

# Call-in Sub-Committee (of the Overview and Scrutiny Management Board) Agenda



**Date:** Monday, 22 February 2021

**Time:** 3.00 pm

**Venue:** Virtual Meeting - Zoom Committee Meeting  
with Public Access via YouTube

## Distribution:

**Councillors:** Steve Smith, Richard Eddy, John Goulandris, Claire Hiscott, Mark Weston, Gary Hopkins, Geoff Gollop, Margaret Hickman and Donald Alexander

**Issued by:** Johanna Holmes, Scrutiny Coordinator

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**Date:** Friday 12<sup>th</sup> February 2021



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# Agenda

## 1. Confirmation of Chair

Please note: the October 2020 OSMB report has been included in these papers to provide clarity on the Call-in membership and chairing arrangements. **(Pages 4 - 5)**

## 2. Welcome, Introductions and Safety Information

**(Pages 6 - 8)**

## 3. Declarations of Interest

To note any declarations of interest from the Councillors. They are asked to indicate the relevant agenda item, the nature of the interest and in particular whether it is a **disclosable pecuniary interest**.

Please note that the Register of Interests is available at <https://www.bristol.gov.uk/councillors/members-interests-gifts-and-hospitality-register>

Any declarations of interest made at the meeting which is not on the register of interests should be notified to the Monitoring Officer for inclusion.

## 4. Public Forum

Up to 30 minutes is allowed for this item.

Any member of the public or Councillor may participate in Public Forum. The detailed arrangements for so doing are set out in the Public Information Sheet at the back of this agenda. Public Forum items should be emailed to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk) and please note that the following deadlines will apply in relation to this meeting:-

Questions - Written questions must be received 3 clear working days prior to the meeting. For this meeting, this means that your question(s) must be received in this office at the latest by **5pm on 16<sup>th</sup> February 2021**.

Petitions and Statements - Petitions and statements must be received on the working day prior to the meeting. For this meeting this means that your submission must be received in this office at the latest by **12.00 noon on 19<sup>th</sup> February 2021**.



## **5. Call-in of Cabinet Decision**

**(Pages 9 - 10)**

**a) Procedure at the meeting**

**(Page 11)**

**b) Call-in Proforma**

**(Pages 12 - 15)**

**c) Cabinet Decision Record**

**(Pages 16 - 18)**

Please note: a signed copy of this form will be uploaded in due course.

**d) Cabinet Report - Housing Revenue Account Budget Report (Pages 19 - 76)**

**e) Officer Response to Call-in**

This document is to follow.



# Overview and Scrutiny Management Board

5<sup>th</sup> October 20



**Report of:** Tim O’Gara – Director of Legal and Democratic Services

**Title:** Call In Sub Committee – Membership and Chairing

**Ward:** N/A

**Officer Presenting Report:** Lucy Fleming, Head of Democratic Engagement

**Contact Telephone Number:** 0117 922 2483

## Recommendation

That the Overview and Scrutiny Management Board note the reduced size of the Call in Sub Committee from seven to six Members and approve the schedule of Chairs for the remainder of the Municipal Year, which will rotate by political party.

## The significant issues in the report are:

The proposed revision to the chairing arrangements of the Call in Sub Committee of the Overview and Scrutiny Management Board.



## **1. Summary**

Where non-executive Councillors have evidence which suggests that the Executive did not take a decision in accordance with the principles set out in Article 14 (Decision Making) of part 2 of the Constitution, they may ask the Proper Officer to 'call in' the decision for scrutiny. If the requirements are met the Proper Officer will call in the item and within five working days of the request give notice as to the date on which the call in will be considered by a Call in Sub Committee. Additional details about the process can be found at Appendix A – 'What is Call in and How Does it Operate?'

Following changes to the political makeup of the Council, with effect from 4th October 2020 the Committee will reduce from a membership of seven to six (non executive Members), with the proportionality being; three Labour, one Conservative, one Green and one Liberal Democrat. The names of the Members to serve on each Call in Sub-Committee will be determined by the Whips.

The Chair of the Call in Sub Committee will be elected at the start of each meeting. From 4<sup>th</sup> October 20 until 6<sup>th</sup> May 21, it is recommended that the Chair rotates between political parties in the following order;

Conservative  
Labour  
Green  
Labour  
Liberal Democrat  
Labour (and so on)

## **2. Consultation**

### **a)Internal**

The Whips and Councillor Gollop, Chair of the Overview and Scrutiny Management Board.

### **b)External**

Not applicable.

## **3. Public Sector Equality Duties**

Not applicable.

# Public Information Sheet

## Inspection of Papers - Local Government (Access to Information) Act 1985

You can find papers for all our meetings on our website at <https://www.bristol.gov.uk/council-meetings>

## Covid-19: changes to how we hold public meetings

Following changes to government rules, we will use video conferencing to hold all public meetings, including Cabinet, Full Council, regulatory meetings (where planning and licensing decisions are made) and scrutiny.

Councillors will take decisions remotely and the meetings will be broadcast live on YouTube.

Members of the public who wish to present their public forum in person during the video conference must register their interest by giving at least two clear working days' notice to Democratic Services of the request. To take part in the meeting, you will be required to register for a Zoom account, so that Democratic Services is able to match your named Zoom account to your public forum submission, and send you the password protected link and the instructions required to join the Zoom meeting to make your statement or ask your supplementary question(s).

**As part of our security arrangements, please note that we will not permit access to the meeting if your Zoom credentials do not match your public forum submission credentials. This is in the interests of helping to ensure a safe meeting environment for all attending or observing proceedings via a live broadcast.**

Please note: Members of the public will only be invited into the meeting for the duration of their submission and then be removed to permit the next public forum participant to speak.

## Changes to Public Forum

Members of the public may make a written statement, ask a question or present a petition to most meetings. Your statement or question will be sent to the Committee Members and will be published on the Council's website before the meeting. Please send it to [democratic.services@bristol.gov.uk](mailto:democratic.services@bristol.gov.uk). The following requirements apply:

- The statement is received no later than **12.00 noon on the working day before the meeting** and is about a matter which is the responsibility of the committee concerned.
- The question is received no later than **5pm three clear working days before the meeting**.
- Any statement submitted should be no longer than one side of A4 paper. For copyright reasons, we are unable to reproduce or publish newspaper or magazine articles that may be attached to statements.
- **Your intention to attend the meeting must be received no later than two clear working days in advance. The meeting agenda will clearly state the relevant public forum deadlines.**



By participating in public forum business, we will assume that you have consented to your name and the details of your submission being recorded and circulated to the Committee, published on the website and within the minutes. Your statement or question will also be made available to the public via publication on the Council's website and may be provided upon request in response to Freedom of Information Act requests in the future.

We will try to remove personal and identifiable information. However, because of time constraints we cannot guarantee this, and you may therefore wish to consider if your statement contains information that you would prefer not to be in the public domain. Other committee papers may be placed on the council's website and information within them may be searchable on the internet.

### During the meeting:

- Public Forum is normally one of the first items on the agenda, although statements and petitions that relate to specific items on the agenda may be taken just before the item concerned.
- There will be no debate on statements or petitions.
- Public Forum will be circulated to the Committee members prior to the meeting and published on the website.
- If you have arranged with Democratic Services to attend the meeting to present your statement or ask a question(s), you should log into Zoom and use the meeting link provided which will admit you to the waiting room.
- The Chair will call each submission in turn and you will be invited into the meeting. When you are invited to speak, please make sure that your presentation focuses on the key issues that you would like Members to consider. This will have the greatest impact.
- Your time allocation may have to be strictly limited if there are a lot of submissions. **This may be as short as one minute, and you may need to be muted if you exceed your allotted time.**
- If there are a large number of submissions on one matter, a representative may be requested to speak on the group's behalf.
- If you do not attend the meeting at which your public forum submission is being taken your statement will be noted by Members.

For further information about procedure rules please refer to our Constitution

<https://www.bristol.gov.uk/how-council-decisions-are-made/constitution>

### Webcasting/ Recording of meetings

Members of the public attending meetings or taking part in Public forum are advised that all virtual public meetings including Full Council and Cabinet meetings are now broadcast live via the council's [webcasting pages](#). The whole of the meeting will be broadcast (except where there are confidential or exempt items).

### Other formats and languages and assistance for those with hearing impairment

You can get committee papers in other formats (e.g. large print, audio tape, braille etc) or in community languages by contacting the Democratic Services Officer. Please give as much notice as possible. We cannot guarantee re-formatting or translation of papers before the date of a particular meeting.



**NOTE FOR MEMBERS OF THE PUBLIC  
ON THE PURPOSE OF THIS MEETING**

This meeting is to consider a Call-in for scrutiny from **Councillors Steve Smith, Richard Eddy, John Goulandris, Claire Hiscott and Mark Weston** of the Cabinet's decision on the **Housing Revenue Account Budget Proposals for 2021/22 – Recommendation no's 7 & 8** because they believe that they have evidence to suggest that Cabinet did not take that decision in accordance with Article 14 (decision taking) of the Council's constitution.

**Please note that this meeting cannot alter the Cabinet's decision. This is a matter for Cabinet alone.**

The function of the Call In Sub-Committee is to **review** the way in which Cabinet reached its decision and it will come to **one** of the following 3 conclusions;

- **to take no further action**
- **to refer the matter back to the Cabinet - with issues (to be detailed in the minute) for Cabinet to consider before taking a final decision.**
- **to refer the matter to Full Council for a wider debate (NB : Full Council may decide, either to take no further action or to refer the matter back to Cabinet with specific recommendations for them to consider prior to decision taking)**

You are welcome to make public forum submissions at this meeting but **please bear in mind that the purpose of the meeting is to review the way in which Cabinet reached its decision and as set out in the notice of Call In.** It is therefore a process review meeting.

Please note: If the Panel decides to refer the decision back to the Cabinet with recommendations or indeed, if the Panel refers the decision to Council, for a wider debate by councillors, then either of these could be a more appropriate forum for you to make further submissions.



# Call-in Sub-Committee (of the Overview and Scrutiny Management Board)

22<sup>nd</sup> February 2021



**Title:** Call-in of the Cabinet's Decision on recommendations 7 & 8 of the Housing Revenue Account Budget Proposals for 2021/22

**Ward:** ALL

## Summary:

To review the decision (taken Wednesday, 3rd February 2021 Cabinet) as a result of the matter having been called in by the Proper Officer on behalf of the Council.

## Recommendation:

The Panel must decide either:

- a. to take no further action
- b. to refer the matter back to Cabinet -with issues (to be detailed in the minute) for Cabinet to consider before taking a final decision.
- c. to refer the matter to Full Council for a wider debate (NB : Full Council may decide either to take no further action or to refer the matter back to Cabinet with specific recommendations for them to consider prior to decision taking.)



**Appendices:**

- A – Procedure at the meeting.
- B – Call-in Proforma
- C – Cabinet Decision Record
- D – Cabinet Report
- E – Officer Response

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

**Background Papers:**

Cabinet report dated 23<sup>rd</sup> February 2021

## Appendix A

### **CALL IN SUB-COMMITTEE - PROCEDURE AT MEETING.**

1. The Chair explains the purpose of the meeting and the decisions which the Sub-Committee is able to take.
2. Callers-in present their case, explaining reasons for calling in Cabinet's decision.
3. Members of the Panel ask questions and seek clarification from the callers in.
4. The Strategic/ Service Director and Mayor/Cabinet member will explain the background to the decision.
5. Members of the Panel ask questions and seek clarification from the Mayor/ Cabinet member and Strategic/Service Director.
6. General debate during which Panel members may ask questions of both parties with a view to helping them make up their mind.
7. The Chair sums up and identifies the key issues arising out of the debate.
8. The Panel resolves either;
  - to take no further action
  - to refer the matter back to Cabinet -with issues (to be detailed in the minute) for Cabinet to consider before taking its final decision.
  - to refer the matter to Full Council for a wider debate (NB: Full Council may decide either to take no further action or to refer the matter back to Cabinet with specific recommendations for them to consider prior to decision taking)



## Bristol City Council

### Call in of a decision taken by the Executive

Overview and Scrutiny Rule OSR17 states that where **non-executive councillors** have evidence which suggests that the executive did not take the decision in accordance with Article 14 (Decision Making) of part 2 of the Council's Constitution, at least **five non-executive members** may ask the proper officer to call-in a decision for scrutiny using the appropriate call-in form (attached). The decision making principles in article 14 are set out below and the members seeking the call-in should identify those principles in Article 14 of the Constitution which they believe have been breached.

<b>Proportionality</b>	The action must be proportionate to the desired outcome.
<b>Due consultation</b>	<p>(a) It may be appropriate to consult with communities, businesses and other third parties who have an interest in the matter. In some cases minimum consultation requirements are prescribed in law.</p> <p>(b) The council is required to act in the interests of the public as a whole so the decision desired by consultees may not necessarily be the right decision to make.</p>
<b>Taking of professional advice from others</b>	Professional advice from the council's legal, financial and other specialist staff is always essential for the executive.
<b>Respect for human rights</b>	The Human Rights Act 1998 is of great importance to local authorities. Any decision which may breach an article or protocol of the Act should be subjected to "anxious scrutiny" and professional advice sought.
<b>A presumption in favour of openness</b>	Decisions taken by executive members or officers should be taken under this presumption. Access to material contributing to a decision should be made available to anyone with a legitimate interest in it unless this would involve disclosing exempt or confidential information
<b>Clarity of aims and desired outcomes</b>	Decision makers must be clear as to what they are seeking to achieve and why. This will often require thoughtful consideration of other options.
<b>Due regard to public sector equality aims</b>	The Equalities Act 2010 requires that all decisions taken must have due regard to the need to (a) eliminate discrimination, harassment, victimisation and any other conduct which is prohibited under the Act; (b) advance equality of opportunity between equality groups and (c) foster good relations between equality groups.

### Procedure

1. Where a decision is made by the executive or a key decision is made by an officer with delegated authority from the executive, or under joint arrangements the decision will come into force, and may then be implemented on the expiry of five clear working days from the date the decision was taken unless the decision is called-in. The 5 clear working days run from 8.30am on the day **after** the decision was taken and exclude any day when the Council's offices are shut - i.e. weekends and bank holidays.

2. The proper officer will first satisfy themselves that the following requirements have been met:
- (i) the call-in notice has been received within the prescribed timescales
  - (ii) the decision taker's decision has been properly identified and described
  - (iii) the members seeking the call-in have identified those principles of Article 14 of the constitution which they believe have been breached.
3. If the requirements are met the proper officer will call-in the item and within five working days of the request, give notice as to the date on which the call-in will be considered by a Call-In Sub Committee, which will be held within 5 days of the request for call-in being approved by the Proper Officer. If a debate at Full Council is decided by the Call-In Sub-Committee then this will be held within ten days at an extraordinary meeting of the full Council or at the Lord Mayor's discretion.

***The following points relate to established working practice in relation to call in:***

- The call-in procedure should not be abused or used to unduly delay decisions or slow down the process of decision making
- Members should try to avoid calling in matters which are already within the agreed work programme of a scrutiny commission
- To give notice of a call in, councillors **must use** the form attached to these notes. It should be detached and completed and **send to the Proper Officer (i.e. Tim O'Gara, Service Director – Legal and Democratic Services.)** Members are strongly recommended to deliver their notice in person, or to email the form
- The form must be filled in fully - members must explain in detail how in their view, the decision taken breaches any of the principles in Article 14 of the Constitution. They must also be meticulous in identifying which part of any executive decision they are referring to. Failure to do so could result in the suspension of a complex decision, when in fact the callers in only wish to object to a small part of it.
- The Proper Officer will review all call ins and may reject or refer back to members, any call in notice which does not fully meet the requirements specified in the Constitution

**Early submission of a call in is advised. This will maximise the time available to the executive to formulate a response and for arrangements to be made for appropriate representatives of an executive to attend the Call In Panel which will discuss the decision called in.**

## Bristol City Council

### Request to the Proper Officer to call in an Executive Decision

***This form should only be completed after the accompanying guidance notes have been read. It should be completed fully in order that the Proper Officer has an adequate basis upon which to call in the decision.***

***Please return the call-in form to Tim O’Gara, Proper Officer***

***Email [Tim.OGara@bristol.gov.uk](mailto:Tim.OGara@bristol.gov.uk)***

<b>Names of the non-executive members requesting the proper officer to call the decision in :</b>	Cllr Steve Smith Cllr Richard Eddy Cllr John Goulandris Cllr Claire Hiscott Cllr Mark Weston
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<b>Date and time request submitted :</b>	Tuesday, 9 <sup>th</sup> February 2021 16.30
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<b>Details of Executive (or officer acting under delegated power)</b>	Cllr Craig Cheney – Designated Deputy Mayor for Finance, Governance & Performance
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<b>Decision number and date</b>	Agenda item 5 Wednesday, 3 <sup>rd</sup> February 2021
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<b>Description of decision or part of decision</b>  <i>(if you only quote the subject then everything in the decision could be suspended pending the Call In Sub meeting)</i>	Housing Revenue Account Budget Proposals for 2021/22 Cabinet: 7. Authorises the Executive Director of Growth and Regeneration, in consultation with the Section 151 Officer and the Cabinet Member for Finance, Governance and Performance (with appropriate legal and procurement advice), to implement the HRA Development Programme set out in Appendix A3 giving authority to: <ul style="list-style-type: none"> <li>• Commit funding of up to £103.7m on the HRA Development programme;</li> <li>• Allocate funding between the ‘developer-led’, ‘land-led’, property conversions and estate regeneration programmes as appropriate;</li> <li>• agree sites for the programme;</li> <li>• agree financial expenditure and tenure;</li> <li>• authorise bidding and accept Homes England grant where deemed applicable;</li> <li>• appoint all contractors and professional services associated with the proposed development through a procurement compliant process, subject to progress reports on the HRA Development Programme being brought back to Cabinet on a quarterly basis; and</li> </ul> 8. approve deals for ‘developer-led’ schemes with all deals to be reported as part of the Officer Executive Decision process.
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**State which principle(s) in Article 14 of the Constitution you believe the executive has breached and set out any evidence to support this.**

**Proportionality**

It is clearly unreasonable to relax the requirements, rules or regulations governing tendering processes when contracting with potential developer(s). These standard stipulations are normally strictly applied to every other contract/tender for goods or services and set at predetermined threshold levels.


**A presumption in favour of openness**

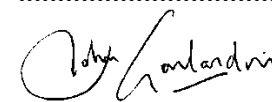
The move to devolve or delegate decision-making for significant HDP [indicative budget of £40m] contracts and, with particular reference to 'developer-led' schemes to a senior officer -without scrutiny oversight - is not conducive to transparency in decision-making nor is it usually regarded as an example of good practice for obvious reasons (i.e undue influence, bias etc). Even consultation with political leads before tendering does not provide sufficient safeguards due to recognised imbalances in specialist knowledge and experience. Such arrangements have failed local taxpayers in the past – as highlighted by external auditors in their recent review of governance in respect of Bristol City Council subsidiaries.

**Due regard to public sector equality aims**


Delegated authority in procurement is also stated as a positive move in the EqIA as this will result in greater efficiencies and expedite work programmes without the need for 'additional approvals'. This ignores the important role of multiple auditing layers or trails in procurement processes.

**Signed by Councillors**

  
 .....  
 Richard Edly

  
 .....

  
 .....

  
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# Decision Recording Form

Decision determined at Cabinet meeting on 3 February 2021



## Cabinet members present:

Marvin Rees, Mayor

Councillor Nicola Beech, Cabinet Member with responsibility for Spatial Planning and City Design

Councillor Craig Cheney, Designated Deputy Mayor with responsibility for Finance, Governance and Performance

Councillor Asher Craig, Deputy Mayor with responsibility for Communities, Equalities and Public Health

Councillor Kye Dudd, Cabinet Member with responsibility for Transport, Energy & New Green Deal

Councillor Helen Godwin, Cabinet Member for Women, Families and Homes (Lead Member For Children's Services)

Councillor Helen Holland, Cabinet Member with responsibility for Adult Social Care

Councillor Steve Pearce, Cabinet Member with responsibility for Waste, Commercialisation and Regulatory Services

Councillor Afzal Shah, Cabinet Member with responsibility for Climate, Ecology and Sustainable Growth

## Apologies:

Councillor Anna Keen, Cabinet Member with responsibility for Education and Skills

*Deadline date for Call-in referral 12 February 2021*

(a)	<b>Subject:</b>	Housing Revenue Account Budget proposals for 2021/2022 (agenda item 5)
(b)	<b>Ward:</b>	All Wards
(c)	<b>Declarations of interest:</b>	None
(d)	<b>Decision taken</b>	Cabinet endorsed the following recommendations for approval at Full Council: 1. Approved:





- No increase to dwelling rents for 2021/22.
  - The 1-year Revenue budget for 2021/22 and 5-year Capital Programme 2021/22 – 2025/26, as detailed in Appendix A1, noting here is no additional borrowing requirement before 2024/25.
  - The Housing Investment Programme (HIP) as shown in the 1-year Revenue budget and 5-year Capital Programme in Appendices A1 and A2
  - The Housing Development Programme as shown in the 1-year Revenue budget and 5-year Capital Programme in Appendices A1 and Appendix A3
  - An in-year draw-down from the HRA General Reserve to fund planned HIP works carried forward from 2020/21 due to Covid restrictions.
  - Approve the delayed draw-down in 2021/22 from general fund reserve, of an agreed 2020/21 budget amendment (£100k) which was previously approved by Full Council Feb 2020, due to delays during the pandemic. This reserve was set aside to finance training for Housing and Landlord Services that would provide in-house skills to retrofit energy efficiency measures to council homes.
2. Authorised the Executive Director of Growth and Regeneration, in consultation with the Cabinet Member for Finance, Governance and Performance, to set service charges in line with the anticipated and actual cost of delivery.

Cabinet:

3. Approved transfer of the CCTV reserves to a separate reserve (£0.419m).
4. Approved the acceptance and spending of the Social Housing Decarbonisation Demonstrator grant of £1.29m.
5. Authorised the Executive Director of Growth and Regeneration in consultation with the Cabinet Member for Women, Families and Homes, the Section 151 officer and the monitoring officer to take all steps necessary to procure and award contracts during 2021/22 to deliver both the capital and revenue investment plans detailed in Appendices A1 and A2 notwithstanding that individual contracts may exceed the key decision threshold.
6. Authorised the Executive Director of Growth and Regeneration in consultation with the Cabinet Member for Women, Families and Homes to submit appropriate funding applications (including for the carbon retrofit projects), to agree associated grant terms/conditions, and if successful to progress to delivery of these projects via compliant procurement routes.
7. Authorised the Executive Director of Growth and Regeneration, in consultation with the Section 151 Officer and the Cabinet Member for Finance, Governance and Performance (with appropriate legal and procurement advice), to implement the HRA Development Programme set out in Appendix A3 giving authority to:
  - Commit funding of up to £103.7m on the HRA Development programme;
  - Allocate funding between the 'developer-led', 'land-led', property conversions and estate regeneration programmes as appropriate;
  - agree sites for the programme;



	<ul style="list-style-type: none"> <li>• agree financial expenditure and tenure;</li> <li>• authorise bidding and accept Homes England grant where deemed applicable;</li> <li>• appoint all contractors and professional services associated with the proposed development through a procurement compliant process, subject to progress reports on the HRA Development Programme being brought back to Cabinet on a quarterly basis; and</li> </ul> <p>8. approved deals for 'developer-led' schemes with all deals to be reported as part of the Officer Executive Decision process.</p> <p>9. Noted that all delegated authority given above will follow the Officer executive decision making procedure and that all such decisions will be published.</p>
<b>(e)</b>	<b>Exempt Information?</b>  No
<b>(f)</b>	<b>Decision made in exempt session?</b>  No
<b>(g)</b>	<b>Additional information at the meeting/documents taken into account:</b> <ol style="list-style-type: none"> <li>1. Equalities Impact Assessment</li> <li>2. 2 public forum questions and 7 statements</li> </ol>
<b>(h)</b>	<b>Reason for decision:</b>  As set out in the report.

**Signed :**..... **Date :** .....

Designated Deputy Mayor with responsibility for Finance, Governance and Performance



## Decision Pathway – Report

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**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 26 January 2021

TITLE	HRA Budget proposals for 2021/2022		
Ward(s)	All		
Author: Sarah Spicer		Job title: Business Innovation Manager	
Cabinet lead: Cllr Craig Cheney		Executive Director lead: Stephen Peacock	
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
<b>Purpose of Report:</b> The report seeks Cabinet’s endorsement of the proposed 2021/22 Housing Revenue Account (HRA) Budget, 5-year capital plan and planned expenditure. It also seeks delegated authority to appoint all necessary contractors to implement the delivery of these plans, including the Housing Investment Plan and HRA Development Programme (new council homes).			
<b>Evidence Base:</b> The Housing Revenue Account (HRA) is a separate ring-fenced account and covers all activities of BCC as landlord of circa 26.8k housing stock. There are further 1.7k leasehold properties which have been sold under RTB, but which are in blocks where the Council continues to maintain the common areas and the fabric of the building.  The Council has a duty to develop a balanced HRA budget for the next financial year, as well as a sustainable long-term business plan, which takes into account both the capital investment needs of its stock and the revenue costs of managing and maintaining it. A one-year revenue budget for 2021/22 and a 5-year capital programme 2021/22 – 2025/26 are being presented for approval. The budget has been set to ensure that the HRA can deliver: its day to day service provision, service improvements, essential repairs, maintenance and improvements to the housing stock; and a development programme with the potential to develop up to 571 new council homes over the next 5 years.  Over the next year it is proposed to carry out a thorough review of the HRA to produce an updated 30-year business plan. The focus of this work will be to improve the service that tenants receive, implement the outputs of the Moving Forward Together change programme, improve the quality of our estates and housing stock, continue to address the challenges of the climate emergency and the need for more affordable housing, and ensure the long term financial sustainability of the HRA. This work will inform future decisions about capital investment, service delivery and rent policy. As a result some of the assumptions in the 5-year capital programme are subject to change.			
<u>Revenue Income</u> The main sources of income for the HRA are the rent and services charges paid by tenants and leaseholders. To date BCC has retained social rent levels, set in line with the national Rent Standard although social rents in Bristol are significantly lower than market and Affordable Rents.  Although the Rent Policy and Rent Standard allows Local Authorities to increase rents by up to CPI plus 1% for 2021/22, in view of the current economic conditions, the impact of pandemic and the hardship suffered by people in need it is proposed that the Council will freeze rents for existing tenants for the coming year, effective from April 2021.  To maintain the existing level of service will require an accelerated use of HRA reserve in the short term and the			

identification of service efficiencies over the next year.

The HRA forecasts revenue income of £122.1m for 2021/22 comprised of:

- **£113.5m** rental income - of this a percentage will be lost as no income is received while properties are void (empty) **-£1.2m**
- **£9.0m** service charges (based on actual costs, plus an inflationary uplift)
- **£0.8m** in charges for other assets, including garages and shops, and interest on balances.

#### Revenue Expenditure

The first priority for HRA expenditure is to make service provision for council tenants: estates and housing services; and repairs, maintenance and improvements to council housing. For 2021/22 this includes:

- **£33.9m** for responsive repairs and maintenance, including compliance safety programmes
- **£31.8m** to deliver supervision and management functions
- **Up to £0.8m** for Moving Forward Together (part of the £1.4m approved by Cabinet June 2020) to test and roll out a new operating model during 2021 that will deliver improved services that meet residents' priorities.
- **£1.7m** for an expanded programme of planned improvements and fire safety, (included in Appendix A2) to ensure work that could not be delivered in 2020/21 due to Covid-19 is carried out during 2021/22. This is also to be funded from the HRA General Reserve.

#### Capital Programme

The 5 year Capital Programme consists of:

- **£216.1m** Housing Investment Programme for maintaining and improving the existing stock as set out in Appendix A2. This includes £2.3m to match fund income of £1.29m from the Social Housing Decarbonisation Demonstrator grant to deliver an energy efficiency pilot, testing a whole house retrofit scheme to 40 homes, to allow us to learn lessons, and potentially roll out the scheme to more homes as part of our commitment for all home to be net zero carbon by 2030 and more affordable to heat
- **£103.7m** HRA Development Programme of delivering new council homes as set out in Appendix A3.
- **£2.5m** HRA IT Infrastructure, which is for continuous improvement and maintenance of the HRA systems

The 5-year Capital Programme is financed through

- **£164.2m** Major Repairs Allowance, which is exclusively used to fund the Housing Investment Programme (HIP)
- **£72.6m** Revenue funding including use of reserves. 87% of this is used to fund the HIP, with the remainder being used for the HRA Development Programme and the HRA infrastructure.
- **£34.9m** Unapplied Capital receipts used wholly on the HRA Development Programme
- **£39.3m** Capital Receipts (including receipts from the first tranche of shared ownership homes) and grant funding. This is wholly used on the HRA Development Programme.
- **£11.3m** prudential borrowing required in years 4 and 5, i.e. 2024/25 – 2025/26 for the financing of the HRA Development Programme.

#### Reserves

In last year's budget the decision was taken to amalgamate all the HRA reserves into one general reserve. However for transparency it is now recommended that the CCTV reserves is held separately as this is part of tenants' service charges and is ring-fenced to the CCTV charges.

#### Business Plan

The decision not to increase rents in 2021/22 will result in an additional £1.8m being drawn down from reserves to maintain existing services levels and planned levels of maintenance and investment in stock. There will be new pressures and spending requirements over coming years. These include new regulations resulting from the Social Housing White paper and Building Regulations, carbon reduction targets and estate regeneration. These will be explored further during 2021/22, as we review our Business Plan and consult with key stakeholders to develop new long-term plans and priorities.

**Appendix A1** contains further details regarding the proposed budget, detailing income and expenditure.

**Appendix A2** provides information regarding the Housing Investment Plan, outlining the expenditure required to maintain and invest in existing homes.

**Appendix A3** provides additional information regarding the HRA Development Programme. It outlines a programme to deliver new council homes through the HRA, between 2021/22 to 2025/26, through a mixture of new build and refurbishment/conversion opportunities. These homes will be comprised of both social rent and shared ownership and will help replace stock loss through the RTB.

**Cabinet Member / Officer Recommendations:**

**That Cabinet endorses the following recommendations for approval at Full Council:**

1. Approve:
  - No increase to dwelling rents for 2021/22.
  - The 1-year Revenue budget for 2021/22 and 5-year Capital Programme 2021/22 – 2025/26, as detailed in Appendix A1, noting here is no additional borrowing requirement before 2024/25.
  - The Housing Investment Programme (HIP) as shown in the 1-year Revenue budget and 5-year Capital Programme in Appendices A1 and A2
  - The Housing Development Programme as shown in the 1-year Revenue budget and 5-year Capital Programme in Appendices A1 and Appendix A3
  - An in-year draw-down from the HRA General Reserve to fund planned HIP works carried forward from 2020/21 due to Covid restrictions
  - Approve the delayed draw-down in 2021/22 from general fund reserve, of an agreed 2020/21 budget amendment (£100k) which was previously approved by Full Council Feb 2020, due to delays during the pandemic. This reserve was set aside to finance training for Housing and Landlord Services that would provide in-house skills to retrofit energy efficiency measures to council homes.
2. Authorise the Executive Director of Growth and Regeneration, in consultation with the Cabinet Member for Finance, Governance and Performance, to set service charges in line with the anticipated and actual cost of delivery.

**That Cabinet:**

3. Approves transfer of the CCTV reserves to a separate reserve (£0.419m).
4. Approves the acceptance and spending of the Social Housing Decarbonisation Demonstrator grant of £1.29m.
5. Authorises the Executive Director of Growth and Regeneration in consultation with the Cabinet Member for Women, Families and Homes, the Section 151 officer and the monitoring officer to take all steps necessary to procure and award contracts during 2021/22 to deliver both the capital and revenue investment plans detailed in Appendices A1 and A2 notwithstanding that individual contracts may exceed the key decision threshold.
6. Authorise the Executive Director of Growth and Regeneration in consultation with the Cabinet Member for Women, Families and Homes to submit appropriate funding applications (including for the carbon retrofit projects), to agree associated grant terms/conditions, and if successful to progress to delivery of these projects via compliant procurement routes.
7. Authorises the Executive Director of Growth and Regeneration, in consultation with the Section 151 Officer and the Cabinet Member for Finance, Governance and Performance (with appropriate legal and procurement advice), to implement the HRA Development Programme set out in Appendix A3 giving authority to:
  - Commit funding of up to £103.7m on the HRA Development programme;
  - Allocate funding between the 'developer-led', 'land-led', property conversions and estate regeneration programmes as appropriate;
  - agree sites for the programme;
  - agree financial expenditure and tenure;
  - authorise bidding and accept Homes England grant where deemed applicable;
  - appoint all contractors and professional services associated with the proposed development through a procurement compliant process, subject to progress reports on the HRA Development Programme being brought back to Cabinet on a quarterly basis; and
8. approve deals for 'developer-led' schemes with all deals to be reported as part of the Officer Executive Decision process.

Notes that all delegated authority given above will follow the Officer executive decision making procedure and that all such decisions will be published

**Corporate Strategy alignment:**

1. The HRA Business Plan and Budget proposals ensure a quality housing service contributing to the overall corporate objectives particularly around “fair and inclusive” (decent homes that people can afford) and “wellbeing” (healthy and more resilient communities).

**City Benefits:**

1. Fifteen percent of housing in Bristol is owned and managed by Bristol City Council, therefore decisions about the HRA budget impact directly on a significant number of households, as well as contributing to delivery of objectives in the Council’s Corporate and Housing strategies.
2. Investment will help to safeguard the value of HRA assets; positively impact on the well-being of residents; and ensure health and safety obligations are complied with.
3. The proposal will facilitate the supply of additional affordable housing which will be of benefit to the whole City. Housing is at the heart of the Council’s drive to improve the quality of life for residents and to create thriving communities and attractive places where people positively choose to live. Housing should provide a springboard to achieving a high quality of life and create the opportunity for all to thrive in mixed communities of their choice. Creating a mixed and balanced community with a strong sense of place and liveable environment, can help benefit mental and physical health, social interaction and security. It will also help create greater equality of opportunity and quality of life. The lack of affordable housing causes homelessness and the people who are owed a homelessness duty by the Council are disproportionately young people, disabled people, BAME people and lone parents who are mainly women.

**Consultation Details:** Consultation is not required

**Background Documents:**

[Policy statement on rents for social housing](#)

[Decision Statement: Rent Standard 2020](#)

<b>Revenue Cost</b>	<b>£122.1m</b>	<b>Source of Revenue Funding</b>	<i>Rents, other income and HRA balances.</i>
<b>Capital Cost</b>	<b>£322.3m</b>	<b>Source of Capital Funding</b>	<i>Funded within the HRA.</i>
<b>One off cost</b> <input type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <input type="checkbox"/>

**Required information to be completed by Financial/Legal/ICT/ HR partners:**

**1. Finance Advice:** The Council has a duty to agree a balanced HRA budget for the next financial year, as well as maintaining a sustainable long term business plan, which takes account of capital investment needs in its stock and the revenue costs of managing and maintaining it. The HRA budget is ringfenced and must be accounted for separately from the General Fund. It is prudent for the HRA to maintain an appropriate level of reserves.

There are significant financial risks to the sustainability of the HRA going forward as set out in the report, particularly with regard to maintaining an aging stock that requires significant investment to meet modern standards and tenants expectations and meeting the demand for housing hence the need to maximise the income generated which is reliant on rent increases .

The 5 year capital programme includes the overall quantum of housing for developer led schemes. The delegation for developer led schemes is for a total budget of £40m for 2021/22, this is based on indicative figures per site which are subject to change.

No increase to rents means that the inflationary increases in expenditure and to maintain the existing level of service will have to be managed by the use of reserves. This erosion of reserves impacts on both the amount of cash available to invest in homes and/or services, as well as increasing the requirement for borrowing within the HRA. This is illustrated in the 5 year capital programme, no additional borrowing is currently anticipated until 2024/25

when £11.3m of borrowing will be required, by which point the reserves would have been reduced to the minimum level of £21m.

Assumptions have been made with regards to future Right to Buys and capital receipts, if these assumptions are not realised then it will also have an impact on the financing of the capital programme. Also, in allocating income to the individual financial years the timing of external receipts remains uncertain and so amounts have been allocated to individual financial years in proportion to scheme expenditure.

Please see Appendix A1 for detailed financial analysis on the proposed budget.

**Finance Business Partner:** Wendy Welsh, Finance Manager 13<sup>th</sup> January 2021

**2. Legal Advice:** The Council is required to maintain, and review annually, a Housing Revenue Account in accordance with the provisions of the Local Government and Housing Act 1989 and directions issued thereunder.

The report seeks endorsement of the proposed budget for approval by Full Council, including its proposed revenue and capital spending plans, and also delegated authority for the Executive Director, Growth & Regeneration to implement those plans, (as summarised in the appendices) including all procurement activities, without further reference to Cabinet and notwithstanding that individual contracts may exceed £500k.

To ensure the implementation of the programme is lawful, all procurement and contracting activities must comply with the appropriate Procurement Regulations and the councils own procurement rules.

Officers must also ensure the programme remains compliant with the Council's budget and policy framework.

The Secretary of State for Housing, Communities and Local Government issued a Direction on the Rent Standard 2019 which sets out how rents are to be calculated from April 2020.

**Legal Team Leader:** Eric Andrews, Team Leader Legal, 05<sup>th</sup> Jan 2021

**3. Implications on IT:** IT Services continue to work with housing colleagues to help define and deliver operating efficiencies through the use of a digital transformation approach. These budgetary recommendations are not anticipated to impact IT Services

**IT Team Leader:** Simon Oliver, Director - Digital Transformation, 14<sup>th</sup> Dec 2020

**4. HR Advice:** There are no HR implications evident

**HR Partner:** Celia Williams, HR Business Partner – Growth and Regeneration, 4<sup>th</sup> Jan 2021

<b>EDM Sign-off</b>	Stephen Peacock	2 <sup>nd</sup> Dec 2020
<b>Cabinet Member sign-off</b>	Cllr Cheney and Cllr Godwin	7 <sup>th</sup> Dec 2020
<b>For Key Decisions - Mayor's Office sign-off</b>	Mayor	18 <sup>th</sup> Jan 2021

<b>Appendix A – Further essential background / detail on the proposal</b> <i>A1 – Budget and MTFP</i> <i>A2 – HIP</i> <i>A3– Development programme</i>	<b>YES</b>
<b>Appendix B – Details of consultation carried out - internal and external</b>	<b>NO</b>
<b>Appendix C – Summary of any engagement with scrutiny</b>	<b>NO</b>
<b>Appendix D – Risk assessment</b>	<b>NO</b>
<b>Appendix E – Equalities screening / impact assessment of proposal</b>	<b>YES</b>
<b>Appendix F – Eco-impact screening/ impact assessment of</b>	<b>YES</b>
<b>Appendix G – Financial Advice</b>	<b>NO</b>
<b>Appendix H – Legal Advice</b>	<b>NO</b>
<b>Appendix I – Exempt Information</b>	<b>NO</b>

<b>Appendix J – HR advice</b>	<b>NO</b>
<b>Appendix K – ICT</b>	<b>NO</b>



**Appendix A1 - The 2021/22 Draft Housing Revenue Account Budget and  
5 yr Capital Programme 2021/22 – 2025/26**

## 1. Executive Summary

The Housing Revenue Account (HRA) is a separate ring-fenced account and covers all activities of BCC as landlord of circa 26.8k housing stock. In addition there are 1.7k leasehold properties which have been sold under RTB, but which are in blocks where the Council continues to maintain the common areas and the fabric of the building. The Council has a duty to develop a balanced HRA budget for the next financial year, as well as a sustainable long term business plan, which takes into account both the capital investment needs of its stock and the revenue costs of managing and maintaining it. This paper presents the proposed 2021/22 revenue budget and the 2021/22 – 2025/26 Capital Programme for approval.

## 2. One year budget

The one year budget focuses on three main areas of activity:

- repairing, maintaining and improving existing stock;
- providing services for council tenants and leaseholders; and
- continuation of provision of new affordable homes programme to maintain existing levels of stock

## 3. Assumptions for Budget 2021/22

The assumptions in setting the budget for 2021/22 are tabled below

**Table 1 – Assumptions in the proposed budget for 2021/22**

Item	Assumption	Impact
Rent Increase (Dwellings)	0%	£1.7m rental income foregone in 2021-22 vs. Rent Policy guidance.
Rent Increase (Non-dwellings)	0%	£0.03m rental income foregone in 2021-22 vs. Rent Policy guidance.
5% flexibility on formula rents and 10% flexibility on supported housing	To continue to uplift on relets as per the Rent Policy	Rent flexibility can potentially generate an additional £0.11m per year
Bad Debt Provision	£1.8m (1.5% of gross rental income)	A 10% increase in bad debts (to 1.65%) would increase losses by £0.18m
Void Rate	£1.2m 1.06%	A 10% increase in voids (to 1.17%) would increase losses by £0.12m
Service Charges	Average £4.94 per week for tenants, Average £14.11 per week for Leaseholders	Service charges income is driven by service costs, any increase in costs would result in a matching increase in income
Average Stock Figure for 2021/22	26,898	Takes into account assumed right to buys and additional units
Right to Buy's (RTB's)	Estimated number of housing units lost through RTB - 150 (0.6% of stock)	The level of RTB are projected to have a downward trend in future years
Additional units - new build & acquisitions	projected 182 units delivered in 2021/22	Each new build unit provides a minimum rental yield of circa £3,000 per annum to the business plan
New development/acquisitions	Each scheme will be appraised for viability and impact on overall business plan	There is an expectation that any new schemes will deliver a positive NPV

HRA revenue balances from 2020/21 to be transferred to reserves at year end	£3m projected underspend	This is based on forecast outturn position as at P8
HRA Debt	£250m	For every £1m of additional borrowing, there would be an increase in interest cost of £0.02m per year.
Average cost of capital	4.47%	Existing loans are currently all on a fixed rate, fixed term basis and are not subject to interest rate risk.
Debt Repayment	No provision made for repayment of debt	All debt is currently fixed rate / fixed term debt. Any early repayment would attract a penalty/premia in excess of any future interest cost savings
Interest on balances	0.10%	investment income would reduce by £0.01m for every basis point reduction
Use of reserves to fund capital programme	For 2021/22 there will be no additional borrowing	Each £1m of borrowing would cost £0.02m per year compared to utilising reserve.

#### 4. Proposed Revenue Budget 2021/22

Table 2 shows the proposed draft HRA income and expenditure budget for 2020/21 against the forecast at P8 and the budget for 2021/22

**Table 2**

<b>DRAFT HOUSING REVENUE ACCOUNT</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2021/22</b>	
<b>HRA Income and Expenditure</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>BUDGET</b>	<b>MVMMENT</b>
	<b>£000</b>	<b>P8</b>	<b>£'000</b>	<b>£'000</b>
<b>Income</b>				
Dwelling rents	(113.3)	(115.1)	(113.5)	(0.2)
Voids	1.2	1.1	1.2	0.0
Non-dwelling rents	(0.9)	(0.9)	(0.9)	0.0
Charges for services and facilities	(8.5)	(8.7)	(8.9)	(0.4)
Other Income	(0.0)	(0.0)	(0.0)	0.0
<b>Total Income</b>	<b>(121.4)</b>	<b>(123.5)</b>	<b>(122.1)</b>	<b>(0.7)</b>
<b>Expenditure</b>				
Repairs & Maintenance	32.5	30.3	33.9	1.3
Supervision & Management	31.2	30.3	31.8	0.6
Special Services	9.7	9.6	9.8	0.1
Rents, rates, taxes and other charges	1.2	1.2	1.2	(0.0)
Depreciation, Revenue Funded Capital, Interest Payable and Bad Debt Provision	46.8	48.8	45.5	(1.3)
<b>Total Expenditure</b>	<b>121.4</b>	<b>120.2</b>	<b>122.1</b>	<b>0.7</b>
<b>(Surplus) / Deficit on the HRA</b>	<b>0.0</b>	<b>(3.3)</b>	<b>0.0</b>	<b>0.0</b>
<b>Opening balance on the HRA</b>	<b>(87.5)</b>	<b>(87.5)</b>	<b>(90.4)</b>	<b>(2.9)</b>
(increase)/ decrease	0.0	(3.3)	0.0	0.0
<b>Closing balance on the HRA</b>	<b>(87.5)</b>	<b>(90.8)</b>	<b>(90.4)</b>	<b>(2.9)</b>
Minimum balance required	(21.0)	(21.0)	(21.0)	0.0
Available for capital financing	(66.5)	(69.8)	(69.4)	(2.9)
required for capital financing	18.5	0.4	8.2	(10.3)
<b>Closing balance on the HRA after RCCO</b>	<b>(69.0)</b>	<b>(90.4)</b>	<b>(82.2)</b>	<b>(13.2)</b>

## Reasons for movement on the Revenue Budget between 2020/21 and 2021/22

Small variation on Dwelling rent is due to volume increases.

Net Service Charges: The 2021/22 budget is based on the planned expenditure on the properties.

Revenue repairs: The increase in budget for 2021/22 is partly due to the planned programmes in the HIP, particularly the paint programme and also the increased costs of the joinery shop.

Management costs: have increased due to increases in establishment which include the new Estate Regeneration team.

Depreciation: is the calculated level of basic re-investment needed to keep homes in reasonable repair (calculated using lifecycles / element costs as per our investment planning approach). This sets the minimum level of revenue funding to capital investment in homes to be applied in that year (or set aside in a separate reserve account to be invested in homes in the future). Depreciation is shown as an expenditure item in revenue, and an income item in capital.

## 5. Proposed HRA 5-Year Capital Programme 2021/22 – 2025/26

The assumptions in this 5-year capital programme are subject to change as a result of the planned review of the HRA to take place in 2021/22 and which will result an updated 30-year business plan.

The 5-year capital programme aims to deliver 571 new homes. Of these, 182 new homes (approximately 70:30 split between social rented and shared ownership homes) are proposed for completion in 2021/22, which will be financed by a mix of unapplied capital reserves, pooled RTB receipts, Homes England grant funding and income from the first tranche sale of Affordable Homes. Further details of the new build and acquisition programmes are set out in Appendix A3.

The proposed budget also incorporates the Housing Investment Plan (HIP). The full detail of which can be found in Appendix A2.

Table 3 shows the proposed draft HRA five year capital programme.

**Table 3: Proposed Capital Programme 2021/22 to 2025/26**

	Housing Revenue Account - DRAFT Capital Programme	2021/22	2022/23	2023/24	2024/25	2025/26	
		BUDGET £000	BUDGET £000	BUDGET £000	BUDGET £000	BUDGET £000	TOTAL £000
HRA 1	Planned Programme - Major Projects	30.4	33.7	29.9	23.1	19.0	136.1
HRA 2	New Build & Land Enabling	64.8	25.8	8.5	4.6	0.0	103.7
HRA 3	Building Maintenance & Improvement	14.9	16.6	16.1	16.2	16.1	79.9
HRA 4	HRA Infrastructure	0.5	0.5	0.5	0.5	0.5	2.5
	<b>Total Capital Expenditure</b>	<b>110.6</b>	<b>76.6</b>	<b>55.0</b>	<b>44.4</b>	<b>35.7</b>	<b>322.3</b>
	<b>Financing</b>						
	Unapplied Capital Receipts	34.9	0.0	0.0	0.0	0.0	34.9
	Capital Receipts & Grant Funding	23.9	10.6	3.1	1.7	0.0	39.3
	Major Repairs Allowance / Depreciation (MRA)	40.4	30.0	30.6	31.2	31.9	164.2
	RCCO (Revenue Contributions to Capital Outlay)	11.4	35.9	21.2	4.0	0.0	72.6
	Prudential Borrowing	0.0	0.0	0.0	7.4	3.8	11.3
	<b>Total Capital Income</b>	<b>110.6</b>	<b>76.6</b>	<b>55.0</b>	<b>44.4</b>	<b>35.7</b>	<b>322.3</b>
	<b>NET HRA Capital Programme</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
New units to be delivered		182	320	49	20	0	571

The proposed Capital Programme consists of the Housing Investment Programme for maintaining and improving the existing stock as set out in Appendix A2. This includes £2.3m to match fund income of £1.29m from the Social Housing Decarbonisation Demonstrator grant to deliver an energy efficiency pilot, testing a whole house retrofit scheme to 40 homes, to allow us to learn lessons, and potentially roll out the scheme to more homes as part of our commitment for all home to be net zero carbon by 2030 and more affordable to heat. The HRA Development Programme of delivering new council homes as set out in Appendix A3 and the HRA IT Infrastructure, which is for continuous improvement and maintenance of the HRA systems.

Capital receipts: These are from the sale of council homes under the Right to Buy (RTB) to sitting tenants at a discount. Sales for 2021/22 are forecast to be 150, with an average sale price after discount of £103k. The receipts will be reinvested to build new council homes, enabling a greater percentage to be retained.

The forecast for useable receipts to be applied to fund the 2021/22 capital programme is £11.5m of 'additional 1-4-1 receipts', used to fund 30% of the eligible costs from the new build programme in 2021/22. The remaining receipts will be added to balances and carried forward to help support the capital programme in future years.

In 2018 the Government removed the HRA borrowing cap (a Government set limit determining how much money could be borrowed). With the removal of the headroom cap on local authorities, has opened up the possibility of an accelerated development programme. As part of the creation of a new 30-year business plan for the HRA an evaluation will determine the optimum borrowing capacity that the Business Plan can support. This work will inform the 2022/23 budgeting process.

## 6. Risks

The following risks, in Table 5, have been identified in relation to the proposed HRA budget for 2021/22.

**Table 5 Risks with potential impact and mitigation**

<b>Risk</b>	<b>Potential impact</b>	<b>Mitigation</b>
<b>0% Rent increase</b>	Delivering the existing level of service may require additional borrowing in future years	Service efficiencies; review of HRA and creation of new 30-year business plan
<b>Recruitment and retention of staff</b>	Unable to deliver planned programme, potential additional costs of outsourcing work	Review of market pay for key roles, to be funded by efficiencies if required.
<b>Pay award higher than assumed 0% increase</b>	Every additional 1% equates to additional £359K cost	Cost control to ensure budget remains within the resource envelope available
<b>New contracts cost more than assumed inflation</b>	Reduced capacity to deliver services, new homes, and maintain current stock to the required standard	Robust contract management
<b>Failure of contractors</b>	Impact on cost and delivery of planned programme	Effective contract management and procurement framework
<b>Bad debt higher than budget assumed and impact of Universal Credit</b>	A 10% increase in Bad Debts (to 1.65%) would increase losses by £0.18m. If tenants have reduction in benefits may affect ability to pay rent	Early intervention on rising arrears
<b>Interest on debt repayments</b>	Only applicable to non-hedged debt (currently £NIL)	Minimum amount of hedging of debt should be determined
<b>Cost of retro fitting zero carbon</b>	Lack of capacity resulting in either failure to hit target, or inability to fund required	Robust business cases and procurement to ensure the option delivering the best Value for Money is selected

	repairs/maintenance	
<b>Delays in delivering new units</b>	Reduced rental income. Reputational risk of failing to deliver target number of units	Robust management of development partners to ensure adherence to timescales. Penalty clauses within development agreements to compensate for late/non-delivery
<b>Repayment of right to buy receipts due to level of development required and limited time to use receipts</b>	Loss of income to subsidise delivery of new homes	Forward planning to match 1-4-1 receipts against development programmes
<b>Government policy changes</b>	Not anticipated for 2021/22, but may impact on 30 year business plan	Business plan continually to be reviewed
<b>Zero Carbon</b>	No detailed costs available at present	Options appraisal and strategy development. Need to identify funding source from Government
<b>Brexit</b>	Increased costs, arrears and bad debts	Stringent budget setting/ management, Value For Money Reviews of services, robust procurement and contract management, early intervention on rising arrears

Reserves – As at the beginning of 2020/21 the HRA General Reserve balance was £87.5m (including the balance on the CCTV reserve of £419K) the Capital Receipts Unapplied Reserves balance was £50.5m and a balance of £3.6m was held on the Major Repairs Reserve (MRR).

Based on the forecast outturn position for 2020/21 as at P8, it is anticipated that a positive net movement of £2.9m on the HRA General Reserve (which includes £3.2m contribution from 2020/21 forecast underspend), will increase the balance to £90.4m and a negative net movement of £15.6m on the Capital Receipts Unapplied Reserve will decrease the balance to £34.9m and a positive net movement on the Major Repairs Reserve of £7.3m will increase the balance on the MRR to £10.9m.

The 2021/22 budget proposal assumes that £8.2m of the General HRA reserve, £34.9m from the Capital Receipts Unapplied Reserve and the £10.9m from the MRR will be utilised in 2021/22 in order to fund the Capital Programme. This would leave a balance on the General Reserve of £82.2m and £0m on the Capital Receipts Unapplied Reserve and £0m on the MRR at 31<sup>st</sup> March 2022. The HRA will maintain a minimum level on the HRA general reserves at £21m being the equivalent of 3 months cashflow. The application and use of reserves supports the achievement of service delivery and improvements to housing stock.

Table 6 shows the movement on the HRA general reserve across the 5 year capital programme.

**Table 6**

<b>HRA General Reserve</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
Balance on the HRA Reserve	(90.4)	(82.2)	(46.3)	(25.0)	(21.0)
Available for capital financing	(69.4)	(61.2)	(25.3)	(4.0)	0.0
required for capital financing	8.2	35.9	21.2	4.0	0.0
Minimum Balance required on HRA	(21.0)	(21.0)	(21.0)	(21.0)	(21.0)
<b>Closing balance on the HRA after RCCO</b>	<b>(82.2)</b>	<b>(46.3)</b>	<b>(25.0)</b>	<b>(21.0)</b>	<b>(21.0)</b>

## **Housing Investment Plan (HIP) – 2021/22**

### **Introduction**

This report and the accompanying appendix set out the capital and revenue budget for investment in our homes for 2021/22, and includes a view of the requirement over the following 4 years for information. There is also a list of key procurement projects that will be needed to deliver the programme.

Assumptions are held in the Housing Revenue Account (HRA) Business Plan (in the 30 year HIP) around future investment requirements to meet the replacement dates and condition needs of our homes. The repair and improvement of existing homes is planned using comprehensive house condition and energy performance data, building element life-cycles and accurate costings.

The quality of tenants' homes is really important to them, and this is reflected in the feedback from our 2019 resident satisfaction survey. We undertake in excess of 70,000 responsive repairs throughout the year to maintain standards in our homes, and we are planning to replace and improve key building elements (roof, windows, etc.) to meet the government's Decent Homes Standard, as well as focussing on tenants' priorities such as affordable warmth, kitchens and health and safety.

Investment needs in our blocks of flats is high. The council owns and manages 62 high rise blocks, and 477 other types of blocks of flats. We will be continuing our investment in fire safety works and will ensure we meet any recommendations from the Grenfell Inquiry, our own Fire Risk Assessments and independent checks. A significant proportion of the proposed capital programme over the coming five years is for repairs and improvement works to our high rise blocks – so that the flats continue to provide safe, warm and modern homes.

### **Key points to note:**

- 1] This programme is entirely funded from the ring fenced HRA.
- 2] The sheet details the capital and revenue budgets for 21/22 and a rolling 5 year outlook based on stock condition and planned projects.
- 3] We have reviewed assumptions and forecasts within the HRA 30 year HIP for future investment needs – re-evaluated replacement costs and lifecycles, and refined our approach to long-term budget forecasting.
- 4] The legislative and investment framework for council housing is being transformed – the recently published Social Housing White Paper, and the expected Fire Safety Bill and Building Safety Bill will all place a greater emphasis on
  - Tenants' views and the need to incorporate them our plans
  - Health and safety – especially in high rise blocks, but across all homes
  - Improved standards – within the homes and also the communal spaces and the external environment.

6] A new HRA Asset Management Strategy was agreed by Cabinet in December which sets out how we will meet these challenges and make decisions on investment priorities.

7] We now have an active asset management tool (SHAPE) which considers a range of business intelligence and assumptions, and indicates our better and poorer performing homes. This insight allows us to target investment in homes with a sustainable future, and identify those homes and areas where alternative options need to be explored to improve the homes we offer, including estate regeneration.

8] Carbon neutral

The Investment Plan for 21/22 is based on working towards a target for all council homes to achieve a minimum Energy Performance Certificate (EPC) rating of C by 2030. In response to the Mayor's declaration of a Climate Emergency, and the aim for the city to be net-zero carbon by 2030, we are developing options and costed plans which will demonstrate how this target may be achieved in our homes with government investment. As a landlord, we are strategically placed to have a direct impact on carbon reductions, however there is no allowance in the HRA Business Plan for the cost of decarbonisation and funding this work is a challenge for all social housing providers. We have bid for government grant to part fund decarbonisation retrofit works to 40 homes next year which, if successful, will be a valuable learning experience. When we deliver the programme of energy improvements our priority will be to focus on reducing fuel poverty, and ensuring our tenants can afford to heat their home.

7] The City Leap Energy Partnership is a huge opportunity for council housing, bringing investment, technology and creative solutions to meeting our energy reduction objectives. Through the procurement process for City Leap we will engage and work through the challenges to ensure tenants' rights and standards are protected, fitting it in with our asset strategies and ensure we achieve value for money and the best opportunities for energy efficient homes.

### **2020/2021 budget summary**

Capital / Revenue	<b>2020 / 2021 Budget</b>
Capital	£45,363,679
Revenue	£35,894,089
<b>Total</b>	<b>£81,257,768</b>

See below for detailed breakdown of all budgets and programmes.

## **Procurement Summary – 2021/2022**

Much of the HIP is delivered via our in house workforce or existing contracts and frameworks previously approved. Over the coming years some contracts will expire or new contracts will need to be procured to deliver the works programmes arising from the agreed HIP. The table below provides a summary of the required main procurement activity during the year that requires approval. The request is for Cabinet to delegate authority to the Service Director to approve these procurement projects as they are prepared to go to tender, and in line with the Council's approval process and delegated levels of authority. The reports for approval will include costs and timescales, and an Equalities Impact Assessment and ECO assessment will be undertaken and included for each major procurement project.

## **Principles of Housing Repairs and Maintenance procurement and delivery strategy**

1. Co-ordinating works that go together; and sequencing works to prevent waste and disruption
2. Reviewing / standardising product and material specifications based on good practice, market engagement, tenant engagement and lessons learned, - and to prevent maintenance costs ( reducing spares on vans, van sizes, travelling to stores).
3. Strategic decision-making around supply and fit verses labour only contracts with materials purchased directly where this can bring savings and standardisation
4. Best use of in-house workforce, supported by external contractors
5. Strategic advantage optimised around when to use internal workforce alongside external contractors for the same works programmes.
6. Good customer standards built into contracts and for the internal teams
7. Strategy to mitigate risk of contractors entering administration
8. Maximising opportunities for Social value contributions
9. Governance of our approach through Project Boards and the planned programme portfolio board.

### **Value for money will be achieved by:**

- a. Selecting appropriate procurement route to ensure competent contractors can apply and are selected, and the length of contract to ensure contractor commitment and a competitive price.
- b. Using fit for purpose contract documentation prepared with legal services.
- c. Involving tenants in setting standards of customer care and in contractor selection process as an advisory panel
- d. Nominated contract managers accountable for managing the quality and delivery of the contract once let, and engaging tenants in core group meetings.
- e. Select contractors who will have the resources and appropriately skilled workforce to undertake the works, supporting our aims of right first time and increasing customer satisfaction

Opportunities will be proactively explored for each contract type to include for the provision of apprentices working in partnership with On-Site Bristol, where possible. The Council will encourage the successful contractors to use local labour, social value being part of the quality assessment process.



**Procurements required to start over the next financial year for Cabinet approval and delegation of authority, in order the deliver the approved Housing Investment Plan.**

<b><u>Programme / Project</u></b>	<b><u>Duration (where a range is included this will be informed by analysis of best route to market and best value)</u></b>	<b><u>Estimated Annual contract sum (PA) / or project sum, approval request for up to plus 10% with projects managed within the overall approved budget</u></b>	<b><u>Approach to Market</u></b>
<b>Response Repairs contracts</b>			
Responsive Repairs and Relet works across the housing stock. Most of the Responsive Repairs and Relet works are carried out by the in-house teams. This is for contractor support for changes in demand and or specialist contractors	4 Years. This could include an additional 2 years. The 2 years will be in relation to carrying out a 24 month call off at the end of the framework/DPS or appropriate route.	£9,000,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 4 years, plus 2 year extension is: £54,000,000.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
Voids security to properties requiring security across the housing stock.	4 Years. This could include an additional 2 years. The 2 years will be in relation to carrying out a 24 month call off at the end of the framework/DPS or appropriate route.	£80,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 4 years, plus 2 year extension is: £480,000.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
Scaffolding, to support responsive works across the housing stock.	4 Years. This could include an additional 2 years. The 2 years will be in relation to carrying out a 24 month call off at the	£70,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 4 years, plus 2 year extension is: £420,000.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third

<b><u>Programme / Project</u></b>	<b><u>Duration (where a range is included this will be informed by analysis of best route to market and best value)</u></b>	<b><u>Estimated Annual contract sum (PA) / or project sum, approval request for up to plus 10% with projects managed within the overall approved budget</u></b>	<b><u>Approach to Market</u></b>
	end of the framework/DPS or appropriate route.		party - but with other PCR compliant routes being adopted where considered more appropriate.
Damp Proofing & Timber Treatment of various homes across the housing stock	4 Years. This could include an additional 2 years. The 2 years will be in relation to carrying out a 24 month call off at the end of the framework/DPS or appropriate route.	£400,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 4 years, plus 2 year extension is: £2,400,000.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
Mould & Ventilation, various homes across the housing stock.	4 Years. This could include an additional 2 years. The 2 years will be in relation to carrying out a 24 month call off at the end of the framework/DPS or appropriate route.	£500,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 4 years, plus 2 year extension is: £3,000,000.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
Waste Removal and Clearance, various homes across the housing stock.	4 Years. This could include an additional 2 years. The 2 years will be in relation to carrying out a 24 month call off at the end of the framework/DPS or appropriate route.	£450,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 4 years, plus 2 year extension is: £2,700,000.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.

<b><u>Programme / Project</u></b>	<b><u>Duration (where a range is included this will be informed by analysis of best route to market and best value)</u></b>	<b><u>Estimated Annual contract sum (PA) / or project sum, approval request for up to plus 10% with projects managed within the overall approved budget</u></b>	<b><u>Approach to Market</u></b>
Tree Management, various homes across the housing stock.	4 Years. This could include an additional 2 years. The 2 years will be in relation to carrying out a 24 month call off at the end of the framework/DPS or appropriate route.	£40,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 4 years, plus 2 year extension is: £240,000.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate
Chute Repairs, various blocks across the housing stock.	4 Years. This could include an additional 2 years. The 2 years will be in relation to carrying out a 24 month call off at the end of the framework/DPS or appropriate route.	£200,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 4 years, plus 2 year extension is: £1,200,000.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
External Cladding Repair, various blocks across the housing stock.	4 Years. This could include an additional 2 years. The 2 years will be in relation to carrying out a 24 month call off at the end of the framework/DPS or appropriate route.	£50,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 4 years, plus 2 year extension is: £300,000.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
Welding repairs to metal gates, railings, barriers to various homes across the	4 Years. This could include an additional 2	£50,000 per annum estimated expenditure. The total	The route to market will be determined following a market

<b><u>Programme / Project</u></b>	<b><u>Duration (where a range is included this will be informed by analysis of best route to market and best value)</u></b>	<b><u>Estimated Annual contract sum (PA) / or project sum, approval request for up to plus 10% with projects managed within the overall approved budget</u></b>	<b><u>Approach to Market</u></b>
housing stock.	years. The 2 years will be in relation to carrying out a 24 month call off at the end of the framework/DPS or appropriate route.	anticipated maximum expenditure based on 4 years, plus 2 year extension is: £300,000.	assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
<b>M&amp;E contracts</b>			
Laundry refurbishment works at; The Gaskins, Condor House, Ashley Road, Kingsley House, Bloy Street, Chichester, Padmore Court, Corey Close, Hilton Court, Henacre, Playford Gardens.	8-12 weeks per project	£35,000 - 50,000 per project.	The route to market will be a preference for call off from existing BCC framework , but with other PCR compliant routes being adopted where considered more appropriate.
Communal rewiring: Southbow, Winterstoke, Whitemead Gaywood, Canynge, Spencer and Norton full rewire	4 months per project	Estimated project spend per project: Winterstoke, Southbow and Whitemead £750,000. Gaywood £350,000 Canynge £200,000 Spencer and Norton £600,000.  The total anticipated maximum expenditure is: £1,900,000.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
Boiler and Plant: St Peters Boilers, Trinity Lodge, various BMS's, Gas detection systems	Boilers 4-6 weeks, BMS 1 week per block, Gas detection 1 week per block	Estimated project spend per project: St Peters £100,000 Trinity £100,000 Various BMS £50,000 Gas detection £30,000.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable

<b><u>Programme / Project</u></b>	<b><u>Duration (where a range is included this will be informed by analysis of best route to market and best value)</u></b>	<b><u>Estimated Annual contract sum (PA) / or project sum, approval request for up to plus 10% with projects managed within the overall approved budget</u></b>	<b><u>Approach to Market</u></b>
		The total anticipated maximum expenditure is: £280,000.	frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
Lift refurbishment / replacements to blocks at Patterson, Cashmore, Latchmoor, Proctor, Spencer	3-6 months per lift	Estimated project spend per project: £300,000 per block other than Cashmore at £100,000	Call off from existing BCC Lift refurbishment framework
Lifts maintenance contract to blocks across the housing stock.	4-6 years	£400,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 4-6 years, is: £2,400,000. (Based on 6 years).	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
Sprinkler installation across housing stock	2-4 years	£1,000,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 2-4 years, is: £4,000,000. (Based on 4 years).	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.

<b><u>Programme / Project</u></b>	<b><u>Duration (where a range is included this will be informed by analysis of best route to market and best value)</u></b>	<b><u>Estimated Annual contract sum (PA) / or project sum, approval request for up to plus 10% with projects managed within the overall approved budget</u></b>	<b><u>Approach to Market</u></b>
Domestic Heating: Electric Heating including cylinders city wide	2-4 years	£1,100,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 2-4 years, is: £4,400,000. (Based on 4 years).	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
<b>Planned and Cyclical Programmes</b>			
Kitchen installations and Rewires - across the housing stock.  Deliver renewal of 800 Kitchens per year & 150 stand- alone rewires & estimated 160 Rewires with new Kitchens	5 Years (4+1)	£5,678,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 5 years, is: £28,390,000.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
Insulation Works across the housing stock Cavity Wall Insulation Works & Loft Insulation Works to be carried out to properties across the City, requiring thermal improvements.	4 Years (3+1)	£185,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 4 years, is: £740,000.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.

<b><u>Programme / Project</u></b>	<b><u>Duration</u> (where a range is included this will be informed by analysis of best route to market and best value)</b>	<b><u>Estimated Annual contract sum (PA) / or project sum, approval request for up to plus 10% with projects managed within the overall approved budget</u></b>	<b><u>Approach to Market</u></b>
Roof Replacement - Low rise blocks and houses across the housing stock	4 Years (3+1)	£1,356,000 spend this year on current framework for this year's programme. The new framework total anticipated maximum expenditure based on 4 years, is: £5,424,000.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the set up or use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
External & Communal Maintenance (Lot 3 Projects – call offs / mini tenders) Project addresses at present are – <i>1-3 Brentry Lodge, 1-17 Haweswater, 2-162 Ledbury Rd, 111-141 Four Acres, 31-45 Hudds Vale Road, Apsley Rd 96-98 Cotham Brow, Bk 4 Worcester Crescent Freeling House, Aston House, Chatterton House, Plimsoll House, St Matthias House, Elton House, Elbridge House, Whitson House, Gloucester House, Somerset House, Wessex House, 1-8 Cromwell View, Millpool Court, Ledbury Rd, Thornycroft Close, 1-48 Hillsborough Flats 81-105 Highridge Green.</i> Further project addresses may be added as a result of referrals or works within the	Current framework has 3 years with 1 years extension, that runs until April 2024	£2,272,865 total estimated programme spend for coming year	Mini tenders using Lot 3 of the External & Communal Maintenance Framework to cover combined works that can include External Maintenance & Painting, Communal Maintenance & Painting, Replacement Windows & Replacement Roofs to deliver the 2021/22 External Maintenance Programme.



<b><u>Programme / Project</u></b>	<b><u>Duration (where a range is included this will be informed by analysis of best route to market and best value)</u></b>	<b><u>Estimated Annual contract sum (PA) / or project sum, approval request for up to plus 10% with projects managed within the overall approved budget</u></b>	<b><u>Approach to Market</u></b>
External Maintenance Programme requiring combined works, and based on changing property condition			
Window Replacement low rise blocks & houses. The following are locations that are not already listed in the Lot 3 works projects <i>Charterhouse Road, Brixton Road, The Brambles, Jack Knight House, Lakemead Gardens..</i> Others may be added due to referrals from Response maintenance, or windows identified following surveys for addresses on the 2021/22 Ext Maintenance Programme.	4 Years (3+1)	£1,284,000 per annum estimated expenditure for this year's programme. For the new procurement due to start the total anticipated maximum expenditure based on 4 years, is: £5,136,000.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party. Until then utilise the Window DPS already set up for call offs for any window projects required on the 2021/22 Window Replacement Programme.
Fire Safety Works Assessments & Independent Checks. This is part of the ongoing 12 year programme of Fire Safety works which started in 2012. This year is 764 Low Rise Flats as listed--- <i>Halston Dr, Ludlow Cl, Beggerswell Cl, Corey Cl, Burnell Dr, Conduit Rd, Langsdowen Hs, Francis Hs, Kingsley Hs, St Mathias Hs, Francis Hs, Wessex Hs, Somerset Hs, Gloucester Hs, Easton Rd, Payne Dr, Pountney Dr, Vining Wk, Walker Cl, Highett Dr, Cashmore Hs, Wainbrook Dr, Crabtree Wk, Bell Hill Rd.</i>	Individual projects – call offs from current DPS in place for next 3 years	£2,183,500 total for this year's projects	The route to market preference is to call off from the existing Fire Safety Works DPS to deliver Fire Safety Improvements/compartimentation works for 2021/22 programme.



<b><u>Programme / Project</u></b>	<b><u>Duration (where a range is included this will be informed by analysis of best route to market and best value)</u></b>	<b><u>Estimated Annual contract sum (PA) / or project sum, approval request for up to plus 10% with projects managed within the overall approved budget</u></b>	<b><u>Approach to Market</u></b>
Other blocks / addresses may be brought forward into the programme depending on condition information / inspection reports. Also to carry out further improvements to High Rise Blocks as identified by ongoing safety inspections that include Gilton House, Moorfields House, Ashmead Hs, Castlegate Hs, Butler Hs , Sedgewick Hs, Barwick Hs, Carolina Hs, Fremantle Hs , Amada Hse and any improvements to other blocks as identified by Fire Risk			
<b>External Maintenance and Refurbishment High Rise Projects</b>			
Ropewalk House	18 months	Estimated £1,500,000 project cost. (Subject to survey and scope of works)	Call off from our BCC internal Lot 4 External Maintenance Framework or to use of other suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
Francombe/Waring/Underdown	18 months	Estimated £1,500,000 project cost. (Subject to survey and scope of works)	Call off from our BCC internal Lot 4 External Maintenance Framework or to use of other suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
Littlecross House	18-24 months	Estimated £1,500,000 project cost. (Subject to survey and scope of works)	Call off from our BCC internal Lot 4 External Maintenance Framework or to use of other suitable frameworks - whether Council or third party - but with

<b><u>Programme / Project</u></b>	<b><u>Duration</u></b> (where a range is included this will be informed by analysis of best route to market and best value)	<b><u>Estimated Annual contract sum (PA) / or project sum, approval request for up to plus 10% with projects managed within the overall approved budget</u></b>	<b><u>Approach to Market</u></b>
			other PCR compliant routes being adopted where considered more appropriate.
Corbett House	24 months	Estimated £2,000,000 project cost. (Subject to survey and scope of works)	Call off from our BCC internal Lot 4 External Maintenance Framework or to use of other suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
Northfield House	12 months	Estimated £750,000 project cost. (Subject to survey and scope of works)	Call off from our BCC internal Lot 4 External Maintenance Framework or to use of other suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
Barton House	24 months	Estimated £2,500,000 project cost. (Subject to survey and scope of works)	Call off from our BCC internal Lot 4 External Maintenance Framework or to use of other suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
Ashmead, Longlands and Harwood House	18 months	Estimated £2,000,000 – £2,500,000 project cost. (Subject to survey and scope of works)	Call off from our BCC internal Lot 4 External Maintenance Framework or to use of other suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more

<b><u>Programme / Project</u></b>	<b><u>Duration (where a range is included this will be informed by analysis of best route to market and best value)</u></b>	<b><u>Estimated Annual contract sum (PA) / or project sum, approval request for up to plus 10% with projects managed within the overall approved budget</u></b>	<b><u>Approach to Market</u></b>
			appropriate.
Haviland & Jon Cozens	24 months	Estimated £2,000,000 – £2,500,000 project cost.(Subject to survey and scope of works)	Call off from our BCC internal Lot 4 External Maintenance Framework or to use of other suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
Walker Close / Payne Drive – significant repairs to damaged cladding	6 months	Estimated £350,000 project cost.	Call off from our BCC internal Lot 4 External Maintenance Framework or to use of other suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
Window servicing - 5 year window service programme based on 6-9 blocks per year	5 years	£125,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 5 years is: £625,000 for the new procurement to start in 2021/22.	Utilise the BCC Window DPS already set up for call offs for any window projects required for 2021/22 Window Replacement Programme. Either include new procurement in the window replacement tender (see above) or seek alternative route to market if appropriate - either use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.
<b>Note - Other blocks may be substituted as priorities emerge, particularly blocks requiring cladding repairs in relation to fire safety, or when inspections reveal significant changes in block conditions</b>			

<b><u>Programme / Project</u></b>	<b><u>Duration (where a range is included this will be informed by analysis of best route to market and best value)</u></b>	<b><u>Estimated Annual contract sum (PA) / or project sum, approval request for up to plus 10% with projects managed within the overall approved budget</u></b>	<b><u>Approach to Market</u></b>
<b>Specialist Projects / Conversions</b>			
Responsive Structural work to houses and blocks across the housing stock.	Currently a 1 Year Structural Framework is in place. These are one off projects	£500,000 per annum estimated expenditure. The total anticipated maximum expenditure for a future procurement based on 4 years is £2,000,000.	The route to market will be calling off of our existing internal Structural Framework for this year and subsequently determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of our existing BCC internal DPS, for example lot 1-3. In addition considering other PCR compliant routes being adopted where considered more appropriate.
Additional Work to Voids – extensions and conversion works to properties identified with potential to provide larger or additional homes across the housing stock.	Currently 3 year DPS is in place. These are one off projects.	£300,000 per annum estimated expenditure.	The route to market will be calling off of our existing internal DPS.
Acquired refurbishments projects, across the acquired housing property types, where major specialist repairs needed.	1 year	£300,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 1 year.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of our existing BCC internal DPS, for example lot 1-3. In addition considering other PCR compliant routes being adopted where considered more appropriate.

<b><u>Programme / Project</u></b>	<b><u>Duration</u> (where a range is included this will be informed by analysis of best route to market and best value)</b>	<b><u>Estimated Annual contract sum (PA) / or project sum, approval request for up to plus 10% with projects managed within the overall approved budget</u></b>	<b><u>Approach to Market</u></b>
Carbon Retrofit Pilot Projects One with Energieprong concept, to 40 homes (to be selected from across the housing stock)  One further project, to be designed and brought to tender, for a selection of 20 to 40 homes.	One off project to be Delivered in 21/22  Delivered across 2 years, starting in 2021	£3'600,000 to £4,000,000 for the project  £1,000,000 to £2,000,000 approximately, for the project  These are funded from a mixture of HRA Capital and grant awards.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks – whether the Transport for London IPP, Council or other third party - but with other PCR compliant routes being adopted where considered more appropriate.
<b>Adaptations</b>			
New adaptations, stairlifts, repairs to adaptations, and extensions/ Conversions projects across the housing stock	3+1 (4 Years)	£4,000,000 per annum estimated expenditure (Capital HRA & DFG). The total anticipated maximum expenditure based on 3 years plus 1 is: £16,000,000.  £575,000 revenue per annum based on 4 years total anticipated spend is £2,300,000.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate
Stair Lift Maintenance across the housing stock	3 to 6 years, depending on market engagement	£250,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 3-6 years, is: £1,500,000. (Based on 6 years).	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third

<b><u>Programme / Project</u></b>	<b><u>Duration</u></b> (where a range is included this will be informed by analysis of best route to market and best value)	<b><u>Estimated Annual contract sum (PA) / or project sum, approval request for up to plus 10% with projects managed within the overall approved budget</u></b>	<b><u>Approach to Market</u></b>
			party - but with other PCR compliant routes being adopted where considered more appropriate
<b>Garages</b>			
Repairs and clearances to garage blocks and units across the city to make them available to let.	4 years (3+1)	£170,000 per annum estimated expenditure. The total anticipated maximum expenditure based on 4 years, is: £680,000.	The route to market will be determined following a market assessment/appraisal, albeit (given their potential advantages) with a preference for the use of suitable frameworks - whether Council or third party - but with other PCR compliant routes being adopted where considered more appropriate.

## CAPITAL

Planned & Cyclical	Previous year budget - 20/21	Previous year notes	5 Year Investment Plan					
			Year 1 - 2021 to 2022	Year 2 - 2022 to 2023	Year 3 - 2023 to 2024	Year 4 - 2024 to 2025	Year 5 - 2025 to 2026	Budget Setting Notes
Works	£	Notes	£	£	£	£	£	Notes
P13621-1006 - Planned Programme - Kitchen Contract	£3,803,800	Plan for 700 per year @ Jistocourts average 4250 plus 10% to reflect current market costs = £4675, and planned for 25% of kitchens having a full rewire (175 rewires at average cost of £3036) additional £531,300	£5,168,000	£5,168,000	£4,528,000	£4,528,000	£4,528,000	Plan for 800 Kits per year. Based on revised average with estimated Covid working costs & new Electrical requirements & plastering costs - £5800 x 800 = £4,640,000 Plus Full Rewires with 800 Kits estimated as 120 (20% of Kits) based on revised average with LD1 Elec Regs - £3300 x 160 = £528,000 (This to be retendered in 2021 so costs may decrease or increase subject to the market)
P13621-1007 - Planned Programme - Rewires Contract	£667,920	Plan for 220 per year @ Jistocourts average 2760 plus 10% to reflect current market costs = £3036	£510,000	£510,000	£510,000	£510,000	£510,000	Estimated 120 Stand Alone Rewires per year plus 30 referrals, = 150 based on revise ave with Covid Working costs & LD1 Elec Regs - £3400 x 150 = £510,000
P13621-1012 - Planned Programme - Roofs Replacement	£1,660,300	Based on Numbers due from Keystone. Those relifed will be replaced by Referrals	£1,356,000	£1,310,400	£1,310,400	£1,310,400	£1,310,400	Based on Roofs required in combination with the Ext Cyclical Programme, plus referrals, Year 1 - 252 Roofs @ average cost of £5380 = est cost of £1,356,000. Year 2 - 5 based on 208 Roofs per year @ ave cost of £6300
Mansard Roof Works	£0	Future Planning	£0	£1,313,000	£1,313,000	£1,313,000	£1,313,000	This is a specific programme to address the lack of insulation in mansard roofs (where the roof acts as the wall of the upper floor). These homes suffer from cold and damp because of the roof design
P13621-1013 - Planned Windows - Houses & House Type Flats	£1,288,809	Based on average numbers in keystone across next 5 years... Works picked up as part of ext maint programme & therefore may diffenteriate from numbers in keystone per year.	£1,284,000	£1,140,300	£1,140,300	£1,140,300	£1,140,300	Based on Windows required in combination with Ext Maint Programme, 2021/22 based on 394 properties (subject to full survey) at est cost of £1284000, therefore ave cost of £3258 per dwelling. Year 2 - 5 based on 350 dwellings per year at ave cost of £3258.
Continued....								

Planned & Cyclical	Previous year budget - 20/21	Previous year notes	5 Year Investment Plan					Budget Setting Notes
			Year 1 - 2021 to 2022	Year 2 - 2022 to 2023	Year 3 - 2023 to 2024	Year 4 - 2024 to 2025	Year 5 - 2025 to 2026	
Works	£	Notes	£	£	£	£	£	Notes
P13621-1016 - Cavity Wall & Insulation	£165,450	Based on 300 Loft Installs/Relays @ ave cost £364 and 75 Cavity Wall Installs inclu extraction & remedials @ ave cost £750	£185,000	£185,000	£185,000	£185,000	£185,000	Year 1 - 5 Based on 250 Loft Installs/Relays @ ave cost £400 (£100,000) and 50 Cavity Wall Installs inclu extraction & remedials @ ave cost £1200 (£60,000) plus 50 referrals from Response for sloping soffit insulation @ £500 each (£25,000)
P13621-1018 - Fire Doors	£1,236,995	Based on 1177 Flats & fitting of 556 Flat doors, 670 Comm Doors & 1015 Frames plus direct team fitting costs & joinery overtime etc.	£1,304,880	£1,179,728	£1,178,282	£1,150,000	£1,000,000	Based on Low Rise Revised Flat Entrance & Communal Fire Door Replacement programme that is planned to end 2024/25 & Joiner Shop Capacity to manufacture. 21/22 based on 494 Flat Doors, 431 Communal Doors & 928 Frames plus Joiner Shop Overtime costs, Direct Team Fitting Costs & Misc Costs eg Jewson recharge & Plaster Repairs. 2025/26 onwards, checking of screens & addressing final low risk items.
	£8,823,274		£9,807,880	£10,806,428	£10,164,982	£10,136,700	£9,986,700	
New budget - Mobility scooters	£0	New budget	£50,000	£50,000	£50,000	£50,000	£50,000	Estimated amount for new mobility scooter storage units - programme to be developed. Only for 5 years
	£8,823,274		£9,857,880	£10,856,428	£10,214,982	£10,186,700	£10,036,700	



M&E / Heating	Previous year budget - 20/21	Previous year notes	5 Year Investment Plan					
			Year 1 - 2021 to 2022	Year 2 - 2022 to 2023	Year 3 - 2023 to 2024	Year 4 - 2024 to 2025	Year 5 - 2025 to 2026	Budget Setting Notes
Works	£	Notes	£	£	£	£	£	Notes
P13621-1002 - Heating Replacement	£2,263,750	Based on 750 full installations, 200-250 boiler replacements and 20-25 air to water installations	£398,000	£750,000	£1,770,000	£2,391,685	£2,000,000	The budgets for Years 1 and 2 are to replace gas boilers with new gas boilers/ systems at breakdown/ where beyond economic repair and where there is no alternative. Yrs 3 onwards are the original BP amounts for replacing gas boilers, and this will displace some of the net zero costs.
P13616-1004 - M&E Investment in Blocks - Laundries	£225,000	Juniper Court, Farringford, Shearwater Court, Princess Royal Gardens, Mary Court, Haweswater, Greenhaven	£285,000	£465,000	£300,000	£245,000	£275,000	For 21/22: slippage from 2020, PRG (30k), Mary court (30k), Padmore Court (30k) Chichester (30k) The Gaskins (20k) Condor House (20k) Ashley road 89 (45k) Kingsley House (60k) Bloy Street (20k) All dependant on recruitment.
P13616-1002 - M&E Investment in Blocks - Communal Rewiring	£905,400	Finish Rowan, Redwood, Willow rewires @ £250k each. + internal workforce costings who will deliver Princess Royal Gardens, Condor and Robin Close Emergency Lighting	£985,000	£1,000,000	£1,000,000	£1,000,000	£1,000,000	Southbow, Winterstoke, Whitmead Rewire (250k each). Internal workforce projects PRG, Lansdowne Court AOV (210k). Bishport five retentions (25k). Lower than Keystone figures as not anticipated that all works will be due in line with Keystone. Further review to understand requirements which may result in lower numbers.
P13616-1003 - M&E Investment in Blocks - Door Entry	£144,000	Silcox 3 new entrance doors, bishport 5 new entrance doors, Gaywood House full door entry	£80,000	£80,000	£80,000	£80,000	£80,000	Various PAC Fobs. (10k) Entrance Doors, Kingsley House x10, Maunsell Drive x4 (5k each)
P13616-1005 - M&E Investment in Blocks - Boiler & Plant	£238,500	Holroyd new water mains, Kingsmarsh house boilers, Rawnsley House external water mains, Twinnel House internal water mains, Business Management System upgrades various, Berchel, Mawdeley and Nortfield roof fans.	£280,000	£200,000	£200,000	£200,000	£200,000	St Peters House Boilers (100k), Trinity Plant Room (100k), Various BMS (50k), Gas detection system (30k). Small decrease in capital budget in subsequent four years because of significant investment in previous years.
Continued...								

M&E / Heating Cont...	Previous year budget - 20/21	Previous year notes	5 Year Investment Plan					
			Year 1 - 2021 to 2022	Year 2 - 2022 to 2023	Year 3 - 2023 to 2024	Year 4 - 2024 to 2025	Year 5 - 2025 to 2026	Budget Setting Notes
Works	£	Notes	£	£	£	£	£	Notes
P13616-1006 - M&E Investment in Blocks - Lifts	£841,500	Finish duckmoor road three, Hanover, Rossitor Wood, Rosevear	£986,000	£1,200,000	£1,000,000	£1,200,000	£1,200,000	Slippage from 2020 Whitmead House x2 lift (368k) Rosevear (122k) Patterson (296k) Cashmore House (100k) Latchmoor (100k) Proctor (296k) Likely to slip to following year not included in total but tendered as a package Spencer (296k) Likely to slip to following year not included in total but tendered as a package  Budget forecasted lower than Keystone however surveys required to calculate accurate investment plan as lifts are proving to last longer than estimated dates. Also new monitoring system is showing run times rather replace on age.
P13616-1037 - Investment in Blocks Planned - Sprinklers	£300,000	Pilot in one block	£500,000	£2,000,000	£2,000,000	£2,000,000	£2,000,000	Estimated cost. A full review and analysis will be taken of the pilot, and approach will be developed and agreed.
P13616-1048 - Night Storage Replacement	£250,800	57 installs plus immersions/ cylinders	£1,100,000	£1,100,000	£1,100,000	£1,100,000	£1,100,000	Based on 250 installs per year @ £4,400 per install
	£5,168,950		£4,614,000	£6,795,000	£7,450,000	£8,216,685	£7,855,000	

Major Projects	Previous year budget - 20/21	Previous year notes	5 Year Investment Plan					Budget Setting Notes
			Year 1 - 2021 to 2022	Year 2 - 2022 to 2023	Year 3 - 2023 to 2024	Year 4 - 2024 to 2025	Year 5 - 2025 to 2026	
Works	£	Notes	£	£	£	£	£	Notes
P13616-1012 - Blocks - Contingency	£100,000	Funding for structural surveys, investigations, etc. Non-scheme specific.	£100,000	£100,000	£100,000	£100,000	£100,000	Funding for structural surveys, investigations, etc. Non-scheme specific.
External Repairs - Subtotal (See Repairs page for individual costs)	£1,500,000	This is the Subtotal of all the individual block costs in the External Repairs page below	£3,635,500	£2,355,500	£1,956,000	£2,149,000	£2,471,500	This is the Subtotal of all the individual block costs in the External Repairs page below
Major Refurbishment Subtotal - (See next page for individual budgets)	£5,480,000	This is the Subtotal of all the individual block costs in the Major Refurb page below	£13,996,667	£16,323,333	£13,423,333	£5,806,666	£2,000,000	This is the Subtotal of all the individual block costs in the Major Refurb page below
Energy Efficiency Works	£0	Future Planning	£0	£2,475,000	£2,475,000	£2,475,000	£2,475,000	This is budget to bring our homes to EPC C in addition to planned heating and insulation works. Plans are being drafted to deliver these works, most likely further wall insulation schemes. This relates back to the SHAPE work
	£7,080,000		£17,732,167	£21,253,833	£17,954,333	£10,530,666	£7,046,500	

MP - External Repairs			5 Year Investment Plan					Budget Setting Notes
			Year 1 - 2021 to 2022	Year 2 - 2022 to 2023	Year 3 - 2023 to 2024	Year 4 - 2024 to 2025	Year 5 - 2025 to 2026	
Breakdown of projects under External Repairs headline cost	Previous year budget - 20/21	Previous year notes						
Subtotal>	£1,500,000	Subtotal for Year 1 to 5>	£3,635,500	£2,355,500	£1,956,000	£2,149,000	£2,471,500	
P13621-1017 - External Major Repairs to Blocks	£1,500,000	Some blocks may move around the programme depending on their condition * Tyndall House - £250,000 * Langton and Charleton House - £800,000 across both - provisional sum * Gilton House - £400,000	£360,500	£360,500				Haviland and JCH - over 21/22 and 22/23 - possibly externally resourced
			£1,200,000					Gilton - £1.2m - all in 21/22
			£975,000					Corbet - survey now, do 21/22 - £975K
			£400,000	£350,000				Roegate - start 21/22 and finish 22/23 - £750K - (£400 then 350K)
				£1,244,000				F&W - 22/23 - £1,244K
			£700,000					Charleton Langton Tyndall - £1,050,000 total - £350k in 20/21 and £700k in 21/22
					£963,000			Beaufort - 23/24 - £963K
						£804,000		Proctor and Pattison - 24/25 - £804K
						£285,000		Downview - 24/25 - £285K
					£217,000			Danby - 23/24 - £217K
					£375,000	£300,000		St Peters House - 23/24 to 24/25 - £675K Total - £375 in 23/24 and £300 in 24/25
						£760,000		Butler not fire breaks, but windows etc - £760,000 - 24/25
				£401,000	£401,000			Littlecross - Start 22/23 to 23/24 - £802K
							£1,012,000	Lansdowne, Pountney & Vining - 24/25 = £1,012,000
							£457,500	Rossiter Wood Court - 25/26 = £457,500
							£80,000	Kingsdown Parade - 25/26 = £80k
							£550,000	Moorfields - 25/26 = £550k
							£372,000	Clifton Vale Close - 25/26 = £372k

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MP - Major Refurbishment			5 Year Investment Plan					
Breakdown of projects under Major Refurbishment Headline cost	Previous year budget - 20/21	Previous year notes	Year 1 - 2021 to 2022	Year 2 - 2022 to 2023	Year 3 - 2023 to 2024	Year 4 - 2024 to 2025	Year 5 - 2025 to 2026	Budget Setting Notes
Subtotal>	£5,480,000	Subtotal>	£13,996,667	£16,323,333	£13,423,333	£5,806,666	£2,000,000	
Additional Structural Works for unspecified blocks					£2,000,000	£2,000,000	£2,000,000	No Cost Code - Added for Forward Financial Planning.
P13616-1049 - Major Refurbishments - Silcox Road	£1,500,000	Tenders soon to be evaluated and may start on site early 2020, majority of spend will be across 20/21 and 21/22	£1,725,000	£1,725,000				20/21 budget now forecast as £350k, £3.8m total, now will extend to 22/23. Remainder
P13616-1043 - Investment in blocks - Walwyn Gardens	£400,000	Provisional sum pending decisions on future works	£1,000,000	£100,000				Original budget of £400k now forecast as £100k for 20/21. Total £1.2m - majority of spend in 21/22, could extend to 22/23
P13616-1045 - Barton Hill Investigations	£100,000	Further investigations - longlands, ashmead, harwood and Barton, then programme for future years	£2,500,000	£2,500,000	£2,500,000			Further investigations - Longlands, Ashmead, Harwood and Barton, then programme for future years
P13616-1040 - Cladding / Refurbishment / Major Projects	£280,000	Covered under major refurbishments - this cladding improvements	£280,000					Missing firebreaks programme - Butler, Barlands, Brookridge and Castlegate. £70k per block for missing fire breaks Majority of spend in 21/22.
P13616-1047 - Major Refurbishments - Eccleston & Phoenix	£1,200,000	Assume tender release in early 2020 and start on site 6 months later	£3,075,000	£3,075,000				Forecast £250k in 20/21. Total £6.4m. Remainder over 21/22 and 22/23
P13616-1046 - Major Refurbishments - Bishport 5	£2,000,000	tenders being drafted and budget request for 20/21 on assumption works commence Apr/May 2020	£3,916,667	£3,916,667	£3,916,667			Current year forecast to £250k, whole spend profile shifted to 23/24 - £12m
Major refurbishment - Dove Street (seven blocks)	£0		£0	£3,806,666	£3,806,666	£3,806,666	£0	Blocks subject to option appraisal
Vincent Close	£0		£0	£1,200,000	£1,200,000	£0	£0	Blocks subject to option appraisal
Ropewalk (Need to request Cost Code)	£0	Not previously in Major Refurb profile.	£1,500,000					Originally 23/24 External Repairs, now Major Refurb and bringing forward - Repairs, Roof, Windows. Works start beginning 21/22 and throughout.

Land Enabling	Previous year budget - 20/21	Previous year notes	5 Year Investment Plan					Budget Setting Notes
			Year 1 - 2021 to 2022	Year 2 - 2022 to 2023	Year 3 - 2023 to 2024	Year 4 - 2024 to 2025	Year 5 - 2025 to 2026	
Works	£	Notes	£	£	£	£	£	Notes
P13620-1003 - Land Enabling Works	£75,000	Work to prepare and maintain sites and to carry out the necessary feasibility assessment to clarify if sites are developable	£40,000	£40,000	£40,000	£40,000	£40,000	Changes to how sites are identified have meant that this budget is not required to the same extent as required previously and can therefore be reduced.
	£75,000		£40,000	£40,000	£40,000	£40,000	£40,000	

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Accessible Homes	Previous year budget - 20/21	Previous year notes	5 Year Investment Plan					Budget Setting Notes
			Year 1 - 2021 to 2022	Year 2 - 2022 to 2023	Year 3 - 2023 to 2024	Year 4 - 2024 to 2025	Year 5 - 2025 to 2026	
Works	£	Notes	£	£	£	£	£	Notes
P13615-1001 - Adaptations	£2,000,000	Adaptations to HRA properties	£2,500,000	£2,500,000	£2,500,000	£2,500,000	£2,500,000	Additional £500k per year. This budget is allocated to both major and minor adaptations. Increased as budget may require an uplift depending on the impact of Brexit and other contractor cost issues. A review will be completed next year to review works against this budget.
	£2,000,000		£2,500,000	£2,500,000	£2,500,000	£2,500,000	£2,500,000	

Repairs & Maintenance	Previous year budget - 20/21	Previous year notes	5 Year Investment Plan					Budget Setting Notes
			Year 1 - 2021 to 2022	Year 2 - 2022 to 2023	Year 3 - 2023 to 2024	Year 4 - 2024 to 2025	Year 5 - 2025 to 2026	
Works	£	Notes	£	£	£	£	£	Notes
P13614-1004 - Kitchens - Relets	£1,212,228	Based on 604 kitchens at £2007	£1,260,000	£1,260,000	£1,260,000	£1,260,000	£1,260,000	Estimated volume 420 @ £3k. Numbers revised down based on standard adopted and recent completions. New approach is to repair rather than replace to speed up the turnaround times. Unit cost increased following review, based on principle void contractor average baseline costs.
P13614-1005 - Rewires - Relets	£873,200	Based on 472 rewires at £1,850	£759,000	£759,000	£759,000	£759,000	£759,000	Estimated volume 330 @ £2.3k. Numbers revised down based on standard adopted and recent completions. New approach is to repair rather than replace to speed up the turnaround times. Unit cost increased following review, based on principle void contractor average baseline costs.
P13614-1006 - Bathrooms - Relets	£1,236,000	Based on 412 bathrooms at £3,000	£700,000	£700,000	£700,000	£700,000	£700,000	Estimated volume 350 @ £2k. Numbers revised down based on standard adopted and recent completions. New approach is to repair rather than replace to speed up the turnaround times. Unit cost decreased following review, based on principle void contractor average baseline costs.
	£3,321,428		£2,719,000	£2,719,000	£2,719,000	£2,719,000	£2,719,000	

Asset Management & Review	Previous year budget - 20/21	Previous year notes	5 Year Investment Plan					Budget Setting Notes
			Year 1 - 2021 to 2022	Year 2 - 2022 to 2023	Year 3 - 2023 to 2024	Year 4 - 2024 to 2025	Year 5 - 2025 to 2026	
Works	£	Notes	£	£	£	£	£	Notes
P15258-1002 - Structural Investigations	£100,000	Pro-active block building surveys	£100,000	£100,000	£0	£0	£0	Pro-active block building surveys
P15258-1003 - Garages	£223,310	New budget for empty garages - to repair and bring back into use, increased forecast revenue stream off sets capital repair costs	£203,390	£183,470	£163,550	£143,630	£53,710	Budget for empty garages - to repair and bring back into use, increased forecast revenue stream off sets capital repair costs
	£323,310		£303,390	£283,470	£163,550	£143,630	£53,710	



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Special Projects Team	Previous year budget - 20/21	Previous year notes	5 Year Investment Plan					Budget Setting Notes
			Year 1 - 2021 to 2022	Year 2 - 2022 to 2023	Year 3 - 2023 to 2024	Year 4 - 2024 to 2025	Year 5 - 2025 to 2026	
Works	£	Notes	£	£	£	£	£	Notes
P15312-1001 - Extensions & Conversions to Voids	£370,000	Extensions - Creating additional bedrooms at relet	£300,000	£300,000	£300,000	£300,000	£300,000	Budget provision for integral garage conversions as and when arise (15k each), pilot loft conversions (3 at approx £35 k each), shop conversions (3 at £30k each), making smaller homes (e.g., 3 bed house to 2x 1 bed flats (35k each), and potential extensions of foster carer homes.
P13614-1001 - Acquireds	£200,000	Capital relet works needed when reletting Victorian Street properties	£300,000	£300,000	£300,000	£300,000	£300,000	Current budget insufficient and will be overspent this year.
P13614-1002 - Structural Works to HRA Properties	£500,000	Reactive work to structural	£500,000	£500,000	£500,000	£500,000	£500,000	Current budget allocation sufficient
P13619-1008 - Environmental Improvement	£137,500	Minor estate improvements to security and landscape	£137,500	£137,500	£137,500	£137,500	£137,500	Minor estate improvements to appearance and security of neighbourhoods and estates.
P13619-1007 - Neighbourhood Investment	£462,500	Larger estate improvement schemes	£462,500	£462,500	£462,500	£462,500	£462,500	Major estate improvements to appearance and security of neighbourhoods and estates.
Retrofit Pilot Projects (New Code Needed)	£0	New Budget	£2,500,000	£900,000	£0	£0	£0	New budget for whole house retrofit pilot projects - upto 80 properties, with some grant funding to be added. These pilots will allow for bring valuable learning in developing our net zero carbon strategy.
	£1,670,000		£4,200,000	£2,600,000	£1,700,000	£1,700,000	£1,700,000	

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Other	Previous year budget - 20/21	Previous year notes	5 Year Investment Plan					Budget Setting Notes
			Year 1 - 2021 to 2022	Year 2 - 2022 to 2023	Year 3 - 2023 to 2024	Year 4 - 2024 to 2025	Year 5 - 2025 to 2026	
Works	£	Notes	£	£	£	£	£	Notes
P13618-1003 - Disposal Costs	£50,000	Budget includes provision for service charges and telecoms	£50,000	£50,000	£50,000	£50,000	£50,000	Budget covers telecoms consultant fees and service charges plus valuation reports where specialist advice is needed. To remain at current amount.
P15258-1001 - Planned - Asbestos Management	£50,000	Rolling Asbestos Management Surveys	£170,000	£70,000	£50,000	£40,000	£40,000	Asbestos removal/intervention at a further 20 high rise blocks as identified by asbestos surveys.
	£100,000		£220,000	£120,000	£100,000	£90,000	£90,000	

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Salaries	Previous year budget - 20/21	Previous year notes	5 Year Investment Plan					Budget Setting Notes
			Year 1 - 2021 to 2022	Year 2 - 2022 to 2023	Year 3 - 2023 to 2024	Year 4 - 2024 to 2025	Year 5 - 2025 to 2026	
Works	£	Notes	£	£	£	£	£	Notes
P13612-1001 - Staffing Allocation - Planned Programme	£2,081,000	Planned programmes staff - capitalised salaries.	£2,790,000	£2,790,000	£2,790,000	£2,790,000	£2,790,000	Planned programmes staff - capitalised salaries.
P13613-1002 - Staffing Allocation - Disabled Facilities	£387,242	HRA funds for Accessible Homes staff	£387,242	£387,242	£387,242	£387,242	£387,242	HRA funds for Accessible Homes staff
	£2,468,242		£3,177,242	£3,177,242	£3,177,242	£3,177,242	£3,177,242	

## Revenue

Planned & Cyclical	Previous year budget - 20/21	Previous year notes	1 Year Investment Plan	
			Year 1 - 2021 to 2022	Budget Setting Notes
Works	£	Notes	£	Notes
10080 - External Maintenance & Painting - Low Rise	£3,910,000	Based on 2300 dwellings per year @ est ave cost of £1700	£4,457,400	2287 properties due during 21/22. Provision allowed for 2622 properties at estimated costs of £1700 per property to allow for contingency for slippage from year 20/21. Year 2 to Year 5 - average of 2331 properties per year due under programme. Budget set on ave cost of £1800 for 2500 properties per year to allow for contingency.
10081 - Communal Maintenance & Painting	£422,600	Based on Comm Maintenance Programme 2020/21 & average cost of blocks by number of flats @ £900 per flat & 50K contingency for flooring works. 2020/21 Confirmed Programme 48 sites with 414 Flats	£566,550	2021/22 budget based on works to 50 blocks/sites (823 dwellings) @ average costs of £900 per flat for enclosed staircases & £450 per flat for open walkways. Future programme to be reviewed but Year 2 to 5 based on estimated 45 Blocks / Sites with 800 dwellings per year, 400 @ £900 (£360,000) & 400 @ £450 (£180,000).
10086 - Assisted Decorations	£40,000	Based on est £800 per Address & 50 Addresses per year	£60,000	Year 1 to Year 5 based on estimated costs of £1000 per property & 60 addresses per year.
10082 - Fire Safety Works	£1,056,000	Compartmentation works to 856 flats @ave 1K per flat plus 200K contingency for revisits following independent checks	£2,183,500	Based on Revised Low Rise Compartmentation Works Programme that is planned to end 25/26 plus contingency for revisits following independent checks. 2021/22 based on works to 764 Flats @ ave 2700 per flat & 100K contingency for revisits
	£5,428,600		£7,267,450	

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M&E / Heating	Previous year budget - 20/21	Previous year notes	1 Year Investment Plan	
			Year 1 - 2021 to 2022	Budget Setting Notes
Works	£	Notes	£	Notes
10079 - Gas Servicing	£1,632,360	Annual service for all homes with gas heating	£1,636,170	Previous year + 2.75% increase
10084 & 15327 Combined - Electrical Safety Testing	£300,000	4+1 contract awarded in Nov 2019. costs from 1200 per year at £250 per test.	£344,000	* 10084: 1300 tests per year, 880 satisfactory @ £170 per test, 470 unsatisfactory @ £200 per test * 15327: Increased number of tests means remedials increase. Average of 30% require work. (100k)
10065 - Smoke Vents	£15,000	Both smoke vents and fire contract expire in 2020. Will look to combine both as similar streams of work.	£15,000	Due to Covid contract extension agreed until 2021. Will retender 2021 and include in Fire alarm testing as will be the same stream of works.
10066 - Heat Management	£654,508	Contract expires in 2023. Potential indices rise after	£802,462	Contract failed due to contractor in administration. New contract due to be issued 01/01/2021. (estimated amount)
10067 - Electrical Maintenance	£720,256	Revised internal workforce costs this year. No	£740,063	Previous year + 2.75% increase
10069 - Lifts	£368,916	Lift Maintenance and safety checks	£368,916	Potential rate increase Y2 of 10% due to contract expiring
10070 - Central Call	£80,000	Depreciating value due to systems being decommissioned over a period of time.	£75,000	Depreciating value due to systems being decommissioned over a period of time.
10071 - Door Entry	£13,904	Indices rise of 20% in 2022 as contract expiring.	£13,904	Budget remains for year 1. Increase in yrs 3 - 5 due to contract expiring.
10077 - TV Aerials	£80,000	Indices rise of 20% in 2022 as contract expiring.	£80,000	Contract extension due to Covid - will retender in 2021. Potential of rate increases in new contract
15237 - Brunata Maintenance	£24,000	Heat metering system	£40,000	Heat meter maintenance. Subsequent years after year 1 will require investment in meter/ battery replacement of systems. Approximately 13 blocks a year at 32k per block
10091 - M&E Response Repairs - General	£580,000	General repairs for communal services - outside maintenance contracts	£500,000	General repairs for M&E services - not covered in maintenance contracts
10072 - Fire Equipment	£15,000	Testing fire equipment	£15,000	Current budget amount maintained
10087 - Fire Alarm Testing	£76,073	Contract for testing fire alarms in blocks with alarm system	£76,073	Due to Covid Contract extension agreed until 2021. Tender to include smoke vent maintenance (separate smoke vent budget until the end of year 1)
	£4,560,017		£4,706,588	

Repairs & Maintenance	Previous year budget - 20/21	Previous year notes	1 Year Investment Plan	
			Year 1 - 2021 to 2022	Budget Setting Notes
Works	£	Notes	£	Notes
10099 - Response Repairs	£10,399,840	• New external contract based on National Housing Maintenance Forum (NHF) rates	£10,933,761	Internal cost element will change once 2021/22 staffing template is complete and finance calculate recharge. 5% savings forecast on new material contract.
10097 - Relets Repairs	£11,948,100	• New external contract based on NHF rates.	£12,298,890	Internal cost element will change once 2021/22 staffing template is complete and finance calculate recharge. 5% savings forecast on new material contract.
1457 - Handy Persons scheme	£108,000	Ongoing scheme popular with tenants and costs are dependant on take up.	£108,000	Ongoing contract cost. Forecast to budget for 20/21. Newly allocated to Response Repairs and a review may affect future years spend.
	£22,455,940		£23,340,651	

Other	Previous year budget - 20/21	Previous year notes	1 Year Investment Plan	
			Year 1 - 2021 to 2022	Budget Setting Notes
Works	£	Notes	£	Notes
10009 - Caretaking Repairs	£41,000	Minor works to sites to assist the caretaking service	£41,000	To remain as is. Caretaking team working to maximise expenditure.
10001 - Disabled Adaptations Repairs	£575,000	Based on existing demand (demand led repairs service for existing adaptations)	£575,000	To remain as is.
10002 & 10005 Combined - Estate Management	£250,000	One off costs to support estate management activity, e.g. clearances, fencing, deep cleaning, day to day emergencies / vulnerability issues	£270,000	10002 = Internal tree contract 10005 = EM Repairs. Uplift required for trees to cover wage/increase and MFT pilot work. EM repairs budget allocation of £120k to remain the same.
	£866,000		£886,000	

Charges	Previous year budget - 20/21	Previous year notes	1 Year Investment Plan	
			Year 1 - 2021 to 2022	Budget Setting Notes
Works	£	Notes	£	Notes
10078 - Charges - Construction procurement	£111,000	Maintained at same level as previous years	£115,000	Increased cost
10090 - Charges - Leaseholder income	-£421,603	Maintained at same level as previous years	-£421,600	Maintained at same level as previous years
	-£310,603		-£306,600	

## **HRA Development Programme 2021/22**

### **1. General**

Bristol City Council is committed to doing all it can to tackle the housing crisis and is beginning to build again at a scale not seen for decades.

In October 2018, the government announced the removal of the HRA debt cap, which gave councils the ability to increase borrowing to develop more affordable homes. The current development programme has the potential to add 571 new homes to the HRA stock over the next five years, delivered through various approaches:

- ‘Land-led’ schemes (using Council land to bring forward new developments)
- ‘Developer-led’ schemes (e.g. purchase of homes from Developers)
- Property conversions
- Estate regeneration

We continue to prioritise good quality design and will seek to improve the sustainability of new council homes as we work towards making Bristol a net-zero carbon city. The COVID-19 pandemic has been a reminder of the urgency of providing safe and secure homes for all. Good quality design will improve the experience of those occupying new affordable homes, and sustainability requirements will need to ensure that we can build back from the pandemic in a way that reflects the climate emergency.

Some of the proposed schemes support the city’s ambition to provide new supported homes for vulnerable rough sleepers. Others demonstrate our commitment to modernising Bristol’s construction sector and ensuring a more resilient, sustainable and innovative approach to housebuilding by encouraging greater uptake of Modern Methods of Construction (MMC).

During 2021 we intend to review and refresh the HRA housing growth and development strategy with an aim of confirming a long-term development programme in the 2021-22 Budget. A recent, and still ongoing, review of the HRA’s 30-year business plan and borrowing capacity will provide a basis for agreeing new prudential borrowing metrics and priority areas for investment.

### **2. Programme Overview**

The 5-year HRA capital programme includes £103.7m for development, with the potential to deliver up to 571 new council homes, of which £64.8m is earmarked to be committed in 2021/22. The programme includes indicative schemes and unit numbers which may be subject to change.

#### 5-year capital programme

2021/22	2022/23	2023/24	2024/25	2025/26	TOTAL
£64.8m	£25.8m	£8.5m	£4.6m	£0.0m	£103.7m

The indicative profile for 2021/22 of £64.8m is funded by a combination of BCC investment supported by sales receipts, the continued use of Right to Buy receipts and new Homes England grant funding.

The budget and approvals sought in this Cabinet report will provide a framework to shape and deliver the HRA development programme. It provides delegated authority for the Executive Director of Growth and Regeneration to execute the programme, move funding between 'land-led' and 'developer-led' budgets and to approve individual deals. All such decisions will be made in consultation with the Section 151 Officer and Cabinet Members with responsibility for Finance and Housing Delivery.

Sections 3 and 4 below set out schemes that have the potential to be contractually committed during 2020/21 and 2021/22. There has been considerable work done on the schemes identified, but the lists remain indicative with decisions yet to be reached and dependent on strategic fit within our emerging housing growth and development strategy. All projects will be subject to a full financial appraisal and a scheme specific approval report. They will also be required to meet agreed investment criteria and achievement of value for money.

Our current programme has a split of approx. 70:30 between homes for social rent and shared ownership (part-rent/part-buy).

The main programme assumptions are as follows:

<b>Build Cost</b>	£203k/unit (gross) for new build.
<b>Grant</b>	£70k/unit for social rent. £40k/unit for shared ownership.
<b>Social Rent (average rents)</b>	£81.24/week for social rent (2020/21 rates)
<b>Shared Ownership</b>	Assumed 40% share purchased. Rent set at between 1.5% and 2% of unsold equity.

The proposed programme will require a range of procured works and services including construction and professional advisors. We will continue to challenge site preparation and building costs through effective planning, procurement and contract management.



### 3. 'Land-led' Schemes (£24.4m of £64.8m)

The following table lists the land-led schemes with the potential to be on-site during 2021/22:

Scheme Name	No.
Lawrence Weston PRC Sites	57
Brunel Ford	32
St Peters EPH	29
Brentry EPH	34

Over the last year we have been looking for opportunities to build more council homes, and now have an established pipeline of schemes with potential capacity to add up to a further 917 new homes to our stock. Our proposed budget includes funding to continue working up these schemes in readiness for future delivery, subject to approval.

### 4. 'Developer-led' Schemes (£39.5m of £64.8m)

The HRA has secured pre-emption agreements for the affordable housing element on a number of projects. These schemes are relatively quick to deliver as they are developer-led. In October 2020, Cabinet gave approval for a £20m 'New Build Acquisitions Programme' that aims to deliver 100 new council homes through 'developer-led' schemes.

The following table is an indicative list of the 'developer-led' schemes where negotiations are ongoing for the purchase of homes by the HRA. Decisions to proceed will be dependent on agreeable terms and their strategic fit within our overall development plans.

Scheme Name	No.
Bonnington Walk	93
Romney Ave	147
East St	8
Brooks Dye Works	24
Little Paradise	21
Cedar House	25
HRA New Build Acquisitions	22

A key consideration in the emerging housing growth and development strategy is the extent to which the buying homes from developers delivers genuine additionality in terms of the provision of affordable housing for the city. Investments will need to demonstrate that they not only deliver improvements to the HRA as a business but that they contribute to increasing overall supply and are not merely displacing other providers (i.e. Registered Providers).

## **5. Property Conversions (£0.5m)**

We are currently working on a conversions programme of around 15 homes in 2021/22. This will see redundant spaces and other non-residential accommodation converted into new affordable homes for social rent. We have programmed for 7 of these homes to complete during 2021/22.

## **6. Forward pipeline and estate regeneration (£0.4m)**

To help address some of the challenges around housing supply and quality of housing, the HRA intends to embark upon an estate regeneration programme to provide more and better quality, homes for the residents of Bristol.

During 2021, as part of the refresh of the HRA housing growth and development strategy and 30-year business plan, we will carry out option appraisal studies on potential renewal areas and explore ways in which these can be funded. The core objectives of these are to look at the long-term future of council homes in Bristol, and they will look at how best to sustain existing homes in good condition, while achieving the Council's ambition to provide more and better homes for the benefit of the people of Bristol.

## APPENDIX E

### Bristol City Council Equality Impact Assessment Form



Name of proposal	2021/22 HRA Budget Proposal
Directorate and Service Area	Housing and Landlord Services
Name of Lead Officer	Stephen Peacock

#### Step 1: What is the proposal?

Please explain your proposal in Plain English, avoiding acronyms and jargon. This section should explain how the proposal will impact service users, staff and/or the wider community.

##### 1.1 What is the proposal?

To support the recommendations/proposals for:

- The 2021/22 Housing Revenue Account (HRA) budget
- The 5 year capital programme
- The procurement of relevant contractors to support delivery of these programmes, and delegate the authority to the Executive Director of Growth and Regeneration to appoint relevant contractors

##### Background to the Proposal

Housing and Landlord Services (H&LS) budget focusses on:

- repairing, maintaining and improving the existing BCC council housing stock;
- providing services for council tenants and leaseholders;
- and the provision of new affordable homes

The HRA operates in a difficult housing market and environment. Housing costs are high as are levels of homelessness and rough sleeping; the council has an aging stock with high levels of investment need; and many tenants struggle to maintain their tenancies and access the support they require.

The main source of HRA income is the rent paid by council tenants. For four years rents have decreased by 1% per year (2019-2019), in line with Government policy. This significantly reduced expected income levels and resulted in cuts in levels of expenditure.

From 2020/21 there was a new rent standard that will allow social landlords to increase rent levels by up to CPI +1%. However, it remains the case that the rent reduction wiped millions in HRA income.

## Impact

The key principles for the 2021/22 budget are:

- Rents: no rent increase for 2021/22.
- Repair & Investment of existing homes: Continue to ensure our homes are decent; warm, weathertight, modern and safe remain key priorities.
- New Homes: commitment to provide new affordable homes in order to meet housing need, and address homelessness and rough sleeping.

## Procurement of Contractors

The report request approval for delegated authority to procure contractors as necessary to support the delivery of proposed expenditure (including the Housing Investment Plan and New Build & Acquisition programme). This is a positive impact for the council and our tenants, as this proposal aims to make the procurement of contractors more efficient, meaning work programmes can be started earlier without the need for further approvals which can add additional costs to the budget.

## Step 2: What information do we have?

Decisions must be evidence-based, and involve people with protected characteristics that could be affected. Please use this section to demonstrate understanding of who could be affected by the proposal.

### 2.1 What data or evidence is there which tells us who is, or could be affected?

#### Demographic of tenants:

These figures are as at November 2020:

H&LS has 30,620 tenants living in 26,372 properties. It is estimated that in total H&LS houses over 60,000 people. In addition, there are 2185 leaseholders leasing 1715 properties.

- The ethnicity of 93.17% of tenants is known, of those: 74.2% are White British (reduction from 77.2% in April 2017), 21.4% are Black and Minority Ethnicity, of which the largest groups are Black Africans and African Somalis (4.9% and 4.5% respectively) and 4.5% identify as White Other.
- A higher proportion of our tenants are female, 62.7%, than male, 37.3%.
- The age of 98.8% of tenants is known; of these the most common age band is 45-54 year olds who are 21.1% of our tenants. 23.7% of our tenants are aged over 65 and 2.2% under 25
- 29.9% of our tenants have told us that they have at least one type of disability. 12.9% of our tenants report a long-term illness, 12.1% suffer from mental or emotional distress and 11.8% of our tenants report mobility problems.
- When compared to the Bristol population as a whole (The Population of Bristol 2020) the differences include:
  - Older people, aged 65+, make up 13% of Bristol's population compared to 24% of BCC tenants
  - Women make up 50% of Bristol's population compared to 62.6% of BCC

tenants

- Non White British people make up 22% of Bristol's population compared to 25.8% of BCC tenants.

### **Rent Arrears**

Overall, 23.8% of tenants have rent arrears over £250. This has increased compared to previous years, at least partly due to the impact of Covid-19.

- 32.0% of tenants from Black or minority ethnicity backgrounds have rent arrears over £250, compared to 21.5% of White British tenants and 21.1% of White Other tenants.
- 25.1% of female tenants are in arrears over £250 compared to 21.4% of male tenants.
- Younger tenants are at higher risk of arrears than older tenants. 40.0% of under 25's are in arrears over £250. 6.5% of tenants aged 65-74 are.
- Tenants with a recorded disability are less likely to be in arrears with 16.4% of them having rent arrears over £250. (This is likely to be because having disabilities is associated with being elderly and older tenants are less at risk of falling into arrears).
- Tenants identifying as White British/White European were most likely to be satisfied that their rent represented value for money, giving an average score of 8.2 out of 10. Tenants identifying as Asian were least likely to be satisfied that their Rent provided value for money, giving an average score of 7.6 out of 10. (Source: Resident Satisfaction Survey 2019).

### **Response Repairs**

In the year 1st November 2019- 31st October 2020 63,341 response repairs were completed after being requested by a tenant, an average of 2.1 per tenant. Note this figure may be lower compared to previous years due to the impact of the lockdown.

- Younger tenants were more likely to order repairs than middle-aged tenants, with 16-24 year olds receiving an average of 2.6 repair requests per tenant and over 65's receiving an average of 1.7 repairs per tenant.
- Black and minority ethnic tenants (on average 2.8 repairs per tenant) were more likely to order repairs than White British tenants (on average 1.9 repairs per tenant) or White Other tenants (1.6 repairs per tenant).
- Disabled tenants (2.2 repairs per tenant) were slightly more likely to request repairs than non-disabled tenants (2.0 repairs per tenant) The disability group with the most repair requests were wheelchair users (2.4 repairs per tenant) The group least like to request repairs were those with long-term illnesses (2.1 repairs per tenant).
- Tenants identifying as Black or African were the most satisfied with how BCC deals with Repairs and Maintenance, giving an average score of 7.0 out of 10. Tenants identifying as mixed race were the least satisfied giving an average score of 6.5. The group most satisfied with the overall quality of their home were White British tenants who gave an average score of 7.3 out of 10. Mixed ethnicity tenants were the least satisfied giving an average score of 6.8. (Source: Resident Survey 2019).

<b>2.2 Who is missing? Are there any gaps in the data?</b>
There are some gaps in diversity data relating to customer satisfaction levels, but work is in hand to address this.
<b>2.3 How have we involved, or will we involve, communities and groups that could be affected?</b>
<p>Various methods will be used to communicate with our key stakeholders and involve them in our service transformation plans for 2020/21, some of which are listed below:</p> <ul style="list-style-type: none"> <li>• Utilise existing groups set up to involve and engage with tenants (Service user groups, Local Housing Forums and Housing Management Board)</li> <li>• Further engagements / equality impact assessment on specific work activities including future policy changes and strategy development</li> <li>• Co-design of service improvements with tenants and leaseholders</li> </ul>

### Step 3: Who might the proposal impact?

<b>3.1 Does the proposal have any potentially adverse impacts on people with protected characteristics?</b>
<p>We have not identified any significant negative impact from the proposal.</p> <p>There are no proposals to reduce housing management services or responsive repairs, planned maintenance or investment.</p>
<b>3.2 Can these impacts be mitigated or justified? If so, how?</b>
<p>We will create a communication plan, utilising accessible forms of communication, to advise tenants of the rent decision. We will continue to signpost and refer tenants for debt and financial support.</p>
<b>3.3 Does the proposal create any benefits for people with protected characteristics?</b>
<p>This proposal does have some benefits for our tenants in the following ways:</p> <ul style="list-style-type: none"> <li>• Repair &amp; Investment: continue to focus on our priorities previously identified by tenants including providing warm and reducing fuel poverty, ensuring homes are safe and on key elements such as kitchens. This benefits older and disabled tenants for whom the cold may be a particular issue, and recognises that many of the protected characteristic groups are more likely to live below the poverty line.</li> <li>• New Homes: Women, Black and minority ethnic people, and disabled households are overrepresented as both household seeking homelessness prevention advice and on the housing register. Addressing housing needs by providing more homes is therefore beneficial in addressing inequalities. In addition new homes bring in a new income stream, safeguarding future income and service provision for all tenants.</li> <li>• Service provision: continue to focus on provision of low cost housing that supports tenants and focusses services on the most vulnerable whilst considering impacts on estates and neighbourhoods.</li> <li>• Procurement of Contractors: The city council tendering process will assess potential contractors on a range of factors including how they bring social value and the level</li> </ul>

of customer care offered.
<b>3.4 Can they be maximised? If so, how?</b>
There will be opportunities throughout 2021/22 to engage further with tenants to explore standards and opportunities to shape our longer term vision and priorities for utilising Housing Revenue Account income.

#### Step 4: So what?

The Equality Impact Assessment must be able to influence the proposal and decision. This section asks how your understanding of impacts on people with protected characteristics has influenced your proposal, and how the findings of your Equality Impact Assessment can be measured going forward.

<b>4.1 How has the equality impact assessment informed or changed the proposal?</b>	
The equalities impact assessment has reinforced existing knowledge that service provision is not always able to respond flexibly and effectively to the different needs of groups with protected characteristics. Focussing on maximising income, improving services and increasing the provision of homes is a targeted approach to addressing inequalities.	
<b>4.2 What actions have been identified going forward?</b>	
<ul style="list-style-type: none"> <li>• Maximise rental income to enable future improvements</li> <li>• Identify homes that are poor performing (require high levels of future investment and/or have low levels of tenant satisfaction) and carry out option appraisal regarding their future.</li> </ul>	
<b>4.3 How will the impact of your proposal and actions be measured moving forward?</b>	
<ul style="list-style-type: none"> <li>• Key Performance Indicators will be used to monitor the contractor's performance.</li> <li>• Monitor the complaints and identify systemic failures</li> <li>• Continue to collect asset intelligence, proactive surveys, identify urgent priorities, assess information and feed into investment plan to ensure we have good sound knowledge and data of our homes.</li> <li>• Carry out ongoing equalities monitoring and impact assessments for specific projects.</li> </ul>	
<b>Service Director Sign-Off:</b> Stephen Peacock	<b>Equalities Officer Sign Off:</b> <i>Reviewed by Equality and Inclusion Team</i>
Date: 18/12/2020	Date: 9/12/2020

## Eco Impact Checklist

<b>Title of report:</b> Housing Revenue Account 2020/21 Budget Proposals				
<b>Report author:</b> Sarah Spicer				
<b>Anticipated date of key decision</b> Cabinet 26 <sup>th</sup> January 2021.				
<b>Summary of proposals:</b> This cabinet report sets out the proposals for the 2020/21 Housing Revenue Account (HRA) budget; which have been tested within the 30-year financial business plan model and which will ultimately form part of the council's overall budget for 2020/21.				
Will the proposal impact on...	Yes/No	+ive or -ive	If Yes...	
			Briefly describe impact	Briefly describe Mitigation measures
Emission of Climate Changing Gases?	Yes	Both	<p>A number of the proposals contained within this budget such as installing loft and cavity wall insulation and tackling poor heating systems will reduce emissions.</p> <p>Emissions of climate changing gases will also arise through the use of energy, transport fuel and materials during works.</p>	<p>Where practicable, works delivered under these budget proposals will:</p> <ul style="list-style-type: none"> <li>• Use sustainable construction materials</li> <li>• Use local resources and materials</li> <li>• Reduce the energy used during works</li> <li>• Reduce the travel impacts associated with works</li> <li>• Reduce emissions of climate changing gases by improving the energy efficiency of council homes and reducing consumption of fossil fuels.</li> </ul> <p>A-rated windows will be specified unless any additional cost is considered unacceptable.</p> <p>Introducing carbon accounting will be considered as part of the Asset Management Strategy, to contribute to the council's 2025 carbon neutrality goal and the city's 2030 carbon neutrality goal. This would involve applying a carbon cost to purchased goods (e.g. grams of carbon dioxide equivalent emissions per cubic metre of softwood timber purchased using established databases, such as the ICE database. Carbon reductions</p>



				from installed measures could also be counted (e.g. per cubic metre of insulation material fitted, or cavity wall insulation fitted per 2 bedroom home).
Bristol's resilience to the effects of climate change?	Yes	+ive	Improvements to energy and water efficiency will improve Bristol's resilience to fuel scarcity & drought.	Consideration will be given to the use of tap designs that will improve resilience to disability or pandemics, as well as reducing water consumption, as part of the Asset Management Strategy.
Consumption of non-renewable resources?		-ive	Fossil fuels and other non-renewable materials and products will be used in the works delivered by these budget proposals.	All construction materials covered by the BRE Green Guide to Specification must be rated B or above unless there are significant technical or financial reasons why this cannot be achieved. Equivalent ranking schemes will be considered.
		+ive	Improvements to energy efficiency will improve Bristol's resilience to fuel scarcity & reduce fossil fuel consumption.  Improvements to water efficiency through replacement bathrooms will improve Bristol's resilience to drought.	All timber and wood-derived products for supply or use in performance of the works delivered under this budget must be from independently verifiable legal and sustainable sources as defined by UK Government guidance.  Water efficient products such as showers, dual flush toilets and low flow taps will be specified where appropriate.  Durable and recyclable materials and components will be specified where appropriate.  Responsive repairs volumes will be monitored to ensure maintenance and replacement cycles are at an appropriate level.
Production, recycling or disposal of waste		-ive	Waste will arise during the delivery of the works delivered by this budget.	Contractors and Direct Labour will be required to take responsibility for their waste, including adhering to the waste duty of care and waste hierarchy by:

				<ul style="list-style-type: none"> <li>● Reducing waste</li> <li>● Reusing waste where legal and practicable</li> <li>● Using products which are readily recyclable.</li> <li>● Recycling as much waste as possible</li> </ul> <p>Hazardous wastes will be stored and disposed of in a legally compliant manner.</p> <p>Where appropriate contract documents will promote the recycling of scrap metal, with any income returning to Bristol City Council.</p>
The appearance of the city?	Yes	May be +ive	<p>The 2019/20 budget contains a range works which will help maintain the external appearance of existing Council Housing and HRA land.</p> <p>It is hoped that new build council housing will enhance the appearance of the city.</p>	<p>External maintenance works to Council Housing will aim to improve the appearance of existing council housing.</p> <p>Durable materials which maintain homes appearance will be specified where practicable.</p> <p>New build homes will be subject to the planning process.</p>
Pollution to land, water, or air?		-ive	<p>Works delivered under this budget are likely to involve the use and storage of materials that could contaminate land, watercourses and surface water drains, if accidentally released.</p> <p>Works are likely to create dust and noise.</p> <p>Transport to deliver works will create air pollution.</p>	<p>Contractors and Direct Labour will be required to work in accordance with all relevant regulatory guidance and also ensure appropriate procedures and equipment are in place to:</p> <ul style="list-style-type: none"> <li>● Securely store any potentially polluting materials and keep them away from watercourses and surface water drains.</li> <li>● Avoid washing out containers of paint and similar materials into drains.</li> <li>● Ensure correct foul sewer connections are made, rather than to storm drains.</li> <li>● Reduce dust.</li> <li>● Reduce noise pollution.</li> <li>● Contain any spills.</li> </ul>

				Homes and Landlord Services will continue to build on previous progress made to programme works in a manner which reduces the transport impacts of staff and contractors.
Wildlife and habitats?		-ive	<p>It is possible for works and construction materials associated with this budget to:</p> <ul style="list-style-type: none"> <li>• Impact upon legally protected species or habitats</li> <li>• Impact on priority species or habitats</li> <li>• Remove or damage trees.</li> </ul>	<p>Timber must be used in accordance with the above requirements.</p> <p>Where works have the potential to disturb protected species or impact upon their habitat, guidance from a suitably experienced and qualified ecological consultant will be sought and followed at the earliest opportunity.</p> <p>Any works requiring Planning Permission will be reviewed by a Council Ecologist as part of the Planning process.</p> <p>Wherever possible existing trees will be retained and works affecting these trees will be undertaken in accordance with "BS 5837: Trees in relation to design, demolition and construction – Recommendations"</p> <p>Consideration will be given to enhancing biodiversity with a target to achieve biodiversity net gain as part of the Asset Management Strategy. This means that HRA activities will result in more biodiversity than previously existed. This is a goal in the One City Ecological Emergency Strategy and is currently included in the Environment Bill.</p> <p>Consideration will be given to introducing a target to reduce pesticide use by at least 50% as part of the Asset Management Strategy.</p>

				gy. This is a goal in the One City Ecological Emergency Strategy
<b>Consulted with:</b> Nicola Hares				
<b>Summary of impacts and Mitigation - <u>to go into the main Cabinet/ Council Report</u></b>				
<p><b>The significant impacts of this proposal are...</b>  Works delivered under this budget will result in the consumption of non-renewable resources, production of climate changing emissions and production of waste. Works also create the potential for both direct and indirect impacts on wildlife and habitats.</p> <p>Some works delivered under this budget such as loft and cavity insulation have the potential for reducing consumption of fossil fuels and emissions of greenhouse gases.</p> <p><b>The proposals include the following measures to mitigate the impacts...</b>  A number of mitigation measures are included in the main ECO Impact Checklist which accompanies this Cabinet Report. In addition, the following mitigation measures will also be implemented:</p> <ul style="list-style-type: none"> <li>- A Sustainability Appraisal will be completed as part of any procurement process.</li> <li>- Homes and Landlord Services will liaise with BCC's Environmental Performance team during the development of specifications etc.</li> <li>- Continuously improving asset intelligence will be used to target works where most required on housing stock.</li> <li>- Consideration will be given to introducing a number of measures as part of a review of the Asset Management Strategy. These include carbon accounting and a biodiversity net gain target.</li> </ul> <p><b>The net effects of the proposals are:</b>  Overall positive provided the mitigation measures outlined in this ECO Impact Checklist are successfully implemented.</p>				
<b>Checklist completed by:</b>				
Name:		Sarah Spicer		
Department:		Homes and Landlord Services		
Extension:		077690280187		
Date:		11/01/2020		
Verified by Environmental Performance Team		Giles Liddell (Project Manager – Environmental)		