23)
<b>Total presented</b>	<b>109</b>	<b>193</b>	<b>83</b>	<b>90</b>

Source: PIE Report

	2010/11	2011/12	2012/13	2013/14
<b>Homelessness Decisions</b>	334	362	521	495

Source: PIE Returns

	2010/11	2011/12	2012/13	2013/14
<b>Eligible, unintentionally homeless and in priority need</b>	109	108	191	182
<b>Eligible, homeless and in priority need but intentionally so</b>	29	39	30	47



<b>Eligible, homeless but not in priority need</b>	26	17	30	44
<b>Eligible but not homeless</b>	165	180	248	205
<b>Ineligible homeless</b>	5	18	22	17
<b>Total</b>	334	362	521	495

Source: PIE Return

<b>2013-14</b>	<b>Q3</b>	<b>Q2</b>	<b>Q1</b>	<b>Q4</b>	<b>Average for 12-13</b>
<b>Eligible, Unintentionally Homeless and in Priority Need</b>	39	62	42	39	48
<b>Eligible, Homeless and in Priority Need but Intentionally so</b>	11	17	7	12	7
<b>Eligible, Homeless but not in Priority Need</b>	12	15	8	9	7
<b>Eligible but not Homeless</b>	46	56	62	41	62
<b>Ineligible</b>	1	7	7	2	4
<b>Total</b>	109	157	126	103	128

Source: PIE Report

## Homeless Pathway

Linked to changes identified with the [Supporting People Strategy](#) (Gloucestershire County Council, 2011) (Gloucestershire County Council, 2011) and revised budget; work has begun to re-model the 'pathway' of 'accommodation based support'. Contracts have recently been awarded to Providers to offer the first stage accommodation and assessment centres, where individuals can begin to engage with support staff and start the process of identifying and addressing any needs, and planning their route back to independence, with support options available to fulfil their plans.

In partnership with Supporting People a review will be undertaken of all the second stage 'accommodation based support' in the City and county in order to shape an effective county network, able to meet need closest to where it originates, whilst also offering the flexibility for individuals to move temporarily to receive support

and reconnect back with their home area afterwards.

We will continue to review the implementation of the recently adopted '[Reconnection Policy](#)' in order to ensure it continues to meet our objectives.

For some homeless or vulnerable individuals it may be more appropriate to offer support within an independent environment, whether a new or existing home. In those circumstances 'housing related support' will be shaped to meet their needs.

To ensure we make best use of our 'accommodation based support' and that people ready for independent living aren't remaining due to financial barriers to moving on, we will review with Supporting People our approach to rent deposits.

Whilst budgets are constrained for 'housing related support' for vulnerable people, we are keen to work with Providers to explore other sustainable models of accommodation with lower levels of support that aren't reliant on support funding, particularly for the benefit of younger people, often affected by restricted benefit levels.

## No Second Night Out & Transitional Funding to Prevent Homelessness

On an actual rough sleeper count in October 2013 there were 11 people sleeping rough, and estimates for 2014 indicated that this had risen to 17, this compares with the 'rough sleeper count' in 2010 where 14 individuals had been found rough sleeping, beyond those occupying the Night Shelter. We cannot afford to be complacent about levels of rough sleeping, which would see individuals at their most vulnerable and at high risk, living out, which may also expose others to risk. We recognise there may be fluctuations in rough sleeping levels, so we will review the way the service performs and associated services to ensure we have an effective response.

Of those formerly identified as sleeping rough, some were former workers from within the Economic Union and had '**No Recourse to Public**

**Funds' (NRPF)** and in some cases were thought not to be fulfilling their 'treaty' responsibilities to remain in the UK. We are continuing to engage with statutory and voluntary sector partners so that they may verify eligibility to public funds, or ensure their needs are assessed, and in some cases support their return to their home country.

**Transitional Homeless Funding** Further to the allocation of £330k for the sub-region of Gloucestershire & South Gloucestershire, an action plan has been prepared at the request of CLG to identify the approach to reducing homelessness.

The main objectives proposed were to: -

- Review of needs and current services across the county and South Gloucs, to confirm our area of focus for the homelessness prevention project.
- To then develop an Outreach project that puts in place a 'No Second Night Out' response and avoids any rough sleeper returning to the street for a second night out. The offer includes a dedicated personalised service, to work with newly homeless and potentially homeless people, as well as entrenched rough sleepers and those returning to the streets after a period of being housed.
- Provide a Personalisation or "self-directed support" service, offering clients greater choice over what services to access and the opportunity to take responsibility for their choices.
- Explore the feasibility of a Local Lettings Agency alongside a single Rent Deposit/Bond scheme
- Make use of National Practitioner Support Service (NPSS) staff development and training to continue and develop good practice across Gloucestershire.

This action plan is still in progress and will be pursued through the early part of the duration of the strategy.

**Severe Weather Protocol** In order to provide a humanitarian response in times of severe weather Gloucester participates in a protocol with all other districts within the County. The protocol ensures that in periods of severe cold or other extreme

weather conditions, that no rough sleeper has to remain on the streets. Dependent on weather conditions, the protocol is implemented, and where necessary we will secure emergency placements.

We will continue to review the protocol and consider the involvement of voluntary sector organisations in responding in such circumstances.

## **Drug and Alcohol Support**

We recognise people in difficult circumstances may turn to drugs or alcohol, or gradually increase their alcohol consumption beyond safe levels, and that this frequently leads to homelessness. We have therefore worked with the County Council to commission a specialist service delivered by 'Turning Point' to support individuals and their families to reduce their consumption of substances to safer levels or to abstain. Successful reductions in substance is expected to lead to improved health improvements, and in some cases reduced levels of crime or antisocial behaviour.

The service specification was designed with the involvement of former and current service users, understanding the most important features of receiving support to fulfil a person's recovery plans. Recovery Workers offer sessions at a series of Hubs or supported housing locations to provide support in a way that works for the individual, linked to support from GPs and specialist nurses.

The service will be monitored to ensure the best possible outcomes and minimise those losing their accommodation as a result.

## **Community Based Support**

For those individuals assessed as needing additional support but without a need for accommodation, this will most often be provided by means of 'community based support', assisting individuals or families to maintain their tenancies wherever they may live. This support is critical in engaging with individuals or families when things start to go wrong and looking for solutions to prevent decline and any loss of their home.

As well as supporting people to prevent crisis, the community based support can help people who have been receiving higher levels of support in the past, and checking that they are able to manage independently in the early stages of resettling into new accommodation. There may be occasional periods where support can be offered for a short term to overcome a temporary crisis before withdrawing once the situation has stabilised.

## Young People

Research by Shelter suggests that the causes of homelessness in young people are associated with adverse housing, economic and family trends and that young people are disproportionately affected and often don't know where to go for help.

Local Authorities have duties towards young people and care leavers, under Homelessness legislation and the Childrens Act 1989 and Children (Leaving Care) Act 2002. This means young people may be eligible for assistance from the local housing authority or social services.

Any duty owed to homeless 16 and 17 year olds under the Childrens Act 1989 takes precedence over the duties under homelessness legislation, however as the local housing authority, we are still under a statutory duty to assess and assist all 16 and 17 year olds, in addition to any referral we might make to social services. We do have a 'Southwark' protocol in place that sets out our shared arrangements.

In addition to our responsibilities above, young people often find obtaining accommodation difficult, with landlords often reluctant to let to young people, even those in receipt of benefits. Recent Housing Benefit changes have seen the 'shared accommodation rate' rise from the age of 25 to 35 (with some exceptions) meaning many single people up to the age of 35 only have sufficient benefits to live in shared accommodation, presenting some further challenges in terms of compatibility, and the availability of shared accommodation of a reasonable standard. The benefit from exemptions will only occur once a young person reaches the age of 25.

We are also working in partnership with Supporting People and support providers, to ensure we have a service dedicated to offering advice to young people to assess and offer appropriate support, to ensure they are housed safely. Ensuring young people receive adequate support and encouragement to pursue education or training is critical in terms of their future independence and wellbeing; and avoids a deterioration of circumstances or behaviours.

We wish to encourage Registered Providers or voluntary sector partners to focus on supply of suitable accommodation, including good quality shared provision. We will review existing supported accommodation to ensure there is sufficient capacity for those young people needing to gain the necessary skills before being able to live independently. Increases in the supply of one bedroom accommodation is also necessary to respond to the high demand for Registered Provider stock, having increased partly due to the welfare reform changes and changing household formation.

We are also exploring 'crash pad' facilities for those young people who present at short notice as roofless and need accommodation until enquires can be completed and safe placements made.

We intend to continue to use mediation services and 'Night Stop' arrangements to try and offer other options, sometimes on a short term basis until the full circumstances can be established.

## Supporting Individuals through Welfare Benefit Reform.

We are continuing to develop our understanding of the impact on individuals and households affected by Welfare Benefit changes, as policy changes are still being implemented, including those people on benefits under the age of 35; size criteria; and the Benefit Cap applied under current Housing Benefit arrangements and in future via Universal Credit.

Through the Welfare Reform Act the Government has introduced a new '**size criteria**' from 1<sup>st</sup> April 13, for housing benefit claims in the social rented sector. The criteria applies to working-age households who are considered to be under-

occupying their council or housing association homes and as a result lose part of their housing benefit. This decrease in benefit has been set initially at 14% for one extra bedroom and 25% for two or more extra bedrooms (based on rent and service charges).

In Gloucester, records indicate as at January 2015 635 housing benefit claims in the social housing sector, affected by changes associated with the house & household size criteria, approximately 378 of which are in Gloucester City Council's stock.

Much joint work has already been undertaken to identify and offer advice to those affected by the benefit changes to ensure they are aware of all options available to try and manage their rental payments. We will continue to work with our Registered Provider partners, and organisations offering welfare benefit advice to help households affected by benefit changes.

The benefit cap was introduced for out of work households, which restricts the amount of benefit a household can receive to £500 per week for couple and lone parent households and £350 a week for single person households.

The elements which make up the Universal Credit are:

- The standard allowance
- An amount for responsibility for children and young persons
- An amount for **housing**
- An amount for 'other particular needs and circumstances'

The Council work with other agencies, including representatives from CAB, GL Communities, The Law Centre and GARAS as part of the GAP group. The group considers issues arising from the reforms and how these are best resolved. Also any individuals or households who are suffering hardship as a result of welfare reform have the opportunity to apply through a through a new framework to deal with Discretionary Housing Payments.

**Discretionary Housing Payment objectives include:**

- alleviating poverty;
- encouraging and sustaining people in employment;
- tenancy sustainment and homelessness prevention;
- safeguarding residents in their own homes;
- helping people who have had a room specifically adapted for their needs to remain in the property
- ensuring that people who are able to afford their rent without additional subsidy can do so;
- helping those who are trying to find alternative accommodation to do so;
- keeping families together;
- supporting domestic violence victims who are trying to move to a place of safety;
- supporting the vulnerable or the elderly in the local community;
- helping customers through personal and difficult events ;
- supporting young people in the transition to adult life, or
- Promoting good educational outcomes for children and young people.

Payments of DHP are normally only awarded for a period of up to 13 weeks as the intention is for the recipient to seek a more affordable way of remaining in the property or seeks alternative accommodation.

For the year 2014/15 the Council was award a fund of £252,658 to support households affected by the welfare reforms. As at January 2015 we have awarded £160,000 of this fund to households in need. Approximately £70,000 of this has gone to Gloucester City Homes tenants. The funding for the year 2015/16 is yet to be announced.

### **Exempt Accommodation**

In 2011, changes were made through Circular HB/CBB A14/2011 to the eligibility of housing benefit for shared accommodation. The changes included the age threshold increasing from the age of 25 to 35; however certain exemptions were put in place. The exemptions included certain categories of ex-offenders (where there may be risks to others in shared accommodation), and also some provision for individuals who have formerly resided in specialist accommodation.

We would urge all our partners, when working with clients to find 'move-on' accommodation outside of the social sector, to check whether the client might be exempted from the age restricted benefit, and so opening up further accommodation options.

## Mortgage Rescue

Gloucester has benefited from the Government's Mortgage Rescue Scheme (MRS) although this has recently been phased out.

The number of home owners facing a crisis situation with their finances is growing currently. For some within the priority need categories the MRS was the only option. We will however continue to offer Homeowners facing repossession, specialist housing advice and assistance in partnership with the Citizen's Advice Bureau.

## Homelessness Resources

Source of Funding	2013-14	2014-15
Homelessness Prevention Grant (City Funding)	£377,329	£358,000
CLG Transitional Funding (Sub Regional Allocation)	£330,000	
Homelessness Transition Fund (County Funding)	£163,000	

## What do we want to achieve?

- Reduced levels of rough sleeping
- Continue to improve the proactive homelessness prevention programme.
- Alternatives for delivering mortgage rescue following the phasing out of the existing Government scheme.
- Increased levels of accommodation in social or through the private sector for those single people under 35 with restricted benefit entitlement.
- Sufficient supported accommodation for young people and teenage parents.
- An evaluation of housing accommodation based support throughout the county, with

accommodation located and matched to areas of need.

- An effective 'Reconnection Policy' successfully facilitating moves to receive support and suitable connection to home areas where appropriate.
- For Support Providers working with vulnerable or disconnected individuals, to actively encouraging take up of educational, employment or other activities to support independence and create a sense of worth.
- Minimise levels of substance misuse, dependency or reduced intake to improve health outcomes.
- Joint working with specialist organisations to provide support for clients with complex needs, including mental health issues.
- Monitor the position of homeless applicants who are owed a homeless duty, being discharged into the Private Rented Sector and consider any unintended consequences.
- Evaluate implications of Welfare Reform changes and establish options to minimise the risk of homelessness.
- Review our response when the severe weather protocol is implemented to consider service improvements.

## **Key Objective 4**

### **To foster good community health & Wellbeing**

#### **Where are we now?**

The Council has recently developed 'Ward Profiles' which provide an assessment of each ward's strengths, weaknesses, and opportunities. In turn, these profiles will help provide a platform for neighbourhood planning that seeks to support the Council's broader planning proposals. We wish to transfer power to local communities for them to shape the areas they live in.

The profiles examine the different types and sizes of homes available in our neighbourhoods to enable plans to provide the homes that people want and need. We recognise that our communities will want different types of homes including affordable, privately owned or privately rented to provide options that give choice and are affordable to all.

#### **Localism**

The Localism Act has provided flexibilities to local authorities concerning the way affordable housing tenancies are accessed or managed.

The City Council's [Tenancy Strategy](#) (Gloucester City Council, 2012) sets out our approach to these flexibilities, and how they support the objectives of this over-arching housing strategy; that is to create an environment where there are a range of tenancies available, that offer sufficient security to tenants; allows flexibility to respond to tenant aspirations, including moves to market housing; are responsive to different neighbourhood environments to ensure well-balanced neighbourhoods; make the best use of existing housing; and increase the number of affordable homes in the City.

In order to ensure healthy lifetime neighbourhoods our strategy requires that where there is any large scale new development or regeneration schemes to be undertaken, we will expect a Registered Provider to work closely with the Council so that we ensure that any new

proposals complement the profile of a given area.

An important element of the Tenancy Strategy concerns the introduction of 'flexible tenancies' on larger properties, to ensure that this valuable resource is made best use of, and should a large house no longer be needed by a household due to their family size or changed financial circumstances, opportunities will exist to explore other options, including shared ownership or market purchase, or to bring the tenancy to an end.

#### **The Care Act 2014**

2014 saw a radical modernisation of the law so that people's wellbeing is at the heart of the care and support system. [The Care Act](#) (Govt, 2014) is concerned with the provision for vulnerable people or those adults considered at risk of, referred to as 'people with care and support needs'. All staff (including housing staff and contractors) that come into contact with people with care and support needs who may be vulnerable to abuse and neglect should understand that safeguarding procedures apply to this group.

The Act has strengthened the linkages between housing and care; with a general duty now placed on a local authority, to promote an individual's well-being and that of any carer, and in doing so, consider

the following—

- (a) personal dignity (including treatment of the individual with respect);
- (b) physical and mental health and emotional well-being;
- (c) protection from abuse and neglect;
- (d) control by the individual over day-to-day life (including over care and support, or support, provided to the individual and the way in which it is provided);
- (e) participation in work, education, training or recreation;
- (f) social and economic well-being;
- (g) domestic, family and personal relationships;
- (h) suitability of living accommodation;**
- (i) the individual's contribution to society.

And in so doing, prevent the need for care and support. For the purposes of the legislation, the

provision of housing accommodation is a health-related service. A local authority must cooperate with those it considers appropriate, or who are engaged in activities, in the area relating to adults with needs for care, and support or relating to Carers.

The provision of appropriate housing can be a way to prevent needs for care and support or to delay deterioration over time. Getting housing right and helping people to choose the right housing options for them can help to prevent falls, prevent hospital admissions and re-admissions, reduce the need for care and support, improve wellbeing and help to maintain independence at home.

## Safeguarding

The Care Act requires Local Authorities to: -

- consider the physical, mental and emotional wellbeing of individuals
- make or arrange for safeguarding enquiries
- set up Safeguarding Adults Boards
- arrange for independent advocacy when it is needed
- cooperate with each of its relevant partners

We encourage all of Registered Provider Partners to ensure they have appropriate training in place and refreshed to ensure their staff know about and understand the requirements concerning safeguarding.

District Housing Authorities and Registered Providers share in the responsibilities to undertake enquiries where they may have cause, or suspect that an adult in its area has needs for care and support (whether or not the authority is meeting any of those needs), should they be

(i) experiencing, or are at risk of, abuse or neglect, and

(ii) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

“Abuse” includes financial abuse; and for that purpose “financial abuse” includes—

(a) having money or other property stolen,

(b) being defrauded,

(c) being put under pressure in relation to money or other property, and/or

(d) having money or other property misused.

We will work in partnership with Adult and Childrens Services, local Safeguarding Boards, health, the police and other agencies to ensure the effectiveness of our safeguarding arrangements including the creation of a Housing Forum if necessary. As a local authority, we will ensure we are engaged when it is appropriate with public protection forums (MARACs, MAPPAs, Health and Wellbeing Boards and Community Safety partnerships).

In our partnership working we will promote and embed the six Government Safeguarding principles:—

- Empowerment
- Protection
- Prevention
- Proportionate responses
- Partnership
- Accountability

We will also look at commissioning private emergency accommodation that provides exclusive use to the authority. This is so we can undertake the necessary risk assessments to accommodate and safeguard vulnerable people.

## Domestic Abuse Services

Through the partnership with Supporting People, a new Domestic Abuse service commenced in 2012 and is intended to provide support in a variety of settings to meet the specific needs of victims and their families. To avoid disruption and instability to families, support arrangements can occur in a victim's existing home, a refuge or by supporting the victim to move permanently, these services are available to any victim regardless of gender. The Service aim is to intervene as early as possible to prevent situations escalating.

Through the Support Provider, we will provide places of safety in a crisis and then support for families to return to their communities, where safe and they wish to do so. Through our successful relationship with Safe Partnership, we will continue to make available additional security measures

tailored to meet the needs of the victim and their family, including a 'sanctuary room' in appropriate cases, to protect against any repeat violent incidents.

We will keep our arrangements for the victims of domestic violence under review to ensure we offer a high quality service. We will also look to create a network of places of safety throughout the county, as a resource for placing families or individuals fleeing violence, at crisis stage.

### Community Based Support

Part of our approach to supporting vulnerable people has been to work with Supporting People, part of the County Council, to commission a new generic community based support. This is a more comprehensive service with a greater range of skills can be made available to service users; e.g. individuals do not always neatly match a specific 'label' e.g. homeless, substance misuse, young people, mental health, offenders etc.

Support will be offered where there are levels of risk and safeguarding concerns to individuals, and communities experiencing difficulties e.g. domestic abuse, chaotic drug and alcohol misuse

This service plays a crucial role across many client groups, in fulfilling our 'early intervention' intentions, in order to offer support, before situations, deteriorate and breakdown, sometimes to crisis and 'roofless' situations. We encourage our partners to refer or signpost to those who may need additional support. We believe it will not only be advantageous to individuals and their families, but also be far more cost effective. We will keep under review and evaluate outcomes and if necessary seek modifications throughout the period of the strategy.

### Well-Being

The recently created Gloucestershire Shadow Health and Wellbeing Board (GSHWB) has in partnership with social care colleagues set out its [strategy](#) (Gloucestershire County Council, 2012) and vision for health and well-being: **Working Together to Live Well and Stay Well'**

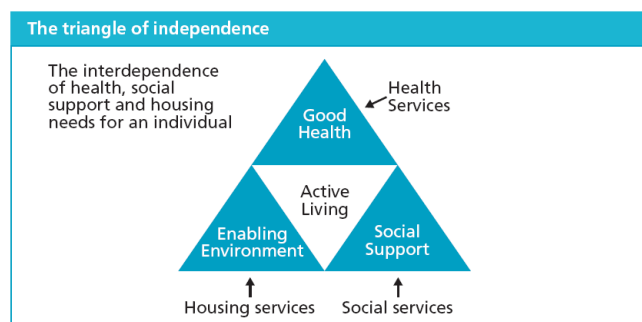
The aim of the vision is 'To improve the health of all Gloucestershire residents and protect the most

vulnerable' by 'working with our communities to co-produce health, wellbeing and resilience.'

The strategy is based on four life stages, those are

- Starting well
- Developing well
- Living & working well
- Ageing well

The strategy acknowledges that improved health brings wider social and economic benefits for everyone such as increased productivity and tax revenue and reductions in welfare payments. Below you will see the role housing can play in supporting the life-stages above.



(CLG, 2008)

The Strategy reports that health inequalities arise from differences in the social and economic conditions in which people are born and live and as a result the burden of ill health is disproportionately experienced by individuals, families and communities where there are lower incomes and lower educational levels. Evidence identifies high levels of health inequalities in neighbourhoods mainly located in central Gloucester.

The Strategy also reports hospital admissions due to a hip fracture are higher than the English average within Gloucester City. It also says that the proportion of excess winter deaths in Gloucestershire is 18.5% which is comparable to the England figure of 18.7%. However, within Gloucester City, numbers are recorded as 23.3%.

The Adamson stock condition report of 2011 also reported an increase in the City with the percentage of households with at least one member with long term illness or disability (from 15.5% to 20.6%) and goes on to demonstrate that that there is significant cost to the NHS from



people suffering accident and illness due to falls and excess cold in the home.

We will look for opportunities for partnership working with public health through the Health and Well Being Board to develop projects and harness resource to tackle these hazards.

Where extensive adaptations are required to a property, we will consider whether this is the best way of meeting the housing needs of the household, and investigate alternative housing options.

When working with Registered Providers on new or revised service arrangements or developments, we will check that proposals adequately address Health & Wellbeing and meet with our Lifetime Neighbourhood requirements set out below.

### Older People and their Well-Being

According to research (Housing Learning & Improvement Network HLIN, 2012) , on average each older person living in specialist housing reduces costs to other publicly funded services by £550 (Capgemini 2009)

By contrast, poor housing is very often a contributory factor to 'winter deaths', a range of health problems in older people, such as heart and respiratory conditions, as well as serious injuries and deaths from falls. To help take the strain off Health & Adult Social Care, we will support the creation of specialist housing; support for people in their own homes, or other environments that are suitable.

Experience shows us that older people thrive where they live in safe environments, that avoid trips and falls, that are warm and well maintained. We wish to explore and encourage other preventative housing measures to support those less mobile, offering older people a better quality of life, and also prevent unnecessary care costs.

We know the projections regarding our ageing population and predicted needs, and we wish to work with Older People to enhance our understanding of their aspirations for accommodation, from independent accommodation to 'care ready' or 'extra care' type arrangements and put in place plans to

deliver suitable schemes in line with demographic changes.

### Health Issues in Gloucester

Age 75+ Predicted to	2011	2015	2020
Have a long term limiting illness	4,907	5,135	5,799
have dementia	1,146	1,245	1,415
be admitted to hospital due to a fall	328	342	386

### Challenges to Independence: Daily Tasks

Aged 75+ unable to manage:	2009	2015	2020
at least one domestic task alone	5,082	5,420	6,093
at least one self-care activity alone	4,127	4,393	4,931
at last one mobile activity alone	2,415	2,591	2,913

Source Projecting Older People Population Information System (POPPI)

A recent report 'Housing for our Ageing Population' (Network, 2012) identified ten key design elements that we will encourage partners or developers to incorporate into their proposals. Design features such as the inclusion of generous space standards, plenty of natural light, avoidance of an institutional environment etc. and also making the accommodation as 'care ready' for older people, to ensure they contribute to the best possible outcomes for older people.

There are different types of accommodation available for older people that typically fall within the following categories.

#### Mainstream Housing

- Adapted Housing
- General Needs Housing
- Lifetime Homes

#### Specialised Housing

- Sheltered/Retirement Housing
- Very sheltered/Assisted Living
- Extra Care/Close Care housing
- Retirement Village

#### Residential Care or Care Homes

- Residential Care
- Nursing Home
- Specialised Care Homes

## **Proposed New Health & Wellbeing Hubs**

The approach to offering support within Sheltered Housing Schemes is beginning to change. It is recognised that often many people living within such schemes are active and well and require little support, whilst in the wider locality; there may be more frail individuals who are quite isolated and vulnerable. We are beginning to explore Hubs in different localities in the City that can offer services to both residents within Sheltered Housing schemes and also the wider community. Staff in the hubs will play an important role in the early identification of vulnerable people and offer or secure alternative support, as well as stimulate activities within which local people can become involved.

## **Specialist Provision**

It is inevitable, that with the growing ageing population, as outlined above, we will need to cater for people who develop dementia, and encourage options that support their partners. Due to the ageing population in the county we have a higher than average rate of dementia within our population. The number of people aged 65 and over with a form of dementia is currently around 8,500 and is projected to grow by over 70% by 2030.

We therefore will explore the provision of specialist provision for dementia sufferers and where appropriate consider the needs of family members, within the City.

## **Home Improvement Scheme – Safe at Home**

Home improvement schemes are available to help homeowners and private sector tenants who are older or disabled to remain in their own home, living independently, in safety and comfort. Home improvement schemes also advise on home improvements and adaptations that their clients may need, and help them to apply for local authority grants or loans to fund the required work.

The City Council and district Partners have worked in partnership with Gloucestershire County Council's Supporting People Team to put in place a contract for three years, commencing June

2011 and are currently within a one year extension. The service is expected to be re-tendered during 2015-16. This service not only provides adaptations to allow people to remain at home, but also enables those leaving hospital, who would otherwise not be able to return home.

## **Lifetime Neighbourhoods**

We wish to create Lifetime neighbourhoods, which offer everyone the best possible chance of health, wellbeing, and social, economic and civic engagement regardless of age. "Lifetime neighbourhoods provide the built environment, infrastructure, housing, services and shared social space that allows us to pursue our own ambitions for a high quality of life. They do not exclude people through age, frailty or disability" (CLG, 2007). Lifetime neighbourhoods will however reap an 'age dividend' of improved health, inclusion and participation. As part of this approach and building on our Core Strategy proposals, we will seek 10% of Lifetime Homes on all new residential developments, and a proportion of 'wheelchair user standard' homes in proportion with the evidence available at the time of development.

The Government has recently been consulting on its intended 'Housing Standards', the findings of which we will review and may well adapt our approach further depending on the guidelines published.

We will begin to use an 'asset based' approach to community health and wellbeing, building on the strengths and assets within communities. This type of approach will enable citizens and charities to complement the work of service providers. GCH have been piloting such proposals and will be extending those arrangements during 2014-15.

## **Community Safety**

Through our Safer Gloucester Partnership it is recognised that every agency has a vital role to play in tackling anti-social behaviour (ASB) and the aim is for all organisations and communities to work together to ensure that our communities are safe and tolerant and well maintained.

## Secure By Design

We encourage developers to follow Secure by Design (APCO, 2010) principles when building new or regenerating areas of housing. Secure by Design is a Police led initiative that seeks to minimise crime by designing it out of housing layouts or incorporating features including good surveillance that would make it difficult for crimes to be undertaken undetected.

Research has shown that 'secure by design' developments suffer at least 50% less burglary, 25% less vehicle crime and 25% less criminal damage that those not designed accordingly.

We are currently awaiting the results of the Government's Housing Standards consultation, which did take into account crime prevention measures. Whilst in the consultation period of this strategy, it is hoped the new guidelines will be available and we may relate our requirements to any enhanced guidance.

## Antisocial Behaviour (ASB) & Hate Crime

A multi-agency team called Project SOLACE was created to bring agencies together to deal with ASB. Project SOLACE is a partnership of Gloucester City Council, GCH, and Gloucestershire Constabulary. Gloucester City Homes manage the team and is supported by a Council Officer.

Whilst Project SOLACE tackles ASB where it exists in private tenancies, owner-occupiers and public places, Registered Providers play an important role in tackling ASB within their own housing stock. The City council welcomes and urges all RPs operating in the City to take advantage of new tools or legislation to tackle any ASB that arises.

In 2014 the government passed the Anti-social behaviour, Crime and Policing Act 2014, The intention was to "move away from having a tool for every different problem" to a new approach designed to ensure that local authorities, the police and partners have "faster more flexible tools" to respond to problems with "victims at the heart of the response".

The Act encourages collaborative working between agencies and the main elements include:

- New measures for responding to anti-social behaviour
- Dangerous Dogs
- Firearms
- Protection from sexual harm and violence
- Forced marriage

The Act provides for a new community trigger and a 'community remedy' to empower victims and communities, allowing them a greater say in how agencies respond to complaints of ASB and with options in out-of-court sanctions for offenders.

In addition, the legislation has provided for 'Injunctions to prevent nuisance and annoyance' (IPNA's) which are a civil power which may be applied for by a range of agencies to deal with anti-social individuals. It is anticipated that the Council or housing providers, along with the Police, will make use of these tools.

Registered Providers, will need to adapt their practices to reflect the new arrangements.

**Hate Crime** is one of the priorities for the Gloucester Community Safety Partnership. It involves any criminal offence which is perceived by the victim or any other person, to be motivated by hostility or prejudice based on a personal characteristic. The definition covers age, disability, gender-identity, marriage or civil partnership, pregnancy or maternity matters, race, religion or faith and sexual orientation. We will encourage the 'Challenge It, Report It, Stop It' approach to minimise occurrences of hate crime.

We will promote the government requirements concerning hate crime with our RP partners and encourage an approach where there is ease of reporting.

## What do we want to achieve?

- **A clear statement projecting housing requirements in relation to Older People, meeting a broad range of aspirations from independent accommodation through to Extra Care or Care Ready accommodation.**
- **Well designed and high quality services that support older people, not just in our sheltered**

housing schemes, but in our wider communities.

- Safeguard vulnerable individuals
- Expand the number of 'places of safety' for those fleeing domestic abuse
- Reduced deprivation
- Explore provision of specialist accommodation for sufferers of dementia.
- Increased resident engagement by all sections of the community.
- Registered Providers utilising all options including the new legislation to tackle Anti-social Behaviour (ASB).
- The implementation of the new arrangements for ASB and an agreed procedure to support the use of the 'community trigger',
- An effective response and decrease in hate crime.
- Wider dispersal area for accommodation for refugees or asylum seekers in the City and county.
- Improved health and well-being.

## Resources

Below are some of the resources that we will seek to secure to invest in improved housing outcomes, and draw on some funds through other sources as opportunities arise.

### HCA Funding

Through the Homes & Communities Agency (HCA) £1.7bn is the amount available (outside London) of capital grant funding for affordable housing, over the three year programme period, 2015–18 against which bids are invited.

The arrangements for drawing down grant have significantly changed following the associated introduction of 'affordable rents'. In addition RPs have more flexibilities to dispose of housing stock, or undertake conversions on relet to affordable rent, both with the intention of recycling funds back into new housing provision.

In order to make use of grant funding from the HCA, the City Council has and must continue to identify, prioritise and promote suitable sites for the delivery of affordable housing and work with Registered Provider partners to stimulate investment of grant allocations here in the City.

The City Council's priorities for investment have been set out in the Council's emerging Regeneration and Economic Development strategy, and formerly within a Local Investment Plan formulated with other District authorities within the county. **The key strategic sites within the City are:** - The Kings Quarter, Blackfriars, Greyfriars, The Fleece, Gloucester Quays, and more localised neighbourhood regeneration in Matson and Podsmead.

The HCA also make other funding opportunities available periodically, such as the Local Infrastructure Fund, Care and Support Specialised Housing Fund, Build to Rent. Similarly we will work in partnership with organisations meeting the criteria to bid for such funding to secure investment in the City.

### New Homes Bonus

The NHB funding stream match funds the council tax raised on each new home for a period of six years. There is also a premium of £350 paid for each affordable home developed or empty home returned to use.

Our objectives to increase the supply of all homes and affordable homes will see increased funding being made available to the local authority if we are successful.

The New Homes Bonus provisional allocation for 2015-2016 Gloucester City Council will total £3,084,871. This year 5 instalment includes an affordable homes premium of £26,600. The total NHB to date is £9,840,133

Given the current pressures on local authorities and allocations from central government, we will use these funds to support our base budgets; however we will keep under review the future use of NHB in the City.

### S106 & Capital Funding

From time to time, commuted sums are taken in lieu of affordable housing on site for newly consented schemes. Taking a commuted sum is typically considered where a site would seem unsuitable for affordable housing e.g. where there is already sufficient in the locality or some other exceptional case as may considered assuming it complies with the legislation. Such funds represent the value of land that would have been made available for affordable housing.

Since we produced our draft strategy for consultation, the figure of £661,258 has reduced to £8,758 following expenditure on schemes within the City.

The priorities we propose for the continued use of these funds are: -

- To support new build delivery on suitable sites.
- To support sites where scheme viability is borderline.
- To provide specialist accommodation not provided as standard on new build developments.

## Right to Buy Receipts

in March 2012 the government changed the [rules](#) (CLG, 2012) concerning RTB receipts used for replacement homes, and any new development where these funds are used, must form no more than 30% of the total expenditure on the replacement stock. It is intended that the remainder beyond the 30% comes from other resources including loans financed from 'affordable' rents (up to 80% of market rents), the council's own resources or funding from partners including housing associations or developers,

The City Council has signed an agreement with DCLG to keep the receipts to assist with the provision of new affordable housing in the city. The value of receipts currently is £1,303,261.78 and based on the rules above must generate £4,344,205 worth of new development of affordable housing. Given the forthcoming stock transfer, no further receipts are now to be received by the Council. As part of the stock transfer arrangement £600k of these receipts will be used to provide new dwellings through Gloucester City Homes and the Council will seek to use the remaining funds to deliver affordable housing to support the objectives of this strategy.

Funding Source	2014-15
Capital funding	£85,283
Disabled Facilities Grant	£500000
GCC Top Up for Disabled Facilities Grant	Budget proposal to increase from £300-£400k
Right to buy receipts	<b>£1,303,261.78</b> Formula permits £4.34M of deveopment
Commuted Sums from s106 contributions	£8,758

## Other Capital Funding

### Gloucester Housing Market Partnership

The development of the urban extension at Kingsway of around 3300 homes has in the last decade provided a sizeable proportion of affordable homes within the City. Capital funding was formerly designated to deliver homes at Kingsway and £85,283 remains to support future phases. As a consequence of the planning condition in place relating to Kingsway, units delivered are required to be 'social rented' tenure or shared ownership, therefore the inability to attract HCA subsidy, available to support 'affordable rent' means supporting delivery with City Council funds remains critical.

## Key Objectives – Delivery Plan

Key Objective	Action	Measure or Target	Target Date	H relates to homeless	Responsible Officer or Resources
1					
<b>Action 1.1</b>	Identified five year land supply	Strategic Assessment of Land Availability & Joint Core Strategy Housing Background Paper (Nov 2014)	2014-15		Planning Policy
<b>Action 1.2</b>	Providing the stimulus for investment in housing in the City	Investment in affordable housing in the City Grant Total Investment	Annual review		Planning Policy & Housing Strategy & Enabling
<b>Action 1.3</b>	Improved planning policy for housing	Production of Supplementary Planning Document	2014-15		Planning Policy & Enabling
<b>Action 1.4</b>	Maximising Affordable Housing provision through S106 agreements	Monitoring % negotiated & actual levels of affordable housing delivered, against economic circumstances, Greenfield/Brownfield land.	Annual review		Development Management & Housing Strategy & Enabling Service
<b>Action 1.5</b>	Consider partnerships with larger investment organisations (e.g. Real Estate Investment Trusts, Pensions Companies)	Evidence of options	2015-16		Housing Strategy & Enabling Service
<b>Action 1.6</b>	Release under occupied homes	Social Sector Private Sector	Annual review		Housing Strategy & Enabling Service
<b>Action 1.7</b>	Explore opportunities to develop homes above shops or in former retail areas	Units delivered above shops or in retail areas.	2016-17		Housing Strategy & Enabling Service
<b>Action 1.8</b>	Explore opportunities for conversions from commercial to residential	Assessment of options and any conversions made.	2015-17		Housing Strategy & Enabling Service – Private Sector Housing Service
<b>Action 1.9</b>	Engage with Private Landlords to secure properties to provide options for those threatened with homelessness	Evidence of properties nominated to or leased.	Annual review		Housing Strategy & Enabling Service

Key Objective 1	Action	Measure or Target	Target Date	H relates to homeless	Responsible Officer or Resources
<b>Action 1.10</b>	Use existing Empty Homes funding Allocation to return empty homes back to use and bid for any future funding opportunities	Evidence of specific properties returned to use.	2015		Housing Strategy & Enabling Service – Private Sector Housing Service
<b>Action 1.11</b>	Undertake enforcement action on longer term empty properties or those creating a nuisance, and ensure that no more than 3% of homes are empty in the City	Measure total number of empty properties brought back into use	Quarterly Review		Environmental Health & Enabling
<b>Action 1.12</b>	Provide private tenants with the information to enable them to assess the condition of their accommodation	Evidence of material used to support action.	Annual review		Private Sector Housing Service
<b>Action 1.13</b>	Carry out enforcement action to improve the condition of privately rented properties and target enforcement action in the areas identified as having the worst conditions.	Reduced the number of Category 1 hazards	Annual review		Private Sector Housing Service
<b>Action 1.14</b>	Work in partnership with advice agencies to deliver energy saving improvements to residential accommodation.	Numbers of referrals made, and the number of measures installed.	2015-onward		Private Sector Housing Service
<b>Action 1.15</b>	Use the existing Fit To Rent Accreditation scheme to ensure continuous improvement in the private rented sector.	Numbers joining the scheme.	Annual review		Private Sector Housing Service
<b>Action 1.16</b>	Promote electrical safety awareness to encourage owners to replace old electrical wiring.	Evidence of publicity material or re-wiring undertaken via Building Control	Annual review		Private Sector Housing Service



<b>Key Objective 1</b>	<b>Action</b>	<b>Measure or Target</b>	<b>Target Date</b>	<b>H relates to homeless</b>	<b>Responsible Officer or Resources</b>
<b>Action 1.17</b>	Monitor migration patterns to understand the need for provision or understand any local neighbourhood effects.	Evidence concerning migration.	Quarterly throughout life of strategy		Housing Strategy & Enabling Service
<b>Key Objective 2</b>	<b>Action</b>	<b>Measure</b>	<b>Target Date</b>		<b>Responsible Officer or Resources</b>
<b>Action 2.1</b>	Update Strategic Housing Market Assessment to inform the requirement for different size, types and mix of homes	Completed SHMA	Summer 2016		Housing Strategy & Enabling Service
<b>Action 2.2</b>	To set out requirements in City Plan documents for those people with specific needs or disabilities including the provision of life time homes and wheelchair user accommodation.	Reduction of waiting time for specialist accommodation	2015-16		Housing Strategy & Enabling Service
<b>Action 2.3</b>	Ensure all HMO's subject to mandatory licensing are properly licensed.	Increasing numbers of new licenses.	Annual review		Private Sector Housing Service
<b>Action 2.4</b>	Conduct a more detailed evaluation of housing requirements and options for older people.	Detailed approach on Older Person accommodation requirements within City Plan to aide discussions with existing and new providers.	2015		Housing Strategy & Enabling Service

Key Objective 2	Action	Measure or Target	Target Date	H relates to homeless	Responsible Officer or Resources
<b>Action 2.5</b>	Develop homes for older people; or disabled people within communities to take advantage of community support or to be able to use personalised budgets locally on care or support.	Increased options provided through Neighbourhood Hubs.  Asset Based Community Activities being undertaken within communities.	Annual review		Housing Strategy & Enabling Service
<b>Action 2.6</b>	Respond to requests for adaptations as quickly as possible, and develop options for additional advice and support, where a move might be more appropriate than an adaptation.	Numbers of individual s who moved to more suitable accommodation increasing.	Annual review		Private Sector Housing Service
<b>Action 2.7</b>	Ensure sufficient levels of temporary accommodation to avoid the use of unsuitable bed and breakfast accommodation other than on an exceptional basis.	More suitable temporary accommodation for homeless clients.  Less expenditure on B&B	2015-16	H	Housing Strategy & Enabling Service
<b>Action 2.8</b>	Explore shared accommodation and other HMO type arrangements to support increasing numbers under 35 ineligible for more than a single room rent.	Choice based lettings (Homeseeker) will be analysed to determine the trend in the number of applications for housing.	2015-16	H	Housing Strategy & Enabling Service
<b>Action 2.9</b>	Develop specialist accommodation for people with complex needs	Increased bed spaces available to those complex needs within the City.	2015	H	Housing Strategy & Enabling Service

<b>Key Objective 2</b>	<b>Action</b>	<b>Measure or Target</b>	<b>Target Date</b>	<b>H relates to homeless</b>	<b>Responsible Officer or Resources</b>
<b>Action 2.10</b>	Work with RPs to identify tenants under-occupying and those overcrowded to encourage moves to more suitable accommodation	Easy access system to match eligible people to the correct properties	2016-17		Homelessness & Housing Advice Service
<b>Action 2.11</b>	Encourage the involvement of Older People, disabled or minority groups, in shaping plans for their area or homes.	Better outcomes for individuals in their own homes and neighbourhoods.	Annual review		Housing Strategy & Enabling Service with Registered Providers
<b>Action 2.12</b>	Promote our urban and neighbourhood regeneration priorities with key funding organisations, including HCA and GFirst.	Number of key regeneration starts on site Amount of subsidy attracted to regeneration sites.	Annual review		Housing Strategy & Enabling Service
<b>Action 2.13</b>	Introduce a regular mechanism for consultation with the Travelling Showpeople Community and any other Traveller communities.	Continued engagement with Travelling Show People community or other communities if need identified Identify opportunities for pitches if need identified	2015 & ongoing		Housing Strategy & Enabling Service & Planning Policy

<b>Key Objective 2</b>	<b>Action</b>	<b>Measure or Target</b>	<b>Target Date</b>	<b>H relates to homeless</b>	<b>Responsible Officer or Resources</b>
<b>Action 2.14</b>	We will agree short, medium and longer term priorities for investment into the City Council's housing stock to support regeneration and more effective use of our land assets and agree the most effective way of resourcing those improvements.	Phased plans for neighbourhood regeneration.  Funding arrangements identified for neighbourhood regeneration.	2015-16		Housing Strategy & Enabling Service
<b>Key Objective 3</b>	<b>Action</b>	<b>Measure</b>	<b>Target Date</b>		<b>Responsible Officer or Resources</b>
<b>Action 3.1</b>	We will explore new arrangements with organisations able to offer independent legal or financial advice to prevent homelessness.	Numbers being offered advice to minimise repossessions for those unintentionally homeless.	2015		Homelessness & Housing Advice Service
<b>Action 3.2</b>	Identify individuals or households affected by Welfare Benefit changes and offer advice and assistance to secure affordable accommodation.	Data identifying clients affected by changes and evidence of advice or support offered.	6 monthly throughout YR 1-2 of strategy & review		Homelessness & Housing Advice Service & Civica
<b>Action 3.3</b>	Monitor the framework concerning the use of discretionary housing funds.	Numbers of households prevented from becoming homeless through the use of Discretionary Housing funds.	6 monthly throughout YR 1-2 of strategy & review		Homelessness & Housing Advice Service & Civica
<b>Action 3.4</b>	We will develop more interim or hostel type accommodation in the medium term to respond to certain household presenting as homeless.	Numbers of interim accommodation.	Continuous		Homelessness & Housing Advice Service
<b>Action 3.5</b>	Support the transition of a new service to meet the needs of rough sleepers.	Improved service outcomes for rough sleepers with complex needs.	2015		Housing Strategy & Housing Strategy & Enabling Service

Key Objective 3	Action	Measure or Target	Target Date	H relates to homeless	Responsible Officer or Resources
<b>Action 3.6</b>	Ensure there is effective outreach to engage with rough sleepers and those with chaotic needs or complex behaviours to ensure support is available.	Less rough sleeping	2015		Housing Strategy & Enabling Service
<b>Action 3.7</b>	We will work in partnership with local agencies to support vulnerable former EU Workers or other migrants to return to their country of origin and receive appropriate support, or other enforcement action if necessary.	The development of an agreement between partner agencies concerning migrants with no recourse to public funds.	2015		Housing Strategy & Enabling Service
<b>Action 3.8</b>	In conjunction with Supporting People we will review all accommodation made available to homeless or vulnerable individuals that provide support.	A revised network of homeless accommodation identified, with clear guidelines around support available.	Quarterly		Housing Strategy & Enabling Service with Supporting People
<b>Action 3.9</b>	Build on the quality of frontline services to meet the 10 Challenges of the Gold Standard set via CLG	Assessment against Gold Standard criteria. Evidence of improvement plan.	2015		Homelessness & Housing Advice Service & Customer Services
<b>Action 3.10</b>	Keep under review homeless applicants who are owed a homeless duty, being discharged into the Private Rented Sector and consider any unintended consequences associated with new legislation.	Cases being re-opened under 're-application duty'.	2015 & determine further frequency of review		Homelessness & Housing Advice Service

Key Objective 3	Action	Measure or Target	Target Date	H relates to homeless	Responsible Officer or Resources
<b>Action 3.11</b>	Evaluate implications of Welfare Reform changes and establish options to minimise the risk of homelessness.	Routinely review data associated with Benefits and the affordability of accommodation and risk to homelessness.	6 monthly through & determine frequency thereafter		Homelessness & Housing Advice Service & Housing Strategy & Enabling Service and Civica Client Officer
<b>Action 3.12</b>	Review our response when the severe weather protocol is implemented to consider service improvements.	Any revised arrangements to support the severe weather protocol.	2015 & annually		Housing Strategy & Enabling Service

Key Objective 4	Action	Measure	Target Date	Responsible Officer or Resources
<b>Action 4.1</b>	Better working relationship with Gloucester residents	Resident survey will show increased % of involvement	2016-17	Housing Strategy & Enabling Service Private Sector Housing Service Housing Options & Advice Service
<b>Action 4.2</b>	Close links with Home Office or contracted housing organisations	Evidence of accommodation in the City and a move toward more balanced arrangements in the county	6 monthly	Housing Strategy & Enabling Service
<b>Action 4.3</b>	Increased number of homes/support for people with special needs	Evidence from SP contracts & KPI's  Evidence of specialist dwellings	6 monthly	Housing Strategy & Enabling Service

Key Objective 4	Action	Measure	Target Date	Responsible Officer or Resources
<b>Action 4.4</b>	Consider whether a specialist Register can be derived from the existing Choice Based lettings system for those who require specialist accommodation, to be matched with Providers offering specialist provision.	A more specialist register and effective letting of adapted or specialist provision.	2016	Housing Strategy & Enabling Service
<b>Action 4.5</b>	Working in partnership with other agencies (SP, districts, health, County Council etc)	Indices of deprivation will go down including crime & ASB	Review every 2 years	Housing Strategy & Enabling Service
<b>Action 4.6</b>	Review Tenancy Strategy Objectives Tenancy Strategy – less no. of tenants under occupying	Reduction in churn within communities.	2015	Housing Strategy & Enabling Service
<b>Action 4.7</b>	Encourage Registered Providers utilising all options, including any new legislation at their disposal to tackle ASB.	Annual RP interviews – assessment of measures to tackle ASB in the City.	Annually assessments with RPs 2015 review arrangements with Police	Housing Strategy & Enabling Service
<b>Action 4.8</b>	Encourage Registered Providers to promote initiatives that seek to prevent hate crime.	Annual & periodic RP interviews/meetings – assessment of measures to tackle hate crime in the City.	Annual Review	Housing Strategy & Enabling Service

Key Objective 4	Action	Measure	Target Date	Responsible Officer or Resources
<b>Action 4.9</b>	We will look for opportunities for partnership working with public health through the Health and Well Being Board to develop projects and harness resource to tackle these hazards.	Funding secured or joint projects and outcomes.	2015	Environmental Health & Housing Strategy & Enabling Service
<b>Action 4.10</b>	Look for alternative cost-effective solutions to properties requiring extensive adaptations.	Recorded diversions from DFG to move to suitable alternative accommodation.	2015	Environmental Health & Housing Strategy & Enabling Service
<b>Action 4.11</b>	Engage with County Council concerning the implementation of new arrangements associated with Care Provision	New initiatives commenced	2015	Environmental Health & Housing Strategy & Enabling Service & Housing Services
<b>Action 4.12</b>	Explore an increase to create a network of 'places of safety' for those fleeing domestic abuse.	Number of properties acquired	2015	Housing Strategy & Enabling Service



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## Glossary

<b>Affordable Housing</b>	There are a number of different types of products which come under the Government's definition of 'affordable housing': Affordable housing includes social rented, affordable rented and intermediate housing (both for rent and sale e.g. shared ownership, where a part share of the property is bought and rent payable on the un-owned share, enabling full occupation by purchaser/household), provided to eligible households whose needs are not met by the open market. Eligibility is determined with regard to local incomes and local house prices.
<b>Arms Length Management Organisation (ALMO)</b>	Gloucester City Homes (ALMO) is a not-for-profit company that is contracted to provide housing services on behalf of Gloucester City Council.
<b>Asset Based Community Development (ABCD)</b>	Recognising and identifying the strengths that exist in communities (the assets). Working together with communities, practice has shown that it improves a community's effectiveness.
<b>Capital Funding</b>	This is funding incurred for acquiring new or second hand homes or to make improvements in dwellings and in housing terms can be thought of as anything that increases the quantity or quality of the stock. It can include payments to lawyers, surveyors etc in connection with the purchase of land or buildings.
<b>City Vision</b>	A shared document detailing shared priorities for the City developed with partners and residents.
<b>Commissioning</b>	Commissioning is essentially a structured way of deciding how and on whom public money should be spent. Commissioning is a cycle that involves: <ul style="list-style-type: none"> <li>• Assessment (or reassessment) of need</li> <li>• Identifying resources</li> <li>• Planning how to use the resources</li> <li>• Arranging service delivery through a procurement process</li> <li>• Monitoring and reviewing service delivery</li> </ul>
<b>Communities and Local Government (CLG)</b>	Is the UK Government Department for Communities and Local Government
<b>Commuted Sums</b>	A capital payment made by a developer to the council usually in lieu of the provision of an item that would otherwise have been provided through a planning obligation, in the case of housing, a cash sum provided rather than the provision of provision.
<b>Council Plan</b>	The Council Plan sets out the council's approach to meeting its corporate objectives that is the desired outcomes we wish to achieve relating to the council's services or activities.

<b>Decent Homes</b>	All social housing must meet the Decent Homes standard, be warm, weatherproof and have reasonably modern facilities.
<b>Deprivation Index</b>	A collection of statistical indicators for income, employment, health, education, housing, quality of living environment, access to open space and crime comprise the deprivation index. This tool helps us understand how areas within the city are performing in comparison with other geographical areas in the City and beyond.
<b>Demography</b>	Characteristics and statistics of human population: the characteristics of a human population or part of it, especially its size, growth, density, distribution, and statistics regarding birth, marriage, disease, and death
<b>Discretionary Housing Payments (DHP)</b>	It is a way of helping you if the housing benefit you get is not enough to pay your rent. There are criteria against which claims for DHP are assessed that vary between local authorities. DHPs are not the same as Housing Benefit. They are special payments which come from a separate cash limited fund. Once the fund has been spent in any financial year no more Discretionary Housing Payments can be made.
<b>Equalities</b>	Equalities are about 'creating a fairer society', where everyone can participate and has the opportunity to fulfil their potential'
<b>Extra Care</b>	The term 'extra care' housing is used to describe developments that comprise self-contained homes with design features and support services available to enable self-care and independent living. Extra care housing is popular with people whose disabilities, frailty or health needs make ordinary housing unsuitable but who do not need or want to move to long term care (residential or nursing homes).
<b>Gloucestershire Shadow Health and Wellbeing Board (GSHWB)</b>	The Health and Social Care Act (2012) introduced wide ranging reforms across health and social care services. As part of these reforms every upper tier local authority has to set up a Health and Wellbeing Board.
<b>Homelessness (suitability of Accommodation) England Order 2012 (SI 2012/2588)</b>	Local Housing Authorities have the power to meet their main homelessness duty with offers of accommodation in the Private Rented Sector, without requiring the Applicant's agreement.
<b>Homes and Communities Agency (HCA)</b>	The national housing and regeneration delivery agency for England, enabling local authorities and communities to meet the ambitions they have for their areas; and administers government funding to support housing and infrastructure provision.
<b>Houses in Multiple Occupation (HMO's)</b>	A house is in Multiple Occupation (HMO) if: at least 3 tenants live there, forming more than 1 household, you share toilet, bathroom or kitchen facilities with other tenants.

<b>HAPPI (Housing our Ageing Population Panel)</b>	Ten key design elements that are concerned with meeting the needs and aspirations of our ageing population.
<b>Housing Related Support</b>	Housing Related Support is a service which assists previously homeless and /or vulnerable people to live independently in their own accommodation. The aim of this service is to support people in managing their own home to retain independence and enhance their quality of life.
<b>Housing Strategy</b>	A document that sets out the type of housing outcomes that people wish to see in the area. A strategy will normally set out the priorities and means by which improvements will be made to secure the best outcomes.
<b>Housing, Health and Safety Rating System</b>	The housing health and safety rating system (HHSRS) is a risk-based evaluation tool to help local authorities identify and protect against potential risks and hazards to health and safety from any deficiencies identified in dwellings.
<b>Interim Accommodation</b>	Temporary accommodation (usually on an emergency basis typically whilst an application for housing is being assessed)
<b>Intermediate Housing</b>	Is affordable housing with rent set at between social housing and market housing levels
<b>Joint Core Strategy</b>	The plan that identifies locations and levels of residential development throughout Gloucester/Cheltenham/Tewkesbury. See <a href="http://www.gct-jcs.org/">http://www.gct-jcs.org/</a>
<b>Local Enterprise Partnerships (LEP)</b>	Gloucestershire is one of just 39 local enterprise partnerships in England, created by Government to promote a healthy economy. Driven by GFirst, LEP key themes are promotion, skills, connection and investment with the overarching aim of realising Gloucestershire's economic and commercial potential. See LEP website - <a href="http://www.gloslep.co.uk">www.gloslep.co.uk</a>
<b>Local Investment plan</b>	Local Investment Plans reflect local priorities for action and investment and are shared by local authorities and the Homes and Communities Agency. Plans will reflect local circumstances and priorities and so vary significantly in content, focus and length, with an emphasis on priority projects and the support needed over the short and long term to deliver them.
<b>Local Plan</b>	A Local Plan considers how it will meet housing need and show how it will meet that objectively assessed needs, both for market and affordable housing. See <a href="http://www.planningportal.gov.uk/planning/planningsystem/localplans">http://www.planningportal.gov.uk/planning/planningsystem/localplans</a> for this & other planning terms.
<b>Localism Act 2011</b>	The Act devolves greater powers to councils and neighbourhoods and gives local communities more control over housing and planning decisions.
<b>Mortgage Rescue Scheme</b>	The mortgage rescue scheme is a Government initiative that aims to help homeowners in danger of losing their homes. See <a href="http://mortgagehelp.direct.gov.uk">mortgagehelp.direct.gov.uk</a>

<b>National Planning Policy Framework</b>	The National Planning Policy Framework sets out government's planning policies for England and how these are expected to be applied.
<b>Neighbourhood Plans</b>	Neighbourhood planning empowers communities to shape the development and growth of a local area through the production of a neighbourhood development plan, a neighbourhood development order or a Community Right to Build Order.
<b>No Recourse to Public Funds</b>	A non UK resident who is ineligible for the following benefits in the UK: - 'Public funds' include a range of income related benefits, together with housing and homelessness support. The full list is as follows: <ul style="list-style-type: none"> <li>• income-based jobseeker's allowance;</li> <li>• income support;</li> <li>• child tax credit;</li> <li>• working tax credit;</li> <li>• a social fund;</li> <li>• child benefit;</li> <li>• housing benefit;</li> <li>• council tax benefit;</li> <li>• state pension credit;</li> <li>• attendance allowance;</li> <li>• severe disablement allowance;</li> <li>• carer's allowance;</li> <li>• disability living allowance;</li> <li>• an allocation of local authority housing</li> <li>• local authority homelessness assistance</li> </ul>
<b>Objectively assessed need.</b>	A phrase derived from the National Planning Policy Framework to describe the basis by which the total demand for housing, from all types of household and for both affordable and market housing; as indicated the evaluation of need should be robust and withstand scrutiny as to the way in which it was formulated.
<b>Personalisation</b>	Is the process of enabling people to be more in control of the services they receive. Every person who receives support, whether funded by Social Services or by themselves, will have choice and control over the shape of that support.
<b>Project SOLACE</b>	A multi-agency team introduced to bring agencies together to deal with Anti Social Behaviour.
<b>Reconnection</b>	For individuals accessing housing on a temporary basis to receive support or in an emergency to prevent rough sleeping, a reconnection policy exists that seeks to ensure individuals are supported to ensure the best possible chance of connecting back to support networks in areas they have previously lived, unless there are exceptional reasons that they are unable to do so.
<b>Registered Providers</b>	Registered Providers (formerly known as Housing Associations), are private non profit making, organisations that provide low-cost social housing for people in need of a home. Any trading surplus is used to maintain existing housing and to help finance new homes. Although independent they are regulated by the state and commonly receive public funding.
<b>Revenue Funding</b>	Expenditure on day-to-day items to run services.
<b>Right to Buy</b>	A right secured through the Part V of the Housing Act 1985 where a tenant holds a secure tenancy has the right to buy the property if they have lived there for more than 5 years and it is not an Elderly Person or Disabled accommodation,.
<b>S106 Agreements</b>	Councils may require developers to make some reasonable financial or practical contribution to the community to address housing or social issues.

<b>Safer Gloucester Partnership</b>	The Safer Gloucester Partnership is the re-branded name of the former Gloucester Crime and Disorder Reduction Partnership, which was formed in 1999 following the Crime and Disorder Act 1998. The Partnership is a multi agency group, comprising representatives from organisations across Gloucester
<b>SALA</b>	Strategic Assessment of Land Availability
<b>Stock Transfer</b>	Where the local authority transfers its housing stock to a new, not-for-profit social housing organisation.
<b>Strategic Housing Market Assessment (SHMA)</b>	An assessment of the housing market area, and the drivers for population change and housing need that informs the requirement of objectively assessed need, and sets out the basis for an appropriate mix of properties including the size, types and mix.
<b>Supporting People</b>	The supporting people programme commissions housing related support services through a working partnership of local government, health, probation, support providers and customers that use support services. The support available can help vulnerable people to live more independently. Examples of the kind of services commissioned and funded through the supporting people programme include domestic violence refuges, homeless hostels, sheltered housing and floating support services.
<b>Sustained Attachments</b>	Longer term attachments to an area or community such as; friends, family, work where positive support networks exist.
<b>Tenancy Strategy</b>	Sets out the matters to which the registered providers of social housing in the local authority are to have regard in developing their tenancy policies and content of tenancies.
<b>The Health &amp; Wellbeing Strategy (Gloucs CCI)</b>	This strategy focuses on strengthening health and wellbeing and preventing ill health in Gloucestershire.





## **Appendix 2 - Housing Strategy Consultation Response**

Between June and September the housing strategy was made available for consultation. The consultation was made available through the City Council's web site and a newspaper advert was placed in attempt to draw attention to it. In addition, the strategy was circulated to Gloucestershire Associations for Voluntary and Community Action (GAVCA) with a request for it to be shared amongst all of its members. A stall was set up on two afternoons in the City Centre, and a further three stakeholder events were held, where it was anticipated we would be able to engage with a broad cross section of the community. The Strategy was circulated to all Members of the Council also.

One stakeholder event was conducted at 'Gloucester City Homes' property Nova House and was directed at individuals who had experienced homelessness or were waiting to be housed. An event at St Oswalds was held to try and engage with some of our older residents.

The most successful of all the events was the 'professional stakeholder' group, where around 120 relevant professionals or organisations were invited along, and around 50 or so attended. Invitations went to statutory partners, elected members, Council Officers involved with the built environment, Developers, letting agents, Registered Providers involved with development, housing management and support.

Despite the publicity around the public events and web consultation we were disappointed with only three web responses. The stakeholder events were poorly attended, with the exception of the professional event, so as a result, the feedback will just be shown as key themes identified below; there was insufficient feedback received to adapt action plan priorities/timescales with confidence. Officers have therefore considered the feedback and have proposed timescales based on knowledge/experience. Key elements of feedback have been used to inform changes to the final draft where they were necessary.

Key aspects reported to us: -

Some concern around the density of flatted developments and the availability of parking.

Influencing who buys and lets homes in certain areas.

That homes should be spacious, accessible and create a sense of community.

Areas too densely populated aren't desirable.

Families need to have functional space to avoid social issues or disputes.

Concern that road widths are adequate, and if not can be exacerbated if insufficient parking.

Adequate areas for storage of recycling facilities.

Query whether there is sufficient infrastructure for increasing population growth.

Are we building homes of sufficient size that people wish to live in them.

Homes should have good sound insulation

You should focus on healthy individuals and developing communities.

10% to Wheelchair standard may be better without mention to Lifetime Homes

The loss of mortgage rescue will leave owners in difficulty with no help from what I can see. As it is no more is there much point it being in a strategy going forward?

Under 'Resources' rather than only referring to commuted sums being possible where it is an unsuitable site for affordable could it be added that it would be considered where greater community benefits can be achieved through contributions?

A good point raised was whether there could there be a central register in Gloucester or across the JCS area of people seeking adapted property and a central area where adapted properties can be advertised/made available?

There is agreement that we need to do something to encourage older people to downsize. In the social sector we need an attractive product and we need to communicate and market the offer.