

## AGENDA FOR

## CABINET

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**To: All Members of Cabinet**

**Councillors** : M C Connolly (Leader and Cabinet Member for Business Engagement and Regeneration) (Chair), R Shori (Deputy Leader and Cabinet Member for Finance and Housing), P Heneghan (Cabinet Member for Children, Families and Culture), T Isherwood (Cabinet Member for Environment), J Lewis (Cabinet Member for Communities), A Simpson (Cabinet Member for Health and Wellbeing) and S Walmsley (Cabinet Member for Resource and Regulation)

Dear Member/Colleague

### **Cabinet**

You are invited to attend a meeting of the Cabinet which will be held as follows:-

<b>Date:</b>	Wednesday, 25 November 2015
<b>Place:</b>	Meeting Rooms A and B, Bury Town Hall, Knowsley Street, Bury, BL9 0SW
<b>Time:</b>	6.00 pm
<b>Briefing Facilities:</b>	If Opposition Members and Co-opted Members require briefing on any particular item on the Agenda, the appropriate Director/Senior Officer originating the related report should be contacted.
<b>Notes:</b>	

## **AGENDA**

### **1 APOLOGIES FOR ABSENCE**

### **2 DECLARATIONS OF INTEREST**

Members of Cabinet are asked to consider whether they have an interest in any of the matters of the Agenda, and if so, to formally declare that interest.

### **3 PUBLIC QUESTION TIME**

Questions are invited from members of the public present at the meeting about the work of the Council and the Council's services.

Approximately 30 minutes will be set aside for Public Question Time, if required.

### **4 MINUTES** *(Pages 1 - 4)*

To approve as a correct record the minutes of the meeting held on 4 November 2015.

### **5 CORPORATE FINANCIAL MONITORING REPORT - APRIL TO SEPTEMBER 2015** *(Pages 5 - 34)*

### **6 HOMELESS RESCUE FUND - AMENDED POLICY AND PROCEDURE** *(Pages 35 - 52)*

### **7 MINUTES OF ASSOCIATION OF GREATER MANCHESTER AUTHORITIES / GREATER MANCHESTER COMBINED AUTHORITY** *(Pages 53 - 60)*

To consider the minutes of meetings of the AGMA Executive Board and Greater Manchester Combined Authority held on 30 October 2015

### **8 URGENT BUSINESS**

Any other business which by reason of special circumstances the Chair agrees may be considered as a matter of urgency.

### **9 EXCLUSION OF PRESS AND PUBLIC**

To consider passing the appropriate resolution under Section 100 (A)(4), Schedule 12(A) of the Local Government Act 1972, that the press and public be excluded from the meeting for the reason that the following business involves the disclosure of exempt information as detailed against the item.

### **10 THE MET - REFURBISHMENT** *(Pages 61 - 68)*

<b>Minutes of:</b>	<b>THE CABINET</b>
<b>Date of Meeting:</b>	4 November 2015
<b>Present:</b>	Councillor M Connolly (in the Chair) Councillors P Heneghan, A Isherwood J Lewis, R Shori and S Walmsley
<b>Apologies:</b>	Councillor A Simpson
<b>Public attendance:</b>	4 members of the public were in attendance.

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#### CA.428 DECLARATIONS OF INTEREST

Councillor Connolly declared a personal interest in any matters relating to the fact that his partner is employed by Persona Care and Support Ltd (Local Authority Trading Company providing a range of adult social care services).

#### CA.429 PUBLIC QUESTION TIME

A period of thirty minutes was allocated for any members of the public present at the meeting to ask questions about the work or performance of the Council or Council services.

**Topics:** Six Town Housing – Bedroom Tax

**Question:** Under the 'bedroom tax' legislation, Six Town Housing currently has a property under-occupancy figure of 598 and there are currently 344 properties in rent arrears. Will help be given to those tenants in an under occupied property?

**Response:** The Council is acutely aware of the problem and wherever possible, help is provided to tenant(s) who want to downsize to a smaller property in order to mitigate the impact of the bedroom tax legislation. The Council is also looking at a range of options to meet the growing demand for smaller properties including working with private sector landlords to provide suitable, good quality rental properties within Bury.

**Topic:** Six Town Housing – Housing Repairs

**Question:** Will Six Town Housing be in a position to carry out general repairs on properties as needed, in view of the reducing levels of income it receives?

**Response:** The Council continues to fund Six Town Housing to meet general repairs and provided extra money in the budget to meet the Bury standard. However, Government plans to cut rent levels will inevitably have an impact on future income. Once the position is known the Council will develop solutions to ensure our houses are properly maintained.

**Topic:** Six Town Housing – Universal Credit Payments

**Question:** The payment of Universal Credit, which is paid in arrears, is having an impact on the way tenants are able to manage their payments, can the Council help with this issue?

**Response:** The arrears position is worsening for tenants paid by this method. The situation is being monitored and we are doing everything we can, with Six Town Housing, to help tenants whilst at the same recovering the money owed.

**Topic:** Six Town Housing – Allocation Policy

**Question:** Is it correct that a higher position on the property waiting list will be given to people who state that they have medical needs/issues?

**Response:** The Council's Allocations Policy employs a range of criteria to ensure housing is given to those in most need which includes, but is not limited to, medical issues.

### **CA.430 MINUTES**

**Delegated decision:**

That the minutes of the meeting held on 14 October 2015 be approved and signed by the Chair as a correct record.

### **CA.431 ADOLESCENT SUPPORT UNIT**

The Cabinet Member for Children Families and Culture submitted a report seeking approval to the establishment of an Adolescent Support Unit (ASU). The ASU would work to reduce the upward pressure on the children's social care budget by preventing young people from entering care, as well as supporting foster placement stability and improving life chances. The ASU would improve outcomes for some of Bury's most vulnerable young people and their families and over the longer term could deliver an actual reduction in expenditure on Looked-After Children.

The proposed ASU would be based within Bury and will provide four beds for overnight respite. Referrals will be for children and young people who may be on the edge of care, or at risk of placement breakdown with foster carers. The ASU will be open on a 24/7 basis on Friday, Saturday, Sunday and Monday and open on others days between 07:00 and 22:00, though not normally during school hours.

The financial cost of the unit to the Council is £375,000 to establish the ASU in the latter part of 2015/2016 (£75,000) with a contribution to running cost in 2016/2017 (£300,000). In future years the Unit will deliver annual savings.

**Delegated decision:**

That approval be given to the proposal to establish an Adolescent Support Unit, including the required financial investment of £375,000 (£75,000 in 2015/16 and £300,000 in 2016/17).

**Reasons for the decision:**

The ASU will help to prevent family breakdown and rebuild family and parenting relationships that are under severe pressure. It will help reduce the admission of children and young people into local authority care as well as supporting foster care stability. There may be a positive impact on educational attainment and performance and a reduction in the number of young people entering the Criminal Justice System.

**Other options considered and rejected:**

To reject/amend the recommendations.

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## **CA.432 ALLOCATIONS POLICY – UPDATE**

The Deputy Leader of the Council and Cabinet Member for Finance and Housing submitted a report seeking approval to an updated Allocations Policy for determining the priorities and procedure to be followed in allocating housing accommodation. Cabinet last approved a policy in 2013, but due to changes in legislation, case law and operational practice having taken place, the policy now requires updating.

The 2015 version of the policy has incorporated the required changes and clarifies the Council's position regarding:

- The right to move for work legislation;
- Procurement of properties for homeless households;
- Applications for retirement living from existing tenants;
- Bidding processes including removing the limits on the number of bids eligible and qualifying persons can make each week;
- Suspension and removal from the housing register;
- Occupation of adapted properties;
- Bedroom occupancy and the impact of other welfare reforms.

### **Delegated decisions:**

1. That approval be given to the updated Allocations Policy.
2. That approval be given for the Allocations Policy to come into effect from 1 November 2015, for both current and future applicants.

### **Reason for the decision:**

The Allocation Policy requires amendment to reflect current legal requirements and improve process efficiency. The changes outlined will address these issues by supporting the development of a modern, proactive approach that clearly sets out the criteria and expectations for the allocation and retention of a council house tenancy.

### **Other option considered and rejected:**

To reject / amend the Allocations Policy.

## **CA.433 HOMELESSNESS STRATEGY 2015-2018**

The Deputy Leader of the Council and Cabinet Member for Finance and Housing submitted a report on the new proposed Homeless Strategy which would provide the Council with a direction of travel for the next three years. This replaces the Council's current strategy which has now come to an end.

The new Strategy maintained the focus on homelessness and was designed to ensure that the resources available to the Council are directed to best effect within the legislative and national policy framework.

The Strategy has been based on five priorities:

- Understanding needs;
- Focus on prevention;

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- Good quality;

- Strong leadership and management;
- Sustainable communities.

Each year the Council deals with hundreds of households presenting themselves as homeless. The reasons usually fall into three causes:

- Arrangements with family and friends coming to an end;
- Relationship breakdowns
- Financial problems.

**Delegated decision:**

That approval be given to the Homelessness Strategy 2015-2018.

**Reasons for the decision:**

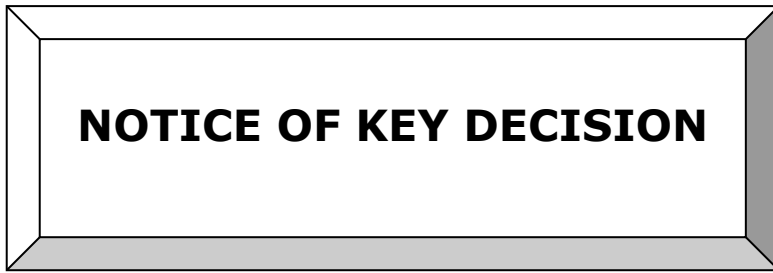
The Homelessness Act 2002 requires all local authorities to produce a strategy, keep homelessness (and the factors that influence homelessness) under review and take appropriate action.

**Other options considered and rejected:**

To amend / reject the recommendation.

**COUNCILLOR M Connolly**  
**Chair**

(Note: The meeting started at 6.00 pm and ended at 6.15pm.)



<b>Agenda Item</b>	
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**MEETING:** CABINET  
OVERVIEW & SCRUTINY COMMITTEE

**DATE:** 25 NOVEMBER 2015  
2 DECEMBER 2015

**SUBJECT:** CORPORATE FINANCIAL MONITORING REPORT –  
APRIL TO SEPTEMBER 2015

**REPORT FROM:** DEPUTY LEADER OF THE COUNCIL AND CABINET  
MEMBER FOR FINANCE AND HOUSING

**CONTACT OFFICER:** STEVE KENYON, INTERIM EXECUTIVE DIRECTOR  
OF RESOURCES & REGULATION

**TYPE OF DECISION:** CABINET (KEY DECISION)

**FREEDOM OF INFORMATION/STATUS:** This paper is within the public domain

**SUMMARY:** The report informs Members of the Council’s financial position for the period April to September 2015 and projects the estimated outturn at the end of 2015/16.

The report also includes Prudential Indicators in accordance with CIPFA’s Prudential Code.

**OPTIONS & RECOMMENDED OPTION** Members are asked to note the financial position of the Council as at 30 September 2015 and to approve the s151 officer’s assessment of the minimum level of balances.

**IMPLICATIONS:**

**Corporate Aims/Policy Framework:** Do the proposals accord with Policy Framework? Yes.

**Statement by the s151 Officer:** The report has been prepared in accordance with all relevant Codes of Practice. There may be risks arising from remedial action taken to address the budget position;

these will be identified by Directors at the quarterly Star Chamber meetings.

**Statement by Interim Executive Director of Resources & Regulation:**

Successful budget monitoring provides early warning of potential major overspends or underspends against budgets which Members need to be aware of.

This report draws attention to the fact that, based on the most prudent of forecasts, several budget hotspots exist which will need remedial action.

Members and officers will be examining these areas in more detail at the Star Chambers.

This report is particularly significant as it informs Members of the baseline financial position from which the Council sets its 2016/17 budget.

**Equality/Diversity implications:**

No

**Considered by Monitoring Officer:**

Budget monitoring falls within the appropriate statutory duties and powers and is a requirement of the Council's Financial Regulations to which Financial Regulation B: Financial Planning 4.3. (Budget Monitoring and Control) relates. The report has been prepared in accordance with all relevant Codes of Practice.

**Are there any legal implications?**

Yes

**Wards Affected:**

All

**Scrutiny Interest:**

Overview & Scrutiny Committee

**TRACKING/PROCESS**

**EXECUTIVE DIRECTOR: Steve Kenyon**

Chief Executive/ Strategic Leadership Team	Cabinet	Overview & Scrutiny Committee	Council	Ward Members	Partners
<b>09/11/15</b>	<b>25/11/15</b>	<b>02/12/15</b>			



## 1.0 INTRODUCTION

- 1.1 This report informs Members of the forecast outturn for 2015/16 based upon current spend for the period 1 April 2015 to 30 September 2015 in respect of the revenue budget, capital budget and the Housing Revenue Account.
- 1.2 Projections are based on current trends, information, and professional judgement from service managers and finance staff.
- 1.3 The revenue budget projections highlight the fact that budget pressures do still exist in some key areas and it will be necessary to continue to examine options for improving the situation further.

## 2.0 BUDGET MONITORING PROCESSES

- 2.1 Reports will be presented quarterly to facilitate close monitoring of spend and implementation of action plans during the year.
- 2.2 Reports are also presented to the Strategic Leadership Team on a monthly basis and detailed monitoring information will also be discussed at Star Chamber meetings during the year.
- 2.3 It is intended that improvements will continue to be made to the budget monitoring process, building on the significant developments implemented over the past few years.

## 3.0 SUMMARY OF REVENUE BUDGET POSITION

- 3.1 The table below outlines the annual budget and forecast outturn based upon known factors and the professional views of service managers as at month 6:

Department	Budget £000	Forecast £000	Variance £000
Communities & Wellbeing	65,850	65,951	+101
Resources & Regulation	2,319	3,006	+687
Children, Young People & Culture	34,954	35,599	+645
Non Service Specific	30,588	30,088	(500)
<b>TOTAL</b>	<b>133,711</b>	<b>134,644</b>	<b>+933</b>

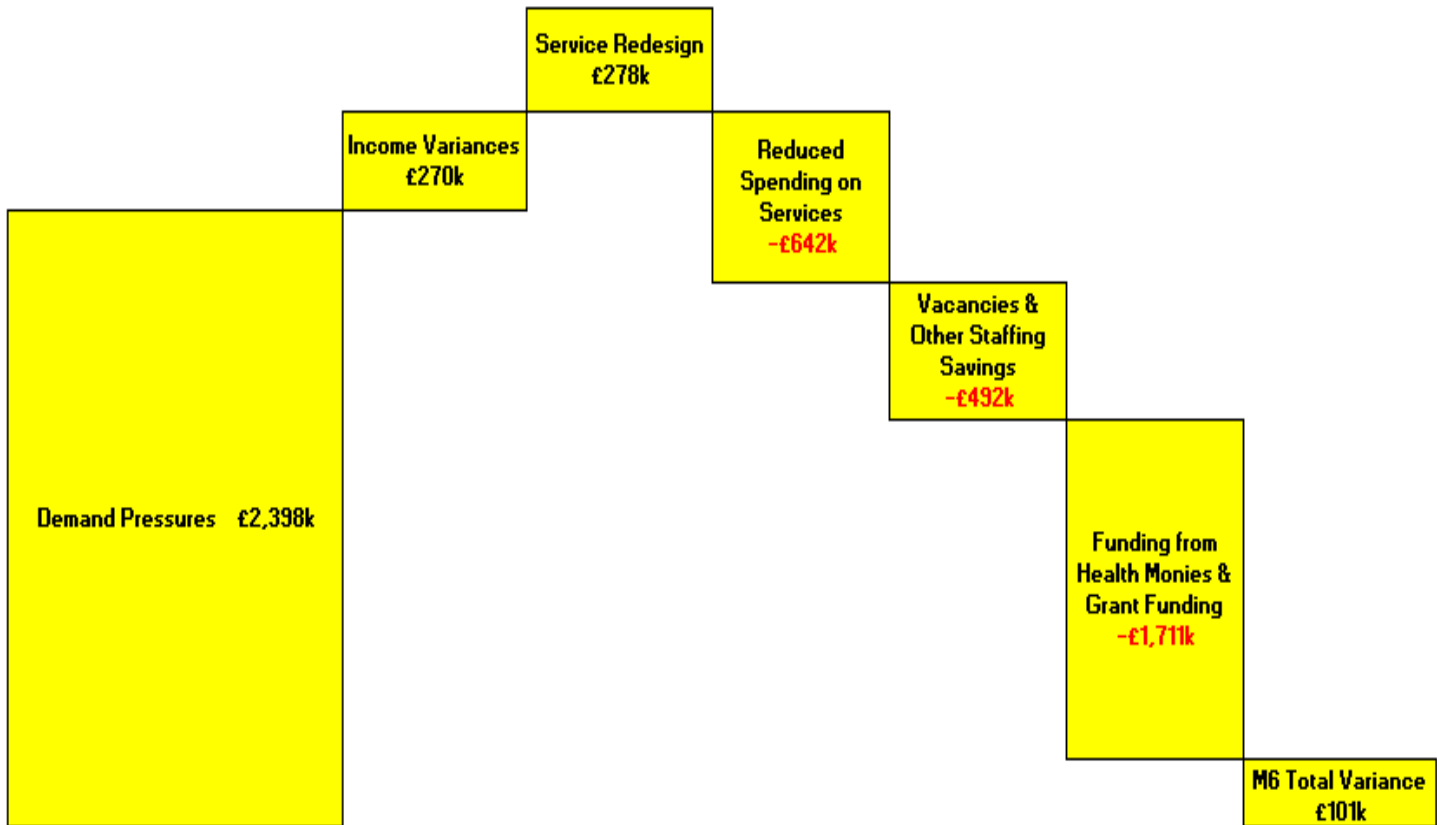
- 3.2 The projected overspend of **£0.933m** represents approximately **0.70%** of the total net budget of £133.711m.
- 3.3 Members need to be aware that financial reporting involves an element of judgement, and this particularly applies to the treatment of budget pressures. Often an area of overspending identified at this point in the year will resolve itself before the end of the year following appropriate remedial action.
- 3.4 However it is felt appropriate to alert Members to potential problems at this stage so that they can monitor the situation and take ownership of the necessary remedial action and this is the basis on which the report is written.

**4.0 SERVICE SPECIFIC FINANCIAL MONITORING**

**4.1 COMMUNITIES AND WELLBEING**

4.1.1 The current projected overspend for Communities and Wellbeing is **£0.101m**, which is 0.15% of the Department’s net budget of £65.850m

4.1.2 Reasons for major variations are illustrated in the chart overleaf;



4.1.3 Further details by service area are outlined below, along with remedial action being taken.

Theme	Variance £'000	Reason	Action Being Taken
Demand Pressures	+2,398	<p>Care in the Community budgets particularly around Domiciliary Care, Residential Care and Self Directed Support Budgets -£1,996k.</p> <p>Killelea House Residential care Home - £163k (Reason- Staffing Cost Pressures).</p> <p>Assessment and Care Management staff - £106k (Reason - Staffing Cost Pressures).</p> <p>Grounds Maintenance - £80k (Reason - savings not achievable as grass cutting is still required as specified by members.</p> <p>Parks - £18k (Reason - spending pressures on Health &amp; Safety Work, rates and metered water supply).</p> <p>Refuse Collection - £35k (Reason - Continued demand for bins and increased costs on agency staff due to sickness and additional work re bin delivery.</p>	<p>A range of preventative strategies continue to be introduced to manage this demand, such as reablement, triage, improved screening, 'signposting', and crisis response as well as a programme of training for front line staff around efficient support package planning. In addition, all existing high &amp; medium cost care packages are kept under regular review.</p> <p>This service is currently undergoing a review /restructure and as a consequence a report is expected to go through the normal sign off processes with the CCG.</p> <p>The £106k overspend is only c.3% of the Net £3.6m ACM staffing budget, however, Senior management will continue to review staffing pressures and act accordingly.</p> <p>Prudent spending is to be exercised on all discretionary budgets.</p> <p>Prudent spending is to be exercised on all discretionary budgets.</p> <p>The waste overspend of £35k will be addressed by reviewing the resource required in terms of vehicles and staff that will naturally reduce during the winter period as garden waste tonnages reduce and less bins are put out for collection. Residents will see no difference to the level of service provided throughout winter with a continued fortnightly collection of the brown bins.</p> <p>As far as sickness absence is concerned, in April the Council introduced new criteria for dealing with sickness absence,</p>

Theme	Variance £'000	Reason	Action Being Taken
			<p>we shall be applying these, which along with other savings from discretionary budgets will hopefully address this budget pressure.</p> <p>Extra money that has been spent on delivering bins actually shows how successful our recycling initiatives have been, with more and more people recycling across the Borough.</p>
Service redesign	+278	<p>Note: A number of Budgets have yet to achieve savings target against specific schemes, as a consequence this is partly/wholly the reason for the overspends below:</p> <p>Sheltered Housing General - £106k (Reason - Savings not Identified).</p> <p>Falcon &amp; Griffin Care Home - £35k (Reason - Savings not identified).</p> <p>Carelink - £23k (Reason - Savings not identified).</p> <p>Urban Renewal Holding Account - £74k (Reason - Savings not identified).</p> <p>Beverage, Cafes &amp; Vending - £40k (Reason - Difficulty in meeting beverage service /café income target).</p>	<p>An action plan is being developed by senior management for each of the service areas, ensuring the savings targets are achieved.</p> <p>An action plan is being developed by senior management for each of the service areas, ensuring the savings targets are achieved.</p> <p>An action plan is being developed by senior management for each of the service areas, ensuring the savings targets are achieved.</p> <p>An action plan is being developed by senior management for each of the service areas, ensuring the savings targets are achieved.</p> <p>Service review has been undertaken and a restructure /actions identified to reduce costs.</p>

		<p>Integrated Community Equipment Service (ICES) – (£71k) (Reason – New contract with Pennine care has generated additional income).</p> <p>Bury Employment Support &amp; Training (BEST) – (£22k).</p> <p>Civic Halls - £130k (Reason - Difficulties in achieving income targets).</p> <p>Leisure - £160k (Reason - income not meeting targets, delay in the opening of the temporary pool at Radcliffe and budget cuts).</p> <p>Transport Services - (£150k) (Reason - income forecast to exceed budget).</p> <p>Trade Waste - £120k (Reason - Shortfall on trade waste income due to reduced pricing, increased recycling requires additional bins).</p>	<p>Historically this service experienced financial pressure on areas such as equipment, adaptations and mattresses, however a new contract with Pennine care has relieved the demand pressures longstanding that the ICES service previously experienced.</p> <p>The expectation is that further income can be generated from increased activity.</p> <p>Approval has been given to appoint a Marketing Events Officer to promote the service.</p> <p>Further development of the growth &amp; implementation plan is required.</p> <p>Use to offset other overspends.</p> <p>Offset by underspends elsewhere in the service, This budget is to be reviewed.</p>
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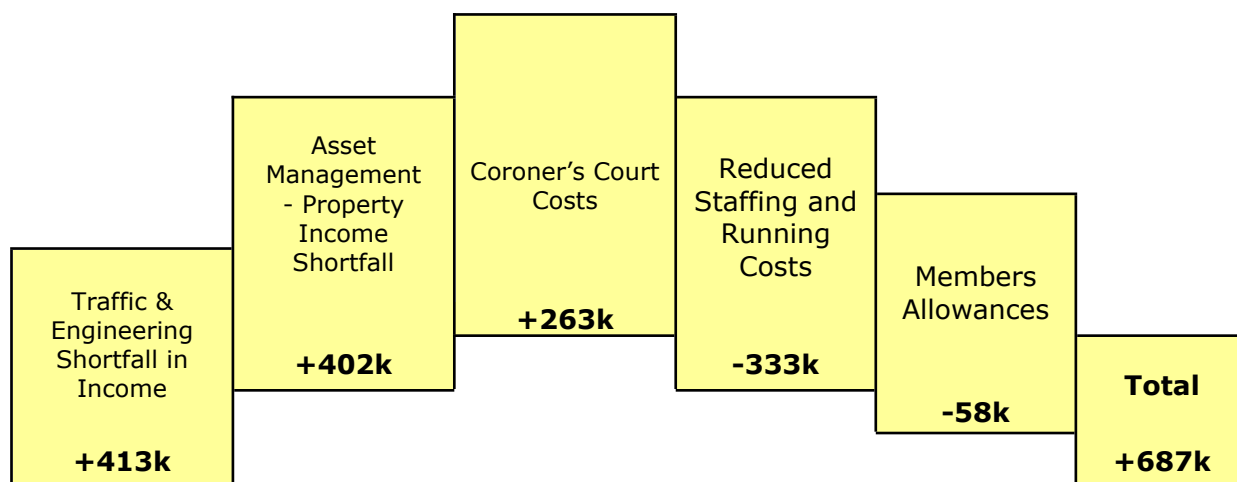
Income variances	+270	<p>Housing Choices – £148k (Reason - Shortfall in income expectations).</p> <p>Workforce Development – (£45k) (Reason - Largely the result of Homes for Older People income budget forecast to exceed budget provision).</p>	<p>Income recovery action plan is being developed by senior management team.</p> <p>The possibility is that further income can be generated from increased activity, but these services have now become part of the LATCo.</p>
Reduced Spend on Services	-642	<p>Carers services budget – (£143k) (Reason - Underspensing on Carers personal budgets).</p> <p>Finance – (£189k) (Reason - Carers and Care act implementation grant not expected to be spent).</p> <p>Older People Fieldwork Team – (£82k) (Reason - result of action to meet savings target).</p> <p>Mental Health service –</p>	<p>Forecast underspends may be used to offset pressure within other areas of adult care service budgets.</p>

		<p>(£173k) (Reason - result of action to meet savings target).</p> <p>Day Centres for under 65s – (£42k) (Reason - Transport costs within service reduced / small salary savings)</p> <p>Training Budget – (£10k) (Reason - Training budget not expected to be spent in full).</p> <p>Public Convenience - (£3k) (Reason – Reduced spend on Repairs and Maintenance.</p>	
Vacancies and Other Staff Cost Savings	-492	<p>Commissioning &amp; Procurement – (£59k) (Reason – Head of Service Vacant Post).</p> <p>Sheltered Housing Support, Policy and Improvement &amp; Customer Engagement – (£75k) (Reason – Current staffing activity levels suggest actual expenditure to be below budget provision).</p> <p>Reablement Service – (£202k) (Reason – Staffing Vacancies).</p> <p>Older Peoples Day Care – (£16k) (Reason – Staffing Vacancies).</p> <p>Shared Lives – (5k).</p> <p>Park Rangers – (£25k) (Reason – Staffing Vacancies).</p>	<p>Forecast underspends may be used to offset pressure within other areas of adult care service budgets.</p> <p>Forecast underspends may be used to offset pressure within other areas of adult care service budgets.</p> <p>Forecast Underspend will be used to offset overspends within Parks &amp; Countryside.</p>
Funding from Health Monies & Grant Funding	-1,711	Funding to support the demand pressures of the Care in the Community budgets (£1,711k).	This relates to the utilisation of historic underspends from Adult Care Specific Grants and a contribution of the Health monies towards the demand pressures within Community Care.
	<b>+101</b>		

**4.2 RESOURCES AND REGULATION**

4.2.1 The Resources & Regulation Department is forecasting an overall overspend of **£0.687m**, or 29.6% of a net budget of £2.319m.

4.2.2 Reasons for major variations are illustrated in the chart below;



4.2.3 Reasons for major variations are illustrated in the table below;

Activity	Variance £'000	Reason	Action Being Taken
Traffic & Engineering	+413	Estimated shortfalls in income relating to on and off-street parking and parking fines (£287k), Greater Manchester Road Activities Permit Scheme (GMRAPS) (£98k), bus lane enforcement (£47k) offset by increased income from Council parking permits (£18k).	Monitor income levels, adjust expenditure and targets where possible and review staff resources allocated to GMRAPS.  Severance pay and management restructure delayed savings are one-offs to achieve planned savings longer term.

Activity	Variance £'000	Reason	Action Being Taken
Property Services and Markets Income	+402	<p>Shortfall in income due to reduced occupancy levels.</p> <p>Should all of the properties within the non-operational property portfolio be let, the level of current market rents is such that the income budgets would still not be achieved.</p>	<p>The Council has introduced two important Strategies which will address the instability in the property income and reduce (ultimately remove) the shortfall in income.</p> <p>Through implementing the Estates Strategy the Council will identify high risk and underperforming investment assets and these will be disposed of. Initial tranche of properties identified.</p> <p>The Investment Acquisition Strategy will see the Council utilise existing capital currently invested in low return investments and receipts received from disposals. Two properties already acquired – expected to produce £179,000 p.a. In new income.</p> <p>The Council is looking to appoint agents to widen marketing activity on the hard to let properties.</p>
Coroners Court Costs	+263	<p>There are legislative changes around deaths occurring under Deprivation of Liberty Orders (DoL's) that are driving a significant increase in the volume of cases and thus costs.</p>	<p>Meetings being held between Coroner's Court and with DoL's Coordinators from Rochdale, Oldham and Bury Councils to assess the issue in more detail.</p>

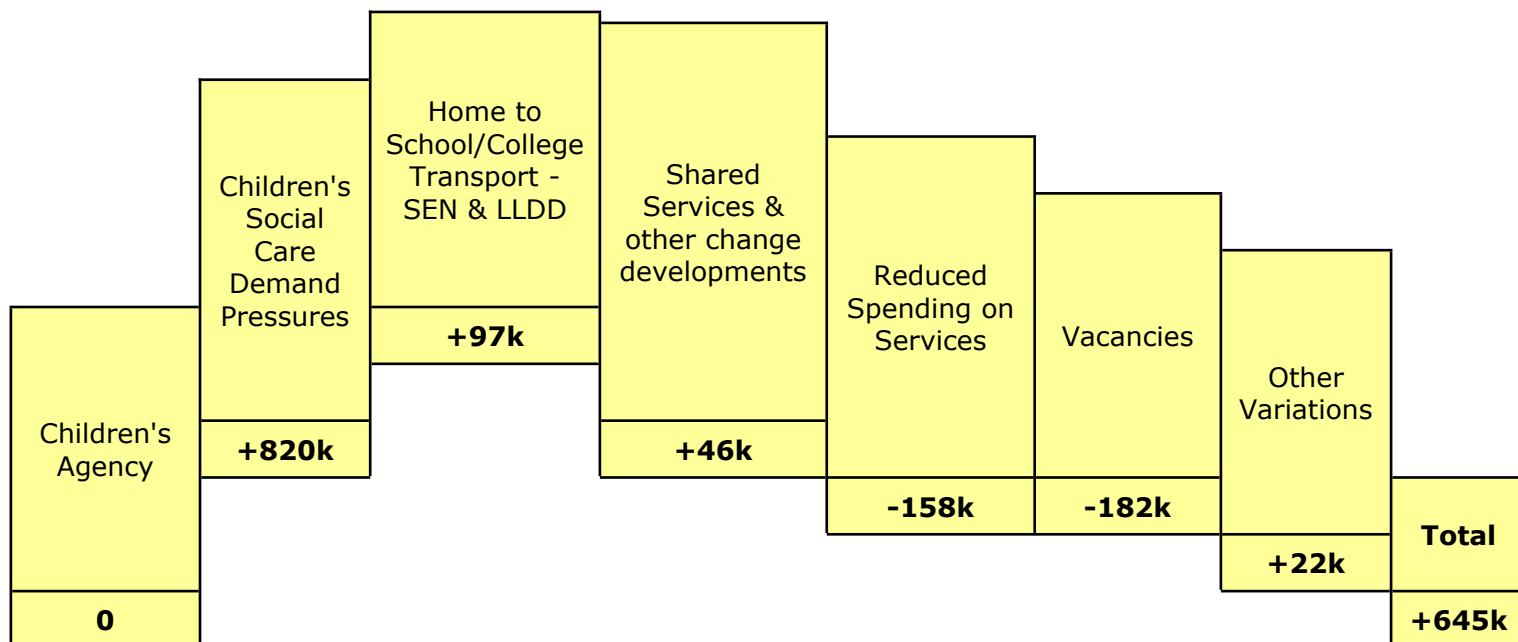


Reduced Staffing and Running Costs	-333	Vacant posts not filled and tightening of controllable expenditure across the department.  Salaries savings in Finance & Efficiency (£120k) from Internal Audit, Accountancy and Procurement, Customer Support & Collections (£82k), HR (£24k), Press & Media (£25k), Licensing (£34k), Trading Standards (£41k), and minor underspends (£7k).	To be used to assist in reducing the estimated overspend within the department in 2015/16 and part included within the 2016/17 savings.
Members Allowances	-58	Reductions in the level of Special Responsibility Allowances paid to Members continue to result in this forecasted underspend.	To be used to assist in reducing the estimated overspend within the department.

### 4.3 CHILDREN’S, YOUNG PEOPLE AND CULTURE

4.3.1 The overall Children’s, Young People & Culture budget is currently projecting an overspend of **£0.645m**, or 1.84% based on net budget of £34.954m.

4.3.2 Reasons for major variations are illustrated in the chart below;



4.3.3 Further details of the major variations are provided in the table below:

Activity	Variance £'000	Reason	Action Being Taken
Children's Agency Placements	0	Continuing increased demand.	A number of young people with complex needs have turned 18 and have transferred to CWB, plus efforts have been made to reduce the number of children being placed in residential care through offering support at home. Prompt and regular reviews via the Complex Care Panel has led to securing better funding splits across Education, Health and Social Care, reducing the burden on this budget.
Children's Social Care Demand Pressures  Leaving Care	+820  Made up of:  +431	Spending on housing and further education of 19+ students who have now left our care.	This budget is likely to overspend significantly on housing as the service continues to support a number of young people in high cost placements who were previously accommodated within the Children's Agency Budget. The forecast has reduced significantly in Month 6 as a direct result of initiatives put in place and the new placements are a significant saving to the authority.
Safeguarding	+96	The budget will overspend due to agency staff cover for vacancies and additional hours offered to staff to cover the current workload.	It is intended that the vacancies will be recruited to by January 2016.

Emergency Duty Team	+22	This budget will overspend due to staff cover arrangements for two social workers with long term health issues.	Sickness management in line with Authority procedures.
Children and Young People in Care (CYPIC)	+30	The service will overspend as two agency social workers are covering vacancies.	Both posts have been recruited to with start dates in September. However one person will not qualify as a SW until later in the year, which means that an Agency SW will need to be retained to support the person until she qualifies.
Family Placements	+21	The overall forecast has reduced largely on the payments to Foster Carers, even allowing for the increase in the rates paid, based on the number of carers and the payments they currently receive. Adoption will overspend largely due to adoption allowances.	Adoption placement fees should be closer to break even, with the Government funding hard to place children's adoption fees, plus there are a number of children adopted with families recruited by Bury therefore do not incur a cost. These overspends are offset by underspendings on the Invest to Save due to salary savings and Home from Home Carers.
Children's Disability	+148	At the beginning of the financial year the service had 135 active placements, which has increased to 161 at month 6.	The service is scrutinising and aligning processes in conjunction with the Performance, Planning & Commissioning Team. Currently covering staff sickness with agency workers. Two high cost support packages are "end of life care".

Strategic Lead	+72		The budget is under pressure as the interim Strategic Lead post is being covered by agency staff, the increase in costs will be partially offset by a vacant post.
Home to School/College Transport – SEN & LLDD	+97	Continuing increased demand	<p>All known schedules are on the system and show a forecast overspending of approx £194,000. It should be noted that schedules do change during the year in line with the needs of children.</p> <p>This is partially offset by the Bus Escorts underspending their budget, which is based on current contracts and spending levels over the last 3 years.</p>
Shared Services	+46	Payments to an outside organisation to review existing levels of provision.	Spending on developing shared services with other nearby local authorities, which will provide efficiencies and budget management savings in the future.

Activity	Variance £'000	Reason	Action Being Taken
Reduced Spending on Services	-158		
	Made Up of:		
Youth Offending Service	-56	The forecast has been adjusted to allow for the new agreement with Rochdale effective from 01/10/2015.	The forecast takes into account the expected reduction in grant funding.
Legal Fees	-102		All indications are that External Legal costs will be lower than budget.
Vacancies	-182		
	Made Up Of:		
Front-line Services	-58	Education Psychology Service and Childcare & Extended Services.	
Support Services	-15	SEN team	
Management & Administration	-109	Vacancies in the Finance, HR and Administration sections.	Restructures in place and commencing.

Other	+22		
	Made Up Of:		
Arts & Museums	+42	Deficit on the income as shown in the 'Invest to Save - International Touring Event', which is in line with year 1 of the proposal.	By year 2 there should be a small surplus.
Various	-20		Several services have restrained their spending to contribute to offsetting overspendings elsewhere within the Department.

#### 4.5 NON-SERVICE SPECIFIC

4.5.1 There is a forecast net underspend of **£0.500m**, or 1.63% based on net budget of £30.588m. This relates primarily to the Council's Treasury Management activity (see Section 8.0, page 20 for further details).

#### 5.0 CAPITAL BUDGET

##### 5.1 Capital Programme

5.1.1 The revised estimated budget for the Capital Programme 2015/16 at the end of September is shown in the table below:

2015/16	£m
Original Capital Programme	25.690
Approved Slippage from 2014/15	16.546
In year adjustments and contributions	(0.476)
<b>Revised Capital Allocation at Quarter 2</b>	<b>41.760</b>
Estimated re-profiled projects into 2016/17	(9.165)
<b>Revised working budget for Year at Qtr 2</b>	<b>32.595</b>

5.1.2 The expenditure and funding profile for the Capital Programme together with a detailed breakdown of the Original Approved Programme, the Revised Estimate,

Forecast Outturn, Actual Spend up to end of Month 6, and the estimated under/over-spend of the capital programme for 2015/16 is shown in Appendix A.

5.1.3 Members should note that given the complexity and size of some of the larger schemes currently in the Council's Capital Programme the information received from budget holders can vary significantly from one quarterly report to the next and should be read in this context.

5.1.4 At the end of Quarter 2, a total of **£9.165m** of the 2015/16 budget has been identified for re-profiling to 2016/17. Most of this amount is attributed to Children Services Projects where the schemes are funded mainly by grants from Department of Education to a total of £6.306m. The remainder is attributable to Disabled Facilities Grant of £0.412m, Highways Traffic Calming schemes with a total of £0.200m and a further £1.990m on the A56 Prestwich Village Corridor Improvements.

## 5.2 Expenditure

5.2.1 The Forecast Outturn as at Month 6 is **£32.578m** and Budget Managers have reported that they expect to spend up to this amount by 31 March 2016.

5.2.2 The actual expenditure after accruals realised by the end of Month 6 totals **£8.769m**.

5.2.3 The main areas to record expenditure in the first quarter are:

• Property Redevelopment Schemes	£0.328m
• Children's, Young People and Culture	£4.423m
• Highway schemes	£1.061m
• Adult Social care /Urban Renewal	£0.414m
• Leisure Schemes	£0.878m
• Housing Public Sector	£1.146m

## 5.3 Variances

5.3.1 Appendix A provides details of variances for each scheme based on latest available information received from budget managers and at Month 6 it shows a projected underspend for the Programme of £0.018m. This amount is negligible in terms of overall capital programme and should be addressed by the end of quarter 3 of the year.

5.3.2 Brief reasons for all individual variances are provided in Appendix A that is attached with this report.

## 5.4 Funding

5.4.1 The funding profile included in Appendix A shows the resources available to cover the capital programme during 2015/16.

5.4.2 The principal source of funding for Capital schemes approved for the 2015/16 programme is made of external resources together with resources unspent and carried forward from previous years. The Council and Cabinet have also approved allocations towards the Prestwich Village schemes supported by the Council's own resources of **£2.000m** for the year.

5.4.3 The position of the capital receipts and borrowing as at the end of Month 6 is reported below. The figures in the table show the total funding requirement for the revised

estimated capital programme inclusive of potential slippage into 2016/17 and the expected resources to be supported by the Council as at the end of Quarter 2 of the year.

<b>2015/16 Use of Council Resources for Capital Investment</b>	<b>£m</b>
Revised Capital Programme allocation for the year	32.595
Use of external funding and contributions	30.854
<b>Balance of programme relying on Council resources</b>	<b>1.741</b>
Use of Capital receipts and earmarked reserves	0.460
Use of Prudential Borrowing (2015/16 approved schemes)	0
Use of Prudential Borrowing (2014/15 schemes brought forward)	1.281
<b>Total Council Resources used to support the Capital Budget for Year</b>	<b>1.741</b>

## 5.5 Capital Programme Monitoring

5.5.1 The programme will be monitored closely during the year by CPMG and Management Accountancy with an aim to deliver schemes on cost and time with minimum potential slippage into 2016/17.

## 6.0 HOUSING REVENUE ACCOUNT

6.1 The Housing Revenue Account (HRA) relates to the operation of the Council's housing stock and can be viewed as a landlord account. It is required by statute to be accounted for separately within the General Fund and is therefore effectively ring-fenced.

6.2 The latest estimates show a projected surplus (working balance carried forward) of £1.000m at the end of 2015/16. The projected outturn shows a working balance carried forward of £1.051m. See Appendix B.

6.3 There are a number of variations that contribute to the projected outturn position however there are no areas where the variance exceeds 10% and £50k.

6.4 The two main impacts on the HRA year end balance are normally **void levels** and the **level of rent arrears**, but levels of **Right to Buy sales** can also be a major influence on the resources available.

### **Voids:**

The rent loss due to voids for April to September was on average 1.8% which is in line with the void target level set in the original budget. If this performance continues for the rest of the year there will be no impact from void loss on the projection of rental income in Appendix B.

Six Town Housing continue to review the voids processes and the various factors affecting demand.

### **Arrears:**



The rent arrears at the end of September totalled £1.208m, an increase of 27.8% since the end of March. Of this total £0.485m relates to former tenants and £0.723m relates to current tenants. The increase in the number of Universal Credit cases will account for a large part of the increase in arrears.

The Council is required to make a provision for potential bad debts. The contribution for the year is calculated with reference to the type of arrear, the amount outstanding on each individual case and the balance remaining in the provision following write off of debts.

Based on the performance to the end of September, projected for the full year, this provision would require an additional contribution of £0.339m to be made.

The 2015/16 HRA estimates allow for additional contributions to the provision totalling £0.488m, £0.183m for uncollectable debts and £0.305m to reflect the potential impact that welfare benefit changes could have on the level of rent arrears. Therefore there is a potential underspend of £0.149m. The projected outturn has not been amended to reflect this as the impact of increased numbers of Universal Credit cases coupled with further benefit changes is ongoing; the method of calculating the contribution required is being reviewed to ensure it reflects changing patterns of arrears.

### ***Right to Buy Sales:***

From April 2012 the maximum Right to Buy discount increased from £26,000 to £75,000.

This has resulted in an increase in the number of applications and ultimately sales. There were 40 sales in 2013/14 and this increased to 41 sales in 2014/15.

The forecast for 2015/16 was set at 50, this being an increase of 7 on the level of sales assumed for Bury in the Government's self-financing valuation.

From July 2014 the maximum Right to Buy discount increased from £75,000 to £77,000 and the maximum percentage discount on houses increased from 60% to 70% (in line with the discounts allowed on flats). The maximum discount increased in April 2015 to £77,900.

From 26<sup>th</sup> May 2015 the qualifying period for Right to Buy has been reduced from 5 years to 3 years.

These changes may increase the number of applications and sales but it is too early after the changes to quantify this.

The number of sales has a direct effect on the resources available to the HRA – the average full year rent loss for each dwelling sold is around £3,800.

- 6.5 There have been 20 sales in the period April to September 2015. At this stage the total number of sales is not expected to differ significantly from the forecast therefore rental income projections have not been adjusted.
- 6.6 The Welfare Reform and Work Bill contains provision for a 1% reduction in social housing rents for 4 years from 2016/17 which will have a significant impact on future

HRA resources; the impact of this and of other changes in the recently published Housing and Planning Bill will be assessed as information becomes available.

## 7.0 PRUDENTIAL INDICATOR MONITORING

- 7.1 It is a statutory duty for the Council to determine and keep under review the "Affordable Borrowing Limits". The authority's approved Prudential Indicators (affordability limits) for 2015/16 is outlined in the approved Treasury Management Strategy Statement.
- 7.2 The authority continues to monitor the Prudential Indicators on a quarterly basis and Appendix C shows the original estimates for 2015/16 (approved by Council on 25 February 2015) with the revised projections as at 30 September 2015. The variances can be seen in the Appendix together with explanatory notes. The Prudential Indicators were not breached during the first 6 months of 2015/16.

## 8.0 TREASURY MANAGEMENT

### 8.1 Investments:

- 8.1.1 At the 30th September 2015 the Council's investments totalled £36.5 million and comprised:-

Type of Investment	£ Million
Call Investments (Cash equivalents)	13.5
Fixed Investments (Short term investments)	23.0
<b>Total</b>	<b>36.5</b>

- 8.1.2 All investments were made in line with Sector's suggested credit worthiness matrices and the approved limits within the Annual Investment Strategy were not breached during the first quarter of 2015/16.
- 8.1.3 The Council has earned the following return on investments:  
 Quarter 1 0.64%  
 Quarter 2 0.67%
- 8.1.4 This figure is higher than Sector's suggested budgeted investment earnings rate for returns on investments, placed for periods up to three months in 2015/16, of 0.50%

### 8.2 Borrowing:

- 8.2.1 No external borrowing was undertaken in the quarter to 30<sup>th</sup> September 2015.
- 8.2.2 At 30th September 2015 the Council's debts totalled £191,511 million and comprised:-

		30th September 2015		
		Principal		Avg. Rate
		£000	£000	
<b>Fixed rate funding</b>				
	PWLB Bury	131,453		
	PWLB Airport	2,555		
	Market Bury	57,500	191,508	
<b>Variable rate funding</b>				
	PWLB Bury	0		
	Market Bury	0	0	
<b>Temporary Loans / Bonds</b>		3	3	
<b>Total Debt</b>			<b>191,511</b>	<b>3.92%</b>

8.2.3 The overall strategy for 2015/16 is to finance capital expenditure by running down cash/investment balances and taking shorter term borrowing rather than more expensive longer term loans. With the reduction of cash balances the level of short term investments will fall. Given that investment returns are likely to remain low for the financial year 2015/16, then savings will be made by running down investments and taking shorter term loans rather than more expensive long term borrowing.

8.2.4 It is anticipated that replacement borrowing will be undertaken during the next quarter.

## 9.0 MINIMUM LEVEL OF BALANCES

9.1 The actual position on the General Fund balance is shown in the following table:

	£m
<b>General Fund Balance 31 March 2015 per Accounts</b>	<b>10.487</b>
Less : Minimum balances to be retained in 2015/16	-4.500
Less : Contribution towards cost of Equal Pay	-1.500
Less : Forecast overspend	-0.933
<b>Available balances at 1 April 2015</b>	<b>3.554</b>

9.2 Based on the information contained in this report, on the risk assessments that have been made at both corporate and strategic level, on the outturn position for 2015/16 and using information currently to hand on the likely achievement of savings options, it is clear that there is no reason to take the minimum level of balances above the existing level of £4.500m.

9.3 In light of the above assessment it is recommended that the minimum level of balances be retained at **£4.500m**.

9.4 Members are advised that using available balances to fund ongoing expenditure would be a breach of the Council's Golden Rules. Likewise, Members are advised that the Authority faces significant funding reductions in the future, and balances are likely to be required to fund one-off costs of service transformation.

## **10.0 EQUALITY AND DIVERSITY**

10.1 There are no specific equality and diversity implications.

## **11.0 FUTURE ACTIONS**

11.1 Budget monitoring reports will continue to be presented to the Strategic Leadership Team on a monthly basis and on a quarterly basis to the Cabinet, Overview & Scrutiny Committee, and Audit Committee.

11.2 Star Chambers have already been held for Quarter 1 and Q2 meetings are scheduled to take place in November 2015.

### **Councillor Rishi Shori, Deputy Leader of the Council and Cabinet Member for Finance and Housing**

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#### **List of Background Papers:-**

Finance Working Papers, 2015/16 held by the Interim Executive Director of Resources & Regulation.

#### **Contact Details:-**

*Steve Kenyon, Interim Executive Director of Resources & Regulation, Tel. 0161 253 6922, E-mail: [S.Kenyon@bury.gov.uk](mailto:S.Kenyon@bury.gov.uk)*

Month 6 - 2015/16		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	Notes
		2015/16 Original Estimate	Revised Estimate Before Reprofile	Reprofiled to Future Years	Revised Estimate After Reprofile Col.2-Col.3	Forecast Outturn 2015/16	2015/16 Month 06 Actual	Year End Variance / (Underspend) or Overspend Col.5-Col.4	Month 6 Variance / (Underspend) or Overspend Col.6-Col.5	
		£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	
Children, Young People & Culture	Support Services	-	7	-	7	7	8	-	1	
Children, Young People & Culture	DFES - Devolved Formula	500	1,507	(956)	551	546	302	(5)	(244)	Spend takes place over a 3yr rolling programme
Children, Young People & Culture	NDS Modernisation	4,778	11,641	(5,094)	6,547	6,578	4,010	31	(2,568)	
Children, Young People & Culture	Access Initiative	-	43	(11)	31	31	0	-	(31)	
Children, Young People & Culture	Targetted Capital Funds	-	101	-	101	101	3	-	(97)	
Children, Young People & Culture	Upgrade and remodel Radcliffe Hall	700	700	-	700	700	-	-	(700)	
Children, Young People & Culture	Children Centres	-	44	(17)	27	27	1	-	(26)	
Children, Young People & Culture	Free School Meal Capital Grant	-	131	(37)	94	94	64	-	(30)	
Children, Young People & Culture	Early Education Fund	-	291	(191)	100	100	35	-	(65)	
Children, Young People & Culture	Protecting Play Fields	-	-	-	-	1	1	-	-	
Children, Young People & Culture	Libraries/Adult Education	-	62	-	62	-	-	(62)	-	Final account confirmation awaited
Communities & Wellbeing	Contaminated Land	-	25	(20)	5	5	3	-	(2)	
Communities & Wellbeing	Air Quality	-	9	(9)	-	-	-	-	-	
Communities & Wellbeing	Heat Network In Bury TC	-	76	-	76	76	-	-	(76)	
Communities & Wellbeing	Improving Info.Management	-	32	-	32	-	-	(32)	-	
Communities & Wellbeing	Play Areas	250	250	-	250	250	17	-	(233)	
Communities & Wellbeing	Radcliffe Temporary Pool	-	825	-	825	861	861	36	-	
Communities & Wellbeing	Learning Disabilities	-	454	-	454	469	174	15	(294)	
Communities & Wellbeing	Mental Health	-	-	-	-	-	-	-	-	
Communities & Wellbeing	Older People	455	455	-	455	102	(33)	(353)	(135)	details of schemes being finalised
Communities & Wellbeing	Empty Property Strategy	199	726	(412)	314	-	2	(314)	2	3year programme
Communities & Wellbeing	Capital Improvement Projects	-	108	-	108	-	8	(108)	8	expected to spend budget
Communities & Wellbeing	GM Green Deal and ECO Deliver Partnership	-	55	-	55	-	-	(55)	-	contingency for possible reavowment of grant to GM
Communities & Wellbeing	Disabled Facilities Grant	781	934	-	934	934	213	-	(720)	
Communities & Wellbeing	Waste Management	-	102	-	102	102	50	-	(52)	
Resources & Regulation	Street Lighting LED Invest to Save	203	1,064	-	1,064	1,064	151	-	(913)	
Resources & Regulation	Traffic Management Schemes	-	442	(200)	242	242	48	-	(194)	
Resources & Regulation	Public Rights of Way	-	19	-	19	19	-	-	(19)	
Resources & Regulation	Planned Maintenance	1,484	1,956	-	1,956	1,956	424	-	(1,532)	
Resources & Regulation	Walking Strategy	-	20	-	20	20	2	-	(18)	
Resources & Regulation	Bridges	394	468	-	468	468	108	-	(360)	
Resources & Regulation	Traffic Management Schemes	275	416	(28)	388	388	3	-	(384)	
Resources & Regulation	Prestwich Town Centre	2,000	2,000	(1,990)	10	10	0	-	(10)	
Resources & Regulation	Development Group Projects	-	299	-	299	299	102	-	(197)	
Resources & Regulation	ELR Trust	-	-	-	-	-	4	-	4	
Resources & Regulation	Environmental Projects	60	724	(137)	587	588	219	1	(369)	
Resources & Regulation	Corporate ICT Projects	71	243	-	243	71	-	(173)	(71)	in progress
Resources & Regulation	Townside Fields - Joint Venture	-	-	-	-	-	269	-	269	
Resources & Regulation	Opportunity Land Purchase	-	109	-	109	109	0	-	(109)	
Resources & Regulation	Demolition of the Rock Fire Station	-	-	-	-	0	0	0	0	
Resources & Regulation	Inwell Street Redevelopment	-	-	-	-	53	54	53	0	
Resources & Regulation	Demolition of Former Police HQ, Inwell Street	-	370	-	370	370	10	-	(360)	
Resources & Regulation	Bury Market - New Toilets	-	-	-	-	5	(5)	5	(11)	
Resources & Regulation	Radcliffe Market Redevelopment	-	(63)	-	(63)	12	12	75	(1)	
Resources & Regulation	The Rock Fire Station Redevelopment	-	94	-	94	94	0	-	(93)	
Resources & Regulation	Radcliffe TC Bus Station Relocation	1,000	902	-	902	902	23	-	(879)	
Resources & Regulation	New Leisure Centre at Knowsley Street	-	-	-	-	79	79	79	-	
Resources & Regulation	Former Petrol Filling Station near Murray Road	-	7	-	7	32	32	25	-	
Resources & Regulation	18 Haymarket Street	-	86	-	86	86	51	-	(35)	
Resources & Regulation	Tile Street Refuse Removal	-	282	-	282	282	-	-	(282)	
Resources & Regulation	Seedfield	-	-	-	-	-	-	-	-	
Resources & Regulation	Radcliffe TC Redevelopment	-	-	-	-	4	4	4	-	
Resources & Regulation	Property Management / Sale of Assets	-	-	-	-	315	313	315	(1)	Offset at year end against realised sales.
Housing Public Sector	Disabled Facilities Adaptations	552	615	-	615	615	138	(0)	(477)	
Housing Public Sector	Play Areas/St Lighting	250	250	-	250	250	-	-	(250)	
Housing Public Sector	New Energy Development Organisation (NEDO) works	-	503	(62)	441	503	204	62	(299)	
Housing Public Sector	Major Repairs Allowance Schemes	7,619	7,619	-	7,619	7,619	804	(0)	(6,815)	
Housing Public Sector	HRA Component Modernisation Council Approval	4,119	4,754	-	4,754	5,139	-	385	(5,139)	
<b>Total Bury Council controlled programme</b>		<b>25,690</b>	<b>41,760</b>	<b>(9,165)</b>	<b>32,595</b>	<b>32,578</b>	<b>8,769</b>	<b>(18)</b>	<b>(23,809)</b>	

Funding position:					
Capital Receipts	-	660	(200)	460	460
Reserve / Earmarked Capital Receipts	1,013	4,404	(1,000)	3,404	3,404
General Fund Revenue	-	923	(700)	223	223
Housing Revenue Account	250	1,395	-	1,395	1,394
Capital Grants/Contributions	10,137	20,517	(6,975)	13,542	13,529
HRA/MIRA Schemes	12,290	12,290	-	12,290	12,290
Unsupported Borrowing	2,000	1,571	(290)	1,281	1,278
	<b>25,690</b>	<b>41,760</b>	<b>(9,165)</b>	<b>32,595</b>	<b>32,578</b>

**Key for budget monitoring reports**

**Projected Overspend (or Income Shortfall)**

	a major problem with the budget	more than 10% and above £50,000
	a significant problem with the budget expenditure/income in line with budget	more than 10% but less than £50,000
	a significant projected underspend (or income surplus)	more than 10% but less than £50,000
	a major projected underspend (or income surplus)	more than 10% and above £50,000

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## HOUSING REVENUE ACCOUNT

Appendix B

April 2015 - September 2015

	2015/16 Original Estimate £	2015/16 Latest Estimate £	2015/16 Projected Outturn £	2015/16 Variation Over/(Under) £
<b>INCOME</b>				
Dwelling rents	29,981,900	29,981,900	29,981,900	0
Non-dwelling rents	219,000	219,000	215,200	3,800
Heating charges	70,700	70,700	73,600	(2,900)
Other charges for services and facilities	950,800	950,800	914,000	36,800
Contributions towards expenditure	53,900	53,900	53,900	0
<b>Total Income</b>	<b>31,276,300</b>	<b>31,276,300</b>	<b>31,238,600</b>	<b>37,700</b>
<b>EXPENDITURE</b>				
Repairs and Maintenance	0	0	0	0
General Management	773,000	773,000	810,000	37,000
Special Services	786,400	786,400	803,000	16,600
Rents, rates, taxes and other charges	93,200	93,200	107,000	13,800
Increase in provision for bad debts - uncollectable debts	183,200	183,200	183,200	0
Increase in provision for bad debts - impact of Benefit Reforms	305,300	305,300	305,300	0
Cost of Capital Charge	4,531,900	4,531,900	4,531,900	0
Depreciation/Impairment of fixed assets - council dwellings	7,619,100	7,619,100	7,619,100	0
Depreciation of fixed assets - other assets	41,900	41,900	41,900	0
Debt Management Expenses	40,600	40,600	40,600	0
Contribution to/(from) Business Plan Headroom Reserve	(1,919,900)	(1,919,900)	(1,919,900)	0
<b>Total Expenditure</b>	<b>12,454,700</b>	<b>12,454,700</b>	<b>12,522,100</b>	<b>67,400</b>
<b>Net cost of services</b>	<b>(18,821,600)</b>	<b>(18,821,600)</b>	<b>(18,716,500)</b>	<b>105,100</b>
Amortised premia / discounts	(14,600)	(14,600)	(14,600)	0
Interest receivable - on balances	(65,400)	(65,400)	(59,900)	5,500
Interest receivable - on loans (mortgages)	(1,000)	(1,000)	(1,000)	0
<b>Net operating expenditure</b>	<b>(18,902,600)</b>	<b>(18,902,600)</b>	<b>(18,792,000)</b>	<b>110,600</b>
<b>Appropriations</b>				
Appropriation relevant to Impairment	0	0	0	0
Revenue contributions to capital	5,424,200	5,424,200	5,362,400	(61,800)
<b>(Surplus) / Deficit before ALMO/SHU payments</b>	<b>(13,478,400)</b>	<b>(13,478,400)</b>	<b>(13,429,600)</b>	<b>48,800</b>
<b>Payments to Six Town Housing / Transfers re Strategic Housing Unit excluded from above</b>				
Six Town Housing Management Fee	13,158,400	13,158,400	13,058,600	(99,800)
Contribution to SHU Costs	320,000	320,000	320,000	0
<b>Total</b>	<b>13,478,400</b>	<b>13,478,400</b>	<b>13,378,600</b>	<b>(99,800)</b>
<b>(Surplus) / Deficit after ALMO/SHU payments</b>	<b>0</b>	<b>0</b>	<b>(51,000)</b>	<b>(51,000)</b>
<b>Working balance brought forward</b>	<b>(1,000,000)</b>	<b>(1,000,000)</b>	<b>(1,000,000)</b>	<b>0</b>
<b>Working balance carried forward</b>	<b>(1,000,000)</b>	<b>(1,000,000)</b>	<b>(1,051,000)</b>	<b>(51,000)</b>

### key for budget monitoring reports

#### Projected Overspend (or Income Shortfall) of

	a major problem with the budget - more than 10% and above 50K
	a significant problem with the budget - more than 10% but less than 50K
	expenditure/income on line with budget
	a significant projected underspend (or income surplus) - more than 10% but under 50K
	a major projected underspend (or income surplus) - more than 10% and above 50K

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The table below shows the prudential indicators as derived from the Treasury Management Strategy Report for 2015/16 and the Original Budget for 2015/16 as approved at Council in February 2015. The Original Budget for 2015/16 is compared with the Forecast Outturn for 2015/16 as at 30<sup>th</sup> September 2015.

CAPITAL EXPENDITURE	Original	Forecast	Variance	Notes
	Budget 2015/16	Outturn at 30 Sept 15		
	£'000	£'000		
<b>Estimate of Capital Expenditure</b>				
Non-HRA	13,150	18,452	40.32%	1
HRA existing expenditure	12,540	14,126		
<b>TOTAL</b>	<b>25,690</b>	<b>32,578</b>		
<b>Estimate of Capital Financing Requirement (CFR)</b>				
Non-HRA	119,584	117,146	(2.04%)	2
HRA existing expenditure	40,531	40,531		
HRA reform settlement	78,253	78,253		
	<b>238,368</b>	<b>235,930</b>		3

AFFORDABILITY	Original	Forecast	Variance	Notes
	Budget 2015/16	Outturn at 30 Sept 15		
	£'000	£'000		
Estimate of incremental impact of capital investment decisions				
Increase in council tax (band D, per annum)	-£1.99	-£0.46		4
Increase in housing rent per week	£0.00	£0.00		5
Ratio of Financing Costs to net revenue stream				
Non-HRA	3.02%	3.10%	2.80%	6
HRA	13.61%	14.44%	6.09%	6
Net External Borrowing only to support the CFR in Medium Term	<b>£'000</b>	<b>£'000</b>		
Net External borrowing over medium term	196,011	196,011		7
Total CFR over Medium Term	236,865	235,930		7
Net External Borrowing < Total CFR	TRUE	TRUE		
<b>EXTERNAL DEBT</b>	<b>Original</b>	<b>Forecast</b>	<b>Variance</b>	<b>Notes</b>
	<b>Budget 2015/16</b>	<b>Outturn at 30 Sept 15</b>		
	<b>£'000</b>	<b>£'000</b>		
Authorised limit of external debt				
Borrowing	194,100	191,600		8
Other long term liabilities	6,700	6,700		
HRA reform settlement	79,300	79,300		
<b>TOTAL</b>	<b>280,100</b>	<b>277,600</b>	(0.89%)	
Operational boundary				
Borrowing	159,100	156,600		
Other long term liabilities	6,700	6,700		
HRA reform settlement	79,300	79,300		

TOTAL	245,100	242,600	(1.02%)	8
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TREASURY MANAGEMENT	Original Budget 2015/16	Forecast Outturn at 30 Sept 15	Variance	Notes
Upper limit for fixed interest rate exposure Net principal re fixed rate borrowing / investments	140%	124%	(11.77%)	9
Upper limit for variable rate exposure Net principal re variable rate borrowing / investments	-40%	-24%	(41.14%)	9
Upper limit for total principal sums invested for > 364 days	£10 m	£10 m		10
Maturity structure of fixed rate borrowing at 30 Sept 2013	Upper/lower limit	Actual		
Under 12 months	40% - 0%	6.54%		
12 months and within 24 months	35% - 0%	8.28%		
24 months and within 5 years	40% - 0%	5.76%		
5 years and within 10 years	50% - 0%	2.24%		
10 years and above	90% - 30%	77.18%		

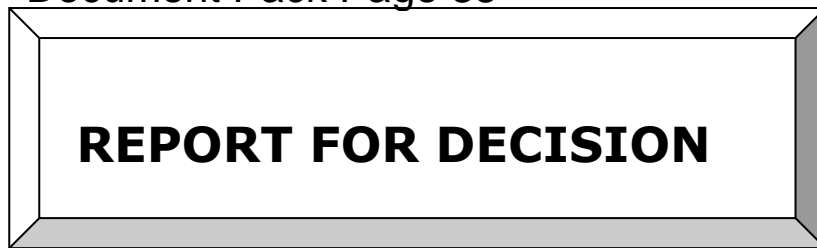
Notes to the Prudential Indicators:

1. The original budget shows the approved Capital Programme expenditure of £25,690,000. The forecast outturn of £32,578,000 is higher than budget because of slippage from 2014/15.
2. Following the Government announcement to reform the system of financing Council housing, the Authority had to pay the Department for Communities and Local Government £78.253m on the 28<sup>th</sup> March 2012. The Council financed this expenditure by PWLB loans.
3. Capital Financing Requirement relates to all capital expenditure – i.e. it includes relevant capital expenditure incurred in previous years. The Capital financing requirement reflects the authority’s underlying need to borrow.
4. The finance costs related to the increases in capital expenditure impact upon Council tax. The increase in Council Tax reflects the level of borrowing to be taken in 2015/16 to finance current and previous years’ capital expenditure.
5. There is no direct impact of capital expenditure on housing rents as the housing rent is set according to Government formula.
6. The ratios for financing costs to net revenue stream for both General Fund and HRA have remained relatively stable.
7. To ensure that borrowing is only for a capital purpose and therefore show that the authority is being prudent this indicator compares the level of borrowing and capital financing requirement (CFR) over the medium term. The level of borrowing will always be below the CFR.

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8. The authorised limit and operational boundary are consistent with the authority's plans for capital expenditure and financing. The authorised limit is the maximum amount that the authority can borrow.
9. The variable and fixed limits together look at the whole portfolio and will therefore together always show 100% exposure. Variable interest rate limit can be positive or negative as investments under 364 days are classed as variable and are credit balances which are offset against debit variable loans. The smaller the balance of investments, the more likely the variable limit will be positive as the variable loan debit balance will be higher than the credit investment balance offset against it.
10. Principal sums invested for periods longer than 364 days have been set at £10 million. The investment balance is estimated to be cash flow driven, however if the opportunity arises that surplus investment balances are available then advantage will be taken of favourable rates.

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<b>DECISION MAKER:</b>	<b>CABINET</b>
<b>DATE:</b>	<b>25 NOVEMBER 2015</b>
<b>SUBJECT:</b>	<b>HOMELESS RESCUE FUND – AMENDED POLICY AND PROCEDURE</b>
<b>REPORT FROM:</b>	<b>CLLR RISHI SHORI CABINET MEMBER FOR HOUSING AND FINANCE</b>
<b>CONTACT OFFICER:</b>	<b>Karen Young, Head of Inclusion</b>
<b>TYPE OF DECISION:</b>	<b>CABINET (KEY DECISION)</b>
<b>FREEDOM OF INFORMATION/STATUS:</b>	This paper is within the public domain
<b>SUMMARY:</b>	<p>This report seeks approval to amend the current grants-only policy for awards made from the Homeless Rescue Fund (HRF).</p> <p>The change, which does not alter eligibility or the type of support provided, will enable the Council to 'loan' money to qualifying households as well as continue to award grants depending on the applicant's financial prospects and ability to pay.</p>
<b>OPTIONS &amp; RECOMMENDED OPTION</b>	<ol style="list-style-type: none"> <li>1. Approve the minor change to the way the Homeless Rescue Fund is operated. This is the preferred option as recovering money under certain circumstances (and recycling the receipts) will make the Fund more sustainable and enable more people to be helped in the longer term.</li> <li>2. Retain the existing policy – which will result in the Fund running out of money sooner.</li> </ol>
<b>IMPLICATIONS:</b>	
<b>Corporate Aims/Policy Framework:</b>	The proposals accord with the Policy Framework
<b>Statement by the S151 Officer: Financial Implications and Risk Considerations:</b>	This report seeks to double the existing fund (to £30,000) using funds from the Homelessness Prevention Grant.

	The report also seeks approval to operate the fund on a “loan” basis where appropriate; thereby allowing funds to be recycled.
<b>Health and Safety</b>	There are no health and safety issues arising directly from this policy change.
<b>Statement by Director of Finance and E-Government:</b>	Preventing individuals / households becoming homeless will help mitigate demands upon wider Council services.
<b>Equality/Diversity implications:</b>	The proposals are largely neutral although equality analysis recognises that the policy has positive aspects for the wider community in the prevention of homelessness and helping to maintain sustainable, stable communities.
<b>Considered by Monitoring Officer:</b>	Yes. JH The discretionary payments envisaged are enabled under the general power of competence (in the Localism Act 2011). Legal advice has been given on the policy and procedure.
<b>Wards Affected:</b>	All

**TRACKING/PROCESS**

**DIRECTOR: EXECUTIVE DIRECTOR,  
COMMUNITIES AND WELL BEING**

Chief Executive/ Management Board	Cabinet Member/Chair	Ward Members	Partners
Scrutiny Committee	Committee	Council	

**1.0 BACKGROUND**

- 1.1 The Council introduced a Homeless Rescue Fund (HRF) in October 2010 as a way of preventing homelessness. The fund provides eligible households with access to small amounts of money in order to resolve housing problems that would otherwise result in the household presenting to the Council as statutorily homeless.
- 1.2 The HRF has become a useful tool in preventing homelessness. For limited cost (no award can exceed £1000), households can gain or retain accommodation without going through the statutory homeless process which is more expensive to the Council.
- 1.3 The Fund predominantly helps households secure accommodation in the private rented sector although it has been used to resolve other housing issues:
  - Emergency work – which has been required for continued occupation of a property but financial assessment has shown the applicant could not afford
  - Emergency accommodation for rough sleepers
  - Family mediation/counselling services to address relationship breakdowns

- Starter home packs – when households have moved on from temporary accommodation with nothing and no other funding has been available

### **2.0 HOMELESS RESCUE FUND PROPOSALS**

- 2.1 The policy agreed in 2010 only allows funding in the form of a grant. This report seeks to amend the policy by giving the Council power in certain circumstances to reclaim the amount back from the applicant over time. In these cases, the award would effectively be a loan rather than a grant.
- 2.2 The rationale for this is because some uses of the Fund (eg bonds, rent in advance) take the form of guarantees rather than grants; some applicants are in temporary hardship and could afford to repay the amount over a period of time; and, as the Fund is finite, continuing to award grants will result in the fund running out of money sooner.
- 2.3 Safeguards will exist to protect applicants. There has to be a reasonable prospect of the money being recovered. In addition, assessment of each applicant's circumstances and financial position will be required to determine their ability to pay.
- 2.4 The revised policy and procedure is attached to this report.
- 2.5 Preventing homelessness is at the heart of the Council's homeless strategy and supporting vulnerable people in their time of need is central to the Council's values. Moving away from a grant-only HRF supports these objectives as recycling money that can be recovered will extend the life of the fund and enable more homeless applicants to receive help.

### **3.0 FINANCIAL IMPACT AND RISKS**

- 3.1 With 1 in 8 properties now in the private rented sector, it is anticipated that demand for bonds and rent in advance will increase the calls on the HRF. For this reason it is planned to double the fund by allocating an additional £15,000 from the current year's Preventing Homelessness monies. This will provide the necessary cash flow pending the introduction of repayments to replenish balances. This amount is considered sufficient given the limits on the scale and nature of interventions for the foreseeable future.
- 3.2 When the HRF was introduced in 2010 risks were managed by limiting individual awards to no more than £1000 per case and instigating a governance framework for all applications. This approach will continue together with rigorous assessments of each applicant's financial position to minimise the risk of financial abuse. Focusing on small scales cases also encourages maximum impact for the funding available.
- 3.3 The operation of the Fund will continue to be monitored to ensure a strong focus on homeless prevention and to secure value for money.

### **4.0 EQUALITY AND DIVERSITY**

- 4.1 The Equality Analysis indicates there will be neutral impact across all diversity strands as administration of the fund will be determined on the basis of priority need as defined in the Homeless Act 2002. There is a positive impact on community cohesion as households are able to sustain settled accommodation, vulnerable people are less transient and family life (including employment,

schooling, etc) becomes less disrupted.

### **5.0 CONCLUSIONS AND RECOMMENDATIONS**

- 5.1 Preventing homelessness is better for households and cheaper for the Council. The HRF is a useful tool in this respect as it enables households to overcome the small problems that lead to homelessness.
- 5.2 The proposed changes to policy allow the recovery of payments in certain circumstances. This is a positive move. Recycling money makes the HRF more sustainable and enables more households can be assisted – in keeping with the Council’s Vision, Purpose and Values of supporting vulnerable people.
- 5.3 It is recommended that the preferred option to amend the policy be approved.

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#### **List of Background Papers:-**

Homeless Rescue Fund Policy & Procedure

Equality Analysis

#### **Contact Details:-**

Karen Young Head of Inclusion [k.a.young@bury.gov.uk](mailto:k.a.young@bury.gov.uk) 0161 253 6123



# **Bury Council**

## **Homeless Rescue Fund**

### ***Policy and Procedures***



**Status:**

**Author: T. Hoghton G. Sutcliffe**

**Date of review:**

**Version: 1**

Equality Impact Assessment (EIA)	Y		
Training requirements considered	Y		
Policy Exemptions			NA
Consultation completed			NA
Approved by C & WB Directorate			NA
Performance & Standards informed			NA

**Revision History**

Issue Number	Issue date	Summary of Changes
1	1/09/2015	Loans added TH,DM,GS
2	14/10/2015	Updated HD
3		
4		
5		

**Approvals (This document requires the following approvals)**

Name/Title	Signature	Issue Number	Date of Issue
Karen Young		1	01/09/15
Karen Young/ Harry Downie		2	14/10/15

**Distribution (This document has been distributed for information to)**

Name/Title	Issue Number	Date of Issue
Housing Assessment, Resettlement, OT, Accommodation Team, SCIL K. Young	1	22.01.2015
Housing Assessment, Resettlement, OT, Accommodation Team, SCIL K. Young. Report t o Cabinet November 15	2	Circulation following Novembers cabinet

## 1.0 Introduction

- 1.1 The HRF is a discretionary fund held by the Council under the general power of competence by the Localism Act 2011 to promote the social and economic wellbeing of individuals and families the borough at risk of homelessness.
- 1.2 The fund is available for use across all tenure types within social housing, the private rented sector and for homeowners, and is intended to enable households to stay in their homes or secure new accommodation. It operates on the basis that early support will assist applicants to the fund, to resolve their situation before their situation deteriorates further and requires more costly interventions.
- 1.3 Awards of up to £1,000 are available. All cost/expenditure requires the prior express consent of the Council and must be directly related to actions that will prevent homelessness.
- 1.4 Awards will be made via a loan agreement and will be repayable save in exceptional circumstances.

## 2.0 Administration of the Policy

- 2.1 Applications will only be considered for funding if the proposed actions will stop the household from presenting to the Council and claiming to be statutorily homeless.
- 2.2 All applications must be made through the Housing Assessment Service where investigations will be carried out to determine whether the Homeless Rescue Fund is the appropriate option to prevent homelessness.
- 2.3 The cost/expenditure must not exceed £1000 per application. All expenditure decisions including the amount of the award are at the discretion of the Council.
- 2.4 The Council may refer applicants to other sources of financial support or other assistance where this is considered appropriate in the circumstances.
- 2.5 The procedure for application is outlined further in Appendix 1.

## 3.0 Eligibility Criteria and Application of the Fund

- 3.1 To qualify for funding, the household must meet the statutory homeless criteria as set out in the Housing Act 1996 (as amended by the Homelessness Act 2002) and be in priority need (see Appendix 2).
- 3.2 Such instance of homelessness must not be intentional.
- 3.3 The applicant for funding must be part of the household facing homelessness. Joint applications will be accepted but applications made by a third party (eg by a landlord) will be rejected.

- 3.4 The applicant to the fund must be over the age of 18 and must have a local connection as defined in the Bury's Housing Allocations Policy.
- 3.5 Payments will only be made where:
- All viable options to avoid statutory homelessness have been explored. To assist in this process, it is expected that the applicant to the fund will co-operate with the Council (and other external bodies as appropriate) during the application process. Failure to do so could result in the application being delayed or rejected for lack of evidence.
  - There is confirmation to the reasonable satisfaction of the Council that the household is in genuine financial difficulty. Documentary evidence would generally be required to provide verification of income and expenditure, including proof of state benefit entitlements, production of bank statements and information from the Council's rent account if applicable.
  - Households can demonstrate to the reasonable satisfaction of the Council that they can afford to remain in the property following payment from the fund for a period of up to 12 months.
  - It results in the threat of homelessness being removed.
  - The action needed to eliminate homelessness or the threat of becoming statutorily homeless costs under £1,000.
- 3.6 Payments will not be made:
- Simply to clear outstanding debts whether or not these are accommodation related, including rent arrears. Financial assistance is there to help the applicant resolve issues and remove the risk of homelessness.
  - If investigations indicate that the applicant to the fund could be entitled to additional benefits but chooses either not to claim them or explore this as an option.
  - If the cost of assistance exceeds £1,000.
- 3.7 In exceptional circumstances whilst determining the application, consideration will be given as to specify whether the applicant to the fund is required to repay the amount awarded. In coming to this conclusion, the Council will take into consideration the type of the support being funded, timescales and the applicant's financial circumstances and ability to pay. Where the applicant is unable to afford repayment, a grant arrangement will be considered on a case-by-case basis. In relation to grants up to £500 this will be agreed with the Service Manager – Housing Assessment and for grants above this sum, the Strategic Lead Inclusion
- 3.8 In cases where an applicant to the fund is not eligible for financial assistance from the fund, the Council will continue to provide appropriate advice and guidance.

## 4.0 Monitoring

- 4.1 Payments from the fund will be recorded and monitored by the Service Manager – Housing Assessment.
- 4.2 The particulars of each case will be recorded on the Homeless Prevention Database. This will include details of the payment, full contact details and the household’s background information for equality and diversity monitoring purposes.
- 4.3 The policy and procedures will be reviewed annually to take account of any changes in the current legislation.
- 4.4 The impact of the fund will be evaluated annually by looking at the effect of decisions on homelessness and cases of repeat homelessness.

## Appendix 1 - Procedures for Administration of the HRF

Applications to the fund by potential households will be interviewed by a member of the Housing Assessment team to:-

- Determine that they are at risk of homelessness
- Establish they qualify under priority need
- Explore potential options to prevent statutory homelessness
- Where a loan arrangement has been agreed, officers should ensure that the applicant understands that the payment is a loan and not a grant and that they understand the implications of not meeting their loan payments
- Ensure that the applicant can afford the loan re-payment amounts where applicable

As part of the interview, confirmation will be sought that the applicant/household can afford to remain in their existing home if support from the fund was to be provided. Evidence is required to support all applications which should include:

- Written notification from lender/landlord detailing the amount of arrears;
- Confirmation of court action e.g. Eviction Notice or Notice Seeking Possession (NSP); if available.
- Proof of earnings/income – wage slips, bank statements, benefit details, correspondence from employer etc.
- Proof of regular rent/mortgage payment

All applicants will complete a full financial assessment and receive help with budgeting and debt management. A financial statement shall be prepared detailing all income and expenditure to establish affordability in the long term.

Following the interview and investigation, an application will be completed setting out the reasons why they believe that the applicant/ household are eligible and are able to sustain their existing accommodation in the future, once assistance from the fund has been provided.

Payment from the fund will only be made to applicants/households who are willing to act on debt advice in order to resolve the problem that has caused the hardship in the first place. In some circumstances referral to Citizen's Advice Bureau may be appropriate.

All payments (up to £500) must be approved by the Service Manager Housing assessment. Payments above £500 must be approved by the Strategic Lead Inclusion

If the amount awarded is to be repaid, the amount will be recouped from the applicant via set monthly repayments (minimum £10 per month). Once the loan is approved, the investigating officer requests that a Recurring Card Payment (RCP) be set up with the applicant following the RCP procedure. If the applicant does not hold a suitable bank account then a re-payment card will be issued to the customer clearly defining the weekly amount to be repaid.

Applicants defaulting on payments will be invoiced for the outstanding amount. Further action will be taken if necessary to recoup the money.

In the case of a payment to secure a private-rented property, the investigating officer will arrange for payment to be made to the landlord or their agent. Payments will not be made to individual applicants/households.

For goods and services provided through the fund, the investigating officer will arrange for their provision with an approved provider in line with the Council's procurement processes and Financial Regulations.

In exceptional circumstances whilst determining the application, consideration will be given as to specify whether the applicant to the fund is required to repay the amount awarded. In coming to this conclusion, the Council will take into consideration the type of the support being funded, timescales and the applicant's financial circumstances and ability to pay. Where the applicant is unable to afford repayment, a grant arrangement will be considered on a case-by-case basis. In relation to grants up to £500 this will be agreed with the Service Manager - Housing Assessment and for grants above this sum, the Strategic Lead Inclusion.

Applicants who are dissatisfied with the way their application has been handled will have recourse to the Council's Corporate Complaint Procedure.

## **Appendix 2 – Priority Categories (used as part of the determination to ascertain whether a household could claim to be homeless under The Housing Act 1996 (as amended)).**

The following categories are considered to have a priority need for accommodation, according to Part VII of the Housing Act 1996:

A pregnant woman or a person with whom she resides or might reasonably be expected to reside;

A person with whom dependent children reside or might reasonably be expected to reside;

A person who is vulnerable as a result of old age, mental illness, physical disability or other special reason, or is someone with whom such a person resides or might reasonably be expected to reside;

A person who is homeless or threatened with homelessness, as a result of an emergency such as flood, fire or other disaster;

A person (other than a person to whom paragraph (6) below applies) aged sixteen or seventeen who is not a relevant child for the purposes of Section 23A of the Children's Act 1989;

A person to whom a local authority owe a duty to provide accommodation under Section 20 of that Act (provision of accommodation for children in need).

A person (other than a relevant student) who:

(a) Is under twenty-one; and

(b) At any time after reaching the age of sixteen, but while still under eighteen, was, but is no longer, looked after, accommodated or fostered.

A person (other than a relevant student ) who has reached the age of twenty-one and who is vulnerable as a result of having been looked after, accommodated or fostered.

A person (other than a relevant student) who has reached the age of twenty-one and who is vulnerable as a result of having been a member of Her Majesty's regular naval, military or air forces

A person who is vulnerable as a result of:

i) having served a custodial sentence (within the meaning of Section 76 of the Powers of Criminal Courts (Sentencing) Act 2000;

ii) Having been committed for contempt of court or other kindred offence, or

ii) Having been remanded in custody (within the meaning of Paragraph (b), (c) or (d) of Section 88 (1) of that Act).



A person who is vulnerable as a result of ceasing to occupy accommodation by reason of violence from another person or threats of violence from another person which are likely to be carried out.



## Equality Analysis Form

The following questions will document the effect of your service or proposed policy, procedure, working practice, strategy or decision (hereafter referred to as 'policy') on equality, and demonstrate that you have paid due regard to the Public Sector Equality Duty.

### 1. RESPONSIBILITY

<b>Department</b>	Communities & Wellbeing	
<b>Service</b>	Housing Choices	
<b>Proposed policy</b>	Homeless Rescue Fund	
<b>Date</b>	01/09/15	
<b>Officer responsible for the 'policy' and for completing the equality analysis</b>	<b>Name</b>	Tom Hoghton
	<b>Post Title</b>	Team Leader – Housing Assessment
	<b>Contact Number</b>	0161 256 5099
	<b>Signature</b>	
	<b>Date</b>	15/1/2014
	<b>Name</b>	Helen Smith
	<b>Post Title</b>	Public Health and Social Care Intelligence Manager
	<b>Contact Number</b>	0161 253 6338
	<b>Signature</b>	 89/2015
	<b>Date</b>	28.09.2015

### 2. AIMS

<b>What is the purpose of the policy/service and what is it intended to achieve?</b>	<p>The aim of the Homeless Rescue Fund is to support households in need of financial assistance to enable them to stay in their homes or establish new homes, thus preventing homelessness.</p> <p>The Homeless Rescue Fund has now been in place since October 2010. The proposal seeks to sustain the Fund over the long-term by changing the payment made to customers from a grant to a loan. The proposal ensures that the customer can afford the repayment and collects the money over a 2 year-period.</p>
<b>Who are the main stakeholders?</b>	<ul style="list-style-type: none"> <li>– Customers</li> <li>– Staff members in Housing Assessment Team</li> <li>– Communities &amp; Wellbeing</li> <li>– Landlords</li> </ul>

**3. ESTABLISHING RELEVANCE TO EQUALITY**

**3a. Using the drop down lists below, please advise whether the policy/service has either a positive or negative effect on any groups of people with protected equality characteristics. If you answer yes to any question, please also explain why and how that group of people will be affected.**

<b>Protected equality characteristic</b>	<b>Positive effect (Yes/No)</b>	<b>Negative effect (Yes/No)</b>	<b>Explanation</b>
Race	No	No	The policy will be implemented and proceeds from the fund allocated on the basis of priority need as defined by The Homeless Act 2002 and contained within the eligibility criteria in the policy. There have been no issues regarding equalities in the five years the policy has been in place.
Disability	No	No	
Gender	No	No	
Gender reassignment	No	No	
Age	No	No	
Sexual orientation	No	No	
Religion or belief	No	No	
Caring responsibilities	No	No	
Pregnancy or maternity	No	No	
Marriage or civil partnership	No	No	

**3b. Using the drop down lists below, please advise whether or not our policy/service has relevance to the Public Sector Equality Duty. If you answer yes to any question, please explain why.**

General Public Sector Equality Duties	Relevance (Yes/No)	Reason for the relevance
Need to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010	No	Eligibility for assistance is based on priority need as set out in the policy
Need to advance equality of opportunity between people who share a protected characteristic and those who do not (eg. by removing or minimising disadvantages or meeting needs)	No	Eligibility for assistance is based on priority need as set out in the policy
Need to foster good relations between people who share a protected characteristic and those who do not (eg. by tackling prejudice or promoting understanding)	No	Eligibility for assistance is based on priority need as set out in the policy

**If you answered 'YES' to any of the questions in 3a and 3b**

**Go straight to Question 4**

**If you answered 'NO' to all of the questions in 3a and 3b**

**Go to Question 3c and do not answer questions 4-6**

**3c. If you have answered 'No' to all the questions in 3a and 3b please explain why you feel that your policy/service has no relevance to equality.**

Protected characteristics have no bearing on eligibility for the Homeless Rescue Fund. Assessment is based on level of need, which uses the Priority Need categories defined in homelessness legislation to determine that need.

#### **4. EQUALITY INFORMATION AND ENGAGEMENT**

**4a.** For a service plan, please list what equality information you currently have available, **OR** for a new/changed policy or practice please list what equality information you considered and engagement you have carried out in relation to it.

Please provide a link if the information is published on the web and advise when it was last updated?

(NB. Equality information can be both qualitative and quantitative. It includes knowledge of service users, satisfaction rates, compliments and complaints, the results of surveys or other engagement activities and should be broken down by equality characteristics where relevant.)

<b>Details of the equality information or engagement</b>	<b>Internet link if published</b>	<b>Date last updated</b>

**4b.** Are there any information gaps, and if so how do you plan to tackle them?

**5. CONCLUSIONS OF THE EQUALITY ANALYSIS**

<b>What will the likely overall effect of your policy/service plan be on equality?</b>	
<b>If you identified any negative effects (see questions 3a) or discrimination what measures have you put in place to remove or mitigate them?</b>	
<b>Have you identified any further ways that you can advance equality of opportunity and/or foster good relations? If so, please give details.</b>	
<b>What steps do you intend to take now in respect of the implementation of your policy/service plan?</b>	

**6. MONITORING AND REVIEW**

**If you intend to proceed with your policy/service plan, please detail what monitoring arrangements (if appropriate) you will put in place to monitor the ongoing effects. Please also state when the policy/service plan will be reviewed.**

**COPIES OF THIS EQUALITY ANALYSIS FORM SHOULD BE ATTACHED TO ANY REPORTS/SERVICE PLANS AND ALSO SENT TO THE EQUALITY INBOX ([equality@bury.gov.uk](mailto:equality@bury.gov.uk)) FOR PUBLICATION.**

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**NOTICE OF THE DECISIONS AGREED AT THE GREATER MANCHESTER  
COMBINED AUTHORITY MEETING HELD ON FRIDAY 30 OCTOBER 2015  
AT BURY TOWN HALL**

GM INTERIM MAYOR	Tony Lloyd (in the Chair)
BOLTON COUNCIL	Councillor Cliff Morris
BURY COUNCIL	Councillor Mike Connolly
MANCHESTER CC	Councillor Richard Leese
OLDHAM COUNCIL	Councillor Jean Stretton
ROCHDALE MBC	Councillor Peter Williams
SALFORD CC	Councillor David Lancaster
STOCKPORT MBC	Councillor Sue Derbyshire
TAMESIDE MBC	Councillor Kieran Quinn
TRAFFORD COUNCIL	Councillor Sean Anstee
WIGAN COUNCIL	Councillor Peter Smith

**JOINT BOARDS AND OTHER MEMBERS IN ATTENDANCE**

GMFRA	Councillor Tommy Judge
GMWDA	Councillor Nigel Murphy
TfGMC	Councillor Andrew Fender

**OFFICERS IN ATTENDANCE**

Margaret Asquith	Bolton Council
Mike Owen	Bury Council
Carolyn Wilkins	Oldham Council
Howard Bernstein	Manchester CC
Steve Rumbelow	Rochdale MBC
Jim Taylor	Salford CC
Eamonn Boylan	Stockport MBC
Steven Pleasant	Tameside MBC
Theresa Grant	Trafford Council
Alison McKenzie Folan	Wigan Council
Peter O'Reilly	GM Fire & Rescue
Ian Hopkins	GMP
John Bland	GM Waste Disposal Authority
Simon Nokes	New Economy
Adam Allen	Office of the Police & Crime Commissioner
Jon Lamonte	TfGM

Liz Treacy  
Richard Paver  
Andrew Lightfoot  
Julie Connor  
Sylvia Welsh  
Kerry Bond

GMCA Monitoring Officer  
GMCA Treasurer  
GM Public Service Reform  
) Greater Manchester  
) Integrated Support Team  
)

**138/15 APOLOGIES**

Apologies for absence were received on behalf of David Acton (GMFRA), Richard Farnell (Rochdale), Donna Hall (Wigan), Paul Najsarek (Bolton), Cath Piddington (GMWDA) and Ian Stewart (Salford).

**139/15 CHAIR'S ANNOUNCEMENTS AND URGENT BUSINESS**

There were no Chair's announcements.

**140/15 DECLARATIONS OF INTERESTS**

Councillor Leese declared a prejudicial interest in item 9, Greater Manchester Investment Framework and Conditional Project Approval, as a Director of Manchester Ship Canal Company and left the room during discussion of this item.

**141/15 MINUTES OF THE GMCA MEETING HELD ON 25 SEPTEMBER 2015**

The minutes of the GMCA meeting held on 25 September were submitted for consideration.

**RESOLVED/-**

To approve the minutes of the GMCA meeting held on 25 September 2015.

**142/15 FORWARD PLAN OF STRATEGIC DECISIONS OF GMCA**

Consideration was given to a report of Julie Connor, Head of the Greater Manchester Integrated Support Team, which set out a Forward Plan of those strategic decisions to be considered by GMCA over the next four months.

**RESOLVED/-**

To note the Forward Plan of Strategic Decisions as set out in the report.

**143/15 CITIES AND LOCAL GOVERNMENT DEVOLUTION BILL UPDATE**

Liz Treacy, GMCA Monitoring Officer, updated members on the progress of the Cities and Devolution Bill and outlined subsequent stages. The second day of committee would now be on 17 November 2015.



Members reaffirmed the GMCA's position that adoption of an elected mayor was always contingent on Greater Manchester receiving devolved powers in relation to transport powers as outlined in the Devolution Agreement.

### **RESOLVED/-**

1. To note the progress on the Bill and that a further report will be provided when the Bill has completed its passage through Parliament.
2. That officers be requested to seek assurances from Government in relation to the devolution of transport powers in line with the signed Devolution Agreement.

### **144/15 CAPITAL EXPENDITURE UPDATE 2015/16**

Richard Paver, GMCA Treasurer, presented an update report in relation to the Greater Manchester Combined Authority 2015/16 capital expenditure programme.

### **RESOLVED/-**

1. To approve the revisions to the capital budget as set out in appendix A and detailed within the report.
2. To note the actual expenditure as at August 2015 and the current 2015/16 forecast compared to the revised 2015/16 capital budget.
3. To approve the addition of the Cycle City Ambition Grant (CCAG) 2 into the capital programme; and
4. To approve the virement of £1.2 million of Growth Deal funding for the Great Ancoats Street scheme to the Hyde Road scheme as detailed in paragraph 5.2

### **145/15 GREATER MANCHESTER ROAD ACTIVITY PERMIT SCHEME (GMRAPS): YEAR 2 FURTHER PROGRESS**

Jon Lamonte, Chief Executive, TfGM, provided an update of the operation and financial performance of GMRAPS performance halfway through its third year.

### **RESOLVED/-**

1. To note the operational update.
2. To approve the introduction of the proposed Key Performance Indicators (KPIs), as contained in the statutory permit guidance document, when the scheme is next varied.
3. To approve the change in the rate of set-up cost amortisation from the current rate of five years to the originally agreed basis of over the first three years of scheme operation.
4. To approve the implementation of a Key Route Network (KRN) Local Authority Allowable Cost Reimbursement rate, from April 2016, the basis of which has been agreed with Local Authority representatives.

5. To approve the implementation of updated non-KRN Local Authority Allowable Cost Reimbursement rates, from April 2016.

**146/15 GREATER MANCHESTER INVESTMENT FRAMEWORK AND CONDITIONAL PROJECT APPROVAL**

Eamonn Boylan, Chief Executive, Stockport MBC, introduced a report seeking approval for a Growing Places loan to fund infrastructure works at Port Salford, and recycled Regional Growth Fund loans to B&H Precision Tools and RealityMine. Further details of the projects are included as a more detailed report, considered in the confidential part of the agenda due to the information relating to the business affairs of the applicants.

**RESOLVED/-**

1. To agree that the project funding applications by Port Salford Holdings Limited, a subsidiary of the Peel Group, (loan of £4,600,000), B&H Precision Tools (loan of £550k) and RealityMine Phase 2 (loan of £1,250,000) be given conditional approval and progress to due diligence.
2. To delegate authority to the Combined Authority Treasurer and Combined Authority Monitoring Officer to review the due diligence information and, subject to their satisfactory review and agreement of the due diligence information and the overall detailed commercial terms of the transactions, to sign off any outstanding conditions, issue final approvals and complete any necessary related documentation in respect of the loans at 1) above.

**147/15 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED/-**

That, under section 100 (A)(4) of the Local Government Act 1972 the press and public should be excluded from the meeting for the following item of business on the grounds that this involves the likely disclosure of exempt information, as set out in paragraph 3, Part 1, Schedule 12A of the Local Government Act 1972 and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**148/15 GREATER MANCHESTER INVESTMENT FRAMEWORK AND CONDITIONAL PROJECT APPROVAL**

Consideration was given to a report providing further detail on the funding application from Port Salford Holdings Limited for £4,600,000, B&H Precision Tooling for £550,000 and RealityMine Phase 2 for £1,250,000.

**RESOLVED/-**

To note the contents of the report.

**NOTICE OF THE DECISIONS AGREED AT THE JOINT MEETING OF THE GREATER MANCHESTER COMBINED AUTHORITY AND AGMA EXECUTIVE BOARD HELD ON FRIDAY 30 OCTOBER 2015 AT BURY TOWN HALL**

GM INTERIM MAYOR	Tony Lloyd (in the Chair)
BOLTON COUNCIL	Councillor Cliff Morris
BURY COUNCIL	Councillor Mike Connolly
MANCHESTER CC	Councillor Richard Leese
OLDHAM COUNCIL	Councillor Jean Stretton
ROCHDALE MBC	Councillor Peter Williams
SALFORD CC	Councillor David Lancaster
STOCKPORT MBC	Councillor Sue Derbyshire
TAMESIDE MBC	Councillor Kieran Quinn
TRAFFORD COUNCIL	Councillor Sean Anstee
WIGAN COUNCIL	Councillor Peter Smith

**JOINT BOARDS AND OTHER MEMBERS IN ATTENDANCE**

GMFRA	Councillor Tommy Judge
GMWDA	Councillor Nigel Murphy
TfGMC	Councillor Andrew Fender

**OFFICERS IN ATTENDANCE**

Margaret Asquith	Bolton Council
Mike Owen	Bury Council
Carolyn Wilkins	Oldham Council
Howard Bernstein	Manchester CC
Steve Rumbelow	Rochdale MBC
Jim Taylor	Salford CC
Eamonn Boylan	Stockport MBC
Steven Pleasant	Tameside MBC
Theresa Grant	Trafford Council
Alison McKenzie Folan	Wigan Council
Peter O'Reilly	GM Fire & Rescue
Ian Hopkins	GMP
John Bland	GM Waste Disposal Authority
Simon Nokes	New Economy
Adam Allen	Office of the Police & Crime Commissioner
Jon Lamonte	TfGM

Liz Treacy  
Richard Paver  
Andrew Lightfoot  
Julie Connor  
Sylvia Welsh  
Kerry Bond

GMCA Monitoring Officer  
GMCA Treasurer  
GM Public Service Reform  
) Greater Manchester  
) Integrated Support Team  
)

**105/15 APOLOGIES**

Apologies for absence were received on behalf of David Acton (GMFRA), Richard Farnell (Rochdale), Donna Hall (Wigan), Paul Najsarek (Bolton), Cath Piddington (GMWDA) and Ian Stewart (Salford).

**106/15 DECLARATIONS OF INTERESTS**

None received.

**107/15 MINUTES OF THE JOINT GMCA AND AGMA EXECUTIVE BOARD MEETING HELD ON 25 SEPTEMBER 2015**

The minutes of the Joint GMCA and AGMA Executive Board meeting held on 25 September 2015 were submitted for consideration.

**RESOLVED/-**

To approve the minutes of the Joint GMCA and AGMA Executive Board held on 25 September 2015.

**108/15 FORWARD PLAN OF STRATEGIC DECISIONS OF THE JOINT GMCA AND AGMA EXECUTIVE BOARD AND AGMA EXECUTIVE BOARD**

Consideration was given to a report of Julie Connor, Head of the Greater Manchester Integrated Support Team, which set out the Forward Plan of those strategic decisions to be considered over the next four months.

**RESOLVED/-**

To note the Forward Plan of Strategic Decisions as set out in the report.

**109/15 MINUTES OF THE JOINT GMCA AND AGMA SCRUTINY POOL MEETING HELD ON 9 OCTOBER 2015**

**RESOLVED/-**

To note the minutes of the Joint GMCA and AGMA Scrutiny Pool meeting held on 9 October 2015.

**110/15      GREATER MANCHESTER SPATIAL FRAMEWORK – CONSULTATION ON STRATEGIC GROWTH OPTIONS**

Eamonn Boylan, Chief Executive, Stockport MBC, introduced a report updating members on the next stage of the Greater Manchester Spatial Framework, seeking approval to a formal consultation process following discussions with Leaders on the final content.

The report also advised that it was proposed the consultation will begin on 9 November 2015 for at least 6 weeks and will be carried out in line with the Statement of Communities Involvement of the 10 local planning authorities.

**RESOLVED/-**

1. To note the report and agree the approach.
2. To delegate responsibility to make any final amendments to the consultation documents and agree their publication to Eamonn Boylan, Chief Executive, Stockport MBC, in consultation with Councillor Sue Derbyshire, Portfolio Lead member for Planning & Housing.
3. To agree that Greater Manchester continue discussions with Department for Communities and Local Government as outlined in Section 3 of the report.

**111/15      HOUSING AND PLANNING BILL**

Eamonn Boylan, Chief Executive, Stockport MBC presented a report detailing the key provisions of the Government's Housing and Planning Bill, published on 13 October 2015.

A member expressed concern that this legislation would not help to address the growing demand in Greater Manchester for affordable rented housing for those on low incomes given the current economic climate.

It was noted that a further paper presenting options under development to identify how these issues might be addressed as they affect Greater Manchester would be considered at an informal meeting of leaders later in the day. It was also suggested that the further paper could be made publicly available once discussed so that there is a general understanding and awareness of the context, constraints of work currently being undertaken to address the needs of Greater Manchester residents more specifically.

**RESOLVED/-**

To note the key elements of the Housing and Planning Bill.

**112/15      AGMA REVENUE BUDGET MONITORING UPDATE 2015/16**

Richard Paver, GMCA and AGMA Treasurer, presented a report informing members of the 2015/16 forecast revenue outturn position as at end September 2015.

In response to a question it was confirmed that conversations were being undertaken across the relevant agencies to ensure Operation Challenger would be as sustainable going forward and that the funding request from the Police and Crime Panel support costs was for

2015/16

only.

**RESOLVED/-**

1. To note the report and the current revenue outturn forecast for 2015/16 which is projecting an underspend of £268,000.
2. To note and approve the funding requirements for Operation Challenger as detailed in the report and approve the virement of £121,000 from the Police and Crime Panel support costs budget to the project budget as detailed in paragraphs 2.1 to 2.3 of the report, noting that the funding is for 2015/16 only and that longer term funding requirements will need to be addressed.
3. To approve the remaining revisions to the revenue budget plan 2015/16 as identified in the report and described in paragraph 2.4 of the report.
4. To note the position on reserves as highlighted in paragraph 3 of the report.

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