

# Public Document Pack



<b>MEETING:</b>	Cabinet
<b>DATE:</b>	Wednesday 8 February 2023
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Council Chamber, Barnsley Town Hall
<b>PUBLIC WEB LINK:</b>	<a href="https://barnsley.public-i.tv/core/portal/webcasts">https://barnsley.public-i.tv/core/portal/webcasts</a>

## AGENDA

1. Declaration of pecuniary and non-pecuniary interests
2. Leader - Call-in of Cabinet decisions

### Minutes

3. Minutes of the previous meeting held on 25 January 2023 (Cab.8.2.2023/3) (Pages 3 - 4)

### Items for Noting

4. Decisions of Cabinet Spokespersons (Cab.8.2.2023/4) (Pages 5 - 6)

### Petitions

5. Petitions received under Standing Order 44 (Cab.8.2.2023/5)

### Items for Decision/Recommendation to Council

#### Core Services Spokesperson

6. Medium Term Financial Strategy 2023-26 (Cab.8.2.2023/6) (Pages 7 - 158)  
RECOMMENDATION TO FULL COUNCIL ON 23 FEBRUARY 2023

#### Joint Regeneration and Culture and Core Services Spokespersons

7. Housing Revenue Account - 2023/24 Budget and Investment Proposals 2023-28 (Cab.8.2.2023/7) (Pages 159 - 178)  
RECOMMENDATION TO FULL COUNCIL ON 23 FEBRUARY 2023

#### Regeneration and Culture Spokesperson

8. Lettings Policy 2023 (Cab.8.2.2023/8) (Pages 179 - 296)  
RECOMMENDATION TO FULL COUNCIL ON 30 MARCH 2023
9. Acceptance of National Portfolio Organisation Funding from Arts Council England for Barnsley Museums (Cab.8.2.2023/9) (Pages 297 - 322)
10. Exclusion of Public and Press  
It is likely that the public and press will be excluded from this meeting during consideration of the items so marked because of the likely disclosure of exempt information as defined by the specific paragraphs of Part I of Schedule 12A of the Local Government Act 1972 as amended, subject to the public interest test.

## Regeneration and Culture Spokesperson

11. Community Energy Project: Council Homes PV Project (Cab.8.2.2023/11)  
(Pages 323 - 394)  
Reason restricted:  
Paragraph (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information)

To: Chair and Members of Cabinet:-

Councillors Houghton CBE (Chair), T. Cave, Franklin, Frost, Higginbottom, Howard, Lamb, Makinson and Platts

Cabinet Support Members:

Councillors Bowser, Cain, Cherryholme, Eastwood, Newing, Osborne and Peace

Chair of Overview and Scrutiny Committee  
Chair of Audit Committee

Sarah Norman, Chief Executive  
Carly Speechley, Executive Director Children's Services  
Wendy Lowder, Executive Director Place Health and Adult Social Care for Barnsley  
Shokat Lal, Executive Director Core Services  
Matt O'Neill, Executive Director Growth and Sustainability  
Julia Burrows, Executive Director Public Health and Communities  
Neil Copley, Service Director Financial Services (Section 151 Officer)  
Sukdave Ghuman, Service Director Law and Governance (Monitoring Officer)  
Michael Potter, Service Director Business Improvement, HR and Communications  
Katie Rogers, Head of Communications and Marketing  
Anna Marshall, Scrutiny Officer

Corporate Communications and Marketing

Please contact Sukdave Ghuman by email [governance@barnsley.gov.uk](mailto:governance@barnsley.gov.uk)

Tuesday 31 January 2023



<b>MEETING:</b>	Cabinet
<b>DATE:</b>	Wednesday 25 January 2023
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Council Chamber, Barnsley Town Hall

## MINUTES

**Present** Councillors T. Cave, Franklin, Higginbottom, Howard, Lamb (Chair), Makinson and Platts

**Members in Attendance:** Councillors Bowser, Cain, Cherryholme, Eastwood, Osborne and Peace

### 170. Declaration of pecuniary and non-pecuniary interests

Councillor Osborne declared a non-pecuniary interest as a Board Member at Berneslai Homes.

### 171. Leader - Call-in of Cabinet decisions

The Deputy Leader reported that no decisions from the previous meeting held on 11 January 2023 had been called in.

### 172. Minutes of the previous meeting held on 11 January 2023 (Cab.25.1.2023/3)

The minutes of the meeting held on 11 January 2023 were taken as read and signed by the Chair as a correct record.

### 173. Decisions of Cabinet Spokespersons (Cab.25.1.2023/4)

There were no Records of Decisions by Cabinet Spokespersons under delegated powers to report.

### 174. Petitions received under Standing Order 44 (Cab.25.1.2023/5)

It was reported that no petitions had been received under Standing Order 44.

### 175. Co-ordinated Scheme for Admission to Schools 2024-25 (Cab.25.1.2023/6)

**RESOLVED** that Cabinet:-

1. Approves the proposed co-ordinated scheme for admission to schools 2024-2025 to ensure compliance with school admissions legislation.

### 176. Admission Arrangements for Community and Voluntary Controlled Primary and Secondary Schools for the 2024-25 School Year (Cab.25.1.2023/7)

**RESOLVED** that Cabinet:-

1. Approves the proposed policy of admission to community and voluntary primary and secondary schools in the Borough to ensure compliance with school admissions legislation during the 2024/25 school year.

**177. Post-16 Education Consultation for Young People with Education, Health and Care Plans (Cab.25.1.2023/8)**

**RESOLVED** that Cabinet:-

1. Approves the change to practice so that the amount of education a young person with an EHCP receives in FE is based on their individual educational needs; and
2. Agrees that implementation be delayed from September 2023 until September 2024 in response to the consultation; and
3. Agrees that development of the Post-16 five-day offer, should be finalised in September 2023 and implemented for September 2024.

**178. Barnsley Safer Roads Strategy 2023 - 2033 (Cab.25.1.2023/9)**

**RESOLVED** that Cabinet:-

1. Adopts the Barnsley Safer Roads Strategy; and
2. Supports the step change in the Barnsley Council approach to road safety culture, by championing the new Safe System approach and creation of a shared responsibility and understanding required to see an improvement in road safety locally – so *Our people travel to arrive*.

.....  
Chair

**BARNSELY METROPOLITAN BOROUGH COUNCIL**

**CABINET SPOKESPERSONS' DECISIONS**

**Schedule of Decisions taken for week ending 20 January 2023**

<b><u>Cabinet Spokesperson</u></b>	<b><u>Item</u></b>	<b><u>Decisions</u></b>
1. Joint Place Health and Adult Social Care and Children's Services	Commissioning Arrangements – To establish a new post of Service Director Commissioning (Children's and Adults)	To establish a post of Service Director for Commissioning (Children's and Adults)

This page is intentionally left blank

**BARNSELY METROPOLITAN BOROUGH COUNCIL**

**REPORT OF:** Executive Director – Core Services & Service Director – Finance  
(Section 151 Officer)

**TITLE:** Medium Term Financial Strategy 2023 - 2026

<b>REPORT TO:</b>	<b>Cabinet</b>
<b>Date of Meeting</b>	<b>8 February 2023</b>
<b>Cabinet Member Portfolio</b>	<b>Core Services</b>
<b>Key Decision</b>	<b>Yes</b>
<b>Public or Private</b>	<b>Public</b>

**Purpose of report**

**To consider the Council’s Medium Term Financial Strategy 2023-2026**

**Council Plan Priority**

**All**

**Recommendations**

**That Cabinet:**

- 1. Note the contents of the updated Medium Term Financial Strategy 2023 - 2026.**
- 2. Recommends to Full Council on the 23<sup>rd</sup> of February:**
  - a) that the report of the Service Director Finance (S151 Officer), under Section 25 of the Local Government Act 2003 at **Section 1** be noted, that the 2023/24 budget proposals be agreed and that the Chief Executive and Senior Management Team (SMT), in consultation with Cabinet Spokespersons, submit, for early consideration, detailed plans that ensure the Council’s ongoing financial sustainability in 23/24 and beyond.
  - b) that the revised Medium Term Financial Strategy (MTFS) and Budget Forecast for 23/24 to 25/26 contained in the budget pack attached at **Section 2** (supported by the suite of background papers in **Sections 2a – 2d**) be noted and that these are monitored as part of the arrangements for the delivery of the MTFS.

- c) that provision of **£35.4M** to cover anticipated demographic and other cost pressures in 23/24:
- Pay (£9.0M),
  - Energy (£5.3M),
  - Children's Social Care including the development plan costs (£7.0M),
  - Adult Social Care including hospital discharges (£6.5M),
  - Homes to School Transport (£1.2M),
  - Waste Services (£0.9M),
  - Inflation on major contracts e.g., PFI (£3.1M),
  - Funding borrowing costs (£0.6M),
  - Investment in legal resource (£0.5M),
  - Investment in car parking (£0.5M),
  - Youth zone running costs (£0.8M).

be approved for inclusion in the budget as identified at **Section 2**.

- d) that the budgetary provisions previously set aside in the 22/23 budget for demography, demand and energy costs totalling **£9.2M** be approved to be released to mitigate the above pressures.
- e) that the specific Adult Social Care grant of **£2.1M** received in the 2022 Local Government Finance Settlement be used to contribute to the funding of inflationary pressures in the care sector.
- f) that the increase in the Better Care Fund of **£1.9M** received in the 2022 Local Government Finance Settlement be used to fund the cost of hospital discharges.
- g) that **£7.5M** of additional general social care funding received in the 2022 Local Government Finance Settlement be set aside pending further assessment of the emerging financial risks relating to Childrens and Adults Social Care.
- h) that reserves totalling **£5.5M** be used to further mitigate the pressures above, strictly on the basis of this being a temporary bridging strategy to permanently aligning ongoing spend and income over the MTFs planning period.
- i) that the proposed efficiency savings in 23/24 highlighted in **Section 2** and detailed at **Section 4a – 4e** be approved for implementation and that Members also note the development of a transformation programme to help deliver balanced budget positions over the medium term (24/25 – 25/26).
- j) that the Council's reserves strategy and updated reserves position at **Section 2b** be noted.
- k) that the proposed changes to the 23/24 fees and charges policy and accompanying schedule of charges set out at **Section 2d** be approved.
- l) to submit to Council for approval the cash limited budgets for each Service with overall net expenditure for 23/24 of **£230.4M** as highlighted in **Section 5a**.



- m) to consider the budgets for all services and approve, for submission into Council, the 23/24 – 25/26 budget proposals presented at **Sections 5a – 5c**, subject to Cabinet receiving detailed implementation reports where appropriate.
- n) to consider and approve the changes to the schools funding formula including the transfer of funding from the schools' block to the high needs block and approve the proposed 23/24 schools block budget as set out at **Section 5d**.
- o) that the capital investment schemes totalling £12.4M (**Section 6 Appendix 1**), be included within the capital programme and released subject to receiving further detailed business cases where appropriate.
- p) that £2M is provisionally set aside for additional investment in repairing the borough's highways (principal roads / side streets) and released subject to receiving a further detailed report on plans for its use.
- q) that the Chief Executive and SMT, in consultation with Cabinet Spokespersons, be required to submit reports into Cabinet, as a matter of urgency, in relation to the detailed General Fund Revenue Budget for 23/24 on any further action required to achieve an appropriately balanced budget in addition to those proposals set out above.
- r) that the Chief Executive and SMT be responsible for managing their respective budgets including ensuring the implementation of all approved saving proposals.
- s) that the Authority's SMT be charged with ensuring that the budget remains in balance and report regularly into Cabinet on budget / savings monitoring including any action required.
- t) that Cabinet and the Section 151 Officer be authorised to make any necessary technical adjustments to form the 23/24 budget.
- u) that appropriate consultation on the budget proposals takes place with the Trade Unions and representatives of Non-Domestic Ratepayers and that the views of consultees be considered by Cabinet and the Council.
- v) that the budget papers be submitted for the consideration of the full Council.

## 1. INTRODUCTION

- 1.1 The Local Government Act 1992 requires the councils that billing authorities complete and approve their budgets and set a council tax before 11 March immediately prior to the start of the financial year on 1 April.

## **The Councils 2023/24 Budget, Council Tax setting and updated Medium Term Financial Strategy 2023 – 2026**

### **2. PROPOSALS**

- 2.1 The suite of budget papers attached to this report presents for consideration the Council's 2023/24 Budget together with the proposed council tax setting.
- 2.2 In addition the paper attached at Section 2 provides the updated Medium Term Financial Strategy.
- 2.3 It is recommended that Cabinet note the contents of the papers attached and refers them for approval to Full Council on the 23<sup>rd</sup> February 2023.

### **3. IMPLICATIONS OF THE DECISION**

#### **3.1 Financial and Risk**

- The Authority's proposed 2023/24 Budget, Council Tax Setting and updated Medium Term Financial Strategy for the period 2023 – 2026 is set out in the suite of papers attached to this report.
- The Authority's Chief Finance Officer, Section 25 Report is provided at Section 1 in the suite enclosed and highlights their advice on the proposals contained therein.

#### **3.2 Legal**

There are no legal implications as a result of this report.

#### **3.3 Equality**

Not applicable as individual EIA's have been completed in relation to the budget proposals as appropriate.

#### **3.4 Sustainability**

Decision wheel not applicable.

#### **3.5 Employee**

There are no direct employee implications as a result of this report.

#### **3.6 Communications**

Communication will be made in line with the normal budget setting process arrangements of the Council

### **4. CONSULTATION**

4.1 Consultation on the 2023/24 budget will be undertaken with representatives of the Business Community and Trade Unions

**5. ALTERNATIVE OPTIONS CONSIDERED**

5.1 N/A

**6. REASONS FOR RECOMMENDATIONS**

6.1 The Local Government Act 1992 requires the councils that billing authorities complete and approve their budgets and set a council tax before 11 March immediately prior to the start of the financial year on 1 April.

**7. GLOSSARY**

N/A

**8. LIST OF APPENDICES**

Appendix 1 - Service and Financial Planning 2023/24 – The Council’s Medium Term Financial Strategy – 2023/24 Budget recommendations

**9. BACKGROUND PAPERS**

**10. REPORT SIGN OFF**

Financial consultation & sign off	Senior Financial Services officer
Legal consultation & sign off	Sukdave Ghuman, 30 January 2023

**Report Author: Neil Copley**

**Post: Service Director Finance and S151 Officer**

**Date: 27/01/23**

This page is intentionally left blank

## **BUDGET PROPOSALS 2023/26**

### **CONTENTS**

- 1 Section 151 Officer's Section 25 Report *(Pages 3 - 10)*
- 2 Medium Term Financial Strategy *(Pages 11 - 26)*
- 2a Council Tax Options 2023/24 *(Pages 27 - 32)*
- 2b Reserves Strategy 2023-2026 *(Pages 33 - 46)*
- 2c 2023/24 Treasury Management Strategy *(Pages 47 - 76)*
- 2d 2023/24 Fees and Charges *(Pages 77 - 90)*
- 3 Budget Recommendations *(Pages 91 - 94)*
- 4 Efficiency Proposals 2023 - 2024 and Service Reviews 2024 - 2026  
*(Pages 95 - 96)*
- 4a Place Health and Adult Social Care *(Pages 97 - 100)*
- 4b Children's Services *(Pages 101 - 102)*
- 4c Growth and Sustainability *(Pages 103 - 108)*
- 4d Public Health and Communities *(Pages 109 - 110)*
- 4e Core *(Pages 111 - 112)*
- 5 Directorate Spending Plans 2023 - 2026
- 5a 2023-24 Spending Plans *(Pages 113 - 114)*
- 5b 2024-25 Spending Plans *(Pages 115 - 116)*
- 5c 2025-26 Spending Plans *(Pages 117 - 118)*
- 5d 2023-24 Schools Settlement and Delegated Budgets *(Pages 119 - 122)*
- 6 2023 - 2027 Capital Programme *(Pages 123 - 140)*
- 7 Redundancy Compensation and Procedures *(Pages 141 - 144)*
- 8 Communications *(Pages 145 - 146)*

This page is intentionally left blank

**BARNSELY METROPOLITAN BOROUGH COUNCIL**

**LOCAL GOVERNMENT ACT 2003 - THE S151 OFFICER'S SECTION 25  
REPORT ON THE 23/24 BUDGET PROPOSALS**

1. **Purpose of the Report**

- 1.1 To provide, in accordance with the requirements of Section 25 of the Local Government Act 2003, advice from the Authority's Chief Finance Officer (CFO) on aspects of the 23/24 budget proposals.

2. **Background**

- 2.1 Part 2 of the Local Government Act 2003 contains a series of duties and powers that give statutory support to aspects of good financial management within local government.
- 2.2 Section 25 requires the CFO to report to an Authority, when it is making its decision on determining the council tax, advice on the following issues:
- The robustness of the estimates included in the budget; and
  - The adequacy of the reserves the budget will provide.
- 2.3 The CIPFA Prudential Code also requires consideration to be given to the affordability and prudence of future capital investment - given its impact on the revenue budget.
- 2.4 CIPFA's Financial Management Code also highlights the importance of the budget setting framework which operates within local authorities and the legal requirements under which this sits.

3. **Advice of the Chief Finance Officer**

- 3.1 This report is based on the Budget Recommendations at **Section 3** and the financial strategy and suite of financial information set out in **Sections 2 – 6**.

***Robustness of the Estimates***

- 3.2 As Members are aware, the setting of the 23/24 revenue and capital budgets are part of the Council's Medium-Term Financial Strategy that forms the framework for the budget for the period 23-26.
- 3.3 The Council's financial strategy has sought to clearly identify the risks associated with the budget so that properly informed and prioritised decisions are made.

- 3.4 Whilst in general terms I feel that this has been achieved, it should be noted that several of the key risks are fluid and although not quantifiable at this stage are likely to have a material impact on the budget moving forwards.
- 3.5 As such my advice to the Council is to exercise financial prudence and to hold back any betterment in non-specific / non-ringfenced funding [e.g., the general children's and adult social care grant] arising from the Local Government Finance Settlement pending a full assessment of the most significant risks which I set out below.

#### Adult Social Care

- 3.6 The impact of the National Living Wage for 23/24 together with continuing inflationary & energy pressures on Adult Social Care provider costs are likely to place significant upward pressure on fee levels for next year and beyond. It is currently assumed that these will be funded from a combination of a 2% increase in the Adult Social Care council tax precept, the Council's own base budget resources together with the specific adult social care grant confirmed as part of the settlement. That assumption will be revisited as part of the ongoing dialogue with care providers around fee levels for 23/24.
- 3.7 In addition, although the Government has announced a 2-year delay to the Adult Social Care Funding reforms it is not yet clear whether that extends to the policy intention to move towards a 'fair cost of care'. Any requirements to do this in advance of the full implementation of the reforms would add a significant unfunded pressure to the Council's MTFS [over and above addressing the aforementioned inflationary pressures for 23/24].

#### Demand & Demography

- 3.8 Throughout 22/23 we have seen the demand [and cost] for Council services significantly increase, particularly in Children's Social Care, but also in Adult Social Care, Home to School Transport and Waste services. In my view some of those pressures are likely to get worse before they begin to level out and this is something the Council needs to be mindful of when considering the approach to balancing the 23/24 budget as well as its longer-term financial planning.

#### Inflation & Supply Chain Issues

- 3.9 The well-publicised inflation and supply chain issues relating to energy, fuel, food, and construction costs will continue to put pressure on the cost of council services during 23/24. Moreover, the impact of rising prices on household disposable incomes and on business cashflow / profitability will likely increase the volatility, unpredictability, and uncertainty on the levels of council tax and business rate collection.



## Funding

- 3.10 Despite announcing a 2-year financial policy intent, DLUHC have disappointingly announced a one year only funding settlement for 23/24. Whilst the policy intent infers no fundamental change in approach for the 24/25 settlement this is obviously not confirmed and is therefore subject to amendment.
- 3.11 In addition, the longer-term outlook for Local Government funding is clearly challenging, and if the predicted cash standstill Departmental Expenditure Limits [DEL] for the period 2025-28 are realised, that will result in significant real terms funding cuts over the medium term.
- 3.12 The long-awaited review of the way in which funds are distributed to individual local authorities together with the proposals for a reset of the business rate retention scheme also bring added funding uncertainty over the medium term.

## Savings / Transformation Programme

- 3.13 As set out in the MTFS at **Section 2** the Council is embarking on an ambitious programme of service transformation with the intention of reviewing how it might deliver outcomes differently and more efficiently in future. Undertaking such a fundamental review at the same time as delivering day to day council services, all within the context of reducing resources, is a major undertaking. The Council will need to ensure appropriate focus, governance, and resourcing of the programme to ensure the required level of savings are delivered.
- 3.14 So, whilst I am confident that the Council will deliver a balanced budget for 23/24 and that, through working with the Senior Management Team, we have a framework in place to achieve a balanced position over the longer-term; this is heavily dependent on the assumptions set out in the budget papers being delivered and the effective management and mitigation of the risks set out at paragraphs 3.2 – 3.12 above.
- 3.15 In terms of the specific estimates and assumptions which are included in the proposed 23/24 budget, I would also offer the following comments:

(i) ***Council Tax Income Assumptions***

The estimates for Council Tax Income are based on a collection rate of 95%, the same level as in previous years. In addition, I have made assumptions around growth in the tax base to be achieved through a combination of new properties coming into rating and a reduction in the number of households claiming local council tax support which increased significantly during 20/21 and the early part of 21/22. At this stage I have no reason to believe that these are not robust assumptions, although given the fluidity of the current macro- economic / cost of living situation, the position will need to be closely monitored during the year.

(ii) ***Business Rates Income Assumptions***

Under the current Business Rate Retention scheme, Barnsley retains 49% of the total income collected. Government have confirmed that there will be no major changes to the Business Rate System next year and that the planned move to reset the business rate baseline will not take place until 25/26 at the earliest.

As part of the Autumn Statement, it was announced that there would be a general freeze in business rate bills in 23/24 along with a 75% discount for retail, leisure, and hospitality businesses. In the normal course of events this would have frozen the business rate bills for every business in the Borough.

However, the Valuation Office have simultaneously reassessed the rateable values of all businesses across the country which will mean that businesses in the Borough may see their business rate bills increase / decrease from April 2023, albeit with a transitional relief scheme in place to phase in any increased cost.

Government have stated that local authorities will be compensated for the reduction in income as a result of there being no inflationary increase to business rates in 23/24, whilst the impact of the revaluation exercise is anticipated to be fiscally neutral.

Finally, business rate collection may be adversely impacted by the ongoing macro-economic / cost of living situation. Again, this position will need to be closely monitored.

(iii) ***Pay and other Inflation Assumptions***

The pay award for the current financial year [22/23] was resolved in November 2022 and equated to an average 7% uplift in the Council's pay bill, considerably in excess of the provision made in the 22/23 budget [2%], resulting in additional unbudgeted costs of £5m in this and future years.

Pay is forecast to increase by 4% in 23/24 and then at 3% per annum for the remainder of the financial planning period to 25/26; this will be kept under review in view of the balancing required to reflect the ongoing 'cost of living crisis' set against the effective freeze in local government funding over the medium term.

As set out above a provision has also been made in relation to the impact of the increase in the National Living Wage on the Council's external contracts, this having a particularly significant financial impact in adult social care. However, on the latter I reiterate that this provision does not extend to address the full impact of any proposed move towards paying a 'fair cost of care' as set out in the Government's adult social care reform agenda.

Finally, provision has also been made where contractual payments are linked to the Consumer Price Index or other inflationary measures; the full impact of which will be monitored during the next financial year.

(iv) ***Interest Rate Assumptions***

Our treasury advisors and other commentators are predicting further interest rate increases over the planning period, though the timing and pace of those remains subject to debate. In view of this my advice is to limit the Council's exposure to interest rate risk by restricting the amount of the debt portfolio that may be subject to variable interest rates at any one time. This is reflected in the proposed Treasury Management Strategy which is set out in detail at **Paper 2c**. The position will continue to be closely monitored by the Treasury Management Panel with regular updates provided to Cabinet as part of the quarterly performance monitoring cycle.

(v) ***Service/ Demand Pressures***

There have been significant increases in the demand for all council services during 22/23, those been particularly acute in children and adult social care services. These pressures are expected to continue into 23/24 and beyond and provision for this has been made within the budget and MTFs.

Given the inherent risks with these assumptions it remains unclear whether this provision will be adequate to cover these demographic and other associated cost pressures. Therefore, my advice is to set aside any betterment in the Council's core resource position [non-ringfenced grants] following the Local Government Settlement pending further clarity in relation to these risks.

***Adequacy of Reserves***

- 3.16 **Section 2b** of the 23/24 budget proposals set out the Council's position in relation to the current level of provisions, reserves, and balances available to the Authority.
- 3.17 As indicated in that paper, the current Minimum Working Balance (MWB) held by the Authority remains at £20M, a level that I consider prudent and appropriate to the current risk environment faced by the Council.
- 3.18 I have also undertaken an assessment of all earmarked reserves & provisions to ensure their continued validity and to make additional provision to cover known commitments where that has been necessary. I consider the current levels to be adequate subject to my comment at paragraph 3.14.

- 3.19 The 23/24 local government finance settlement has provided additional resources over and above those initially included within the forecast. My advice is that this resource be set aside in reserves pending a full assessment / quantification of the emerging risks highlighted above.
- 3.20 It should also be noted that not all resources have yet been received and need to be 'banked' before being committed to future investments. I will ensure that this position is reviewed and reported through future monitoring reports. In addition, I also consider it appropriate and necessary to continually monitor reserve levels in the light of the changing circumstances facing the Council and as such, a further detailed review will be carried out as an integral part of the 22/23 accounts closure process and throughout 23/24.
- 3.21 Separately, the Council continues to progress significant external funding opportunities, working particularly closely with the South Yorkshire Mayoral Combined Authority. Specifically, officers are working with SYMCA colleagues to explore the possibility of bringing forward the Council's share of Renewal Fund income streams expected to be received over the next 26 years into a single upfront investment pot capable of delivering major capital investment at scale over the next 3 to 5 years. The Capital Investment Strategy and Capital Investment Programme (**Section 6**) provide further details on this.

#### ***Prudence and Affordability***

- 3.22 The current Prudential Borrowing regime places a duty on the CFO to ensure that the financial impact of decisions to incur additional borrowing are affordable both in the immediate future and over the longer term.
- 3.23 Consideration of the revenue impact of all new capital schemes is therefore undertaken alongside other operational service issues to ensure that resources are allocated in accordance with the Council's priorities and within the overall resources available.
- 3.24 As Members will be aware the Council holds relatively high levels of debt as compared to its statistical neighbours. This is a result of previous policy decisions, including the building of a new secondary school estate and more recently the Glassworks town centre development.
- 3.25 I have advised in recent budgets against further significant borrowing until such time as the Glassworks scheme was complete and from a financial perspective de-risked. With the scheme now largely complete and the financial risk attached to that provided for within the MTFs I now consider it prudent to consider, subject to robust business cases, due diligence and funding guarantees, the proposals set out within the budget pack to invest in the Council's housing stock and economic regeneration schemes funded by the SYMCA Renewal Fund.
- 3.26 In addition, regardless of the source of funding any future borrowing is ultimately Council borrowing and should be considered carefully in line with the Prudential Framework, all relevant statutory indicators and a thorough risk assessment of all

financial and non-financial factors to ensure that there are no broader unintended consequences and that any risk to the Council's ongoing financial sustainability is minimised.

### ***Value for Money***

- 3.27 In June 2021 the National Audit Office launched a new Code of Audit Practice, part of which required the External Auditor to undertake a significantly more in-depth review of the Council's arrangements for securing Value for Money [VFM].
- 3.28 In January 2022 the External Auditor's Annual Report reported no significant issues in relation to the Council's arrangements for securing value for money during the 21/22 financial year. The External Auditor's assessment and final report in relation to the Council's 22/23 arrangements is expected imminently, and although I do not anticipate any major concerns to be raised, I will ensure that any issues or areas for improvement are addressed appropriately.

### ***Medium Term Financial Strategy (MTFS) and Budget Reduction Measures***

- 3.29 A balanced budget for 23/24 can be delivered through the agreement of the proposals contained within the budget papers. However, this view is contingent upon the additional matters identified at paragraph 3.14 above and paragraphs 3.30 to 3.33 below.
- 3.30 The draft budget for 23/24 is again based upon the delivery of several budget reduction & efficiency measures and there needs to be a strong and sustained focus on ensuring the timely and comprehensive implementation of these.
- 3.31 Moreover, it is proposed that the significant budget gaps identified for 24/25 & beyond will be addressed by a programme of service transformation. In my view, whilst the suggested planning framework is sound, the fundamental nature of the reviews and timelines around delivery of savings for 24/25 and 25/26 are challenging. Consequently, I will keep progress under close review and update and report any impact on the MTFS including advising on any required changes to the transformation / efficiency plan as required.
- 3.32 In addition, future forecasts are predicated on the Council maintaining, as a minimum, a cash standstill core resources position. I consider this to be a reasonable assumption but for the reasons outlined at paragraph 3.10 – 3.12 there is considerable uncertainty around this.
- 3.33 Finally, although a prudent approach has been taken in relation to the Medium-Term Financial Strategy, providing for all known pressures over the planning period, any additional pressures from here on in will need to be contained within the ongoing resource envelope determined by the local government finance settlement and any associated subsequent reviews. If for whatever reason this looks like not being achievable, I will instigate an immediate review of the 23/24 budget, MTFS and reserves strategies contained within these budget proposals.

#### 4. **Budget Recommendations**

- 4.1 As indicated in the 3-year forecast at **Section 2 (Appendix 1)** and based on the Budget Recommendations at **Section 3**, a balanced budget will be set for 23/24.
- 4.2 This would see the Minimum Working Balance being retained at £20M and the one-off betterment in general / non-ringfenced grants from the 2022 Local Government Finance Settlement being set aside to provide additional financial resilience to help mitigate the significant unquantified risks highlighted within the MTFs. I consider this to be prudent and appropriate to the current risk environment faced by the Council (**Section 2 refers**).
- 4.3 The proposals identified within the budget papers provide the foundation around which the Barnsley's 2030 Plan & Council Plan can be delivered in a financially sustainable manner.
- 4.4 However, there remains considerable uncertainty around the impact of the longer-term funding position, challenges that need to be overcome to ensure the successful delivery of the transformation programme and other risks that the Council needs to be vigilant to and, if necessary, be prepared to change its planning assumptions and mitigation plans at short notice if that is required.
- 4.5 **In summarising my advice, I would stress that the robustness of the estimates and adequacy of the reserves which the budget will provide are satisfactory. However, this is contingent upon the requirements outlined at paragraphs 3.13 – 3.15 and reiterated at paragraph 4.4 above being delivered.**

N Copley BA (HONS), CPFA

Director Finance and S151 Officer

January 2023

**UPDATED MEDIUM TERM FINANCIAL STRATEGY 2023/24 – 2025/26****1. PURPOSE**

- 1.1 As in previous years, this paper provides an update to the current Medium-Term Financial Strategy (MTFS) and extends it for a further year to 25/26 to maintain the Council’s rolling 3-year planning framework.
- 1.2 The updated forecast reflects several financial pressures which have recently come to light, as well as additional thoughts on the emerging risks [which are yet to be quantified] highlighted in the 2022-2025 MTFS agreed by Council in February.

**2. INTRODUCTION**

- 2.1 On 24<sup>th</sup> February 2022 the Council set a balanced budget for the current financial year (22/23) together with forecast gaps predicted at that time for the remainder of the MTFS planning period as shown below:

	<b>23/24</b> <b>£M</b>	<b>24/25</b> <b>£M</b>	<b>25/26</b> <b>£M</b>	<b>TOTAL</b> <b>£M</b>
<b>Deficit</b>	<b>+4.423</b>	<b>+2.528</b>	<b>+3.084</b>	<b>+10.035</b>

**23 – 26 Assumptions**

- Provision for pay awards and inflation at 2%.
  - Provision for additional pension costs expected from the actuarial review in 23/24.
  - Further provision for demand and demography pressures.
  - Council tax increases at 2% per annum across 2023-2026.
- 2.2 The updated MTFS also highlighted several key emerging risks and as a result, a one – off provision of £3.8M was set aside to help temporarily address these pressures.

**3 What’s changed since February****Additional Pressures**

- 3.1 During 22/23, several new or deteriorating pressures have been identified which require further consideration within the context of the MTFS:

**Employee Pay**

- 3.2 The 22/23 pay negotiations agreed the following:
- a flat rate increase of £1,925 on all NJC pay points for 22/23 (equivalent to an average 7% increase).
  - an increase of 4.04% on all allowances for 22/23.
  - an increase of one day to all employees’ annual leave entitlement from 1<sup>st</sup> April 2023.
  - deletion of pay point 1 from the NJC pay spine with effect from 1<sup>st</sup> April 2023.

The previous provision in the MTFS [2% pay award] has been updated to reflect this increase together with an updated forecast of a 4% increase in 23/24 and 3% thereafter. The pay negotiations for 23/24 are due to commence shortly: any changes required to the forecast will be reflected as these discussions progress [NB: each 1% increase equates to a £1m additional cost]

### Energy Costs

- 3.3 The cost of energy has also been rising steeply since the middle of the last year and consequently the previous MTFS assumed cost increases in the region of 35% - 50% in 22/23. However, the war in Ukraine and other global macro-economic factors have resulted in a further spike in costs. Government introduced the Energy Bill Relief scheme from October 22 for an initial period of 6 months. However, even after taking into account this relief the average cost of electricity supplied to the Council has increased by 110% in 22/23 and gas at around 280%. Whilst the Council has recently approved a strategic approach to the reduction of carbon and fuel costs, it is unlikely to contribute significant mitigation to the cost pressures. The updated MTFS sets aside a total provision of £8M across the planning period.

### Fuel Costs

- 3.4 The cost of petrol and diesel has also increased significantly in the past year and more so since the start of the war in Ukraine in February 2022. During 21/22 the average price per litre was £1.08. The average cost to the council as at November 22 stood at around £1.30 per litre. This equates to an overall increase in fuel costs required to operate the Council's vehicle fleet of around an additional £0.3M p.a.

### General Contract Inflation

- 3.5 The current forecast provides resources for the cost of inflationary uplift (CPI) on major contracts [Building Schools for the Future, Waste, Primary PFI, PRIP etc].
- 3.6 Based on the terms of the Council's major contracts, a rate of 10% has been provided for in 23/24 falling to 4% thereafter [equivalent to an additional £3M in 23/24]. This continues to be monitored closely.
- 3.7 It should also be noted that rising inflation will impact the delivery of other key priorities, for example, the increasing cost of raw materials [e.g., steel / concrete] will have an impact on the deliverability of major infrastructure projects [SEAM et al] or the cost of repairing and maintaining the council's housing stock and other assets. The impact on the overall capital programme, planned maintenance and individual major projects will be kept under close review and reported to Cabinet as part of standard budgetary procedures or by exception if circumstances dictate.

### General Demography and Demand

- 3.8 Whilst the current forecast made some provision for demographic changes and increased demand in key services (e.g., adults and children's social care, home to school, waste), it was highlighted in February's budget that this provision may be insufficient if trends at that time



continued unabated. During 2022/23 the demand and cost of providing key services particularly Children's Social Care and Home to School Transport has increased exponentially. As a result, a further provision of £9.5M has been made across the period.

### Adults Social Care NLW/Inflationary increases

- 3.9 As part of addressing the cost-of-living crisis, the Government has confirmed a 9.7% increase in the National Living wage from £9.50 to £10.42 from 1<sup>st</sup> April. This increase, together with the rate of inflation running at around 11%, and other pressures such as the rising cost of energy has led to an increase in the cost of care / fee payment to be made to care providers. The current estimate is that costs are likely to increase by at least £6.5M. However, to counter this Government have announced additional funding via the Local Government Settlement (see below) together with confirming an ASC Council Tax Precept of 2%, although this is unlikely to cover the increased cost in full.

### Discharge to assess

- 3.10 In addition, Government have also announced funding to assist Local Authorities /Health to free up space by allowing patients to be safely discharged from hospital more speedily. This funding is highlighted below.

## **MITIGATIONS**

- 3.11 To offset the above, the MTFs has been reviewed and the following mitigations identified:

### Energy Costs Provision

- 3.12 The current MTFs made some provision for cost increases in relation to energy & utility costs. It is proposed to release this to partly offset the anticipated cost increases.

### Release of the Provision Set Aside for Increased Pension Contributions

- 3.13 The next Local Government Pension Scheme [LGPS] triennial actuarial review is due in 23/24. Based on discussions with the scheme actuary and the South Yorkshire Pensions Authority no increases in employers' pension contributions are now anticipated [meaning that the current provision is no longer required]. This will be kept under close review in view of the continuing war in Ukraine and other global macro-economic factors which may adversely impact scheme asset and liability values moving forward.

### Release of Demography Provision

- 3.14 Resources are currently set aside within the MTFs to fund potential increases in demography over and above those already assumed in service budgets. It is proposed that these are released to partially offset the pressures identified above.
- 3.15 In addition following an increase in the general [non-ringfenced] social care grant announced in the Local Government Settlement as highlighted below, it is proposed to set

this aside for future demography/demand pressures in both Children's and Adults Social Care.

Release of One-Off Risk Provision

- 3.16 As part of the 2021 Local Government Finance Settlement, the Council received a one-off General Services Grant (£3.8M). This grant was earmarked as part of the approved 2022 – 2025 MTFS in February to help temporarily address the risks highlighted at the time. It is proposed to release this provision to help fund the anticipated cost pressures in 23/24.

Improved Business Rates Growth / Collection

- 3.17 Additional income has been included from an anticipated growth in business rates (e.g from the Glassworks / other borough wide developments).

Fees and Charges

- 3.18 A full review of all fees and charges has been undertaken with the proposed charges enclosed at paper 2d.

Base Budget Review

- 3.19 A further review of non-critical base budget provision has been undertaken to release further resources to help mitigate the pressures highlighted above.

Government Autumn Statement / Provisional Local Government Settlement

- 3.20 The Chancellor of the Exchequer 's Autumn Statement made a number of announcements that have a direct impact on local government, namely:
- Planned departmental spending to grow at 1% in real terms each year from 25/26 to 27/28. This is lower than the estimated growth in the economy meaning departments will need to make efficiencies to manage inflation.
  - A delay to the Health and Social care reforms for 2 years to 25/26 at the earliest i.e the proposed £86k cap on care costs and new means test proposals;
  - An additional £4.7bn within the adult social care system including £1bn of additional resources to directly support discharges from hospital, £1.3bn in additional social care grant and further council tax flexibility allowing increases of up to 5% (3% core and 2% adult social care) in 23/24.
  - A further £2.3bn for schools, increasing per pupil funding;
  - Business rates will be frozen in 23/24 with additional relief for the retail, hospitality and leisure sectors and small businesses.
  - Further support to the public to help with the energy and cost of living crisis.
- 3.21 Subsequently on 21<sup>st</sup> December the Local Government Finance Settlement confirmed for 2023/24:
- Core funding (RSG and Business rates) uplifted for inflation;
  - An increase in the non-ringfenced social care grant for both Adults and Children's (£7.5M) to be set aside to address the risks highlighted in Section 8 below);

- A specific ringfenced grant for Adult Social Care (£2.1M) to contribute towards funding pressures within the care sector;
- Additional funding to be allocated through the Better Care Fund to support safer hospital discharges, helping people regain or maximise independence as soon as possible and freeing up NHS beds for those who need them (£1.9M).
- Council tax flexibilities allowing for a maximum 5% increase in 23/24 and 24/25 (3% Core Services and 2% Adult Social Care).

3.22 Finally whilst Government have announced a two-year settlement which provides some certainty, the actual details of the 24/25 settlement will be released in autumn/winter 2023. As such a carry forward funding position has been assumed pending more clarity.

### **REVISED POSITION**

3.23 The impact of the above changes is shown in the following table:

<b>INCREMENTAL CHANGES</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>		
	<b>£M</b>	<b>£M</b>	<b>£M</b>		
<b>COST B/FWD</b>	<b>211.395</b>	<b>214.170</b>	<b>219.706</b>		
FIXED & ONGOING (pay @2%, NI @1.25% Inflation @ 2%, Pension in 23/24, Other)	6.196	4.196	4.196		
DEMOGRAPHY & DEMAND (ASC, CSC, H2S, Waste)	2.827	3.032	3.032		
POLICY DECISIONS (Glassworks, Youth Zone FYE)	1.200	0.000	0.000		
<b>TOTAL COSTS</b>	<b>221.618</b>	<b>221.398</b>	<b>226.934</b>		
<b>INCOME BfWD</b>	<b>211.395</b>	<b>214.170</b>	<b>218.870</b>		
CTAX @2.0 increase plus growth	3.500	3.650	3.800		
Business Rates	2.300	1.050	1.180		
<b>TOTAL INCOME</b>	<b>217.195</b>	<b>218.870</b>	<b>223.850</b>		
<b>FORECAST AS AT FEB 2022</b>	<b>4.423</b>	<b>2.528</b>	<b>3.084</b>	<b>10.035</b>	
<b>Additional Cost Pressures</b>					
Provision for Pay Award @ 4% in 23/24 and 3% thereafter	6.600	1.000	1.000	8.600	
Energy Costs	5.300	2.000	1.000	8.300	
Children's SC Demand and Development plan	6.800	(0.500)	-	6.300	
ASC NLW/Inflationary Increases	4.100	-	-	4.100	
Provision for contract inflation at 10% in 23/24 falling to 4% in future years (currently 2%)	2.800	0.700	0.700	4.200	
Further Demography and Demand pressures	2.900	0.300	-	3.200	
<b>TOTAL ADDITIONAL PRESSURES</b>	<b>28.500</b>	<b>3.500</b>	<b>2.700</b>	<b>34.700</b>	
<b>REVISED FORECAST - Pre-Mitigations</b>	<b>32.923</b>	<b>6.028</b>	<b>5.784</b>	<b>44.735</b>	

<b>Mitigations</b>				
Release of provisions (energy, demography, pensions)	(14.000)	(2.870)	2.164	(14.706)
Use of Reserve previously set aside	(5.500)	5.500	-	-
Increased Business Rates growth and CTAX	(2.100)	(0.900)	(0.300)	(3.300)
ASC Council Tax Precept	(2.000)	-	-	(2.000)
Specific Social Care grant	(2.100)	(1.500)	-	(3.600)
<b>TOTAL MITIGATIONS</b>	<b>(25.700)</b>	<b>0.230</b>	<b>1.864</b>	<b>(23.606)</b>
<b>REVISED FORECAST AFTER MITIGATIONS</b>	<b>7.223</b>	<b>6.258</b>	<b>7.648</b>	<b>21.129</b>

#### 4. Strategy to address the above funding gaps

4.1 During the summer, SMT have been formulating a strategy to address the above forecast funding gaps and have determined a subsequent 5-point action plan to address both the short and medium-term budget gaps that were identified at that time:

1. **Action 1** – Executive Directors agreed to revisit previously submitted 23/24 efficiency proposals for deliverability, timing, and value [with alternative proposals being put forward where any issues were identified] – [see update at Paragraph 4.2 below].
2. **Action 2** – Executive Directors to identify new “quick win” efficiencies / cashable savings for 23/24 – were requested by July 2022 [see update at Paragraph 4.2 below].
3. **Action 3** – Executive Directors were requested to produce a proposed sequencing for the ‘transformational’ review of **all** their service areas together with a high-level Outline Business Case [OBC] for those reviews to be completed in the first tranche [i.e., operational / delivered by 24/25] – [see update and key timelines below].
4. **Action 4** – Lead officers were tasked with co-designing a potential programme of digital transformation activity in Adult Social Care & Waste, Recycling and Neighbourhood Services with the support of an external implementation partner – initial scoping to be completed by August 22 / detailed business cases to be completed by December / delivery in 23/24 + [see update and key timelines below].
5. **Action 5** – Lead officers were tasked with co-designing a refreshed Asset Management Strategy & Delivery Plan – high level strategy refreshed by August 22 / final strategy and delivery plan agreed by December 22 [see update / key timeline below].

## Section 2

### Action 1 / 2 – SMT to revisit the previously submitted 23/24 efficiency proposals and identify new “quick win” efficiencies / cashable savings

- 4.2 This exercise has been completed with efficiency proposals capable of being delivered for 23/24 now estimated at £7.3M [full details are provided at Section 4].
- 4.3 Subject to approval and delivery, these proposals will provide for a balanced budget in 23/24.

### Action 3 – That Executive Directors produce a proposed sequencing for the review of **all** their service areas together with a high-level Outline Business Case [OBC] for those reviews to be completed in the first tranche

- 4.4 Each Executive Director has submitted a proposed sequencing and timing for each of their service reviews [all phases are shown below].
- 4.5 In high level terms, this indicates that 21 / 38 service areas will be reviewed in tranche 1 i.e., new operating models to be in place by 1<sup>st</sup> April 2024, with the remaining 15 reviews taking place thereafter with the new operating models for those being in place by 1<sup>st</sup> April 2025.
- 4.6 The table below highlights those service areas currently included within the first tranche of reviews (Phases 1a & 1b) with a high-level Outline Business Case produced for each setting out the key themes & opportunities that will be explored as part of the review [click on link below to access individual OBC’s].

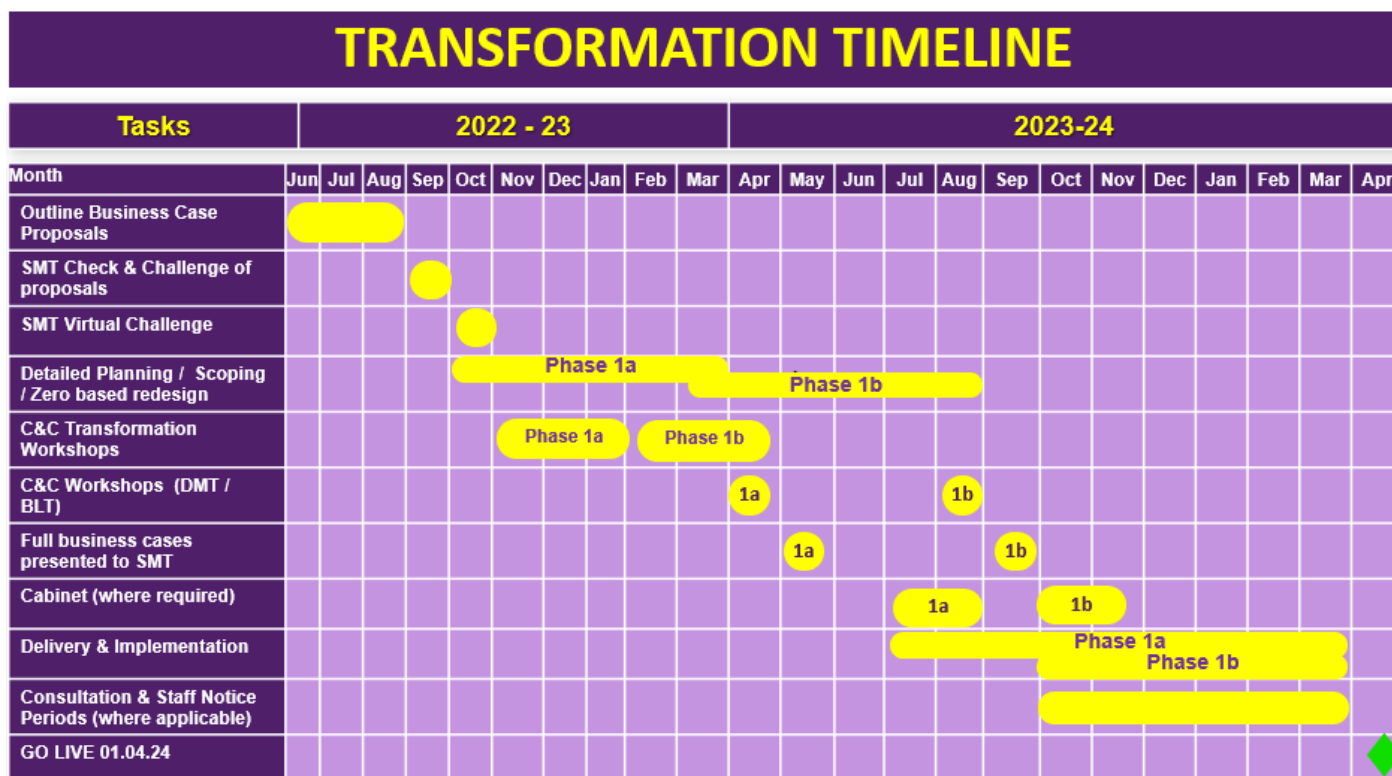
#### 1a Service reviews

Place Health & Adults Social Care	Children’s	Growth & Sustainability	Public Health & Communities	Core
	Children in care and Leaving Care	<a href="#">Property Services</a>	Public Health inc Regulatory Services	<a href="#">Strategic Procurement &amp; Contract Management</a>
		<a href="#">Economic Development</a>		<a href="#">Service Design &amp; Compliance [IT]</a>
		<a href="#">Commercial &amp; Operational Services</a>		<a href="#">Council Governance</a>
		Waste and Neighbourhoods Services		Business Support

#### 1b Service reviews

Place Health & Adults Social Care	Children’s	Growth & Sustainability	Public Health & Communities	Core
Better lives programme / review of ASC operating	Early Start and Family Centers	<a href="#">Culture &amp; Visitor Economy</a>	Public Health inc Regulatory Services	<a href="#">Internal Audit, Anti-Fraud &amp; Assurance</a>
		<a href="#">Employment &amp; Skills</a>	<a href="#">Safer Communities</a>	<a href="#">Legal Services</a>
		<a href="#">Strategic Transport</a>		
		<a href="#">Bereavement, Environment, Sport &amp; Transport</a>		
		<a href="#">Highways &amp; Engineering</a>		

4.7 Key dates and milestones in respect of these reviews are set out below:



4.8 The table below translates the anticipated profile of service reviews into an indicative financial plan for MTFs planning purposes [this will be reviewed on an ongoing basis as circumstances dictate].

Directorate	By 01/04/2024				By 01/04/2025		Total	
	Phase 1A		Phase 1B		Phase 2			
	No of reviews	Efficiency £M	No of reviews	Efficiency £M	No of reviews	Efficiency £M	No of reviews	Efficiency £M
Place Health and Adults SC	0	0.000	1**	See 4.9-4.11	0	0.000	1	-
Children's*	1	0.406	3	1.157	3	0.542	7	2.105
Growth & Sustainability	3	1.260	5	0.840	3	0.580	11	2.680
Public Health & Communities	2^	0.870	1	0.340	2	0.305	5	1.515
Core	4	0.900	3	0.150	7	0.880	14	1.930
<b>TOTAL</b>	<b>10</b>	<b>3.436</b>	<b>13</b>	<b>2.487</b>	<b>15</b>	<b>2.307</b>	<b>38</b>	<b>8.230</b>

^ The transformation review of Public Health is to be completed and implemented by the 1<sup>st</sup> April 2023

\* Currently excludes budgets / savings related to commissioned looked after children's placements in CSC even though it is anticipated that actions can be taken to reduce / mitigate those costs to some extent e.g., early help & prevention initiatives, review of high-cost placements, in Borough provision etc.

\*\* The service areas in Adult Social Care / Waste, Recycling and Neighbourhood Services, whilst included in the above, are assumed to be picked up by the Digital Transformation strand set out at paragraph 4.9 – 4.11 [subject to review].

Action 4 - Digital transformation

- 4.9 Digital Transformation has been agreed by SMT / BLT as one of the prime cross cutting areas from which efficiencies can be derived. To allow momentum and focus, the initial areas of work to be considered are Adult Social Care & Waste, Recycling and Neighbourhood Services.
- 4.10 A number of workshops have taken place during 2022. These workshops have been facilitated by Microsoft who are seen as a potential key software and services supplier to expedite digital enhancements using platforms the Council is already familiar with, namely optimising license usage and Azure platforms. Initial discovery and business case work has been carried out by Microsoft consultants 'at risk' – there is still no guarantee / expectation that work will be awarded to them. Decisions to move forward with Microsoft will be business case driven and reported to Cabinet for approval.
- 4.11 As with the Service reviews it is anticipated that the above reviews [in conjunction with the non-digital transformation aspects of these service areas] will deliver a minimum of a 10% efficiency saving of the net budget for the respective services (excluding Adult Social Care commissioning budgets).

Action 5 – Asset management strategy & delivery plan

- 4.12 The Strategic Property and Asset Board (SPAB) has been established with the remit to implement a new Asset Management Strategy [together with a detailed delivery plan]. The board is co-chaired by the Service Directors from both Regeneration/Culture and Finance, with representatives from Estates, Core Services, together with a member rep from each Business Unit.
- 4.13 Although activities had previously taken place across various workstreams (e.g., Locality review, Work Smart etc.), further work has been required to truly understand the wider asset base and how it is used by Services. It has also acknowledged that a refreshed Asset Management Strategy (AMS) is required which is better aligned to the 2030 Strategy and the Council's wider corporate objectives, as well as helping to address cost pressures (particularly in relation to buildings etc.) within the updated MTFS.
- 4.14 Several workshops have taken place to date to scope and define the AMS and associated plans to make the actions a reality. Work has also been undertaken to 'cluster' the assets held within the portfolio, providing a more manageable approach. This has produced a greater understanding of the asset categories held and those that are deemed in / out of scope. The ambition is that each cluster will have its own implementation plan (with each asset having a mini-associated plan). For planning purposes efficiency savings have been estimated at 18% of the total portfolio operating cost [18% of £30M i.e., £5.5M] to be delivered over the planning period.

	2024/25	2025/26	TOTAL
	£M	£M	£M
<b>Asset Strategy Review</b>	<b>1.600*</b>	<b>3.900^</b>	<b>5.500</b>

\*Includes savings to be delivered in 23/24 of £0.7M

^ Includes savings anticipated beyond 25/26

4.15 The Strategy is due to move through the Council's governance framework in tandem with the MTFs. The Board will meet monthly with key subgroups / task and finish groups delivering key pieces of work to shape and deliver action plans. The Board will be the key governance vehicle for all property and asset related decisions taken by the Council and will ensure these decisions are guided by our current financial situation, effective delivery of outcomes and the need to manage our assets and estate in accordance with agreed best practice principles. Further updates will be provided throughout the programme of delivery.

## 5. COST OF LIVING CRISIS / LOCAL COUNCIL TAX SUPPORT

- 5.1 The current cost of living crisis is clearly having an impact on members of the public. This impact is starting to be reflected in council tax collection rates, particularly those most vulnerable / low income households.
- 5.2 Current Council tax planning assumptions are based on a 3.9% increase in 2023/24.
- 5.3 Members will recall that the Council amended the current Local Council tax Support Scheme in 2022/23 to protect claimants from the agreed 3.5% council tax rise this year together with continuing to provide the extra £125 of support previously provided via Government during Covid. The current scheme supports over 15,000 claimants.
- 5.4 It is proposed that an additional one-off cost of living support be provided to all eligible working age local council tax support claimants in Band 1 of the scheme, equivalent to an amount that reduces those claimant's council tax bills to zero for the 23/24 financial year
- 5.5 This means those in Band 1 will receive additional support from between £96 (Ctax band A properties) and £290 in 23/24 (Ctax band H properties).
- 5.6 Furthermore, an additional one-off cost of living support be provided to all eligible working age local council tax support claimants in Bands 2,3 & 4 of the scheme, equivalent to mitigating the full impact of the proposed 3.9% increase for 23/24 plus an additional £50 discount to further reduce the bills for all those eligible claimants
- 5.7 Finally an additional one-off cost of living support equivalent to the 3.9% increase be provided to all eligible pensioners in receipt of council tax support, for the 23/24 financial year.
- 5.8 The above changes are expected to cost in the region of £2.2M and will be funded via the use of one-off collection fund surpluses generated at the end of 2021/22.

## 6. REVISED MEDIUM TERM FINANCIAL FORECAST

6.1 The net impact of the above cost and mitigation strategies is summarised in the table below:

	23/24	24/25	25/26	TOTAL
	£M	£M	£M	£M
<b>FORECAST GAP AS AT NOV 2022 (Pre efficiency proposals)</b>	<b>7.223</b>	<b>6.258</b>	<b>7.648</b>	<b>21.129</b>
<b>23/24 Efficiencies</b>	<b>(7.336)</b>			<b>(7.336)</b>



<b>Digital Transformation</b>	-	(1.980)	(0.200)	(2.180)
<b>Asset Strategy Review</b>	-	(1.600)	(3.900)	(5.500)
<b>Service Transformation Reviews – Phase 1</b>		(4.469)	-	(4.469)
<b>Service Transformation Reviews - Phase 2</b>	-	-	(3.121)	(3.121)
<b>REVISED GAP AFTER EFFICIENCIES</b>	<b>(0.113)</b>	<b>(1.791)</b>	<b>0.427</b>	<b>(1.477)</b>

6.2 This position is based on the following key assumptions:

- Core funding uplifted for inflation in 23/24;
- Additional non-ringfenced social care grant;
- Provision for pay awards FYE of 22/23 @ 7% & 4% in 23/24 (£9.0M) and 3% p.a. thereafter.
- Provision for contract inflation of 10% in 23/24 (£3.0M), and 4% thereafter.
- Provision for key service pressures, mainly within Children’s Social Care, in 23/24 (£11.0M).
- Provision for increases in the National Living Wage and inflation in Adults Social Care (£6.5M) partially offset by additional specific Adult Social Care grant.
- Provision for hospital discharges within Adult Social Care (£1.8M in the Better Care Fund)
- Provision for increased energy / fuel costs based on current estimates (£5.3M) in 23/24.
- Council Tax @ 3.9% in 23/24 (£4.1M) and 2% thereafter.
- Delivery of efficiency proposals totalling £7.3M in 23-24 (Section 4 refers).
- Future year deficits to be addressed via the development of a programme of transformational activity capable of delivering a minimum £15M by 25/26 (Section 4 refers).

## 7. UPDATED RESERVES STRATEGY

7.1 The Council maintains a rolling 3 years reserves strategy to align one-off resources to the MTFs planning period. A full update is provided at paper 2b as part of the 23/24 suite of budget papers.

7.2 Total reserves currently stand at approximately £488M [*£354M GF and £134M HRA*], with the vast majority of that already committed to previous policy and investment decisions [e.g., major capital investment such as the Glass Works, SEAM & Principal Towns; Directorate projects and initiatives, school balances, minimum revenue provision [debt], insurances and other statutory provisions].

7.3 Of that, it has been necessary to set aside an amount of £29M to support the budget and delivery of the transformation programme:

- Temporary Budget Mitigation - £19M [22/23 overspend & 23/24 smoothing]
- Transformation programme delivery - £10M

7.4 Over and above that the Council retains a Minimum Working Balance of £20M [contingency for unforeseen / emergency circumstances] that will only be used in extremis.

	Earmarked Under Statute REVENUE £M	Earmarked - Invest to Save/ Future Commitments REVENUE £M	Earmarked - Future Capital Investments CAPITAL £M	Resources Set Aside to Complete Schemes CAPITAL £M	Budget Mitigation REVENUE £M	Total Resources TOTAL £M
<b>Sub Total – GF</b>	24.844	95.897	177.611	26.348	29.000	<b>353.700</b>
<b>Sub Total – Housing</b>	7.000	-	125.590	1.500	-	<b>134.090</b>
<b>GRAND TOTAL</b>	<b>31.844</b>	<b>95.897</b>	<b>303.201</b>	<b>27.848</b>	<b>29.000</b>	<b>487.790</b>

## 8. RISKS & OPPORTUNITIES

8.1 The strategy set out above provides the framework to balance the Council's budgets over the period of the MTFs. However, this is predicated on the effective management of the following risks and opportunities:

### Risks

1. The successful delivery of the programme of transformational activity.
2. Inflation remains at higher levels for longer than anticipated.
3. Health and social care reforms – aren't cost neutral [current assumption].
4. Demography & demand pressures are worse than forecast e.g., children's social care
5. Special Educational Needs & Disability (SEND) - risk that the Safety Valve programme doesn't yield any financial support.
6. Cost of living crisis – impact on demand for Council services / ability to collect core income streams deteriorates further.
7. Other national or local major policy initiatives e.g., bus franchising, education white paper, SEND green paper, environment bill etc

### Opportunities

1. Council tax beyond currently assumed levels – whilst protecting the most vulnerable residents (see paper 2a).
2. Increase in fees & charges beyond the levels currently assumed – in line with the Council's fees & charges policy.
3. Pressures abate / improve e.g. energy costs and inflation.
4. Potential disposal of 'hero' assets.

8.2 The position will be reviewed iteratively considering the above / other data & intelligence and changes to the strategy proposed as appropriate.

This page is intentionally left blank

## MTFS Detailed Forecast

	FORECAST 2023/24		FORECAST 2024/25		FORECAST 2025/26	
		£m		£m		£m
<b>EXPENDITURE:</b>						
Revised Base Position		211.395		230.422		237.029
<b>2. Fixed and Ongoing (already reported)</b>						
Pay Award, National Insurance 1.25% increase	9.011		3.411		3.411	
		9.011		3.411		3.411
<b>3. Demographic and Demand</b>						
Energy Cost issues	5.300		2.000		1.000	
Children's Social Care (Demographics/additional social workers)	7.000		0.200		0.200	
Adult Social Care National Living Wage /Inflationary Increases	6.532		1.832		1.832	
Adults Social Care - Demographics					0.605	
Waste - Demographics / HWRC	0.900		0.200		0.200	
Home To School - Demographics	1.200		0.200		0.200	
Adult Social Care Discharge to Assess						
Other Inflation (inc BSF)	3.015		1.415		1.415	
Financing Capital New Starts Programme & MRP	0.570		0.570		0.570	
Legal	0.500					
Car Park Income	0.500					
Customer Services	0.150					
Provision for Youth Zone	0.700					
		26.367		6.417		6.022
<b>4. Provisions</b>						
Release of Energy provision	-1.300					
Demography Provision	-2.000					
Base Budget Review/Reprofiling	-5.715		-3.221		3.000	
		-9.015		-3.221		3.000
<b>5. One-Off investment</b>						
Temporary One-off resources (reserves)						
<b>TOTAL EXPENDITURE BEFORE EFFICIENCIES</b>		<b>237.758</b>		<b>237.029</b>		<b>249.462</b>
<b>RESOURCES:</b>						
<b>8. Core Resources</b>						
<u>Council Tax</u>						
Council Tax Income inc Base	107.930		113.330		116.955	
Council Tax Collection Fund Surplus	3.572		3.572		3.572	
		111.502		116.902		120.527
<u>Business Rates Retention (BRR) scheme</u>						
Local Share - Business Rates (net 50% share)	25.414		28.414		31.414	
Business Rate Collection Fund Surplus	1.000		1.000		1.000	
S31 Grant for 2% Capping - Local Share	3.910		6.910		6.910	
Local Share - Top Up Grant	32.735		32.735		32.735	
S31 Grant for 2% Capping - Top Up	1.302		1.302		1.302	
Revenue Support Grant (RSG)	13.429		15.196		15.196	
		77.790		85.557		88.557
<u>S31 Grant</u>						
Services Grant	3.925		2.212		0.000	
		3.925		2.212		0.000
<u>Additional Changes</u>						
IBCF	3.350		3.350		3.350	
Public Health Grant	0.300		0.300		0.300	
Market Sustainability Grant	0.836		2.900		4.345	
Social Care grant	13.692		13.692		13.692	
		18.178		20.242		21.687
Reserves				5.509		
<b>Core Resources b/f</b>		<b>211.395</b>		<b>230.422</b>		<b>230.771</b>
<b>9. Change in Resources</b>						
<u>Council Tax</u>						
Council Tax increase in tax base @ 800	1.300		1.325		1.385	
Council Tax increase (@ 3.9% in 23/24 + 2% in future years)	4.100		2.300		2.300	
		5.400		3.625		3.685
<u>Business Rates Retention (BRR) scheme</u>						
Local Share Business Rate Growth /Multiplier	3.000		3.000		1.100	
S31 grant for CPI cap - Top Up	3.000					
Changes to RSG	1.767					
		7.767		3.000		1.100
<u>Other Specific Funding</u>						
Services Grant	-1.713		-2.212			
Market Sustainability Grant	2.064		1.445			
		0.351		-0.767		
Reserves		5.509		-5.509		
<b>TOTAL RESOURCES</b>		<b>230.422</b>		<b>230.771</b>		<b>235.556</b>
<b>NET SHORTFALL</b>		<b>7.336</b>		<b>6.258</b>		<b>13.906</b>
<b>SHORTFALL IF PERMANENT SAVINGS ANNUALLY</b>		<b>7.336</b>		<b>6.258</b>		<b>7.648</b>
<b>6. Efficiency Proposals</b>						
2023-24 Efficiency Programme		-7.336				
<b>Shortfall after efficiencies</b>				<b>6.258</b>		<b>7.648</b>

This page is intentionally left blank

## BARNSELEY METROPOLITAN BOROUGH COUNCIL

### 2023/24 COUNCIL TAX OPTIONS

#### 1. Introduction

1.1 This report considers the calculation and options for setting Council Tax levels for 2023/24.

#### 2. Basis of Council Tax Calculation

2.1 The following stages are involved in determining options for setting the Council Tax:

- 1) Determining the Council Tax base;
- 2) A review of past performance in collecting Council Tax;
- 3) Identifying the potential impact on the Council's Medium Term Financial Strategy of various Council Tax increases; and
- 4) Options for setting the Council Tax in the context of national and local policy.

#### ***Step 1 – Determining the council tax base***

2.2 The Council Tax Base represents the estimated number of chargeable dwellings in the area, expressed in terms of Band D equivalent properties after allowing for disabled persons relief, discounts and other statutory adjustments.

2.3 The calculation of the tax base is further complicated by the Government's Local Government Finance reforms that took effect from 1<sup>st</sup> April 2013. These changes are summarised below.

#### *Technical Changes to Council Tax*

2.4 Since 2013/14, local authorities have been afforded discretion to charge Council Tax on second homes and empty properties. The Council's current policy is as follows:

- A discount of 0% to be applied to second homes and empty furnished homes;
- A discount of 25% to be applied to properties that are vacant and undergoing repair or major structural alterations for up to 12 months, or 6 months after the completion of works, whichever is shorter;
- A discount of 8.3% (1 month) to be applied to properties that are vacant from the date the property becomes empty. This discount is only available to landlords of rented accommodation.
- A 100% premium to be charged on properties which have been empty and unfurnished for in excess of two years;
- A 200% premium to be charged on properties which have been empty and unfurnished for in excess of five years; and

- A 300% premium to be charged on properties which have been empty and unfurnished for in excess of ten years.

2.5 The 2023/24 Council Tax Base report approved in January 2023 (Cab.11.1.2023/7 refers) set a tax base of 66,446.80.

### **Step 2 - Review of performance in collecting council tax**

2.6 Cabinet receive regular updates in relation to Council Tax collection. The cost of living crisis and ongoing recovery from the pandemic has clearly adversely impacted collection rates, though the precise impact is difficult to determine within any accuracy, particularly because collection rates have been masked to some extent by temporary one-off Government support measures and increased LCTS awards.

2.7 As at the end of Q2 [in 2022/23], the collection rate has improved slightly when compared to Q1. It remains to be seen what the impact of the cost of living crisis will be over the winter months though it is considered that the estimated 95% collection rate is achievable. Collection rates will continue to be closely monitored throughout 2023/24 with updates reported to Cabinet as appropriate.

### **Step 3 – Potential Council Tax Yields 2023/24**

2.8 Table 1 below provides information on the estimated yields that could be generated based on the currently estimated Council Tax base and different levels of Council Tax increase.

**Table 1 – Council Tax Options (2023/24)**

% Increase	0% £M	1% £m	1.50% £M	1.90% £M	2.50% £m	2.90% £M	3.50% £M	3.90% £M	4.90% £M
<b>Council Tax Income</b>	<b>109.076</b>	<b>110.167</b>	<b>110.712</b>	<b>111.148</b>	<b>111.803</b>	<b>112.239</b>	<b>112.893</b>	<b>113.330</b>	<b>114.420</b>
Collection Fund Surplus	3.572	3.572	3.572	3.572	3.572	3.572	3.572	3.572	3.572
<b>Total Council Tax Income</b>	<b>112.648</b>	<b>113.739</b>	<b>114.284</b>	<b>114.72</b>	<b>115.375</b>	<b>115.811</b>	<b>116.465</b>	<b>116.902</b>	<b>117.992</b>

2.9 Each 1% increase in the Band D Council Tax generates additional income of approximately **£1.090M** per annum recurrently (0.5% = £0.545M).

2.10 Table 2 provides an analysis of the impact of the various increases on council tax bills for council services for each band.



**Table 2 – Indicative 2023/24 Council Tax Levels for BMBC Services**

<b>% Increase</b>	<b>0.00%</b>	<b>1.00%</b>	<b>1.50%</b>	<b>1.90%</b>	<b>2.50%</b>	<b>2.90%</b>	<b>3.50%</b>	<b>3.90%</b>	<b>4.90%</b>
Band A-	911.97	921.09	925.65	929.30	934.77	938.42	943.89	947.54	956.66
Band A	1094.37	1,105.31	1,110.79	1,115.16	1,121.73	1,126.11	1,132.67	1,137.05	1,147.99
Band B	1,276.76	1,289.53	1,295.91	1,301.02	1,308.68	1,313.79	1,321.45	1,326.55	1,339.32
Band C	1,459.16	1,473.75	1,481.05	1,486.88	1,495.64	1,501.48	1,510.23	1,516.07	1,530.66
Band D	1,641.55	1,657.97	1,666.17	1,672.74	1,682.59	1,689.15	1,699.00	1,705.57	1,721.99
Band E	2,006.34	2,026.40	2,036.44	2,044.46	2,056.50	2,064.52	2,076.56	2,084.59	2,104.65
Band F	2,371.13	2,394.84	2,406.70	2,416.18	2,430.41	2,439.89	2,454.12	2,463.60	2,487.32
Band G	2,735.92	2,763.28	2,776.96	2,787.90	2,804.32	2,815.26	2,831.68	2,842.62	2,869.98
Band H	3,283.10	3,315.93	3,332.35	3,345.48	3,365.18	3,378.31	3,398.01	3,411.14	3,443.97

- 2.11 It should be noted that the final overall Council Tax increase for properties in the borough will depend on the precepts levied by the Police and Fire Authorities. These are currently being finalised by the respective authorities. If the maximum allowable increases are made during 2023/24 (assumed to be £15 for Police and £5 for Fire) this will equate to an additional 1.0% in the overall headline Council Tax increase.

#### ***Step 4 – Options for setting council tax in the context of national and local policy***

##### **Options for 2023/24**

##### ***Council Tax Referendums and Council Tax Capping***

##### **General Services**

- 2.12 Schedule 5 of the Localism Act introduced a new chapter into the 1992 Local Government Finance Act, making provision for Council Tax referendums to be held if an authority increases its Council Tax by an amount exceeding the principle determined by the Secretary of State and agreed by Parliament.
- 2.13 The Chancellor announced in the 2022 Autumn statement that the Council Tax for general (core) services threshold would increase from 2% to 3%. The referendum principles have therefore increased to 3% increase before the requirement to hold a referendum. There remains the option to increase core Council Tax above 3% subject to holding a referendum. The cost of holding a referendum is estimated to be around £0.5M so any additional income received for increases above 3% would be needed to cover this cost.

##### ***Additional Flexibility for Adult Social Care Pressures***

- 2.14 Members will recall the further flexibilities Government made to local authorities around the Adult Social Care (ASC) precept. This flexibility was offered in recognition of the increasing demand and cost for ASC services and permitted authorities to introduce total increases of 6% over the period 2017-2021.

- 2.15 As part of the one-year settlement for 2021 and because of the impact of the pandemic, the Government announced flexibility for a further ASC precept of up to 3% which could be spread over the following 2 years. The Council took the decision to increase the ASC precept by 1.5% in 2021/22.
- 2.16 An additional 1% increase in the ASC precept [over and above the remaining 1.5% carried forward from 2021/22] was announced in the 2022 local government finance settlement, giving overall potential flexibility to increase the ASC precept in 2022/23 by 2.5%. The Council increased the ASC precept by 2% in 2022/23.
- 2.17 The Chancellor announced as part of his Autumn Statement in November 2022 that Councils can increase the ASC precept in 2023/24 by 2%.
- 2.18 Table 3 below provides an analysis of the impact of an additional 3.90% increase (2% for ASC plus 1.9% for Core Service) on Council Tax bills across each charging band.

**Table 3 – Indicative 2023/24 Council Tax Levels at 3.90%**

% Increase	0.00%	ADULT SOCIAL CARE PRECEPT		GENERAL INCREASE		CUMULATIVE INCREASE		2023/24 TOTAL	
		2.00%		1.90%		3.90%			
BAND	Annual Charge	Annual Increase	Weekly Increase	Annual Increase	Weekly Increase	Annual Increase	Weekly Increase	Annual Cost	Weekly Cost
Band A-	911.97	18.24	0.35	17.33	0.33	35.57	0.68	947.54	18.22
Band A	1,094.37	21.89	0.42	20.79	0.40	42.68	0.82	1,137.05	21.87
Band B	1,276.76	25.54	0.49	24.26	0.47	49.79	0.96	1,326.55	25.51
Band C	1,459.16	29.18	0.56	27.72	0.53	56.91	1.09	1,516.07	29.16
Band D	1,641.55	32.83	0.63	31.19	0.60	64.02	1.23	1,705.57	32.80
Band E	2,006.34	40.13	0.77	38.12	0.73	78.25	1.50	2,084.59	40.09
Band F	2,371.13	47.42	0.91	45.05	0.87	92.47	1.78	2,463.60	47.38
Band G	2,735.92	54.72	1.05	51.98	1.00	106.70	2.05	2,842.62	54.67
Band H	3,283.10	65.66	1.26	62.38	1.20	128.04	2.46	3,411.14	65.60

### *Local Council Tax Support Scheme*

- 2.19 The Local Council Tax Support Scheme (LCTS) was introduced in 2013/14. Funding for the scheme forms part of the overall resources allocated to the Council as part of the Local Government Finance Settlement.
- 2.20 Following a public consultation in Autumn 2019, the Council approved a new scheme to be implemented from 1<sup>st</sup> April 2020. The current scheme uses 4 income bands applied to different household circumstances / composition. The income considered in assessing eligibility for LCTS is attached at Appendix 1 – this being applied to the banding structure to determine the overall level of support to be awarded.

Band	Single Income		Couple Income		Family 1 Child Income		Family 2+ Children Income	
	From	To	From	To	From	To	From	To
1	£0.00	£86.00	£0.00	£135.00	£0.00	£213.00	£0.00	£290.00
2	£86.01	£127.00	£135.01	£175.00	£213.01	£254.00	£290.01	£331.00

3	£127.01	£168.00	£175.01	£216.00	£254.01	£294.00	£331.01	£371.00
4	£168.01	£209.00	£216.01	£257.00	£294.01	£335.00	£371.01	£412.00

2.21 During the Covid 19 pandemic there was a significant increase in the number of households in Barnsley claiming LCTS. As the country exited from restrictions during 2021 it was envisaged that the number of claims would begin to reduce with the tax base being adjusted accordingly. This has not been the case and levels have remained consistent throughout the last financial year.

2.22 In 2022/23 the LCTS scheme was adjusted to provide further support to its most vulnerable residents and all protection to eligible claimants from any subsequent increase in council tax which had been agreed for 2022/23. The levels of LCTS discount were increased across the 4 income bands for working age LCTS claimants with an average additional top up payment of £125 per household.

2.23 The current cost of living crisis is adding additional pressures to all household budgets and is having a particularly detrimental impact on the most vulnerable households and their ability to pay Council Tax. The following additional support is to be provided to these vulnerable groups as a one-off cost of living payment in 23/24 will be fully funded by the Council.

- Working Age LCTS claimants in Band 1, will receive an additional one-off discount to increase their LCTS award to 100% and will not have any Council Tax to pay in 2023/24.
- The remaining Working Age claimants in LCTS Bands 2, 3 and 4 will be protected from the proposed 3.9% increase and also receive a one-off discount of £50 which will be used to reduce their Council Tax bill for 2023/24.
- Pensioners in receipt of Council Tax Support will be protected from the proposed 3.9% increase in Council Tax as a one off measure in 23/24.

This will provide additional support to around 18,000 households across the Borough.

### **Conclusion**

2.24 The cost of living crisis and the ongoing recovery from the pandemic are placing significant financial strain on the Council. These issues are also impacting households across the Borough. In considering any council tax increase for 23/24 Members will need to give careful consideration as to whether to:

- Increase Council Tax over and above the referendum cap and hold a referendum.
- Increase Council Tax up to the existing 3% referendum cap for general (core) services (proposal to increase by 1.9%).
- Take the opportunity to increase the ASC precept by 2% to fund Adult Social Care pressures.

**Local Council Tax Support Eligibility Criteria**

<b>Type of Income Source claimant received</b>	<b>Included or disregarded</b>	<b>Amount disregarded</b>
Passported benefits (Jobseekers Allowance income-based, Employment Support Allowance income-related, Income Support)	Disregarded	All income received by applicants receiving passported benefits are disregarded
Jobseekers Allowance Contribution-based (JSA C)	Included	None
Employment Support Allowance Contribution-based (ESA C)	Included	None
Work Related Activity Component of ESA C	Included	None
Support Component of ESA C	Disregarded	Fully disregarded
Carers Allowance	Disregarded	Fully disregarded
Disability Living Allowance (DLA)	Disregarded	Fully disregarded
Personal Independence Payment (PIP)	Disregarded	Fully disregarded
Attendance Allowance	Disregarded	Fully disregarded
Armed Forces Independence Payment	Disregarded	Fully disregarded
Severe Disablement Allowance	Disregarded	Fully disregarded
Bereavement Support Payment	Disregarded	Fully disregarded
Guardians Allowance	Disregarded	Fully disregarded
Child Benefit	Disregarded	Fully disregarded
Child Maintenance	Disregarded	Fully disregarded
DLA/PIP paid for a child	Disregarded	Fully Disregarded
Child Tax Credit	Included	None
Working Tax Credit	Included	None
Industrial Injuries Benefit	Included	None
Statutory Maternity/Paternity/Adoption Allowance	Included	None
Statutory Sick Pay	Included	None
Earned income	Partial	£25 per week
Self-employed Earnings (Minimum Income Floor applies for self-employed earners)	Partial	£25 per week
Occupational/Private Pensions	Included	None
State Retirement Pension	Included	None
War Pensions	Disregarded	Fully disregarded
Student Finance	Partial	£693 per year plus £10 per week
Income from boarders/lodgers	Partial	£20 per week
<b>Universal Credit:</b>		
Standard Allowance	Included	None
Child Element	Included	None
Disabled Child Element	Disregarded	Fully Disregarded
Housing Element	Disregarded	Fully Disregarded
Limited Capacity for Work	Included	None
Limited Capability for Work Related Activity	Disregarded	Fully Disregarded
Child Care Element	Disregarded	Fully Disregarded
Earned Income assessed by Universal Credit	Included	None
Unearned income assessed by Universal Credit	Included	None

**RESERVES STRATEGY 2023 - 2026****1. Purpose of Report**

- 1.1 The purpose of the report is to set out the Council's Reserves Strategy for the period of the MTFS [23/24 to 25/26].
- 1.2 The report provides i) the Council's reserves strategy, ii) an updated reserves position, iii) a list of the existing commitments / investments to be funded from reserves and iv) the level of uncommitted reserves along with a recommended approach for investment.

**2. Recommendations**

- 2.1 Note the updated reserves position shown in Table 1 including anticipated future resources [Appendix i refers].**
- 2.2 Note the existing commitments summarised in Table 2 and described throughout Section 4 of this report [Appendices ii - vi refer].**
- 2.3 Note that £29M of reserves have been set aside to temporarily bridge budget shortfalls anticipated in 22/23 & 23/24 [£13.5M & £5.5M respectively] together with a further £10M set aside to deliver the transformation programme over the life of the MTFS.**
- 2.4 Note that a Minimum Working Balance of £20M will also be retained as a contingency for unforeseen events / emergency situations.**

**3. Background****Reserves Strategy**

- 3.1 The Council has a medium-term financial planning framework that incorporates a rolling 3-year forecast and reserves strategy.
- 3.2 One of the key components of the reserves strategy is to maximise balances and one-off resources. This is achieved through a range of strategies & activities including:
- The 23/24 budget and transformation proposals include the development of a refreshed Asset Management Strategy & Delivery Plan to ensure value for money in the use of the Council's significant asset portfolio, an element of which will involve the use of disposal proceeds [capital receipts] to pare down the Council's debt financing costs.
  - Implementing other strategies (e.g., External Funding, Commercial, Digital Barnsley) to ensure the Council maximises and efficiently uses its available resources and in turn 'frees up' cash for one off investments: and
  - Through robust financial management delivers year end underspends to bolster the Council's reserves position wherever possible.
- 3.3 The Council's strategy for using reserves to deliver the objectives outlined in the MTFS [Section 2] and Capital Investment Strategy [Section 6] is based on the clear principle that ongoing spending requirements must be matched with ongoing income. As such, reserves may only be used as a temporary bridging strategy as a means to achieve this end and in addition should only be used in exceptional circumstances.

- 3.4 The current macro-economic circumstances [recession, anticipated low levels of economic growth in the future, unsustainable national debt levels, persistent high levels of inflation, increasing interest rates] are having a huge and 'front loaded' impact on the Council's expenditure and income levels resulting in severe budget pressures in the current financial year [22/23] and beyond. Consequently, it has been necessary to set aside £19M of reserves to support the budget over 22/23 and 23/24 [£13.5M & £5.5M respectively]. The S151 Officer supports this course of action *only* on the basis that a robust and deliverable transformation programme capable of delivering the savings identified in the MTFS is put in place [MTFS report at Section 2 refers].
- 3.5 This is over and above reserves that have previously been set aside in line with the Capital Investment Strategy:
- Setting aside sums required by statute (e.g., Minimum Working Balance).
  - Investing in priority development / regeneration schemes.
  - Investing in 'one off' expenditure that delivers ongoing efficiencies / service improvement e.g., the Council's Transformation & Service Review programme; and
  - Setting aside provisions to fund one off service pressures / commitments (e.g., insurance liabilities).

#### Updated Reserves Position

- 3.6 In view of the Council's financial challenges a fundamental review of all existing earmarked reserves has been undertaken as part of this set of budget proposals. An extension of the MTFS planning period to 25/26 has also been reflected in the revised position.
- 3.7 Table 1 below summarises the Council's reserves & balances as of 1 April 2022 along with assumptions around future resources. The position is in line with the Council's 21/22 audited Statement of Accounts (SOA). A full breakdown of projected future resources is also provided at Appendix i.

**Table 1: Total Available Resources 22/23-25/26 (as of 1 April 2022)**

	1 <sup>st</sup> April 2022 £M	Anticipated Future Resources £M	Total Balances £M
Reserves	217.132	-	217.132
Grants & Contributions	1.300	65.472	66.772
Borrowing	41.088	10.000	51.088
Capital Receipts	18.708	-	18.708
<b>Sub Total - GF</b>	<b>278.228</b>	<b>75.472</b>	<b>353.700</b>
Reserves	46.962	40.333	87.295
Grants & Contributions	7.373	2.163	9.536
Borrowing	-	30.000	30.000
Capital Receipts	6.385	0.874	7.259
<b>Sub Total - Housing</b>	<b>60.720</b>	<b>73.370</b>	<b>134.090</b>
<b>GRAND TOTAL</b>	<b>338.948</b>	<b>148.842</b>	<b>487.790</b>
	SOA	Appendix i	

#### Future Anticipated Resources

- 3.8 The Council prudently estimates the resources that are expected in future periods that are either earmarked to fund current commitments or are available for consideration for future investment.

## 3.9 In respect of the General Fund:

A further £10M of borrowing approval has been considered by extending the MTFS to 25/26.

Grants are expected totalling £65.5M mainly relating to key Government funding streams such as the Towns Fund and Transforming Cities Fund.

## 3.10 In respect of Housing:

As part of the HRA business planning process, resources are earmarked annually from the HRA to fund the Council's core capital programme, with resources totalling £40.3M [£20.9M in 22/23 and £19.4M in 23/24] earmarked for this purpose.

Grants are expected totalling £2.2M relating to Brownfield monies (£0.4M) to support the Goldthorpe Market scheme and £1.8M of Social Housing Decarb Fund Phase 2 monies, anticipated from the Council's recent bid.

As part of the HRA 23/24 budget, provision has been made for borrowing of c.£30M to support the Council's energy efficiency targets relating to upgrading all Council stock to a minimum energy rating of EPC C; and finally

Capital receipts totalling £0.9M which relate to the Council's share of the receipts from the sale of Council housing stock in 22/23, are to be released to support the HRA capital programme.

3.11 These resources are shown in Appendix i to this report.

#### 4. Current Use of Reserves

4.1 As shown at Table 1, the total level of reserves and balances available through to 25/26 is estimated at £487.8M. However, previous Council decisions have already committed the vast majority of this.

**Table 2: Current Use of Available Resources 2022/23-2025/26 (as of 1 April 2022)**

	Earmarked Under Statute REVENUE £M	Earmarked - Invest to Save/ Future Commitments REVENUE £M	Earmarked - Future Capital Investments CAPITAL £M	Resources Set Aside to Complete Schemes CAPITAL £M	Budget Mitigation REVENUE £M	Total Resources TOTAL £M
<b>Sub Total – GF</b>	24.844	95.894	177.614	26.348	29.000	<b>353.700</b>
<b>Sub Total – Housing</b>	7.000	-	125.590	1.500	-	<b>134.090</b>
<b>GRAND TOTAL</b>	<b>31.844</b>	<b>95.894</b>	<b>303.204</b>	<b>27.848</b>	<b>29.000</b>	<b>487.790</b>
Appendix	ii	iii	iv	v	vi	

#### Resources Earmarked under Statute

4.2 Certain resources are required to be earmarked under statute or are recommended to support good financial practice e.g., Minimum Working Balance (MWB). Table 3 provides a summary:

**Table 3: Earmarked Resources under Statute (as of 1<sup>st</sup> April 2022)**

Investment	Amount £M	Description
<b>General Fund</b>		
Minimum Working Balance	20.0	MWB set aside as a contingency for unforeseen events.
School Balances	4.8	Reserves held by maintained schools.
<b>Sub Total - GF</b>	<b>24.8</b>	
<b>Housing</b>		
Minimum Working Balance	7.0	MWB set aside as a contingency for unforeseen events.
<b>Sub Total - Housing</b>	<b>7.0</b>	
<b>TOTAL</b>	<b>31.8</b>	

Resources Earmarked for Invest to Save/ Future Commitments

- 4.3 Cabinet has previously approved reserves to be set aside to fund invest to save schemes or to provide for known commitments / pressures such as those agreed during 2022 to support investment in Children's Social Care. Table 4 highlights the most significant examples under this category with a full list provided at Appendix iii.

**Table 4: Earmarked for Revenue Commitments/Investment (as of 1<sup>st</sup> April 2022)**

Investment	Amount £M	Description
Capital financing	19.1	Resources earmarked in accordance with the agreed Treasury Management Strategy (e.g., MRP/ BSF).
Social care	10.0	Resources set aside to fund future priorities and pressures in social care / CSC development plan.
Budget mitigation / organisational re-design	10.0	Reserves set aside to fund costs (e.g., redundancy & pensions) associated with planning for 2030.
Insurance fund	6.2	Resources earmarked to cover uninsured losses.
Directorate investment / commitments	50.6	Investments / commitments approved for individual Directorate priorities
<b>Sub Total - GF</b>	<b>95.9</b>	
<b>Sub Total - Housing</b>	<b>-</b>	
<b>TOTAL</b>	<b>95.9</b>	

Resources Earmarked for Capital Investments

- 4.4 Cabinet have previously approved capital investment funded from reserves. Such investments include the Glassworks with other notable schemes set out in Table 5 with a full list provided at Appendix iv.

**Table 5: Earmarked for Capital Commitments/Investment (as of 1<sup>st</sup> April 2022)**

Investment	Amount £M	Description
Glassworks	37.6	This amount reflects the <u>remaining</u> reserves set aside to fund completion of the development [including the bridge].
Towns Fund - Goldthorpe	25.2	Grant resources relating to the Towns Fund deal at Goldthorpe
The Seam	23.4	Resources set aside to develop the 'Seam'.
Transforming Cities Fund	22.8	Grant relating to a range of Transforming Cities schemes.
Principal Towns	12.0	Remaining resources set aside to complete the Principal Towns programme
Royston Primary School	6.1	Resources set aside to fund a primary school in Royston
Youth Zone	5.0	Council contribution towards the construction of a Youth Zone
Additional Highways Programme	4.1	Resources set aside for additional works on the highways, over and above monies received from SYMCA



Investment	Amount £M	Description
Affordable Warmth	3.0	Monies set aside for the continuation of the Affordable Warmth Programme, assisting residents in energy efficiency e.g., boilers / insulation etc
Other	38.4	Various other capital priorities (see Appendix iv).
<b>Sub Total - GF</b>	<b>177.6</b>	
EPC C Works	33.6	Monies set aside for investment in upgrading the Council's stock to EPC C energy efficiency standards
Existing Decency Works (inc. 22/23)	21.4	22/23 Decency works
Decency Works 23/24	20.4	23/24 Decency works
Development at St Michaels Avenue	5.5	The scheme seeks to build 37 new housing properties of which 18 will be affordable.
Development at Billingley View	2.6	Social housing development at Billingley View, Bolton on Dearne
Goldthorpe Market Phase 1	2.3	Social housing development at the old market site in Goldthorpe
Other housing priorities	39.8	Various housing development schemes including the Council's new build programme (See Appendix iv).
<b>Sub Total Housing</b>	<b>125.6</b>	
<b>TOTAL</b>	<b>303.2</b>	

#### Capital Contingency / Resources Set Aside to Complete Existing Schemes

- 4.5 The Council has set aside a reserve to deal with any additional costs required to complete schemes that are already in delivery. This is particularly pertinent, given the current economic climate and prevailing high levels of inflation. It is therefore considered prudent to maintain the remaining balance of **£17.8M** [£16.3M General Fund and £1.5M HRA] in view of recent supply chain issues and the upward pressure seen across many of the Council's recent construction projects. Appendix v refers.
- 4.6 Furthermore, the Council is holding **£10M** to support its Gain Share / Renewal Fund capital investments from SYMCA. These capital investment priorities are described in the Capital Programme report at Section 6 of this budget pack.

#### Budget Mitigation & Support

- 4.7 As outlined in paragraph 3.4 above, it has been necessary to set aside **£19M** of reserves to support the budget over 22/23 and 23/24 [£13.5M & £5.5M respectively]. Furthermore, a further **£10M** has been identified and earmarked to support the Council's transformation programme over the life of the MTFs period. Appendix vi refers.

#### Conclusion

- 4.8 The Council's reserves and balances position remains healthy over the life of the MTFs. These reserves have all been earmarked for existing and future priorities, with Minimum Working Balances (£27M, being £20M General Fund and £7M HRA) and a capital contingency being retained for unforeseen events (£17.8M).

**Table 6: Resources Available**

	Current Resources £M	Future Resources Available £M	Total Resources Available £M	Committed £M	Available Resources £M
<b>Sub Total – GF</b>	278.228	75.472	353.700	(353.700)	-
<b>Sub Total – Housing</b>	60.720	73.370	134.090	(134.090)	-
<b>GRAND TOTAL</b>	<b>338.948</b>	<b>148.842</b>	<b>487.790</b>	<b>(487.790)</b>	-

This page is intentionally left blank

**APPENDIX i**

**Anticipated Future Resources**

	TYPE	2022/23 £M	2023/24 £M	2024/25 £M	2025/26 £M	TOTAL £M
<b>GENERAL FUND</b>						
Capital Grants & Contributions	Grants	65.472	-	-	-	65.472
MTFS 25/26 Borrowing	Borrowing	-	-	-	10.000	10.000
<b>TOTAL GENERAL FUND</b>		<b>65.472</b>	<b>-</b>	<b>-</b>	<b>10.000</b>	<b>75.472</b>
<b>HOUSING</b>						
MRR	Reserves	20.907	19.426	-	-	40.333
Capital Grants & Contributions	Grants	-	2.163	-	-	2.163
Borrowing	Borrowing	-	30.000	-	-	30.000
Capital Receipts	Capital Receipts	0.874	-	-	-	0.874
<b>TOTAL HOUSING</b>		<b>21.781</b>	<b>51.589</b>	<b>-</b>	<b>-</b>	<b>73.370</b>
<b>TOTAL ANTICIPATED FUTURE RESOURCES</b>		<b>87.253</b>	<b>51.589</b>	<b>-</b>	<b>10.000</b>	<b>148.842</b>

**APPENDIX ii**

**Earmarked for Invest to Save / Future Commitments (as of 1st April 2022)**

<b>Investment</b>	<b>Amount £M</b>	<b>Description</b>
<b>General Fund:</b>		
Minimum Working Balance	20.000	MWB set aside as a contingency for unforeseen events
School Balances	4.844	Balances held for maintained schools
<b>Sub Total - GF</b>	<b>24.844</b>	
<b>Housing:</b>		
Minimum Working Balance	7.000	MWB set aside as a contingency for unforeseen events
<b>Sub Total - HRA</b>	<b>7.000</b>	
<b>TOTAL</b>	<b>31.844</b>	

**APPENDIX iii**

**Earmarked for Revenue Commitments/Investment (as of 1st April 2022)**

Investment	Amount £M	Amount £M
<b>General Fund:</b>		
Provision for MRP Policy/BSF/PFI - Future Years		19.098
Social Care Demography / Other Pressures		10.000
Barnsley 2030 Budget Mitigation /Downsizing Costs		10.000
Insurance Fund Reserve		6.198
<b>Sub Total – Investment in Specific Corporate Priorities</b>		<b>45.296</b>
<b>Directorate Investments/Commitments:</b>		
CHILDRENS Investments/Commitments	4.066	
GROWTH & SUSTAINABILITY Investments/Commitments	4.802	
PLACE HEALTH & ADULT SOCIAL CARE Investments/Commitments	12.296	
PUBLIC HEALTH & COMMUNITIES Investments/Commitments	6.400	
CORE Investments/Commitments	6.604	
CORPORATE Investments/Commitments	16.430	
<b>Sub Total – Directorate Investments/Commitments</b>		<b>50.598</b>
<b>Sub Total - GF</b>		<b>95.894</b>

Investment	Amount £M	Amount £M
<b>Housing:</b>		
<b>Sub Total - Housing</b>		<b>0.000</b>
<b>TOTAL</b>		<b>95.894</b>

**APPENDIX iv**

**Earmarked for Capital Commitments/Investment (as of 1<sup>st</sup> April 2022)**

<b>Investment</b>	<b>Amount £M</b>	<b>Amount £M</b>
<b>General Fund:</b>		
Glassworks (PH1,PH2,Public Realm & Bridge)		37.641
The Seam		23.404
Transforming Cities		22.771
Towns Fund - Goldthorpe		25.185
Royston Primary School		6.100
Principal Towns Programme		12.037
Youth Zone		5.000
Additional Highways Works		6.089
Affordable Warmth		3.000
<b>Other Corporate Priorities:</b>		
Landlord Responsibilities	5.000	
Worsbrough Res Works	3.297	
Property Investment Fund	2.929	
Penny Pie Park Bridge	2.901	
Hoyland Parkside Sporting Facilities	2.487	
Town Centre Retail	2.000	
Match Funding Historic High Streets Heritage Action Zone (HHS HAZ) Bid	1.951	
Capital Feasibility	1.785	
Street Lighting LED Replacement	1.623	
Worksmart Full Rollout	1.500	
Emergency Active Travel	1.125	
Fit For Purpose IT Infrastructure	1.065	
New Council's owned Children's Residential Home	1.000	
Libraries Review	1.000	
Highway Improvement - Dearne Town link-road (J36 Goldthorpe)	0.941	
Town Centre Parking Strategy - Phase 1	0.908	
Eastern Gateway	0.549	
Nave	0.500	
J36	0.500	
Eldon Street Public Realm	0.500	
Investment in Wi-Fi Connectivity at Visitor Attractions	0.493	
Wentworth and Stainborough - National Trust - Revenue	0.430	
Commerce House	0.400	

**APPENDIX iv**

**Earmarked for Capital Commitments/Investment (as of 1<sup>st</sup> April 2022)**

Investment	Amount £M	Amount £M
Other GF Schemes (Individually less than £0.400M)	3.503	
<b>Sub Total – Other Corporate Priorities</b>		<b>38.387</b>
<b>Sub Total - GF</b>		<b>179.614</b>

Investment	Amount £M	Amount £M
<b>Housing:</b>		
EPC C Works		33.600
Existing Decency Works (inc. 22/23)		21.366
Decency Works 23/24		20.394
St Michael's Avenue		5.514
Billingley View		2.641
Goldthorpe Market Phase 1		2.322
<b>Other Housing Priorities:</b>		
Minimum Level of MRR	7.500	
Future Years (MTFS Capital Programme)	4.000	
Social Housing Decarb Fund Phase 2	3.600	
Goldthorpe pre-1919 Housing Strategy	3.000	
Neighbourhoods / Environmental Works	2.000	
Sprinkler Systems to 4 independent living schemes	1.987	
Catchup Repairs - Programmed Replacements	1.920	
Smoke and CO Alarms	1.625	
Fire Safety Budget - High Rise in Scope Buildings	1.500	
Customer Services IT System	1.311	
Princess Street - Floor Replacement	1.200	
Water Ingress 3 X High Rise	1.150	
Laites Lane	1.132	
Lang Avenue Flooding Resilience Works All Properties - Private & HRA	1.007	
Social Housing Decarbonisation Fund - Match	1.000	
Installation of Solar PV	1.000	
Unallocated 1-4-1 Receipts	0.756	
Spandrel Panels	0.600	
Asbestos Removal Aldham House & Royston	0.600	

**APPENDIX iv**

**Earmarked for Capital Commitments/Investment (as of 1<sup>st</sup> April 2022)**

<b>Investment</b>	<b>Amount £M</b>	<b>Amount £M</b>
Non-Traditional Archetype Fire Works	0.500	
Other Housing Schemes (Individually less than £0.400M)	2.365	
<b>Sub Total – Other Housing Priorities</b>		<b>39.753</b>
<b>Sub Total - Housing</b>		<b>125.590</b>
<b>TOTAL</b>		<b>305.204</b>



**APPENDIX v**

**Set Aside to Complete Schemes**

	<b>Amount £M</b>
<b>General Fund:</b>	
Capital Contingency	14.348
Resources to Support Gain Share / Renewal Fund	10.000
<b>Housing:</b>	
Capital Contingency	1.500
<b>TOTAL</b>	<b>25.848</b>

**APPENDIX vi**

**Budget Mitigation**

	<b>Amount £M</b>
<b>General Fund:</b>	
MTFS 22/23 & 23/24 Mitigation	19.000
Transformation Programme	10.000
<b>Sub Total - GF</b>	<b>29.000</b>
<b>Housing:</b>	
	0.000
<b>Sub Total - Housing</b>	<b>0.000</b>
<b>TOTAL</b>	<b>29.000</b>

**TREASURY MANAGEMENT STRATEGY AND POLICY STATEMENT  
2023/24**

## INDEX

	<b>Paragraph</b>
<b>1. EXECUTIVE SUMMARY</b>	1.1 - 1.11
<b>2. CAPITAL EXPENDITURE PLANS &amp; CAPITAL PRUDENTIAL INDICATORS</b>	2.1 - 2.11
<b>3. BORROWING STRATEGY</b>	3.1 - 3.17
<b>4. ANNUAL INVESTMENT STRATEGY</b>	4.1 - 4.26
<b>5. APPENDICES:</b>	
A Treasury Management Policy Statement 2023/24	
B MRP Policy Statement 2023/24	
C Prudential and Treasury Indicators 2023/24	
D Definition of Terms	

# 1 EXECUTIVE SUMMARY

## BACKGROUND

1.1 This document has been prepared in accordance with the Local Government Act 2003, which stipulates that local authorities must 'have regard to' the following guidance:

- The **Prudential Code** (CIPFA);
- The **Treasury Management Code** (CIPFA);
- **Statutory Guidance on Minimum Revenue Provision** (DLUHC), and
- **Statutory Guidance on Local Authority Investments** (DLUHC).

1.2 In line with the recommendations of these codes, the Treasury Management Strategy sets out the following each year for approval by Full Council:

<b>The Treasury Management Policy Statement</b> The Council's overall policies, practices and objectives in relation to treasury management
<b>The Council's Capital Expenditure Plans</b> The Council's indicative capital programme over the planning period
<b>The MRP Policy Statement</b> How capital expenditure will be charged to revenue over time
<b>The Council's Borrowing Strategy</b> How its ongoing borrowing requirement will be managed, with regard to interest rate and refinancing risk
<b>The Annual Investment Strategy</b> How any surplus cash will be managed, with regard to the principles of Security, Liquidity and Yield
<b>The Council's Prudential and Treasury Indicators</b> The limits and indicators designed to help monitor and control treasury management risk

1.3 CIPFA published updated Treasury Management and Prudential Codes in December 2021 and full implementation of the reporting changes is required by local authorities from 2023/24. To comply with the code changes, the Council therefore must have regard to these Codes of Practice when preparing the following Treasury Management Strategy Statement and Annual Investment Strategy, and also related reports during the financial year which are taken to Full Council for approval. The updates and changes are summarised as follows:

- The Council's risk appetite and our governance processes for managing risk are defined;
- The adoption of a new liability benchmark treasury indicator to support the financing risk management of the capital financing requirement (CFR);

- No borrowing is undertaken to finance capital expenditure to invest primarily for commercial return;
- Increases in CFR and borrowing are undertaken solely for purposes directly related to the functions of the Authority;
- The Council's capital plans and investment plans are affordable and proportionate, and all borrowing is within prudent and sustainable levels;
- The inclusion of a high-level summary of the Council's investment policy in relation to environmental, social and governance aspects;
- The risks and rewards of significant investments are assessed over the **long term** (20 to 30 years);
- Treasury Management decisions are in accordance with good professional practice;
- A review of the knowledge and skills register for officers and members involved in the treasury management function. Ensuring that the Council has access to expertise in all areas of investment and capital expenditure, and to involve members in making informed decisions.

1.4 In addition to the above, the DLUHC are planning to provide further clarity in relation to the Minimum Revenue Provision regulations and guidance so that all local authorities understand the need and value in ensuring revenue is set aside annually in respect of their CFR. The latest indications are that any changes will take effect from 2024/25 at the earliest.

1.5 If required, the Strategy will be revised accordingly to reflect any changes to legislation outlined in the paragraphs above.

### OBJECTIVES

1.6 The objectives of the Treasury Management Strategy are to:

- Ensure the Council's capital expenditure plans are prudent, affordable and sustainable over the longer-term;
- Ensure that sufficient cash is available when needed to meet the Council's spending commitments;
- Manage the Council's exposure to interest rate and refinancing risk whilst maximising value for money; and
- Manage the investment of temporary surplus cash in a way that preserves the capital invested.

### THE COUNCIL'S BORROWING STRATEGY

1.7 Within the context of increasing economic uncertainty and interest rate volatility, the proposed strategy is to:

- **Maintain an appropriate proportion of fixed rate borrowing** in order to limit the Council's exposure to interest rate risk (proposed targets in section 3);
- **Maintain a balanced maturity profile on long and short-term borrowing** in order to limit the Council's exposure to refinancing risk (proposed limits in Appendix C), and
- **Maintain an appropriate level of internal borrowing** in order to reduce the Council's financing costs.

### THE ANNUAL INVESTMENT STRATEGY

- 1.8 In order to safely manage the Council's temporary surplus cash, the proposed strategy is to:
- **Invest only in secure products and counterparties** in order to minimise the risk of loss (proposed limits in section 4);
  - **Maintain an appropriate balance of liquid funds** to ensure that sufficient cash is available when needed; and
  - **Within this context, seek to optimise performance** in terms of yield.

### TREASURY MANAGEMENT REPORTING

- 1.9 The Council is currently required to receive and approve the following treasury reports each year, which incorporate a variety of policies, estimates and actuals.
- Prudential and treasury indicators and treasury strategy** (this report)
    - The first, and most important report is forward looking and covers:
      - the capital plans (including prudential indicators);
      - a minimum revenue provision (MRP) policy (how residual capital expenditure is charged to revenue over time);
      - the Treasury Management Strategy (how the investments and borrowings are to be organised), including treasury indicators; and
      - an Annual Investment Strategy (the parameters on how investments are to be managed).
  - Quarterly treasury management reports** – These are primarily progress reports and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision.
  - An annual treasury report** – This is a backward-looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

## TRAINING

1.10 The CIPFA Treasury Management Code requires that staff and members with responsibility for treasury management receive adequate training. The Council carries out the following to monitor and review knowledge and skills:

- Provide training sessions for new Council members together with periodic training sessions at Audit and Governance Committee.
- Hold quarterly Treasury Management Panel meetings to discuss the latest treasury position in detail with panel members.
- Keep the CIPFA Treasury Management Skills Assessment up to date to identify any gaps in knowledge, plus regular communication with officers and Council members to encourage them to highlight training needs on an ongoing basis.
- The training needs of treasury management officers are periodically reviewed through the PDR process.
- A formal record of the training received by officers central to the treasury function is maintained within the Treasury Management Practices.

## TREASURY MANAGEMENT CONSULTANTS

1.11 The Council currently uses LINK Group as its external treasury management advisors. The Authority recognises that responsibility for treasury management decisions remain with the organisation at all times but there is value in employing external providers of treasury management services to acquire access to specialist skills and resources.

The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subject to regular review.



## 2 CAPITAL EXPENDITURE PLANS & CAPITAL PRUDENTIAL INDICATORS

- 2.1 The Council's capital expenditure plans are a key driver of its treasury management activities. The CIPFA 2021 Prudential and Treasury Management Codes require all local authorities to prepare a Capital Investment Strategy and this report should be considered alongside the TMSS. The two reports will provide a high-level long-term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of Council services, together with how associated risks will be managed and the implications for future sustainability.
- 2.2 This section of the TMSS covers a range of prudential indicators designed both to inform members of future activity and to assess whether those plans are prudent, affordable and sustainable over the longer term and reflect the framework as set out in CIPFA's Prudential Code. The full suite of indicators can be found in Appendix C.

### Estimates of Capital Expenditure

- 2.3 This indicator summarises the capital expenditure plans set out in the Council's Capital Investment Strategy. These plans are funded from a variety of sources including £108M from borrowing or finance lease (see Appendix C for further details):

Table 1 - Estimates of Capital Expenditure

	2022/23 (£M)	2023/24 (£M)	2024/25 (£M)	2025/26 (£M)	Total (£M)
Indicative Capital Programme*	160.805	170.416	65.091	68.738	<b>465.050</b>
Funded from Borrowing / Finance Lease	22.972	34.953	9.848	40.613	<b>108.386</b>
Funded from Other Resources	137.833	135.463	55.243	28.125	<b>356.664</b>

\* Includes new 2023 – 2026 investment subject to approval

### Estimates of Capital Financing Requirement (CFR)

- 2.4 This indicator sets out the Council's CFR, which reflects the capital expenditure (both historic and planned) being funded from borrowing or other long-term liabilities. This includes the £108M identified in paragraph 2.3:

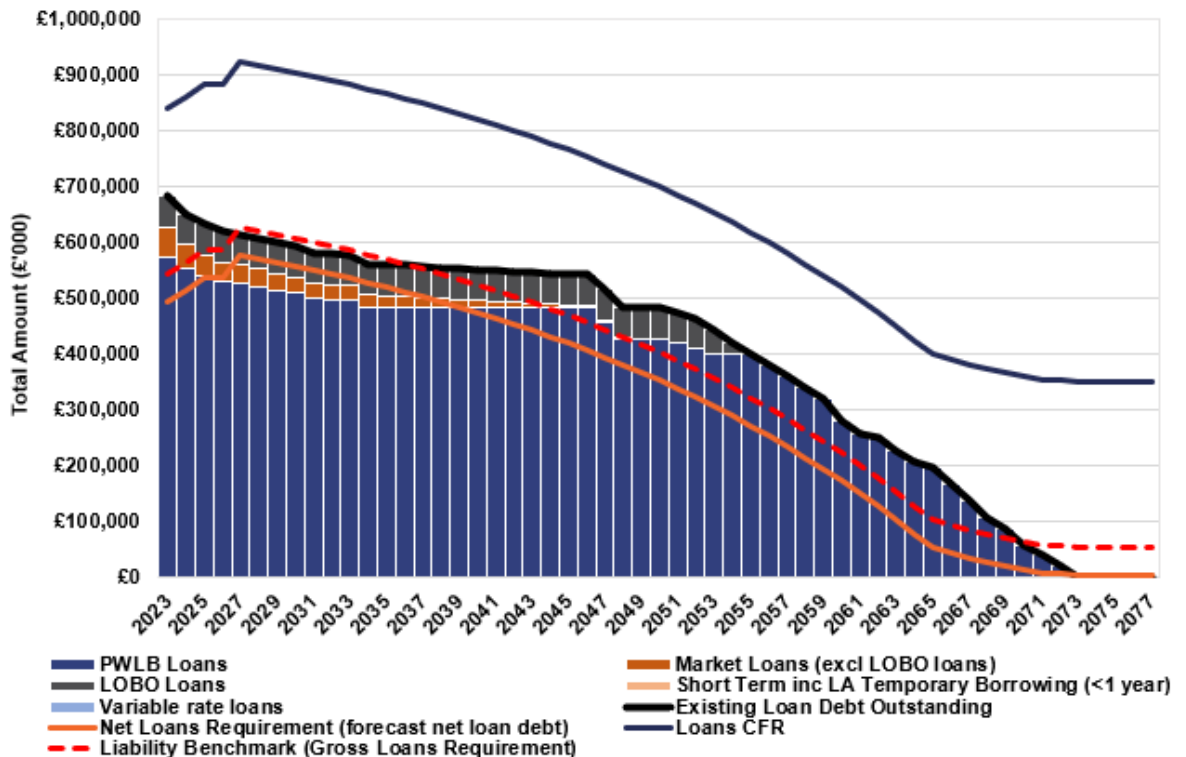
Table 2 - Estimates of Capital Financing Requirement

	2022/23 (£M)	2023/24 (£M)	2024/25 (£M)	2025/26 (£M)
Borrowing (Existing)	837.041	831.924	826.510	820.880
Other Long-Term Liabilities (Existing)	228.811	225.909	223.407	220.550
Planned Capital Investment (Cumulative)	22.972	57.925	67.773	108.386
<b>Total Estimated CFR</b>	<b>1,088.824</b>	<b>1,115.758</b>	<b>1,117.690</b>	<b>1,149.816</b>

- 2.5 New expenditure aside, the CFR will reduce over time via a statutory annual charge to the revenue account, known as the Minimum Revenue Provision (MRP). The Council's MRP policy is included in Appendix B.

## Liability Benchmark

- 2.6 A new prudential indicator for 2023/24 is the Liability Benchmark (LB) which has been developed by CIPFA to provide a longer-term view of a local authority's debt position. The Council is required to estimate and measure the LB and report this to members within the quarterly treasury management updates. The LB is effectively the Net Borrowing Requirement of the Council plus a liquidity allowance.



- 2.7 The graph above shows the Council's Liability Benchmark as at 2022/23 which includes the following four balances:

- **Existing loan debt outstanding (blue stacked bars):** the Council's existing loans that are still outstanding in future years.
- **Loans CFR (blue line):** the loans CFR projected into the future based on approved prudential borrowing and planned MRP.
- **Net loans requirement (orange line):** the Council's gross loan debt less treasury management investments at the last financial year-end, projected into the future based on approved prudential borrowing, planned MRP and any other major cash flow forecasts.
- **Liability benchmark (broken red line):** the net loans requirement plus a short-term liquidity allowance.

- 2.8 It should be noted that **only approved prudential borrowing** (£108M as detailed in table 1) is included in the above calculations. In practice this means that the Loans CFR will peak after four years, as is demonstrated in the graph above. This creates a slight anomaly in the model given that all other inputs are projected forward for 50 years+.

- 2.9 CIPFA recommends that the optimum position for external borrowing should be at the level of the LB (i.e. all balance sheet resources should be used to maximise internal borrowing). If the outputs show future periods where external loans are less than the LB, then this indicates a borrowing requirement, thus identifying where the Council is exposed to interest rate, liquidity and refinancing risks. Conversely, where external loans exceed the LB then this will highlight an overborrowed position which will result in excess cash in the organisation requiring investment, thus exposing the Council to credit and reinvestment risks and a potential cost of carry.
- 2.10 Members are also asked to note that the LB calculation does not include targets for interest rate exposure and measures to mitigate the risk of rising borrowing costs. Further calculations are provided in the following borrowing strategy section which sets out the Council's interest rate exposure targets.
- 2.11 Additional updates on the LB position will be provided throughout the year and included as part of the treasury management training sessions delivered to members.

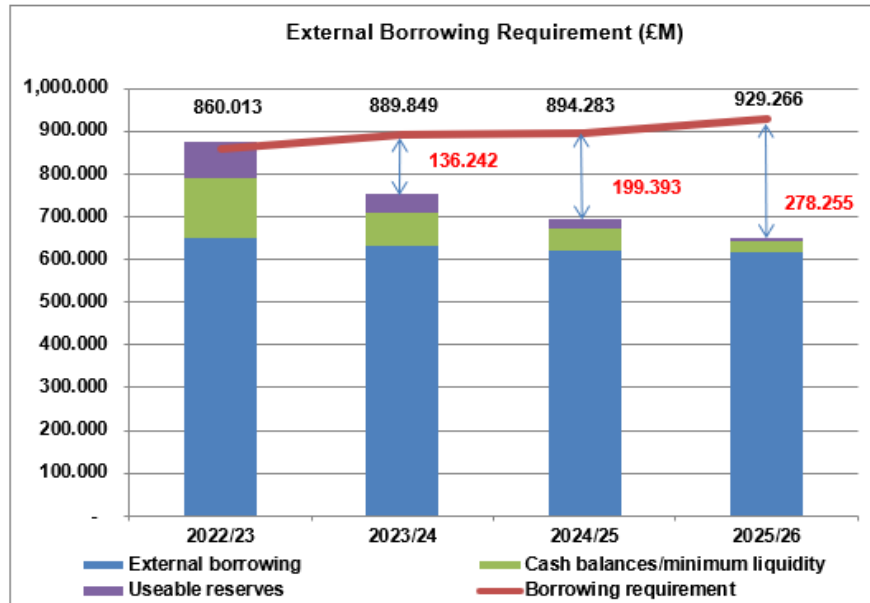
### 3 BORROWING STRATEGY

- 3.1 The capital expenditure plans set out in section 2 provide details of the capital activity across Council services and more detailed information can be found within the Capital Investment Strategy 2023/24.
- 3.2 The treasury management function will ensure that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet service activity and the plans included in the Capital Strategy. This will involve both the management of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities.
- 3.3 The Council's general policy objective is to ensure its level of debt is prudent, affordable and sustainable over the longer term. This requires the treasury function to keep financing costs to a minimum whilst addressing the key associated risks: interest rate risk and refinancing risk.
- 3.4 The following table compares the Council's expected borrowing position to its underlying borrowing need (**referred to as the Borrowing CFR**), to identify the extent to which the Council is under or over-borrowed. This excludes other long-term liabilities since each arrangement contains its own borrowing facility, therefore the Council is not required to borrow separately. The table also includes the use of a proportion of investment balances over the time period plus a minimum liquidity requirement, both of which are incorporated within the LB calculation in section 2.

Table 3 – Gross Borrowing and the Capital Financing Requirement

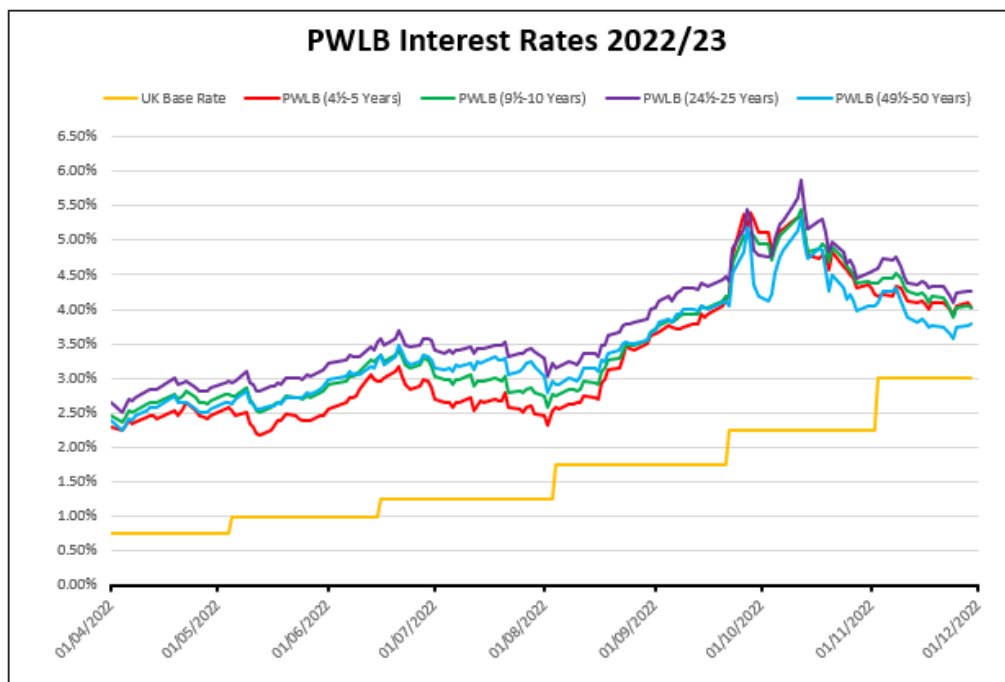
	2022/23 (£M)	2023/24 (£M)	2024/25 (£M)	2025/26 (£M)
Borrowing CFR	860.013	889.849	894.283	929.266
Gross Borrowing	(651.508)	(633.074)	(620.983)	(615.835)
<b>Under-Borrowed Position</b>	<b>208.505</b>	<b>256.775</b>	<b>273.300</b>	<b>313.431</b>
Support from Usable Reserves	(86.239)	(45.533)	(23.907)	(10.176)
Cash Balances / Minimum Liquidity Requirement	(139.030)	(75.000)	(50.000)	(25.000)
<b>External Borrowing Requirement</b>	<b>(16.764)</b>	<b>136.242</b>	<b>199.393</b>	<b>278.255</b>

- 3.5 This position is supported by the Council's usable reserves, which largely represent the resources set aside for investment in future years. By utilising the cash supporting these resources temporarily, the Council has the option to defer long-term borrowing until the related spending commitments occur (**also referred to as internal borrowing**). Whilst this is a cost-effective position, it is one that needs to be actively monitored and managed considering the Council's planned capital investment and the prevailing economic climate.
- 3.6 As illustrated by the following chart, the external borrowing requirement (represented by the blue arrows) is the total cumulative amount required over the period:



### Interest Rate Risk

- 3.7 This is the risk of an adverse movement in interest rates which leads to a rise in borrowing costs or lost opportunity costs. The Council measures this risk against its temporary and variable rate borrowing and any requirement which has yet to be financed (i.e. its under-borrowed position).
- 3.8 Interest rates are a key driver of the Council's treasury management activities and as such are monitored by officers on a regular basis. As shown below, PWLB borrowing rates reacted to events in the financial markets during 2022 and have been on an upward trajectory since the beginning of the year. A period of high volatility occurred at the end of September 2022 following the 'mini budget' announcement by former Chancellor Kwasi Kwarteng. Movements in rates have become less volatile under the Sunak/Hunt government.



3.9 The Council has appointed LINK Group as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The table below includes the latest view (as at 8<sup>th</sup> November) which is for interest rates to remain elevated and peak at around 4.5% in Spring 2023, before falling back to lower levels by 2025/26. As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts.

Table 4 - Latest Interest Rate Projections (provided by Link Asset Services as at 08 Nov 22)

	Latest	Mar-23	Sep-23	Mar-24	Mar-25	Mar-26
<b>UK Bank Rate</b>	3.00%	4.25%	4.50%	4.00%	3.00%	2.50%
<b>PWLB Certainty (50 Years)</b>	4.00%	4.40%	4.20%	4.00%	3.40%	3.20%

3.10 In the interest of long-term budget certainty and mitigating interest rate risk, the proposed strategy is to maintain the proportion of fixed rate borrowing at 70% through to 2025/26 (see table 5 below). This proportion of fixed rate borrowing will create cost certainty for the Council in terms of the Medium-Term Financial Strategy, whilst also allowing flexibility to use the under borrowed position to minimise costs.

3.11 To deliver against the interest exposure targets, it is anticipated that the Council will need around £90M of fixed rate borrowing over the period to 2025/26 (table 5 contains further details). The remainder could be funded through temporary borrowing or internal cash resources.

3.12 The percentage borrowing targets will be kept under review and the timing of the requirement could be subject to change depending on interest rate movements and possible reprofiling of capital expenditure. In this event further advice will be provided to members by the Section 151 Officer. Adopting an agile approach to our treasury strategy is essential in the current climate and will enable the Council to achieve optimum value and help to manage risk exposure in the long-term.

Table 5 – External Borrowing Requirement

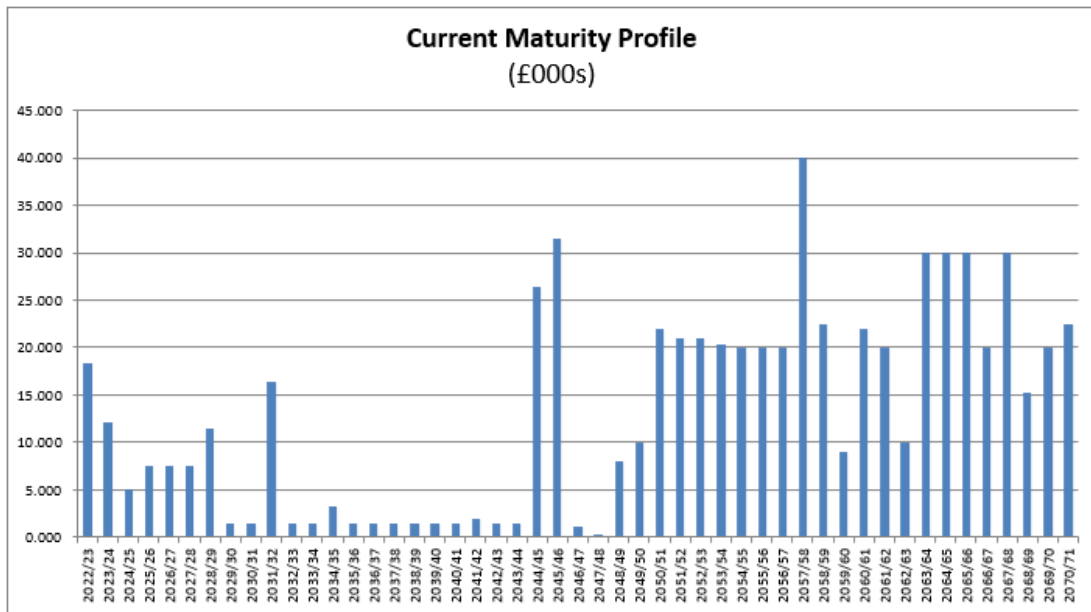
<b>External Borrowing Requirement</b>	<b>2022/23</b> (£M)	<b>2023/24</b> (£M)	<b>2024/25</b> (£M)	<b>2025/26</b> (£M)
Fixed Rate Borrowing Requirement	-	44.821	60.016	89.652
Temporary Borrowing Requirement	-	91.421	139.377	188.603
<b>Total Borrowing Requirement (Cumulative)</b>	<b>-</b>	<b>136.242</b>	<b>199.393</b>	<b>278.255</b>
<b>Interest Rate Risk Exposure</b>				
Limit on Variable Rate Borrowing/Unfinanced CFR	30%	30%	30%	30%
Fixed Rate Borrowing Target	70%	70%	70%	70%

3.13 In light of the above requirements, treasury officers will continue to monitor options for meeting the borrowing requirement and achieving best value for the Council considering a combination of the following:

- **Utilising cash balances** – utilising cash investment balances in lieu of external borrowing whilst ensuring that minimum liquidity requirements are maintained.
- **Deferred loans** - the Council may be able to access long-term, fixed rate funding from financial institutions such as banks, insurance companies and pension funds on a deferred drawdown basis. Whilst they may no longer be cheaper than the PWLB, deferred loans can provide protection from interest rate risk without the additional cost of carry and credit risk. However, as the forecast is for borrowing rates to decrease over next 2 to 3 years (table 4) it may not be advantageous at present to lock into a forward borrowing rate.
- **The Municipal Bonds Agency (MBA)** - the MBA was established in 2014 with the intention of providing an alternative source of funding to the PWLB. The MBA has made two bond issues for Lancashire CC and are aiming to launch a pooled bond issue. Barnsley has been a leading authority in promoting the MBA and has already committed to the next bond issue subject to 'due diligence' tests. Officers are monitoring the situation and any updates on the MBA bond launch will be reported.
- **PWLB borrowing** - the Council has access to long-term PWLB funding at the 'Certainty Rate' (providing loans at 0.2% below the usual rate). The latest forecasts (at table 4) show a gradual decline in PWLB rates during the forecast period to March 2026. There is likely to be unpredictable volatility during this period, as detailed previously in the report, and officers will continue to closely monitor long-term PWLB rates and assess opportunities for securing long-term funding at attractive rates.
- **Local authority loans** - the Council may be able to borrow from other local authorities for periods of up to 5 years, which would provide additional budget certainty over the term whilst providing a saving against current long-term PWLB rates. This would be carried out in small tranches to minimise the cost of carry and mitigate credit risk. Opportunities for inter-authority lending are assessed by treasury officers on an ongoing basis.

### Refinancing Risk

- 3.14 This is risk of refinancing debt on unfavourable terms, due to either a lack of availability of replacement financing or an increase in interest rates. The Council measures this risk against the maturity profile on long and short-term borrowing.
- 3.15 To protect the Council from refinancing risk, officers will operate within the maturity limits set out in Appendix C, which typically\* allow for up to £70M of maturing loans (on average) in any given year - £50M General Fund and £20M HRA. As shown below the Council has a balanced maturity profile which is currently well within this limit:



*\* With an additional allowance for temporary borrowing*

- 3.16 Included in the chart above are the Council's LOBO loans, which are subject to rate reviews every 6 months. Should the lender choose to increase the rate on these loans, the Council has the option to repay without penalty, however this would mean having to borrow an additional £55M to replace the principal repaid. The Council will continue to monitor the 'call dates' on its LOBO loans and should the option be triggered we will liaise with Link Group (our Treasury Management Advisors) as to the preferred course of action, however any new loan rate is highly unlikely to be advantageous to the Council. If the option was triggered, the borrowing requirement could be addressed through short-term loans from other local authorities.
- 3.17 If the Council does undertake borrowing, the recommendation is to borrow in small tranches to spread refinancing risk and to allow officers to invest the cash safely whilst it becomes required to meet the Council's spending commitments.



## 4 ANNUAL INVESTMENT STRATEGY

### CONTEXT

- 4.1 The Council's general policy objective is to invest its surplus funds prudently, which involves managing a variety of risks as outlined later in this section. The Authority's investment priorities (in order) are as follows:
- the **security of capital**;
  - the **liquidity of investments**, and
  - **optimum yield commensurate with the above**
- 4.2 The Department of Levelling Up, Housing and Communities (DLUHC) and CIPFA have extended the meaning of 'investments' to include both financial and non-financial investments. This report deals solely with treasury (financial) investments, as managed by the treasury management function. Non-financial investments, essentially the purchase of income yielding assets, are covered in the Capital Strategy.
- 4.3 The borrowing of monies purely to invest or on-lend and make a return is considered unlawful. As such the Council will not engage in such activity and as per table 3 (paragraph 3.4) will keep external borrowing beneath the CFR.

### STRATEGY

- 4.4 As outlined in the previous section, the Council may need to take out £90M of fixed rate borrowing over period to 2025/26, which may result in a temporary increase in cash balances. Within this context, the Council's investment strategy will be to:
- **Invest any temporary surplus cash in secure products and counterparties** in order to minimise the risk of loss;
  - **Maintain an appropriate balance of liquid funds** to ensure that sufficient cash is available when needed; and
  - **Within this context, seek to optimise performance** in terms of yield.
- 4.5 The guidance from DLUHC and CIPFA places a high priority on the management of risk. The Council has low risk appetite in terms of the investment of surplus cash balances and has adopted a prudent approach to managing investment risk. Further details of the associated risks are provided below:

#### **Credit and Counterparty Risk (Security)**

- 4.6 This is the risk of a third party being unable to meet its contractual obligations to the Council, which put simply is the risk of default on any principal or interest payable. This would clearly have a detrimental impact on the Council's resources.
- 4.7 In order to mitigate this risk, the Council maintains a list of approved counterparties and investment limits based on the creditworthiness service provided by LINK Group (further details are available on request). This

approach combines the credit ratings assigned by the three main rating agencies (Fitch, Moody's and Standard and Poor's) with a range of market factors to provide a suggested duration for investments, including:

- Credit 'watches' and 'outlooks' from the main rating agencies;
- Credit Default Swap (CDS) spreads to give early warning of likely changes in credit ratings; and
- Sovereign ratings to select counterparties from only the most creditworthy countries.

4.8 Members are asked to approve the investment counterparties and limits below:

<b>Institution</b>	<b>Minimum Long-Term Rating (Fitch or Equivalent)</b>	<b>Maximum Amount</b>	<b>Maximum Duration</b>
UK Government	AA-*	Unlimited	5 Years
Barclays Bank PLC (The Council's own bank)	A	£20M	Overnight**
Banks	A+	£20M (£20M per group)	1 Year
	A	£10M (£20M per group)	6 Months
	A-	£10M (£20M per group)	100 Days
Building Societies	A	£10M	6 Months
	A-	£10M	100 Days
Local Authorities	AA-***	£20M	2 Years
Money Market Funds (including VNAV)	AAA	£20M per fund	Overnight****

\* The UK Sovereign Debt Rating has been placed on Negative Outlook by the three major rating agencies. The outcome of these reviews is currently unknown; should the UK's rating be downgraded the minimum rating will be amended accordingly.

\*\*For liquidity purposes cash is placed with the Council's own bank (Barclays Bank PLC) on an overnight basis only.

\*\*\* Not all Local Authorities are separately rated, but they are deemed to be in line with the UK Government reflecting the likelihood of intervention in the event of severe financial difficulty.

\*\*\*\* Money Market Funds may be invested for longer periods than overnight, however funds can be withdrawn daily if required.

4.9 It should be noted that local authority creditworthiness is an ongoing issue, particularly in light of recent volatility within the economy. Whilst there are no issues foreseen from a credit perspective (there are regulations in place to avoid local authorities going bankrupt), officers recognise the reputational risk associated with such investments and will take this into consideration when deciding where to invest the Council's surplus cash. Local authorities with a Section 114 Notice are not deemed to be a safe investment by the Council and are avoided.

4.10 In addition to the use of credit ratings, the Council will be advised of information in movements in CDS and other market data on a weekly basis, which will be used to inform the amount and duration of new investments. If a downgrade results in the counterparty / investment scheme no longer meeting the

Council's minimum criteria (e.g. a credit rating below A-), it will be withdrawn from the approved list immediately and any outstanding investments not re-invested at maturity.

4.11 Members are also asked to approve the limits in the following table which consider the Council's total exposure to loans, non-specified investments and foreign countries. These limits are designed to protect the Council from undue credit / counterparty risk and are additional to those set out in paragraph 4.8:

<b>Type</b>	<b>Maximum Amount</b>	<b>Comments</b>
Total loans or investments with unrated entities / entities rated below A-	£20M	This limits the overall amount that can be invested with entities without credit ratings or those with credit ratings below A- and covers any loans awarded to / shares held in local businesses.
Total long-term investments	£20M	This limits the overall amount that can be invested for longer than 12 months and covers any investments with the UK Government or other local authorities.
Total non-specified investments	£40M	The total of the two limits above.
Total investments with institutions domiciled in foreign countries	£70M	This limits the overall amount that can be invested with institutions from outside the UK and is subject to a minimum sovereign credit rating of AA-.

4.12 The process for approving such investments is detailed in Treasury Management Practice Document 5: Organisation, Clarity and Segregation of Responsibilities and Dealing Arrangements, which requires prior authorisation from the Head of Financial Services and Deputy S151 Officer.

### **Price Risk (Security)**

4.13 This is the risk of a reduction in value of funds invested, due to an adverse change in market conditions. Due to the low-risk strategy that the Council has adopted, the risk of credit loss in relation to its treasury investments is deemed low / immaterial (therefore no impact on the general fund), however officers will continue to monitor this position on a regular basis to identify any potential risks.

### **Legal and Regulatory Risk (Security)**

4.14 This is the risk that the Council or an organisation which it is undertaking treasury management activities with, fails to act in accordance with its legal powers or regulatory requirements, causing reputational damage and / or resulting in financial loss.

4.15 In order to mitigate this risk, the Council adopts the recommendations of the statutory guidance and receives professional advice from its Treasury

Management advisers (LINK Group). Officers attend regular training updates to keep up to date with the latest developments and regulatory changes.

### **Liquidity Risk**

- 4.16 This is the risk that cash is not available when needed to meet the Council's spending commitments, causing reputational damage, compromise service objectives and potentially lead to additional unbudgeted costs.
- 4.17 In line with the DLUHC investment advice on the liquidity of investments, the Council will aim to maintain an appropriate balance of liquid funds (i.e. the Barclays Flexible Interest-Bearing Current Account and Money Market Funds).
- 4.18 In accordance with the Council's low risk appetite, the majority of investment maturities are to be kept relatively short i.e. for periods less than 12 months (further details in the table at paragraph 4.8). While most cash balances are required in order to manage fluctuations in cash flow, where cash sums can be identified that could be invested for longer periods, the value to be obtained from longer-term investments will be carefully assessed.

### **Yield**

- 4.19 The pursuit of optimum returns is a secondary priority to security and liquidity. This is particularly important in a period of significant political and economic uncertainty and the Council continues to maintain a low-risk appetite for investments. The Bank Rate is forecast to rise to around 4.0% by the end of 2023/24 (see table 4 – Latest Interest Rate Projections) and investment yields are therefore likely to increase as a result.

### **Diversification**

- 4.20 Although the Council currently has a good spread of investment instruments, officers will continue to evaluate alternative investment options that meet the principles of security, liquidity and yield. Consideration will be given to alternative products and whether they are suitable for the investment portfolio. Proposals for new investment instruments will be taken to the Treasury Management Panel for discussion and where necessary, advice will be sought from LINK prior to making any investment decisions.
- 4.21 In addition to the core investment principles of security, liquidity and yield the Council will also seek to diversify investments to avoid concentration in specific banks, types of financial instrument, sovereign state etc. Consideration will also be given to the overall concentration of investments within each sector.
- 4.22 In order to diversify a portfolio largely invested in cash, investments will be placed with approved counterparties over a range of maturity periods. Maximum investment levels are set to ensure prudent diversification is achieved and these, together with minimum ratings and cash limits, are shown in the table at paragraph 4.8.

## **Environmental, Social and Governance (ESG) Considerations**

- 4.23 In September 2019 Barnsley Cabinet declared a climate emergency to bring the effects of climate change to everyone's attention. Barnsley Council's existing Energy Strategy commits it to being zero carbon in its operations by 2040, with the aim of achieving this by 2035 or earlier if possible.
- 4.24 Changes to the CIPFA TM Code 2021 include ESG investment considerations which should be incorporated into the Council's treasury management practices and procedures. This is a developing area and the measurement of ESG considerations is more widely used in equity and bond markets rather than for short-term cash deposits that the Council uses.
- 4.25 Where possible, treasury officers will consider ESG investment options which are consistent with the Council's own environmental and climate change policies although it is recognised that this is currently difficult. Further information on this matter will be provided once it becomes available and any updates to the Annual Investment Strategy will be made as necessary.

### **Berneslai Homes**

- 4.26 The funds of Berneslai Homes continue to be ring fenced in a segregated Barclays account, with clear separation from Council funds. Officers of the Council are responsible for the management of Berneslai Homes' cash balances, and the account is run in accordance with Treasury Management best practice and the effective management of risk.

**TREASURY MANAGEMENT POLICY STATEMENT 2023/24****1 Introduction & Background**

- 1.1 The Treasury Management Code of Practice requires local authorities to produce a Treasury Management Policy and Strategy Statement on an annual basis.
- 1.2 The Council adopted the original CIPFA Code of Practice on 13<sup>th</sup> February 2002, and this resolution is carried through to the revised codes. Therefore, the Treasury Policy Statement for 2023/24 has been prepared in compliance with the latest Code which was published by CIPFA in December 2021 (with full implementation of the reporting changes required by local authorities from 2023/24).
- 1.3 The Council will create and maintain the following key documents in accordance with the revised Code of Practice and other relevant guidance:
  - The Treasury Management Policy Statement, outlining the key objectives of its Treasury Management activities;
  - The Treasury Management Strategy Statement including the Annual Investment Strategy setting out the specific expected Treasury Management activities for the forthcoming financial year;
  - Treasury Management Practices (TMPs) setting out the manner in which the Council will seek to achieve its objectives, and prescribing how it will manage and control those activities;
  - Prudential and Treasury Indicators as prescribed within the Prudential and Treasury Management Codes, and
  - The Capital Investment Strategy which sets the framework for all aspects of the Council's capital and investment expenditure including prioritisation, governance, planning, outcomes, management, funding and monitoring.
- 1.4 The Council will receive reports on its Treasury Management activities, including as a minimum, an annual strategy for the forthcoming year, an annual report after year end and interim quarterly reports.
- 1.5 The Council delegates responsibility for the implementation and monitoring of its Treasury Management policies and practices and for the execution and administration of Treasury Management decisions to the Section 151 Officer, who will act in accordance with the Council's Policy Statement and the CIPFA Treasury Management Code.
- 1.6 The Council nominates the Treasury Management Panel and the Audit Committee as being responsible for ensuring the effective scrutiny of the Treasury Management Strategy and Policies.
- 1.7 The Treasury Management Panel will meet on a quarterly basis (or as required) to monitor and review the Council's implementation of the Treasury Management Strategy and Policy. The Audit Committee will receive reports through which it will gain assurance regarding the effective implementation of the Strategy and Policy.

## **2. Policies and Objectives of Treasury Management Activities**

2.1 The Council defines its Treasury Management activities as:

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

2.2 Approved activities of the Treasury Management operation cover:

- Borrowing;
- Lending;
- Debt repayment and rescheduling;
- Consideration, approval and use of new financial instruments and treasury management techniques;
- Managing cash flow;
- Banking activities;
- Leasing, and
- Managing the risk associated with the Council’s Treasury Management activities.

2.3 The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its Treasury Management activities will be measured. Accordingly, the analysis and reporting of Treasury Management activities will include their risk implications for the organisation.

2.4 This Council acknowledges that effective Treasury Management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving best value in Treasury Management, and to employing suitable performance measurement techniques, within the context of effective risk management.

2.5 The Council’s borrowing will be affordable, sustainable and prudent and consideration will be given to the management of interest rate risk and refinancing risk. The Section 151 Officer has delegated powers to select the most appropriate form of capital financing (including leasing arrangements) from the approved sources. Both the source and type of borrowing should allow the Council transparency and control over its debt.

2.6 The Council will not borrow more than (or in advance of) it’s needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within the approved CFR estimates for the prescribed planning period. Moreover, future borrowing transactions will be considered carefully before they are undertaken to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds. Borrowing in advance of need will only be undertaken when there is a clear business case for doing so.

2.7 The Council’s primary objective in relation to investment remains the security of capital. The liquidity of the Council’s investments and the yield earned remain important but secondary considerations.

2.8 The Annual Investment Strategy details the categories of investment the Council will invest in, maturity periods and criteria for selecting investment counterparties. Any revisions to these criteria will require Council approval.

### **3. Treasury Management Scheme of Delegation**

#### **Full Council**

- Receiving and reviewing reports on treasury management policies, practices and activities, and
- Approval of the annual strategy.

#### **Cabinet**

- Approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices;
- Budget consideration and approval;
- Approval of the division of responsibilities; and
- Receiving and reviewing regular summary reports and acting on recommendations.

#### **Treasury Management Panel / Audit Committee**

- Approving the selection of external service providers and agreeing terms of appointment; and
- Reviewing the treasury management policy and procedures and making recommendations to the responsible body.

#### **The S151 (responsible) officer**

- Recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- Submitting regular treasury management policy reports;
- Submitting budgets and budget variations;
- Receiving and reviewing management information reports;
- Reviewing the performance of the treasury management function;
- Ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function;
- Ensuring the adequacy of internal audit, and liaising with external audit;
- Implementing the treasury management strategy and policies in compliance with member approvals, and
- Recommending the appointment of external service providers.

### **4. Policies on the use of Derivatives**

4.1 The general power of competence in Section 1 of the Localism Act 2011 removes much of the uncertainty over local authorities' use of financial derivatives. The CIPFA Code requires authorities to clearly detail their policy on the use of derivatives in the TMSS. The Council will only use derivatives where they can be clearly demonstrated to reduce the overall level of financial risk.



- 4.2 Derivatives may be arranged with any organisation that meets the Council's approved investment criteria.
- 4.3 The Council will only use derivatives after seeking a legal opinion and ensuring that officers have the appropriate training to effectively manage their use.

**2023/24 MINIMUM REVENUE PROVISION (MRP) STATEMENT**

The Authority is required to make a prudent provision for debt repayment known as the Minimum Revenue Provision (MRP). Guidance on MRP has been issued by the Secretary of State and local authorities are required to “have regard” to such Guidance under Section 21(1A) of the Local Government Act 2003. The four MRP options available are:

- Option 1: Regulatory Method;
- Option 2: CFR Method;
- Option 3: Asset Life Method, and
- Option 4: Depreciation Method.

***NB This does not preclude other prudent methods***

MRP in 2023/24: Options 1 and 2 may only be used for General Fund supported expenditure. Methods of making prudent provision for General Fund self-financed expenditure include Options 3 and 4 (which may also be used for supported expenditure if the Authority chooses).

The MRP Statement is required to be submitted to the Authority before the start of the financial year for approval. Any revision of which must also be submitted to the Authority for approval. The Authority is recommended to approve the following statement:

- **For capital expenditure incurred before 1<sup>st</sup> April 2008, MRP will be determined in accordance with Option 3;**
- **For supported capital expenditure incurred after 1<sup>st</sup> April 2008, MRP will be determined in accordance with Option 3;**
- **For non-supported (prudentially borrowed) capital expenditure incurred after 1<sup>st</sup> April 2008, MRP will be determined in accordance with Option 3;**
- **Within Option 3, MRP is permitted to be calculated in one of two ways - equal instalments or on an annuity basis. The Authority has chosen to calculate MRP on an annuity basis, and**
- **MRP will normally commence in the financial year following the one in which expenditure is incurred. However, MRP Guidance permits local authorities to defer MRP until the financial year following the one in which the asset becomes operational. The Authority has chosen to employ this option for significant qualifying projects.**

MRP in respect of on balance sheet leases will match the annual principal repayment for the associated deferred liability, which will produce an MRP charge comparable to that under Option 3, in that it will run over the life of the lease term.

Changes introduced by the revised (DLUHC) guidance on MRP mean that any charges made over the statutory minimum revenue provision (MRP) can, if needed, be reclaimed in later years if deemed necessary or prudent. In order to do so this policy must disclose the cumulative overpayment made each year. To date, the Authority has not made any voluntary repayments over and above the statutory MRP.

On occasion, where the Council incurs capital expenditure that relates to capital loans or capital disposals, which results in capital receipts being received, the Council's policy is to prudently reduce the Capital Financing Requirement by the value of those receipts in the year they are received. The Council then adjusts the ongoing statutory minimum revenue provision that relates to that capital expenditure, prospectively over the remainder of the policy, to ensure that no overprovision occurs and that the full amount is repaid. Therefore, there are no overpayments that can be reclaimed at any point in the future.

**PRUDENTIAL AND TREASURY INDICATORS 2022/23 – 2025/26****Estimates of Capital Expenditure (General Fund and HRA)**

This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts:

<b>Capital Expenditure</b>	<b>2022/23</b> (£M)	<b>2023/24</b> (£M)	<b>2024/25</b> (£M)	<b>2025/26</b> (£M)
General Fund	109.079	142.091	60.191	38.238
HRA	51.726	28.325	4.900	30.500
Other Long-Term Liabilities	-	-	-	-
<b>Total</b>	<b>160.805</b>	<b>170.416</b>	<b>65.091</b>	<b>68.738</b>

**Estimates of Capital Financing Requirement (General Fund and HRA)**

This indicator sets out the Council's CFR, which reflects the capital expenditure (both historic and planned) being funded from borrowing or other long-term liabilities (e.g. PFI schemes, finance leases). The Council is asked to approve the CFR projections below:

<b>CFR</b>	<b>2022/23</b> (£M)	<b>2023/24</b> (£M)	<b>2024/25</b> (£M)	<b>2025/26</b> (£M)
General Fund Borrowing	588.279	618.115	622.549	627.532
HRA Borrowing	271.734	271.734	271.734	301.734
Other Long-Term Liabilities	228.811	225.909	223.407	220.550
<b>Total</b>	<b>1,088.824</b>	<b>1,115.758</b>	<b>1,117.690</b>	<b>1,149.816</b>

**The Operational Boundary (Overall)**

This is the limit beyond which external debt is not normally expected to exceed, based on the Council's CFR (see above). The Council is asked to approve the limits set out below:

<b>Operational Boundary</b> (£M)	<b>2022/23</b> (£M)	<b>2023/24</b> (£M)	<b>2024/25</b> (£M)	<b>2025/26</b> (£M)
General Fund Debt	588.279	618.115	622.549	627.532
HRA Debt	271.734	271.734	271.734	301.734
Other Long-Term Liabilities	228.811	225.909	223.407	220.550
<b>Total</b>	<b>1,088.824</b>	<b>1,115.758</b>	<b>1,117.690</b>	<b>1,149.816</b>

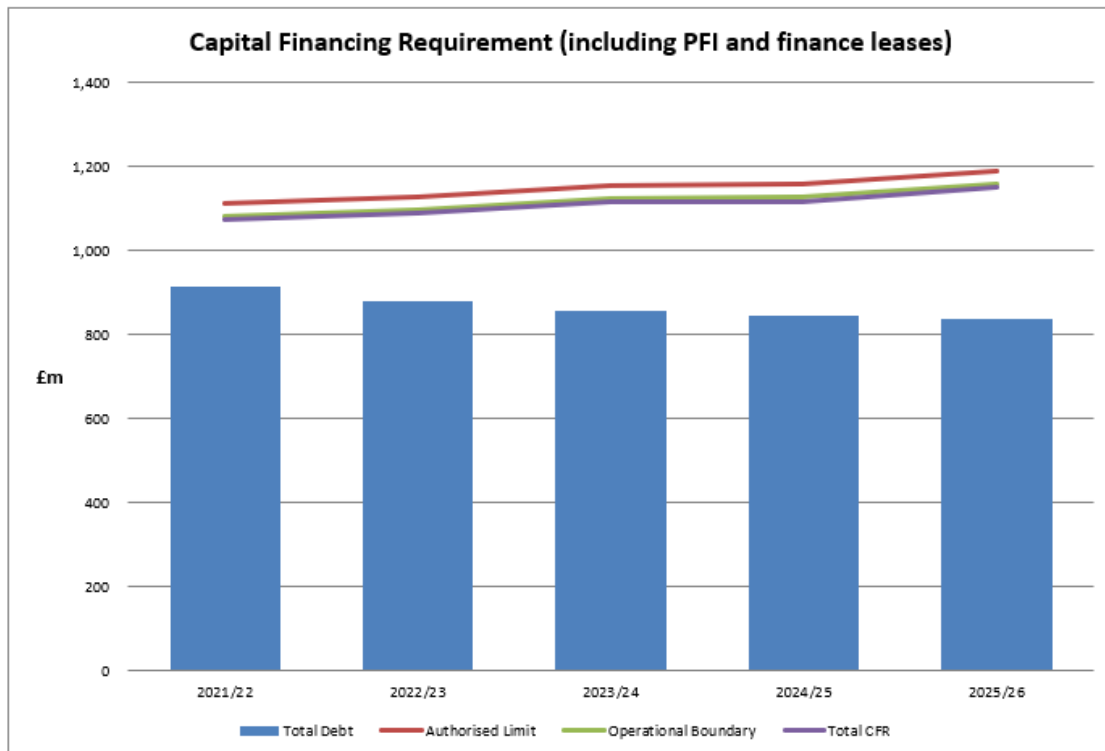
## The Authorised Limit for External Debt (Overall)

A further key prudential indicator represents a control on the maximum level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. The authorised limit has been set at £30M above the operational boundary (£20M General Fund and £10M HRA).

This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised. The Council is asked to approve the following authorised limit:

<b>Authorised Limit</b> (£M)	<b>2022/23</b> (£M)	<b>2023/24</b> (£M)	<b>2024/25</b> (£M)	<b>2025/26</b> (£M)
General Fund Debt	608.279	638.115	642.549	647.532
HRA Debt	281.734	281.734	281.734	311.734
Other Long-Term Liabilities	228.811	225.909	223.407	220.550
<b>Total</b>	<b>1,118.824</b>	<b>1,145.758</b>	<b>1,147.690</b>	<b>1,179.816</b>

From 1<sup>st</sup> April 2024, the Council is required to implement IFRS 16, replacing the previous accounting standard applied for leases. This standard removes the distinction between finance and operating leases which means that many of the Council's existing leases will now be brought onto the balance sheet, increasing the Council's CFR. Once analysis has been undertaken to identify the leases affected, the operational boundary and authorised limit will require adjustment to account for the increased CFR and any amendments to the Strategy will require approval by the Council mid-year.



## Maturity Structure of Borrowing (General Fund and HRA)

These gross limits are set to reduce the Council's exposure to large, fixed rate sums falling due for refinancing and are required for upper and lower limits. The Council is asked to approve the following limits:

<b>General Fund: Loan Maturity Structure (All Years)</b>		
	<b>Lower</b>	<b>Upper</b>
Under 12 months	0%	50%
12 months to 2 years	0%	25%
2 years to 5 years	0%	25%
5 years to 10 years	0%	40%
10 years to 20 years	0%	75%
20 years to 30 years	0%	75%
30 years to 40 years	0%	75%
40 years to 50 years	0%	75%
<b>HRA: Loan Maturity Structure (All Years)</b>		
	<b>Lower</b>	<b>Upper</b>
Under 12 months	0%	25%
12 months to 2 years	0%	25%
2 years to 5 years	0%	25%
5 years to 10 years	0%	40%
10 years to 20 years	0%	75%
20 years to 30 years	0%	75%
30 years to 40 years	0%	75%
40 years to 50 years	0%	75%

## Maximum Principal Sums Invested for more than 365 Days (General Fund)

These limits are set in relation to the Council's liquidity requirements and to reduce the need for early sale of an investment and are based on the availability of funds after each year-end. The Council is asked to approve the treasury indicator and limit:

(£M)	2022/23	2023/24	2024/25	2025/26
Principal Sums Invested > 365 Days	20.000	20.000	20.000	20.000

## Ratio of Financing Costs to Net Revenue Streams (General Fund and HRA)

This indicator identifies the estimated trend in the cost of capital (borrowing and other long-term liabilities net of investment income) against the Council's net revenue streams.

Ratio of Financing Costs to Net Revenue Streams (%)	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
GF	20.13%	18.93%	18.57%	18.66%
HRA	40.73%	37.01%	38.16%	38.14%

**DEFINITION OF TERMS**

**Treasury Management** refers to the management of the organisation's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

**CIPFA** is the Chartered Institute of Public Finance and Accountancy - the leading accountancy body for the public services providing education and training in accountancy and financial management.

**DLUHC** is the Department for Levelling Up, Housing and Communities (formerly the MHCLG - Ministry of Housing, Communities and Local Government) - a ministerial department responsible for UK Government policy on housing and public services.

**MRP** refers to the Minimum Revenue Provision - a statutory annual charge to the revenue account for the repayment of debt (as measured by the Capital Financing Requirement).

**Capital Financing Requirement (CFR)** represents the authority's underlying indebtedness for capital purposes, based on historic capital expenditure which hasn't yet been financed (e.g. from grants, capital receipts or revenue contributions).

**Debt** refers to the sum of borrowing and other long-term liabilities.

**Other Long-Term Liabilities** mean the liabilities outstanding under credit arrangements (e.g. PFI contracts or finance leases).

**Internal Borrowing / Under-Borrowed** refers to the temporary use of cash resources (e.g. reserves earmarked for future capital expenditure or grants received in advance of expenditure) to avoid borrowing immediately, which seeks to reduce investment counterparty risk and create a short-term budget saving. The Council will replace these cash resources with external borrowing as these spending commitments occur.

**Specified Investments** are short-term investments (i.e. less than 12 months) denominated in pounds sterling with a high credit quality.

**Non-Specified Investments** refers to any financial investments (excluding loans) that do not meet the criteria to be treated as a specified investment.

**Investments in Foreign Countries** refer to investments placed with counterparties from countries outside the UK (subject to a minimum sovereign rating of AA-).

This page is intentionally left blank



## BARNSELY METROPOLITAN BOROUGH COUNCIL

### FEES AND CHARGES 2023/24

#### 1. **Purpose of the report**

- 1.1 The purpose of this report is to update the Council's Fees and Charges Policy as well as outline the Council's proposed 2023/24 fees and charges which are an integral part of the 2023/24 Budget Process.

#### 2. **Recommendation**

**It is recommended that Cabinet:**

- 2.1 **Approve the new and existing fees and charges set out in Appendix 1 for implementation from 1<sup>st</sup> April 2023 or later in 2023/24 as applicable.**
- 2.2 **Note that additional reports will be submitted during the year, if any further amendments to fees & charges are required.**

#### 3. **Introduction & Background**

##### ***Work Undertaken on Fees & Charges***

- 3.1 The Council is facing unprecedented financial pressures/challenges due to the current socio-economic climate. As noted in the MTFs update the Council is facing the most challenging financial position for a number of years. Pay, utilities, fuel and material costs are all rising exponentially. As at October 2023 CPI was 11.1%, the highest rate for over 30 years. This, and the potential impact to the public and other stakeholders has been considered in the review of on the proposed Fees & Charges for 2023/24.
- 3.2 All fees and charges for 2023/24 have been reviewed in line with of the updated Fees and Charges Policy, which is included at Appendix 2. This provides a corporate framework within which all decisions on implementation and / or changes to the levels of fees and charges are considered and approved.

##### ***Fees & Charges Policy***

- 3.4 A significant element of the Council's activity is underpinned by income generated through a variety of fees and charges made in relation to such activities.
- 3.5 Whilst being an important element of the overall financing of the Council's services and activities, fees and charges can also have an important role in other areas such as:

- Demonstrating the value of a service;

- Discouraging abuse of a service;
- Strengthening service and corporate objectives; and
- Promoting and encouraging access to services.

3.6 Therefore, as well as ensuring that fees and charges are in line with Council objectives, it is also sound practice to ensure that the impact on service users of any change in fees and charges is appropriately evidenced. The objectives of any charging policy should also be clearly communicated to the public who should have the opportunity to hold the Council to account. The 2023/24 policy is available at [Barnsley.gov.uk](http://Barnsley.gov.uk)

#### 4. **Existing Fees and Charges**

4.1 All service areas have undertaken a full review of the fees and charges under their respective remits. In line with the fees and charges policy with the following changes proposed:

<b>Charge</b>	<b>Basis of changes proposed</b>
Property Services	There are a wide range of fees and charges within property services at various rates dependant on the size and circumstances of each asset.
Learning & Skills	A 3.4% increase proposed following a market review.
Building Control	Proposed to increase fees by average CPI (in most cases) however where this is not the case reasons are identified on Appendix 1.
Music service	Increases are proposed in line with market intelligence.
Development Management	Increases in line with other local authorities and CPI principles used were necessary.
Markets (including districts) & Commercial Space management	A new charging mechanism is proposed for Outside and District Markets. (Barnsley indoor market is in line with existing 5-year lease terms).
Museums & Heritage Centres	A new charging strategy for Museums and Heritages Centres is proposed based on market intelligence, with new charges introduced where appropriate or increased by CPI accordingly.
Transport	Charges determined by size and scale of transport scheme being undertaken
Gypsy & Traveller Sites	Benchmarking with other LA's completed and a CPI increase is proposed.
Waste	The increases proposed are based upon the market intelligence or CPI where appropriate.
Stores/Depot – Material Recycling Plant	A review of the charging strategy for the Material Recycling Plant has been undertaken using market intelligence, and a price on application model is proposed to allow for market changes and seasonality.
Engineers / Highways licences, permits & Services / Traffic Signals	The increases proposed are based on a combination of CPI, market knowledge/intelligence and benchmarking. Where appropriate individual charges for some items is proposed.
Car Parking	A full review of car parking charging is ongoing with a future report to propose a new strategy.
Pest Control & Drainage	Fees and charges have reviewed in line with market intelligence.

Golf Course fees	A 5% increase in fees is proposed based on market intelligence.
Bereavement fees	Increases based upon either CPI or market intelligence.
Education, Early Start Provision & Safeguarding	An average 5% increase is proposed.
Registrars Marriages & Ceremonies	Charges have been increased (where not prescribed by law) by varying percentages based upon a baseline review with other neighbouring authorities.

- 4.2 All other charges have also been reviewed and either increased in line with inflation (rounded to nearest appropriate measurement) (10.1% used - September 22) or no changes have been made (e.g., where the charges are set by statute).
- 4.3 It should be noted that inflation is volatile, and the current socio-economic climate may result in F&C being reviewed at more regular intervals than in the past when the fiscal climate was more stable.
- 4.4 In accordance with the overall review it is recommended that the schedule of fees and charges as set out in Appendix 1 are implemented from the 1st of April 2023 or later in 2023/24 as applicable.

## 5. **New Fees and Charges**

- 5.1 In line with the Council's Commercial Strategy, a review of all new opportunities open to the Council for which a charge can be levied in accordance with the Council's Policy has been undertaken.
- 5.2 This review has identified the following new proposed fees and charges:

<b>Charge</b>	<b>Basis of charges</b>
Development Management – 2 new charges for Change of Use and Planning Policy Evidence Based & Land Allocation Discussions	Used benchmarking with similar local authorities and market intelligence to set the price.
Markets, District Markets & Com. Space Management	As detailed in 4.1
Arts & Events - Application to undertake filming / facilitation of film production	As per market value and benchmarked against other LA's of a similar size.
Museums & Heritage Centres	As detailed in 4.1
Pet Cremation – Extra Large Dog	New Charge based upon the costs this incurs and market intelligence
Registrars, Marriages & Ceremonies – New services / options	New charges to give more options and flexibility for registrars, marriages and ceremonies, the charges are based upon market intelligence and baselined with charges for neighbouring authorities.

- 5.3 It is recommended that these are implemented from 1<sup>st</sup> April 2023 as set out in Appendix 1 to this report.

This page is intentionally left blank

## FEES &amp; CHARGES PROPOSALS FOR 2023/24

## APPENDIX 1

Fee / Charge description	Income type - (Statutory or Discretionary)	Basis of charge	Charge for 2023/24
<b>GROWTH AND SUSTAINABILITY</b>			
<b>REGENERATION &amp; CULTURE</b>			
<b>PROPERTY SERVICES</b>			
Land and Building Rent; Maintenance, Service Charges	Discretionary	Market Value	Various rates
Allotment rent - with water	Discretionary	Per allotment	
<b>Allotment rent - without water</b>	<b>Discretionary</b>	<b>Per allotment</b>	
Garage rent	Discretionary	per site	
<b>CLIS / Adult Learning</b>			
<b>Acorn Centre Service Charges</b>	Discretionary		
Office Space	Discretionary	per sq. ft	
Workshops	Discretionary	per sq. ft	
<b>Kendray Service Charges</b>			
Office Space	Discretionary	per sq. ft	
Workshops	Discretionary	per sq. ft	
<b>LEARNING AND SKILLS</b>			
<b>Tuition / course fees</b>			
With SFA public subsidy	Discretionary		£3.00
Without SFA public subsidy	Discretionary		£6.00
With SFA public subsidy - in receipt of eligible means tested benefit	Discretionary		£1.50
Without SFA public subsidy - in receipt of eligible means tested benefit	Discretionary		£3.00
<b>BUILDING CONTROL</b>			
<b>Building regulation application charges</b>			
<b>New housing</b>			
1 Dwelling	Statutory	1 Dwelling	£625.00
2 Dwelling	Statutory	2 Dwelling	£875.00
3 Dwelling	Statutory	3 Dwelling	£1,125.00
4 Dwelling	Statutory	4 Dwelling	£1,350.00
5 Dwelling	Statutory	5 Dwelling	£1,600.00
6 or more Dwellings	Statutory	6 or more Dwellings	Determined individually
Sites containing one or more dwellings more than 300m2	Statutory	Varying number of dwellings	Determined individually
<b>Domestic building works</b>			
Attached/detached garage or carport, i.e. 36m2	Statutory	Domestic Building Type	£250.00
Attached/detached garage or carport, 36-100m2	Statutory	Domestic Building Type	£325.00
Conversion of a garage to a habitable room(s)	Statutory	Domestic Building Type	£291.67
Extension – floor area up to 10m <sup>2</sup>	Statutory	Domestic Building Type	£341.67
Extension – floor area over 10m <sup>2</sup> and up to 40m <sup>2</sup>	Statutory	Domestic Building Type	£483.33
Extension 40 - 60m <sup>2</sup>	Statutory	Domestic Building Type	£575.00
Extension 60 - 100m <sup>2</sup>	Statutory	Domestic Building Type	£650.00
Replacement window/s & door/s to one property	Statutory	Domestic Building Type	£100.00
Replacement window/s & door/s to more than one property	Statutory	Domestic Building Type	Determined individually
Controlled domestic electrical work (not CPS)	Statutory	Domestic Building Type	£391.67
Renovation of a thermal element (non-structural)	Statutory	Domestic Building Type	£100.00
Renovation of a thermal element (structural)	Statutory	Domestic Building Type	£175.00
Rooms in a roof space including means of access	Statutory	Domestic Building Type	£483.33
Additional rooms in a roof space excluding means of access	Statutory	Domestic Building Type	£391.67
Other domestic work - estimated cost < £2,000	Statutory	Domestic Building Type	£158.33
Other domestic work - estimated cost £2,000 - £5,000	Statutory	Domestic Building Type	£241.67
Other domestic work - estimated cost £5,000 - £25,000	Statutory	Domestic Building Type	£358.33
Other domestic work - estimated cost £25,000 - £50,000	Statutory	Domestic Building Type	£516.67
Other domestic work - estimated cost > £50,000	Statutory	Domestic Building Type	Determined individually
Additional charge to above categories for electrical work not carried out by a registered 'Competent Person'	Statutory	Domestic Building Type	£275.00
Multiple Works scheme	Statutory	Domestic Building Type	Determined individually
<b>Non-domestic building works</b>			
Installation of < 20 windows and doors	Statutory	Domestic Building Type	£250.00
Installation of 20 - 50 windows and doors	Statutory	Domestic Building Type	Determined individually
Other non-domestic work - estimated cost < £2,000	Statutory	Domestic Building Type	£0.00
Other non-domestic work - estimated cost < £5,000	Statutory	Domestic Building Type	£283.22
Other non-domestic work - estimated cost £5,000 - £10,000	Statutory	Domestic Building Type	£375.00
Other non-domestic work - estimated cost £10,000 - £25,000	Statutory	Domestic Building Type	£483.33
Other non-domestic work - estimated cost £25,000 - £50,000	Statutory	Non-domestic Building Type	£525.00
Other non-domestic work - estimated > £50,000	Statutory	Domestic Building Type	Determined individually
Regularisation Applications - unauthorised works	Statutory	All Building Types	20% uplift on the above identified charges
<b>Street naming &amp; property numbering charges</b>			
<b>New property addresses on existing street</b>			
1	Discretionary	1 property	£65.00
2 to 5	Discretionary	2 to 5 properties	£105.00
6 to 10	Discretionary	6 to 10 properties	£125.00
11 to 50	Discretionary	11 to 50 properties	£190.00
51+	Discretionary	51+ properties	£260.00
<b>Change to a new development after notification</b>			
1	Discretionary	1 property	£65.00
2 to 5	Discretionary	2 to 5 properties	£105.00
6 to 10	Discretionary	6 to 10 properties	£125.00
11 to 50	Discretionary	11 to 50 properties	£190.00
51+	Discretionary	51+ properties	£260.00
Re-addressing of properties on existing street	Discretionary	per property	£160.00
<b>New property addresses requiring new street names:</b>			
1	Discretionary	1 property	£95.00
2 to 5	Discretionary	2 to 5 properties	£125.00
6 to 10	Discretionary	6 to 10 properties	£180.00
11 to 50	Discretionary	11 to 50 properties	£260.00
51+	Discretionary	51+ properties	£345.00
<b>MUSIC SERVICE</b>			
Instrument Hire Theory	Discretionary	per term	£18.00
Instrument Hire Aural	Discretionary	per term	£16.00
Cont'n Lessons per term	Discretionary	per term	£39.00
Group Lessons per term	Discretionary	per term	£54.00
20 minute Individual Lessons per term	Discretionary	per term	£108.00
30 minute Individual Lessons per term	Discretionary	per term	£162.00
Ensemble Rehearsal Charge	Discretionary	(minimum 10 per term)	£32.00
Ensemble Performance Charge	Discretionary	per member of staff	£32.00

KS1 projects per year	Discretionary	per year	£1,296.00
KS2 full year projects	Discretionary	per year	£845.00
<b>DEVELOPMENT MANAGEMENT</b>			
Planning Application Fees	Statutory	Per application	Various rates
Admin charge for refunding application fee prior to validation	Statutory	Per application	£55 or 20% of the original fee (whichever is greater)
Householder Enquiry Forms	Discretionary	Per enquiry	£70.00
Minor Pre-application Advice	Discretionary	Per enquiry	£70.00
Residential pre-app - 1 to 5 dwellings	Discretionary	Per enquiry	£250.00
Residential pre-app - 6 to 19 dwellings	Discretionary	Per enquiry	£750.00
Residential pre app - 20 dwellings +	Discretionary	Per enquiry	£1,500.00
Non - residential pre-app : 0 to 99sqm of additional floorspace	Discretionary	Per enquiry	£125.00
Non - residential pre-app : 99 to 500sqm of additional floorspace	Discretionary	Per enquiry	£275.00
Non - residential pre-app: 500 - 4,999 sqm of additional floorspace	Discretionary	Per enquiry	£750.00
Non - residential pre app: 5,000 sqm + of additional floorspace	Discretionary	Per enquiry	£1,500.00
Change Of Use	Discretionary	Per enquiry	£200.00
Other pre-apps not within above categories	Discretionary	Per enquiry	30% of planning app fee or £1500.00 (whichever is lowest)
Listed Building & Conservation Area Advice	Discretionary	Hourly Rate	£125.00
Sec 106 Legal Agreement Enquires	Discretionary	Hourly Rate	£125.00
Planning Policy Evidence Based & Land Allocation Discussions	Discretionary	Hourly Rate	£125.00
<b>MARKETS</b>			
Barnsley Open Market - all stalls	Discretionary	Day Rate	See Below
Barnsley Central Sunday Market - all 8ft stalls	Discretionary	Day Rate	See Below
<b>Barnsley Outdoor Market</b>			
Pitch and Gazebo in Zone A - Regular Trader	Discretionary	Day Rate	£18.00
Pitch and Gazebo in Zone B - Regular Trader	Discretionary	Day Rate	£15.00
Pitch and Gazebo - Casual Trader	Discretionary	Day Rate	£21.00
Table hire	Discretionary	Day Rate	£2.50
<b>Barnsley Glassworks Market</b>			
Stall rental	Discretionary	Per annum per Square Foot	£31.00
Café rental	Discretionary	Per annum per Square Foot	£37.20
Market Kitchen Rental	Discretionary	10% or 15% of Turnover dependant on Business type	10% or 15% of Turnover
Basement storage	Discretionary	Per annum per Square Foot	£12.75
Service Charge	Discretionary	Per annum per Square Foot	£13.00
Trader car parking - Standard trader bay	Discretionary	Day Rate	£0.00
<b>DISTRICT MARKETS</b>			
<b>Wombwell Market</b>			
Wombwell - Stall 10 x 8	Discretionary	Day Rate	See Below
Pitch 3m x 3m - Regular Trader	Discretionary	Day Rate	£13.20
Pitch and Gazebo - Regular Trader	Discretionary	Day Rate	£17.00
Pitch 3m x 3m - Casual Trader	Discretionary	Day Rate	£17.00
Pitch and Gazebo - Casual Trader	Discretionary	Day Rate	£20.00
<b>Hoyland Market</b>			
Hoyland - A 11' stall	Discretionary	Day Rate	See Below
Market Stall - Regular Trader	Discretionary	Day Rate	£12.00
Pitch 3m x 3m - Regular Trader	Discretionary	Day Rate	£14.00
Pitch and Gazebo - Regular Trader	Discretionary	Day Rate	£17.00
Market Stall - Casual Trader	Discretionary	Day Rate	£15.00
Pitch 3m x 3m - Casual Trader	Discretionary	Day Rate	£17.00
Pitch and Gazebo - Casual Trader	Discretionary	Day Rate	£20.00
<b>Goldthorpe Market</b>			
Goldthorpe - A 9' stall	Discretionary	Day Rate	See Below
Temporary Market Rate	Discretionary	Day Rate	£10.00
Pitch 3m x 3m - Regular Trader	Discretionary	Day Rate	£13.00
Pitch and Gazebo - Regular Trader	Discretionary	Day Rate	£16.00
Pitch 3m x 3m - Casual Trader	Discretionary	Day Rate	£16.00
Pitch and Gazebo - Casual Trader	Discretionary	Day Rate	£19.00
<b>Penistone Market</b>			
Penistone - 2 metre stall	Discretionary	Day Rate	See Below
Penistone - 3 metre stall	Discretionary	Day Rate	See Below
Penistone - Building Hire	Discretionary	1/2 day rate	See Below
Pitch 2m x 3m - Regular Trader	Discretionary	Day Rate	£10.00
Pitch 3m x 3m - Regular Trader	Discretionary	Day Rate	£13.00
Pitch 2m x 3m - Casual Trader	Discretionary	Day Rate	£13.00
Pitch 3m x 3m - Casual Trader	Discretionary	Day Rate	£26.00
Table hire	Discretionary	Day Rate	£2.50
Penistone - Community Building Hire	Discretionary	1/2 day rate	£50.00
Penistone - Commercial Building Hire	Discretionary	Day Rate	£200.00
<b>COMMERCIAL SPACE MANAGEMENT</b>			
Barnsley from 4m x 4m (£8 per sqm)	Discretionary	Day Rate	£128.00
Wombwell Pitch from 3m x 3m (£8 per sqm)	Discretionary	Day Rate	£72.00
Barnsley 6m x 4m	Discretionary	Day Rate	See Below
Barnsley 8m x 4m	Discretionary	Day Rate	See Below
Hoyland	Discretionary	Day Rate	See Below
Goldthorpe	Discretionary	Day Rate	See Below
Penistone	Discretionary	Day Rate	See Below
Book to roam (leaflets)	Discretionary	Per distributor	See Below
Barnsley Roaming and Samples (up to 3 people)	Discretionary	Day Rate	£120.00
Principal Towns Roaming and Samples (up to 3 people)	Discretionary	Day Rate	£65.00
Daily Leaflet Permit	Discretionary	Per Distributor	£20.00
Monthly Leaflet Permit	Discretionary	Per Distributor	£50.00
Monthly Leaflet Permit	Discretionary	Additional badge	£35.00
Replacement for lost monthly permit	Discretionary	Per Distributor	£20.00
Quarterly Leaflet Permit	Discretionary	Per Distributor	£90.00
Quarterly Leaflet Permit	Discretionary	Additional badge	£45.00
Replacement for lost quarterly permit	Discretionary	Per Distributor	£20.00
<b>MUSEUMS AND HERITAGE CENTRES</b>			
Commission on Artists work sales	Discretionary	Commission on Artists work sales	40% + VAT
<b>Cooper Gallery</b>	Discr		
Sadler Room Hire Per Day	Discr		£200 - £500
Sadler Room Hire Per hr within core hrs	Discretionary	Per hour	£55.00

Sadler Room Hire Per hr outside core hrs	Discretionary	Per Hour Outside Core Hours	£75.00
Sadler Room Hire Charities - per day	Discretionary	Charity Full Day	£150 - £300
Sadler Room Hire Charities Per Hour	Discretionary	Charity Per Hour	£30.00
Sadler Room Hire Per hr outside core hrs	Discretionary	Charity Per hr outside core hrs	£35.00
Sadler Room Hire Gallery Hire (2 hours)	Discretionary	Gallery Hire (2 hours)	£550.00
<b>Cannon Hall</b>	Discretionary		
Spencer Wing Conference Hire	Discretionary	Per Day	£200 - £500
Spencer Wing Conference Hire	Discretionary	Per Day within core hours	£55.00
Spencer Wing Conference Hire	Discretionary	Per Hour outside core hours	£75.00
Spencer Wing Conference Hire	Discretionary	Charities full day	£150 - £300
Spencer Wing Conference Hire	Discretionary	Charity per hour within core hours	£30.00
Spencer Wing Conference Hire	Discretionary	Charities per hour outside core hours	£35.00
<b>Experience Barnsley</b>			
Hire of Learning Lab (office hours)	Discretionary	Per day	£225.00
Hire of Learning Lab	Discretionary	Per hr	£55 - £150
Hire of Learning Lab	Discretionary	Charities -full day	£150.00
Hire of Learning Lab	Discretionary	Per hr	£30 - £60
Hire of galleries (evening function)	Discretionary	Dependent on length (from)	£650.00
Victorian Wing	Discretionary	per day	£200 - £500
Victorian Wing	Discretionary	Per Hour	£55.00
Victorian Wing	Discretionary	Per Hour Outside Core Hours	£75.00
Victorian Wing	Discretionary	Charities Per Day	£150 - £300
Victorian Wing	Discretionary	Per Hour Charity within core hours	£30.00
Victorian Wing	Discretionary	Per Hour Charity outside or core hours	£35.00
<b>Visitor Centre Meeting Room</b>			
Private & Commercial Mon-Fri	Discretionary	Per day	£225.00
Charity Per Day	Discretionary	Per day	£150.00
Per Hour	Discretionary	Per hour	£55.00
Per Hours Out of Core Hours	Discretionary	Per Hour Outside Core Hours	£75.00
Per Hour Charity	Discretionary	Per hour	£30.00
Per Hour Charity Out of Hours	Discretionary	Per Hour Outside Core Hours	£35.00
Weekends and evenings	Discretionary	Per hour	£0.00
Ballroom Hire for ceremony	Discretionary	All prices are Plus VAT	£1250 - £1500
Deer Shelter for Ceremony	Discretionary	All prices are Plus VAT	£1500 - £1700
Library Hire for ceremony	Discretionary	All prices are Plus VAT	£1250 - £1500
Ballroom Hire for private functions	Discretionary	All prices are Plus VAT	£900 - £1600
Gallery Hire for functions	Discretionary	For 2 hours	£550.00
Drink Functions (Spencer wing)	Discretionary	Per Hour	£100 - £300
<b>Car Parking at Cannon Hall</b>		up to 2 hours - cars and minibuses	£1.00
	Discretionary	All day - cars and minibuses	£5.00
	Discretionary	Coaches	£5.00
	Discretionary	Motorcycles	Free
	Discretionary	Season Ticket (includes VAT)	£125.00
	Discretionary	Land Hire per day	£1250 - £3000
	Discretionary	per day per pitch (charities)	£50.00
	Discretionary	per day per pitch (charities)	£25.00
Land hire for commercial marketing or photography use	Discretionary	Land Hire per day	£500 - £2000
Walled Garden Exclusive use	Discretionary	2 hours	£1000 - £3000
North Range Hire	Discretionary	Full day	£200 - £500
North Range Hire		Per Hour Within Core Hours	£55.00
North Range Hire	Discretionary	Per Hour Outside Core Hours	£75.00
North Range Hire	Discretionary	Charities full day	£150 - £300
North Range Hire		Charities per hour within core hours	£30.00
North Range Hire	Discretionary	Charities per hour outside core hours	£35.00
Seminar Corridor Meeting Room	Discretionary	Full day	£80.00
Seminar Corridor Meeting Room	Discretionary	Per Hour Outside Core Hours	£20.00
<b>Elsecar</b>			
Building 21 - hire per hour weekdays	Discretionary	All prices are Plus VAT	£60 - £110
Building 21 - hire per hour weekdays (Charity)	Discretionary	All prices are Plus VAT	£35 - £75
Building 21 - hire all day	Discretionary	All prices are Plus VAT	£500 - £4500
Building 21 - Wedding Ceremony only	Discretionary	All prices are Plus VAT	£1500 - £2000
Building 21 - Wedding Ceremony and reception	Discretionary	All prices are Plus VAT	£2500 - £4500
Building 21 - Wedding reception only	Discretionary	All prices are Plus VAT	£2000 - £4500
Building 21 - kitchen and bar pitch hire (non wedding)	Discretionary	All prices are Plus VAT	£50 - £100
Stage Hire	Discretionary	Per day	£250 - £400
Tiered seating	Discretionary	Per day	£250 - £500
Trestle tables	Discretionary	Per table	£5.00
Additional chairs(over 50)	Discretionary	Per chair	£2.00
AV equipment	Discretionary	Per day	£0.00
Stage lighting	Discretionary	Per day	£0.00
Marketing support packages	Discretionary	Per event	From £50
Crash barriers	Discretionary	Per barrier per day	£20.00
Pitch Fee (outdoors)	Discretionary	Per day per pitch	£50.00
Pitch Fee (outdoors) Charity rate	Discretionary	Per day per pitch Charity Rate	£25.00
Hard based space outside	Discretionary	All prices are Plus VAT	£500.00
<b>Worsbro Mill</b>			
Season Ticket (incl VAT)	Discretionary	Includes VAT	£125.00
Car Parking	Discretionary	per hour	£1.00
Car Parking	Discretionary	per day	£3.00
Car Parking	Discretionary	per day coaches	£5.00
<b>Land hire</b>	Discretionary	Per day	£1250 - £3000
Pitch	Discretionary	Charities	£25.00
Pitch	Discretionary	Non-charities	£50.00
Classroom Hire (per day)	Discretionary	Non-charities	£65.00
Classroom Hire (per day)	Discretionary	Charities	£35.00
<b>Archives</b>			
Various copying, printing charges	Discretionary		£0.45 to £22.00
Bespoke digitisation orders (hourly rate)	Discretionary	Hourly fee	£28.00
Commercial use of images or documents	Discretionary	Various charges	£140 - £500
Low resolution images for use on the internet	Discretionary	Various charges	£10 - £250
Commercial use of exhibitions	Discretionary	Various charges	£80 - £200
Television - first broadcast	Discretionary	Plus VAT	£400.00
Television - for subsequent repeats	Discretionary	Plus VAT	£200.00
<b>SCHOOL VISITS</b>			
Visits per child (full day) Arts Award	Discretionary	Visits per child (full day) Arts Award	£13.50
Visits per child (full day)	Discretionary	Visits per child (full day)	£280 (£200 for groups under 20)
Half day per child	Discretionary	Per child	£160 (£120 for groups under 20)
Use of Learning Lab per hour	Discretionary	Use of Learning Lab per hour	£30.00

Talks and Tours on Site	Discretionary	Talks and Tours on Site	£50-£110
Outreach full day	Discretionary		£255 (£190 for groups under 20)
Outreach half day	Discretionary		£135 (£100 for groups under 20)
Virtual workshops	Discretionary		£65.00
Loan Box Hire per half term	Discretionary	Loan Box Hire 1/2 term	£55.00
<b>PROFESSIONAL CONSULTANCY (CULTURE/LEISURE)</b>	Discretionary	Per day + expenses (from)	From £350 per day
<b>ARTS &amp; EVENTS - Film (new charges)</b>			
Application to undertake filming	Discretionary	Per application	£40.00
Facilitation of clearance to film small production	Discretionary	Per application	£55.00
Facilitation of clearance to film medium production	Discretionary	Per application	£70.00
Facilitation of clearance to film large production	Discretionary	Per application	£100.00
Facilitation of clearance to film major production	Discretionary	Per application	£130.00
<b>TRANSPORT</b>			
Section 38 / section 278 Highways Act 1980 & Commuted Sums	Discretionary	Based on size and scale of project	Variable
<b>HOUSING</b>			
<b>Landlords Accreditation Scheme</b>			
Landlords with more than 1 property	Discretionary	Per Landlord	£50.00
<b>GYPSY &amp; TRAVELLER SITES</b>			
Pitch rents at Smithies Lane Gypsy & Traveller site (Small improved pitch)	Discretionary	per week per pitch	£89.50
Pitch rents at Smithies Lane Gypsy & Traveller site (Large improved pitch)	Discretionary	per week per pitch	£116.34
Hire of caravans (Ings Road site etc)	Discretionary	per week - 28ft caravan	£80.41
Hire of caravans (Ings Road site etc)	Discretionary	per week - 35ft caravan	£80.41
<b>ENVIRONMENT &amp; TRANSPORT</b>			
<b>WASTE</b>			
<b>Commercial waste collection</b>			
Assisted Collection Registration Fee	Discretionary	per registration	£11.55
<b>Others</b>			
Zone B	Discretionary	Commercially Sensitive Information - available on request	Commercially Sensitive Information - available on request
Zone C	Discretionary		
charity a	Discretionary		
charity b	Discretionary		
charity c	Discretionary		
charity d	Discretionary		
Paper & card recycling per bin	Discretionary	Per Bin	£234.00
Commercial Waste Bin delivery (admin fee)	Discretionary	Per Bin	£29.00
Bin delivery charges (admin fee)	Discretionary	Per Bin	£29.00
Special (bulky) collection	Discretionary	up to 2 items	£24.00
1 to 2 items	Discretionary	each item above 2 (up to 12)	£7.50
Above 12 items	Discretionary	Above 12	Determined individually
Premium upgrade	Discretionary	Premium Upgrade	£15.00
Additional premium item	Discretionary	Additional premium item	£7.50
<b>Residential Waste</b>			
Provision of 4 new bins to houses on new development	Discretionary	Per bin	£120.00
<b>FLEET</b>			
MOT fees - general public	Statutory	Per Inspection - £5 discount available	£54.85
<b>NEIGHBOURHOOD SERVICES</b>			
Parcels of work	Discretionary	Individually priced	individually priced
Disposal of dead animals following RTA	Discretionary	per Animal	£34.00
<b>TRANSPORT</b>			
Transport (Day Care)	Discretionary	Per Journey	£2.75
<b>STORES / DEPOT</b>			
Weighbridge	Discretionary	Per use (Plus VAT)	£13.20
<b>Material Recycling Plant</b>			
Green Waste	Discretionary	Cost per ton	price per application
Clean Rubble Hard Core	Discretionary	Cost per ton	price per application
Sub soil/stone (i.e. mixed)	Discretionary	Cost per ton	price per application
Bulk Orders	Discretionary	Individually priced	individually priced
<b>ENGINEERS</b>			
Street Lighting - external	Discretionary	Individually priced	individually priced
Street Lighting Design	Discretionary	Individually priced	individually priced
Other (dropped crossings)	Discretionary	Individually priced	individually priced
Dropped Crossing licence	Discretionary	per licence	£307.00
Dropped Crossing Admin (included in licence)	Discretionary	per licence	£83.00
Other (signs)	Discretionary	Individually priced	individually priced
Other (Engineering Services external works)	Discretionary	Individually priced	individually priced
Mechanical sweeping - external	Discretionary	per hour	£84.00
Cesspit emptying - domestic	Discretionary	per visit	£353.00
Cesspit emptying-Domestic-additional load	Discretionary	per visit	£110.00
Cesspit emptying - industrial	Discretionary	per hour + disposal costs + vat	£125.00
Drain Clearance - 9:00am - 5:00am	Discretionary	per hour + vat	£118.00
Drain Clearance - outside normal hours	Discretionary	per hour + vat	£239.00
Preparation & site induction for mechanical sweeping & cesspit emptying where required	Discretionary	actual costs +10%	actual costs +10%
Professional Fee's - Engineering	Discretionary	Per hour	£183.00
Recycling	Discretionary	Per ton per material	individually priced
<b>HIGHWAYS LICENCES, PERMITS AND SERVICES</b>			
Licensing of builders' skips placed on the highway	Discretionary	Licence	£35.00
Licensing of builder's skips placed on the highway - retrospective license	Discretionary	Licence	£97.00
Licence charge for scaffolding and other structures on highways (Fixed)	Discretionary	First week	£222.00
	Discretionary	Subsequent weeks	£83.00
Licence charge for scaffolding and other structures on highways (Mobile)	Discretionary	Licence	£66.00
Licensing of builder's materials deposited on the highway	Discretionary	Licence	£14.00
License to dispense with erection of a hoarding	Discretionary	Licence	£99.00
Site inspections to monitor compliance with duties relating to the erection of hoardings	Discretionary	Licence	£64.00
Section 50 license to instal private apparatus in the highway	Discretionary	Licence	£524.00
Retrospective Section 50 Licence	Discretionary	Licence	£620.00
Various licences to make openings in the street or footway for constructing works, cellars or the admission of light into premises	Discretionary	Licence	£233.00
Section 171 licence to carry out highways works	Discretionary	Licence	£246.00



Additional Fee for retrospective issues of section 171 or 184 notice	Discretionary	Licence	£94.00
License to construct a vehicle crossing - use of private contractors	Discretionary	Licence	£246.00
License to construct a vehicle crossing - use of BMBC Engineering Services or private contractors	Discretionary	Licence	£83.00
Clearance of accident debris	Discretionary	Actual costs +10%	Actual costs +10%
Recovery of costs following accident / call out	Discretionary	Actual Costs	Actual Costs
Road Closure Orders (Planned)	Discretionary	Road Closure Order	£1,207.00
Road Closure Notice (Emergency)	Discretionary	Road Closure Notice	£886.00
Road Closure to the benefit of the highway authority carried out by a third party on a not for profit basis	Discretionary	Road Closure	£242.00
Road Closure Order (Special Events)	Discretionary	Road Closure Order	£1,207.00
Application for a traffic sign to specified land or premises (permanent)	Discretionary	Application	£63.00
Application for a traffic sign to specified land or premises (temporary)	Discretionary	Application	£65.00
Pavement café licences	Statutory	Licence	£540.00
Pavement café licences (continuation fee)	Statutory	Licence	£268.00
Consideration of applications for consent for overhead beams, Rails, wires, banners etc above the highway	Discretionary	Application	£119.00
Licence to Over sail the Highway with Tower Cranes etc	Discretionary	Licence	£113.00
Consideration of applications to buildings, structures, balconies etc over the highway	Discretionary	Application	£737.00
Licence to non-Statutory Undertakers to place and maintain apparatus in the Highway (New Roads and Street works Act)	Discretionary	Licence	£540.00
Charges for Demolition Notices	Discretionary	Demolition Notice	£359.00
Penalty charges to Statutory Undertakers for exceeding permitted licence to occupy the Highway (Section 74 New Roads and Street works Act)	Statutory	Variable	Variable
Bus lane enforcement	Discretionary	Per enfraction	£72.00
Increased Highways Act enforcement	Discretionary	Actual costs to clear the highway	Actual Costs
Weekly Inspection of scaffolding and hording	Discretionary	Inspection	£83.00
Retrospective Licenses for S184, S50 & Scaffold licenses would incur a charge of £80 additional to the normal license fee.	Discretionary	Licence	£95.00
Road Closure Orders (Planned) PROW Initial fee - dependant on dwelling numbers, sliding scale for more than 1 dwelling	Discretionary	Road closure order	£604.00
Road Closure Orders (Planned) PROW weekly fee	Discretionary	Road closure order	£112.00
Road Closure Orders (Planned) PROW Extension	Discretionary	Road closure order	£302.00
Road Closure Notice (Emergency) PROW	Discretionary	Road closure order	£302.00
Public Path Orders (Diversion Orders)	Discretionary	Dependant on dwelling numbers, sliding scale for more than 1 dwelling	minimum £3,296, maximum £5,665
Water Course Consenting	Statutory	Per Consent	£50.00
Section 81 Demolition Notices under the Building Act	Discretionary	per demolition notice	£359.00
Status Enquiries	Discretionary	per status enquiry	£73.00
Status Enquiries incl Highways DC	Discretionary	per status enquiry	£105.00
H-Markings Application Fee	Discretionary	Per request	£24.00
H-Markings Inspection Fee	Discretionary		£59.00
H-Markings Installation Fee - up to 6.0m in length	Discretionary		£223.00
H-Markings extra for markings over 6.0m in length	Discretionary		£47.00
H-Markings Renewal Fee	Discretionary		£118.00
Traffic Signals Only Application	Discretionary	Per application	£83.00
Permit scheme: Provisional Advance Authorisation on Road categories 0, 1, 2 or Traffic sensitive	Statutory	Application	£105.00
Permit scheme: Major Works permit on Road categories 0, 1, 2 or Traffic sensitive	Statutory	Application	£213.00
Permit scheme: Standard Activity permit on Road categories 0, 1, 2 or Traffic sensitive	Statutory	Application	£121.00
Permit scheme: Minor Activity Permit on Road categories 0, 1, 2 or Traffic sensitive	Statutory	Application	£65.00
Permit scheme: Immediate Activity Permit on Road categories 0, 1, 2 or Traffic sensitive	Statutory	Application	£57.00
Permit scheme: Provisional Advance Authorisation on Road categories 3, 4 and Non-traffic sensitive	Statutory	Application	£74.00
Permit scheme: Major Works permit on Road categories 3, 4 and Non-traffic sensitive	Statutory	Application	£150.00
Permit scheme: Standard Activity permit on Road categories 3, 4 and Non-traffic sensitive	Statutory	Application	£75.00
Permit scheme: Minor Activity Permit on Road categories 3, 4 and Non-traffic sensitive	Statutory	Application	£45.00
Permit scheme: Immediate Activity Permit on Road categories 3, 4 and Non-traffic sensitive	Statutory	Application	£40.00
<b>TRAFFIC SIGNALS</b>			
Switch Off / On Traffic Signals (Monday to Friday Daytime)	Discretionary	Application	£469.00
Switch Off / On Traffic Signals (Evenings & Weekends)	Discretionary	Application	£513.00
Switch Off / On Traffic Signals (Less than 5 days notice)	Discretionary	Application	£628.00
Bag Over Traffic Signals - Pelican / Puffin/Pegasus (Monday to Friday Daytime)	Discretionary	Application	£520.00
Bag Over Traffic Signals - Pelican / Puffin/Pegasus (Evenings & Weekends)	Discretionary	Application	£601.00
Bag Over Traffic Signals - Up to 4 arm junction (Monday to Friday Daytime)	Discretionary	Application	£607.00
Bag Over Traffic Signals - Up to 4 arm junction (Evenings & Weekends)	Discretionary	Application	£656.00
Bag Over Traffic Signals - Over 4 arm junction	Discretionary	Price on Application	Variable
Bag Over Traffic Signals (Less than 5 days notice) - Pelican / Puffin/Pegasus (Monday to Friday Daytime)	Discretionary	Application	£650.00
Bag Over Traffic Signals (Less than 5 days notice) - Pelican / Puffin/Pegasus (Evenings & Weekends)	Discretionary	Application	£751.00
Bag Over Traffic Signals (Less than 5 days notice) - Up to 4 arm junction (Monday to Friday Daytime)	Discretionary	Application	£759.00
Bag Over Traffic Signals (Less than 5 days notice) - Up to 4 arm junction (Evenings & Weekends)	Discretionary	Application	£818.00
Bag Over Traffic Signals (Less than 5 days notice) - Over 4 arm junction	Discretionary	Price on Application	Variable
Amendment of traffic signal removal from service change of date/time	Discretionary	Per Change	£40.00
Cancellation of traffic signal removal from service request (Less than two days notice)	Discretionary	Per Cancellation	Variable
Cancellation of traffic signal removal from service request (more than two days notice)	Discretionary	Per Cancellation	£86.00
Traffic Signal Engineer standing time (Monday to Friday Daytime)	Discretionary	Hourly Charge	£85.00
Traffic Signal Engineer standing time (Evenings & Weekends)	Discretionary	Hourly Charge	£100.00
Traffic Signal Scheme Design	Discretionary	Price on Application	Variable
<b>RESIDENT PARKING ZONES</b>			
Residents - First Permit	Discretionary	Residents - First Permit	£26.00
Residents - Second Permit	Discretionary	Residents - Second Permit	£52.00
Business - First Permit	Discretionary	Business - First Permit	£39.00
Business - Second Permit	Discretionary	Business - Second Permit	£77.50
<b>CAR PARKING</b>			
<b>Off Street Parking</b>			
Market Gate, Pontefract Road	Discr	available separately	available separately
Lambra Rd	Discr	available separately	available separately
Burleigh St, Joseph St, Pitt St	Discretionary	available separately	available separately

St Marys Place; Grahams Orchard	Discretionary	available separately	available separately
John St; Sackville St	Discretionary	available separately	available separately
Churchfield; County Way/Court House; Multi Storey; Mark Street	Discretionary	available separately	available separately
West Road Pogmoor	Discretionary	available separately	available separately
Wellington House	Discretionary	available separately	available separately
<b>On Street parking</b>			
Premium Parking	Discretionary	Per Hour	£0.90
Public Season Tickets	Discretionary	Per week	£28.00
	Discretionary	Per month	£104.00
	Discretionary	Per quarter	£292.00
	Discretionary	Per year	£978.00
Staff Discounted Season Tickets	Discretionary	Staff Season Ticket (per month)	£17.50 to £35.00
Charges for Fixed Penalty Notices	Discretionary	Fixed Penalty Notice and depends on severity of offence	£50 or £70
Parking place suspension	Discretionary	Estimated loss of parking revenue plus 10% to cover administration costs	Determined individually
Visitor Vouchers (residential)	Discretionary		£12.50
Replacements (manual change of circumstances)	Discretionary		£10.00
Bay Closures (Utilities) p.d.	Discretionary	Inner Town Centre	£50.00
Bay Closures (Utilities) p.d.	Discretionary	Outer Town Centre (less popular area)	£25.00
Reserved Bays (E.g., for Business)	Discretionary	Per year	£1,300.00
NHS Permits	Discretionary		£30.00
<b>PEST CONTROL &amp; DRAINAGE</b>			
<b>Pest Control Fees (Owner occupiers, B Homes, Private contracts)</b>			
Rats & Mice (3 visits)	Discretionary	Rats & Mice (3 visits)	£126.00
Wasps, Bees, Flies Ants (1 visit)	Discretionary	Wasps, Bees, Flies Ants (1 visit)	£65.00
Fleas (1 visits)	Discretionary	Fleas (1 visits)	£120.00
Moles (3 visits)	Discretionary	Moles (3 visits)	£250.00
Cockroaches (2 visits)	Discretionary	Cockroaches (2 visits)	£250.00
Bed Bugs (2 visits)	Discretionary	Bed Bugs (2 visits)	£230.00
Squirrels (2 visits)	Discretionary	Squirrels (2 visits)	£230.00
Proofing premises for rodents	Discretionary	1 visit	
Others (per hour)	Discretionary	Others (per hour)	£80.00
Premium Upgrade	Discretionary	Premium Upgrade	
Call out fee	Discretionary	Call out fee	£40.00
<b>SPORTS</b>			
Golf Course - Green Fees	Discretionary	Per Round - weekdays	£20.00
Golf Course - Green Fees	Discretionary	Per Round - weekends	£25.00
Golf Course - Green Fees	Discretionary	Season Ticket (per annum)	£730.00
<b>BEREAVEMENT SERVICES</b>			
Purchase of right of burial in grave(dug for 2 only)	Discretionary	per burial / cremation	£1,030.00
Prew Purchase of right of burial in grave(dug for 2 only)	Discretionary	per burial / cremation	£1,200.00
Renew EROB for 50 years	Discretionary	per burial / cremation	£239.00
Interment fee	Discretionary	per burial / cremation	£999.00
Additional excavation charge for coffins exceeding 6'6" x 26"	Discretionary	per burial / cremation	£65.00
Additional grave space (for 3)	Discretionary	per burial / cremation	£280.00
Test dig grave	Discretionary	per burial / cremation	£110.00
Purchase of right of burial 4'6" x 2' (Childs grave for 1)	Discretionary	per burial / cremation	£287.00
Interment fee up to 18 yrs.	Discretionary	per burial / cremation	£298.00
Cremation of a child up to 18 yrs.	Discretionary	per burial / cremation	£287.00
Delivery charge to a cemetery	Discretionary	per burial / cremation	£25.00
Interment fee All caskets or urns containing ashes - 2ft depth in grave	Discretionary	per burial / cremation	£230.00
Interment fee All caskets or urns containing ashes - full depth engrave	Discretionary	per burial / cremation	£570.00
Interment Fee All caskets or urns containing ashes - cremation plots	Discretionary	per burial / cremation	£230.00
Exhumation fee of cremated remains (from a cemetery)	Discretionary	per burial / cremation	£260.00
purchase of a cremation plot	Discretionary	per burial / cremation	£420.00
Prepurchase of a cremation plot	Discretionary	per burial / cremation	£560.00
Vaulting All graves 9' x 4' - full depth	Discretionary	per burial / cremation	£245.00
Vaulting All graves 9' x 4' - to height of coffin	Discretionary	per burial / cremation	£50.00
Vaulting All graves 4'6" x 2' - full depth	Discretionary	per burial / cremation	£93.00
Vaulting All graves 4'6" x 2' - to height of coffin	Discretionary	per burial / cremation	£35.00
Flagging of graves	Discretionary	per burial / cremation	£150.00
Headstone Nc. Inscription, flower holders & photo illustrations	Discretionary	per burial / cremation	£250.00
Each additional inscription plus inspection	Discretionary	per burial / cremation	£70.00
Additional memorial vase	Discretionary	per burial / cremation	£70.00
Kerbstones (where permitted)	Discretionary	per burial / cremation	£200.00
Tablets Inc. Into kerb sets 18" x 18"	Discretionary	per burial / cremation	£145.00
Children's headstone	Discretionary	per burial / cremation	£93.00
Children's Kerbs	Discretionary	per burial / cremation	£93.00
Cremation (strewn)	Discretionary	per burial / cremation	£900.00
Double cremations (for second cremation)	Discretionary	per burial / cremation	£396.00
Medical referee fee	Discretionary	per burial / cremation	£20.00
Environmental levy Mercury abatement	Discretionary	per burial / cremation	£45.00
Direct Cremation	Discretionary	per burial / cremation	£395.00
Foetal Urn	Discretionary	per burial / cremation	£22.00
Card foetal urn	Discretionary	per burial / cremation	£6.00
Child or Baby urns inc. wooden baby urns	Discretionary	per burial / cremation	£22.00
Plastic urns	Discretionary	per burial / cremation	£22.00
Wooden casket	Discretionary	per burial / cremation	£55.00
Adult cardboard	Discretionary	per burial / cremation	£20.00
Interment of cremated remains	Discretionary	per burial / cremation	£110.00
Postage of ashes	Discretionary	per burial / cremation	£35.00
Disinter cremated remains from the crematorium grounds	Discretionary	per burial / cremation	£150.00
Cancelation fee	Discretionary	per burial / cremation	£26.00
Usage of chapel facilities for additional half hour	Discretionary	per burial / cremation	£120.00
Usage of chapel facilities for additional half hour or part thereof without prior notice	Discretionary	per burial / cremation	£182.00
Handling charge for non crematorium supplied Urns	Discretionary	per burial / cremation	£22.00
Book of remembrance 2 line entry	Discretionary	per burial / cremation	£85.00
Book of Remembrance 5 line entry	Discretionary	per burial / cremation	£150.00
Book of remembrance 8 line entry	Discretionary	per burial / cremation	£205.00
Any flower - only available with 5 or 8 line	Discretionary	per burial / cremation	£115.00
Any other memorial design - entries in book of remembrance	Discretionary	per burial / cremation	£150.00
Rose bush & plaque for 5 years (100mm x 55mm)	Discretionary	per burial / cremation	£160.00
Rose standard & plaque for 5 years (100mm x 55mm)	Discretionary	per burial / cremation	£185.00
Renew rose bush and plaque for 5 years	Discretionary	per burial / cremation	£99.00
Renew rose standard and plaque for 5 years	Discretionary	per burial / cremation	£128.00
Additional/joint plaque to existing rose (100mm x 55mm)	Discretionary	per burial / cremation	£69.00
Bronze plaque for 25 yrs. (175mm x 67mm)	Discretionary	per burial / cremation	£300.00

Renew bronze plaque for 25 years	Discretionary	per burial / cremation	£175.00
Replace bronze plaque with joint within first 10 years of lease period	Discretionary	per burial / cremation	£225.00
Bronze joint plaque for 25 yrs. (175mm x 67mm )	Discretionary	per burial / cremation	£300.00
Marble plaque for 10 yrs. (195mm x 147mm)	Discretionary	per burial / cremation	£380.00
Replace marble plaque	Discretionary	per burial / cremation	£323.00
Extra posy holder for marble plaque	Discretionary	per burial / cremation	£5.00
Renew marble with joint within first 5 years	Discretionary	per burial / cremation	£280.00
Renew marble	Discretionary	per burial / cremation	£230.00
Planter plaque for 10 yrs.	Discretionary	per burial / cremation	£370.00
Renew Planter plaque with joint within first 5 years	Discretionary	per burial / cremation	£315.00
replace planter plaque with joint	Discretionary	per burial / cremation	£370.00
Picture or emblem	Discretionary	per burial / cremation	£120.00
Memorial tree plaque for 15 yrs. (151mm x 100mm)	Discretionary	per burial / cremation	£280.00
Additional tree plaque to existing tree	Discretionary	per burial / cremation	£100.00
Renew memorial tree and plaque for 15 years	Discretionary	per burial / cremation	£180.00
Marble plaque baby memorial (295mm x 105mm )	Discretionary	per burial / cremation	£260.00
Penistone & Thurnscoe cemetery plaques (perpetuity 175mm x 67mm)	Discretionary	per burial / cremation	£280.00
Donation of railing for Wombwell cemetery	Discretionary	per burial / cremation	
Plaque for Garden seat ( at home)	Discretionary	per burial / cremation	£66.00
Wombwell railing plaque	Discretionary	per burial / cremation	£60.00
baby memorial plaque Thurnscoe & Wombwell	Discretionary	per burial / cremation	£60.00
Sanctum 2000 15 years	Discretionary	per burial / cremation	£735.00
Renew sanctum 2000 10 years	Discretionary	per burial / cremation	£500.00
Hoyland New niche for 25 yrs.	Discretionary	per burial / cremation	£140.00
Hoyland Re-open niche	Discretionary	per burial / cremation	£105.00
Hoyland Memorial plaque for 25 yrs. (123mm x 73mm)	Discretionary	per burial / cremation	£141.00
Renew Hoyland columbarium niche for 25yrs	Discretionary	per burial / cremation	£90.00
Hoyland Renew wall plaque for 25 yrs.	Discretionary	per burial / cremation	£90.00
Memorial seat plaque for 15 yrs. (200mm x 63mm)	Discretionary	per burial / cremation	£280.00
Renew memorial seat plaque for 15 yrs.	Discretionary	per burial / cremation	£170.00
Extra plaque for garden seat	Discretionary	per burial / cremation	£60.00
<b>Pet Cremation Fees</b>			
Scatter Tube	Discretionary		
Rabbits & Small Pets	Discretionary		£69.00
Cat	Discretionary		£92.00
Small Dog	Discretionary		£145.00
Medium Sized Dog	Discretionary		£170.00
Large Dog	Discretionary		£210.00
Extra Large Dog	Discretionary		£300.00
Collect & Delivery	Discretionary		£60.00
Wooden Casket	Discretionary		£33.00
Same Day Cremation additional Charge	Discretionary		£50.00
<b>PARKS SERVICES</b>			
Fairs & Circuses	Discretionary		£225.00
Grange Lane	Discretionary		£440.00
Playground Inspections - Yearly	Discretionary	Per Inspection	£64.00
Playground Inspections - Bi Monthly	Discretionary	Per Inspection	£64.00
Football Pitch Adult	Discretionary	Per Season	£448.00
Football Pitch Junior	Discretionary	Per Season	£232.00
Football Cat A Adult	Discretionary	Per Season	£629.00
Football Cat A Junior	Discretionary	Per Season	£323.00
Football Cat B Adult	Discretionary	Per Season	£572.00
Football Cat B Junior	Discretionary	Per Season	£300.00
Football Cat C Adult	Discretionary	Per Season	£515.00
Football Cat C Junior	Discretionary	Per Season	£266.00
Mini Soccer	Discretionary	Per Season	£154.00
Cricket Pitch Rent Income	Discretionary	Per Season	£0.00
<b>PLACE HEALTH &amp; ADULT SOCIAL CARE</b>			
<b>Adult &amp; Wellbeing</b>			
<b>ADULT ASSESSMENT AND CARE MANAGEMENT</b>			
<b>Client Care Contributions</b> - covers charges made by service users eligible for social care support towards their assessed care costs (residential, nursing and community based care e.g. homecare).	Discretionary	Fees based on ability to pay	Determined individually
<b>Community based support: Shared Lives</b>	Discretionary	Board Payment per week	£50.00
	Discretionary	HB claim payment per week	£58.07
<b>Provider Services</b>			
<b>Assisted Living Technology</b>			
Alarm + Intercom	Discretionary	Weekly charge	£1.37
Alarm + Intercom + non timed telecare	Discretionary	Weekly charge	£1.94
Alarm + Intercom + timed telecare	Discretionary	Weekly charge	£2.47
non timed telecare only	Discretionary	Weekly charge	£0.58
timed telecare only	Discretionary	Weekly charge	£1.10
GSM Alarm + smoke alarm + intercom	Discretionary	Weekly charge	£3.20
Alarm 1 service user	Discretionary	Weekly charge	£3.53
Alarm 2 service users	Discretionary	Weekly charge	£5.43
Alarm3 service users	Discretionary	Weekly charge	£7.33
Alarm 4 service users	Discretionary	Weekly charge	£9.23
Alarm + 1 service user non timed telecare	Discretionary	Weekly charge	£4.11
Alarm 1 service user plus timed telecare	Discretionary	Weekly charge	£4.63
Alarm 1 service user	Discretionary	Weekly charge	£4.41
Alarm 2 service users	Discretionary	Weekly charge	£6.83
Alarm 3 service users	Discretionary	Weekly charge	£9.24
Alarm 4 service users	Discretionary	Weekly charge	£11.66
Alarm 5 service users	Discretionary	Weekly charge	£14.07
Alarm + non timed telecare 1 service user	Discretionary	Weekly charge	£4.99
Alarm + non timed telecare 2 service users	Discretionary	Weekly charge	£7.40
Alarm + non timed telecare 3 service users	Discretionary	Weekly charge	£9.82
Alarm + non timed telecare 4 service users	Discretionary	Weekly charge	£12.23
Alarm + non timed telecare 5 service users	Discretionary	Weekly charge	£14.65
Alarm + non timed telecare + mobile care 1 service user	Discretionary	Weekly charge	£6.04
Alarm + timed telecare 1 service user	Discretionary	Weekly charge	£5.51
Alarm + timed telecare 2 service users	Discretionary	Weekly charge	£7.93
Alarm + timed telecare 3 service users	Discretionary	Weekly charge	£10.34
Alarm + timed telecare 4 service users	Discretionary	Weekly charge	£12.76
Alarm + timed telecare 5 service users	Discretionary	Weekly charge	£16.22
Alarm + timed telecare 6 service users	Discretionary	Weekly charge	£18.64
Alarm + timed telecare + mobile care 1 service user	Discretionary	Weekly charge	£6.56
Alarm + mobile care 1 service user	Discretionary	Weekly charge	£5.46

Alarm + mobile care 2 service users	Discretionary	Weekly charge	£8.40
mobile care 1 service user	Discretionary	Weekly charge	£3.03
mobile care 2 service users	Discretionary	Weekly charge	£4.71
Smart hub 1 service user	Discretionary	Weekly charge	£7.19
Smart hub 2 service users	Discretionary	Weekly charge	£11.03
Smart hub 1 service user non timed telecare	Discretionary	Weekly charge	£7.77
Smart hub 2 service users non timed telecare	Discretionary	Weekly charge	£11.60
Smart hub 1 service user timed telecare	Discretionary	Weekly charge	£8.30
Smart hub 2 service user timed telecare	Discretionary	Weekly charge	£12.13
Lone Worker Charges	Discretionary	weekly charge/per person	£1.58
<b>CHILDREN'S SERVICES</b>			
<b>EDUCATION &amp; EARLY START PREVENTION</b>			
<b>Education Welfare</b>			
EWO Buy Back for maintained schools / academies	Discretionary	Per Hour (Plus VAT where applicable)	£34.65
<b>School Workforce Modernisation</b>			
Tuition Fees - Governor Development (with buy back)	Discretionary	Per Governor	£68.25
Tuition Fees - Governor Development (outside buy back)	Discretionary	Per Governor	£52.50
<b>School Organisation &amp; Governance</b>			
Governor Clerking for schools - full service - Primary	Discretionary	Per annum	£1,695.51
Governor Clerking for schools - partial service - Primary	Discretionary	Per annum	£1,489.23
Governor Clerking for schools - additional committee service - Primary	Discretionary	Per meeting	£130.17
Additional FGB - Primary	Discretionary	Per meeting	£201.87
Governor Clerking for schools - full secondary service	Discretionary	Per annum	£2,063.95
Governor Clerking for schools - partial service - Secondary	Discretionary	Per annum	£1,859.88
Governor Clerking for schools - additional committee service - Secondary	Discretionary	Per meeting	£156.65
Additional FGB - Secondary	Discretionary	Per meeting	£242.69
Confidential Meetings	Discretionary	Per meeting	£202.98
Bespoke Service	Discretionary	Per annum	£824.04
Admission services (Academy)	Discretionary	Charge per pupil	£0.49
Appeals - panel member cost	Discretionary	Per half day	£53.55
Appeal hearing	Discretionary	Per Full day	£382.20
<b>Outdoor Education</b>			
Educational Visits & Journeys (Academies, VA and Trust Schools)	Discretionary	Per Acad/VA/trust school: Negotiated fee around	£199.00
		Variable fee - pp on roll	£1.00
<b>Education Psychology</b>			
Schools: Additional provision	Discretionary	Minimum per day (under contract)	Ceased Trading
		Maximum per day (under contract)	
		Maximum per day on adhoc basis	
<b>CHILDREN ASSESSMENT AND CARE MANAGEMENT</b>			
<b>Safeguarding</b>			
Multi-agency child protection and safeguarding training - academies		Per person for non attendance at training courses and not cancelling within the agreement of the Cancellation Policy	No longer relevant
Multi-agency child protection and safeguarding training - schools & academies	Discretionary	Per person	£137.00
		Training session per hour	£84.00
<b>Newsome Avenue Respite Care</b>			
Day-care - Overnight stays for Children with Disabilities from other Authorities	Discretionary	Respite care per night	No longer relevant
<b>PUBLIC HEALTH AND COMMUNITIES</b>			
<b>ENVIRONMENTAL AND TRADING STANDARDS</b>			
<b>Pollution Control</b>			
Environmental Searches	Discretionary	Hourly rate	Variable
Misc. Fees & Charges	Discretionary	Various	Variable
<b>PPC Permits</b>			
	Statutory	Based on annual risk assessment	
Part 1 permit	Statutory	Low risk	£79.00
		Medium risk	£158.00
		High risk	£237.00
PVR Stage 2	Statutory	Low risk	£113.00
		Medium risk	£226.00
		High risk	£341.00
Part 2 Permit	Statutory	Low risk	£228.00
		Medium risk	£365.00
		High risk	£548.00
Part B Permit	Statutory	Low risk	£771.00
		Medium risk	£1161.00
		High risk	£1747.00
A2 Permit	Statutory	Low risk	£1343.00
		Medium risk	£1507.00
		High risk	£2230.00
Local Site Operator Contracts	Discretionary	Tendered contract	
<b>Trading Standards</b>			
Stamping Fees	Discretionary	Hourly rate	Variable
Second Hand Dealer Registration	Discretionary	Per registration	£19.25
Primary Authority Work	Discretionary	Hourly rate	Variable
<b>Food Hygiene</b>			
Reinspection Charge	Discretionary	Per inspection	£212.49
Premises Endorsement (no visit required)	Discretionary	Per certificate	£146.98
<b>Health and Safety</b>			
Skin Piercing Registrations (eg Tattooing, Acupuncture, Ear Piercing etc)	Discretionary	Per registration	£123.86
<b>ANIMAL WELFARE</b>			
<b>Dog Warden Fees</b>			
Dog Release Fee	Statutory	Per dog (plus rechargeable vets)	£50.00
Dog Release Kennelling Fee	Discretionary	Per dog (daily fee)	£15.00
Dog Surrender Fee	Discretionary	Per dog	£115.00
<b>Animal Health - Licence Fees</b>			
Home Dog Boarders	Statutory	Per licence	£280.00
Performing Animals	Statutory	Per licence	£185.00
Dangerous Wild Animals (+ vets fees)	Statutory	Per licence (plus rechargeable vets)	Variable
Dog Day Care (Low Volume)	Statutory	Per licence	£293.97
Dog Day Care (High Volume)	Statutory	Per licence	£407.00
Dog Breeders	Statutory	Per licence	£375.00
Pet Shops	Statutory	Per licence	£361.13
Boarding Kennels (Dogs / Cats)	Statut		£280.00
Greyhound Racing Track	Statut		£162.40

Hiring out of Horses (+ vets fees)	Statutory	Per licence (plus rechargeable vets fees)	£305.00
Zoo (+ vets fees)	Statutory	Per licence (plus rechargeable vets fees)	Variable
<b>SAFER, STRONGER &amp; HEALTHIER COMMUNITIES</b>			
<b>Safer Communities</b>			
Abandoned vehicle	Statutory		£200.00
Vehicle for Sale on Highway	Statutory		£100.00
Vehicle Repairs on Road (Business)	Statutory		£100.00
Breach of PCSO	Statutory		£100.00
Depositing litter	Statutory		£100.00
Dog Fouling	Statutory		£100.00
Controlled Waste Documents	Statutory		£300.00
No Waste Transfer Notes	Statutory		£300.00
Graffiti	Statutory		£100.00
Flyposting	Statutory		£100.00
Duty of Care	Statutory		£200.00
Fly tipping	Statutory		£400.00
FPNS	Discretionary		£50.00
MEES False Presentation	Statutory		£1,000.00
MEES let Substandard Property Minimum Charge	Statutory		£2,000.00
MEES let Substandard Property Maximum Charge	Statutory		£4,000.00
Failure to Comply with Community Protection Notice	Statutory		£100.00
HMO License	Statutory		£505.00
Civil Penalty	Discretionary		Determined individually
Works in Default	Discretionary	Charged @ Cost	Determined individually
<b>CORE SERVICES</b>			
<b>FINANCE</b>			
School Meals	Discretionary		Commercially Sensitive
Summons	Statutory	Per Order	£28.00
Benefits/Taxation - Liability Order	Statutory	Per Summons	£52.00
Benefits/Taxation - Late Payment of Commercial Debts (Interest) Act 1998	Discretionary		
Prompt Payment Discount Scheme	Discretionary	Individual agreements with companies	N/A
Court of Protection Fees	Discretionary	Application	Set individually
Court of Protection Fees	Discretionary	Year 1 Management Fee	
Court of Protection Fees	Discretionary	Year 2 management Fee	
Court of Protection Fees	Discretionary	Management fee (assets <£16k)	
Court of Protection Fees	Discretionary	Annual property management fee	
Court of Protection Fees	Discretionary	Prep of OPG reports	
Payroll for schools	Discretionary	Per payslip	Commercially Sensitive
DPA Associated Administration Costs	Discretionary	Per DPA	£600.00
Property Valuation	Discretionary	Per DPA	£450.00
Redemption Fee	Discretionary	Per DPA	
Unregistered Property	Discretionary	Per DPA (Case dependent)	£250.00
Annual Finance Admin Cost	Discretionary	Per DPA	£100.00
BACS service	Discretionary	Per BACS File	Commercially Sensitive
Free school meals eligibility checking (Academy)	Discretionary		£160 (primary schools) £270 (secondary schools) plus £5.50 per eligible student
Procurement support to External Bodies (Category Manager)	Discretionary	Per hour	£64.75
	Discretionary	Per day	£479.16
Procurement support to External Bodies (Procurement Officer)	Discretionary	Per hour	£41.01
	Discretionary	Per day	£303.50
Internal Audit - Support to External Bodies	Discretionary	Per day - minimum	Commercially Sensitive
CSC Support Charges to Berneslai Homes	Discretionary		Commercially Sensitive
Insurance Charge to Berneslai Homes	Discretionary		Commercially Sensitive
<b>IT</b>			
<b>Registrars</b>			
Non Refundable booking fee	Discretionary		£35.00
Ceremony Amendment fee	Discretionary		£35.00
Notice of intention to marry (weekdays)	Statutory		£35.00
Reduction to 28-day notice period	Statutory		£60.00
Notice of intention to marry (Saturday)	Discretionary		£50.00
General Search	Statutory	General Search	£18.00
Certificates	Statutory	Per certificate	£11.00
Marriages (Register Office)	Statutory	Marriages (Register Office)	£46.00
<b>Marriages / Ceremonies (Ceremony Suite):</b>			
- Monday - Thursday	Discretionary	Per Ceremony	£200.00
- Friday	Discretionary	Per Ceremony	£220.00
- Saturday (am)	Discretionary	Per Ceremony	£235.00
- Saturday (pm)	Discretionary		£265.00
Twilight ceremony 5-6	Discretionary		£250.00
Mid range ceremony	Discretionary		£130.00
Ceremony room visit	Discretionary		£25.00
<b>Marriages (Approved Premises)</b>			
- Monday - Thursday	Discretionary	Per Ceremony	£365.00
- Friday	Discretionary	Per Ceremony	£475.00
- Saturday	Discretionary	Per Ceremony	£520.00
- Sunday	Discretionary	Per Ceremony	£520.00
- Bank Holiday	Discretionary	Per Ceremony	£550.00
Twilight ceremony 5-6	Discretionary		£550.00
Marriage ceremony religious building (registrar in attendance)	Statutory		£97.00
<b>Non Stat Ceremony (Naming/Renewal of vows)</b>			
Town Hall Monday -Thursday	Discretionary		£170.00
Town Hall - Friday & Saturday	Discretionary		£200.00
Approved premise	Discretionary	Per Ceremony	£250.00
<b>Private citizenship ceremonies Town Hall</b>	Discretionary	Per day - maximum	£140
<b>Ceremony Premises Licence</b>			
New premises or renewal	Discretionary		£1,650.00
Additional rooms	Discretionary	Per day - maximum	£55.00
<b>Customer Experience</b>			
Blue Badges		Per Badge	£10.00

<b>DBS CHECKS / HUMAN RESOURCES / PERFORMANCE SERVICES</b>			
Recruitment - DBS checks for Schools	Discretionary	Per check	£49.95
Recruitment - DBS checks Taxi Drivers	Discretionary	Per check	£60.00
Recruitment - DBS checks for BMBC Internal (cost centre)		Per check	£44.40
Recruitment - DBS checks for External Customers (Umbrellas)		Per Check	*£40 + Admin Fee
Recruitment - DBS checks for civil enforcement	Discretionary	Per check	£25.60
Occupational Health - Pre-Employment Checks: Engage	Discretionary	Per check	£17.89
Occupational Health - Pre-Employment Checks: Nurse follow-up	Discretionary		£36.92
Recruitment - online advertising <b>External</b>	Discretionary		Various rates
Recruitment - NS1 Form check	Discretionary	Per Check	£38.54
Recruitment - VC01 Form check	Discretionary	Per Check	£19.27
Recruitment - Barred List / Dfe check	Discretionary	Per Check	£6.61
Barnsley HR Services - Provision of HR Services	Discretionary	Per employee - fixed fee arrangement	£142.03
Barnsley HR Services - Provision of HR Services	Discretionary	Per hour - consultancy arrangement	£84.78
Health and Safety - Provision of health and safety services	Discretionary	Per hour. Fixed fee terms available.	£93.50
Health and Safety - Training Courses	Discretionary	Per delegate	£100.00 to £438.00
Research and Business Intelligence	Discretionary	Per SLA	Determined individually
OWI - Assessment Centre Qualification Fees	Discretionary	Per qualification: based on total cost of qualification	Determined individually
OWI - Workforce Development - Training Fees	Discretionary	Per qualification: based on total cost of qualification	Determined individually
<b>LEGAL, ELECTIONS &amp; GOVERNANCE</b>			
Land Charge Searches - Various Types	Statutory	Dependant on type of Search	Determined individually
<b>ENTERTAINMENT LICENCES</b>			
Licence Fees - Premises, Alcohol & Gambling	Statutory	Per establishment	variable. Dependent on rateable value of premises
<b>Licence Fees - Premises, sex establishments</b>			
New application	Statutory	Per establishment	£234.00
Renewal	Statutory	Per establishment	£112.00
Variation	Statutory	Per establishment	£234.00
Transfer	Statutory	Per establishment	£34.00
<b>HACKNEY CARRIAGE LICENCES</b>			
Private hire vehicle	Statutory	Per licence application	£164.00
A Hackney Carriage vehicle	Statutory	Per licence application	£164.00
A 12 month driver licence	Statutory	Per licence application	£137.00
A 3 year driver licence	Statutory	Per licence application	£221.00
An Operator licence (1 year)	Statutory	Per licence application	£63.00
An Operator licence (1 year)	Statutory	Per licence application	£127.00

## BARNSELY METROPOLITAN BOROUGH COUNCIL

## 2023/24 BUDGET RECOMMENDATIONS

1. 2023/24 Revenue Budget, Capital Programme and Council Tax

1.1 Further to previous reports submitted by the Executive Director of Core Services and the Service Director Finance (S151 Officer).

**RECOMMENDED:**

1.2 That Cabinet are recommended:

- a) that the report of the Service Director Finance (S151 Officer), under Section 25 of the Local Government Act 2003 at **Section 1** be noted, that the 2023/24 budget proposals be agreed and that the Chief Executive and Senior Management Team (SMT), in consultation with Cabinet Spokespersons, submit, for early consideration, detailed plans that ensure the Council's ongoing financial sustainability in 23/24 and beyond.
- b) that the revised Medium Term Financial Strategy (MTFS) and Budget Forecast for 23/24 to 25/26 contained at **Section 2** (supported by the suite of background papers in **Sections 2a – 2d**) be noted and that these are monitored as part of the arrangements for the delivery of the MTFS.
- c) that provision of **£35.4M** to cover anticipated demographic and other cost pressures in 23/24:
  - Pay (£9.0M),
  - Energy (£5.3M),
  - Children's Social Care including the development plan costs (£7.0M),
  - Adult Social Care including hospital discharges (£6.5M),
  - Homes to School Transport (£1.2M),
  - Waste Services (£0.9M),
  - Inflation on major contracts e.g. PFI (£3.1M),
  - Funding borrowing costs (£0.6M),
  - Investment in legal resource (£0.5M),
  - Investment in car parking (£0.5M),
  - Youth zone running costs (£0.8M).

be approved for inclusion in the budget as identified at **Section 2**.

- d) that the budgetary provisions previously set aside in the 22/23 budget for demography, demand and energy costs totalling **£9.2M** be approved to be released to mitigate the above pressures.
- e) that the specific Adult Social Care grant of **£2.1M** received in the 2022 Local Government Finance Settlement be used to contribute to the funding of inflationary pressures in the care sector.
- f) that the increase in the Better Care Fund of **£1.9M** received in the 2022 Local Government Finance Settlement be used to fund the cost of hospital discharges.

- g) that **£7.5M** of additional general social care funding received in the 2022 Local Government Finance Settlement be set aside pending further assessment of the emerging financial risks relating to Childrens and Adults Social Care.
- h) that reserves totalling **£5.5M** be used to further mitigate the pressures above, strictly on the basis of this being a temporary bridging strategy to permanently aligning ongoing spend and income over the MTFs planning period.
- i) that the proposed efficiency savings in 23/24 highlighted in **Section 2** and detailed at **Section 4a – 4e** be approved for implementation and that Members also note the development of a transformation programme to help deliver balanced budget positions over the medium term (24/25 – 25/26).
- j) that the Council's reserves strategy and updated reserves position at **Section 2b** be noted.
- k) that the proposed changes to the 23/24 fees and charges policy and accompanying schedule of charges set out at **Section 2d** be approved.
- l) to submit to Council for approval the cash limited budgets for each Service with overall net expenditure for 23/24 of **£230.4M** as highlighted in **Section 5a**.
- m) to consider the budgets for all services and approve, for submission into Council, the 23/24 – 25/26 budget proposals presented at **Sections 5a – 5c**, subject to Cabinet receiving detailed implementation reports where appropriate.
- n) to consider and approve the changes to the schools funding formula including the transfer of funding from the schools block to the high needs block and approve the proposed 23/24 schools block budget as set out at **Section 5d**.
- o) that the capital investment schemes totalling £12.4M (**Section 6 Appendix 1**), be included within the capital programme and released subject to receiving further detailed business cases where appropriate.
- p) that £2M is provisionally set aside for additional investment in repairing the borough's highways (principal roads / side streets) and released subject to receiving a further detailed report on plans for its use.
- q) that the Chief Executive and SMT, in consultation with Cabinet Spokespersons, be required to submit reports into Cabinet, as a matter of urgency, in relation to the detailed General Fund Revenue Budget for 23/24 on any further action required to achieve an appropriately balanced budget in addition to those proposals set out above.
- r) that the Chief Executive and SMT be responsible for managing their respective budgets including ensuring the implementation of all approved saving proposals.
- s) that the Authority's SMT be charged with ensuring that the budget remains in balance and report regularly into Cabinet on budget / savings monitoring including any action required.
- t) that Cabinet and the Section 151 Officer be authorised to make any necessary technical adjustments to form the 23/24 budget.



- u) that appropriate consultation on the budget proposals takes place with the Trade Unions and representatives of Non-Domestic Ratepayers and that the views of consultees be considered by Cabinet and the Council.
- v) that the budget papers be submitted for the consideration of the full Council.

## **2. Council Tax 2023/24**

### **RECOMMENDED:**

2.1 that Cabinet note the contents of **Section 2a** (23/24 Council Tax options) and that:

- a) the Council Tax Collection Fund net surplus as at 31<sup>st</sup> March 2022 relating to BMBC of £3.6M be used to reduce the 23/24 Council Tax requirement, in line with statute.
- b) the 23/24 Band D Council Tax increase for Barnsley MBC services be set at 3.9% (1.9% for Core Council Services and an additional 2.0% for the Adult Social Care precept).
- c) the Band D Council Tax for Barnsley MBC's areas be determined following confirmation of the South Yorkshire Police and Crime Commissioner and South Yorkshire Fire Authority precepts for 23/24.
- d) the Band D Council Tax for areas of the Borough with Parish / Town Councils be determined following confirmation of individual parish precepts for 23/24.
- e) additional one off cost of living support be provided to all eligible working age local council tax support claimants in Band 1 of the scheme, equivalent to an amount that reduces those claimant's council tax bills to zero for the 23/24 financial year.
- f) additional one off cost of living support be provided to all eligible working age local council tax support claimants in Bands 2,3 & 4 of the scheme, equivalent to mitigating the full impact of the proposed 3.9% increase for 23/24 plus an additional £50 discount to further reduce the bills for all those eligible claimants.
- (g) additional one off cost of living support equivalent to the 3.9% increase be provided to all eligible pensioners in receipt of council tax support, for the 23/24 financial year.

## **3. Treasury Management Strategy & Policy Statement 2023/24**

### **RECOMMENDED:**

3.1 that Cabinet approve the 23/24 Treasury Management Strategy and Policy Statement (included in the main papers at **Section 2c**) and specifically:

- a) approve the 23/24 Treasury Management Policy Statement (**Section 2c Appendix A**).
- b) approve the 23/24 Minimum Revenue Provision (MRP) Statement (**Section 2c Appendix B**).
- c) approve the 23/24 Borrowing Strategy at **Section 2c** including the full suite of Prudential and Treasury Indicators (**Section 2c Appendix C**).
- d) approve the 23/24 Annual Investment Strategy at **Section 2c**.

This page is intentionally left blank

**BARNSELY METROPOLITAN BOROUGH COUNCIL**  
**SUMMARY EFFICIENCY PROPOSALS**  
**2023/2024**

Directorate	Full Year Effect £
<b>PLACE HEALTH &amp; ADULTS</b>	
Adult Social Care	3,010,000
<b>Total Place Health &amp; Adults</b>	<b>3,010,000</b>
<b>CHILDRENS SERVICES</b>	
Education, Early Start and Prevention	283,000
Children's Social Care and Safeguarding	479,600
<b>Total Children's</b>	<b>762,600</b>
<b>GROWTH &amp; SUSTAINABILITY</b>	
Regeneration & Culture	1,540,000
Highways & Engineering	200,000
<b>Total Growth &amp; Sustainability</b>	<b>1,740,000</b>
<b>PUBLIC HEALTH &amp; COMMUNITIES</b>	
Public Health	700,000
Communities	360,000
<b>Public Health &amp; Communities</b>	<b>1,060,000</b>
<b>CORE</b>	
Finance	190,000
Business Improvement, HR & Comms	275,000
Customer Information & Digital Services	299,000
Legal & Governance	-
<b>Total Core</b>	<b>764,000</b>
<b>TOTAL</b>	<b>7,336,600</b>

#### Equality Impact assessments

Under Section 149 of the Equality Act 2010, the Council has a duty when exercising its functions to have 'due regard' to the need to eliminate discrimination and other conduct prohibited under the Act, and promote equality of opportunity and foster good relations between those who share a 'protected characteristic' and those who do not. This is the public sector equality duty.

The protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and, marriage and civil partnership.

The purpose of the duty is to assess whether a proposed decision disproportionately affects people with a protected characteristic. In other words, the indirect discriminatory effects of a proposed decision. Before the Council exercises its fees and charging powers, the impact on individuals or groups of individuals who share a protected characteristic must be carefully considered and properly factored into the decision making process using the Council's Equality Impact Assessment process.

We have assessed the proposed efficiency savings for 2023/24 to ensure that none of the protected characteristic groups have the potential to be disproportionately adversely affected.

All areas undertaking efficiency savings will separately also undertake an Equality Impact Assessment to ensure due regard is paid to our legal obligations. Mitigations will be considered if there is potential to disproportionately adversely affect a protected characteristic group.

This page is intentionally left blank

## 2023/2024 Efficiency Proposals PLACE HEALTH and ADULTS DIRECTORATE

Proposal Theme	Brief Description of Proposal	2023/24 £
Re-design of the operational model of the Reablement Service	Develop and implement a revised operating model for the Reablement Service, embedding the Discharge to Assess requirements. This will provide people with a safe and effective discharge from hospital with a home first approach and prevent hospital admissions wherever possible. New service users would be referred into reablement at the first point of contact to proactively support people to regain or retain independence as far as possible, only moving into community and commissioned models of care where needed, with consideration given to the use of technology / equipment where possible. It is anticipated that reablement will reduce the level of statutory service being provisioned.	200,000
Review of the Adult Social Care operating model	Identify and understand customer journeys to inform the development of early intervention and prevention and strength based approach themes. Develop front door screening of referrals and embed strength or asset-based assessment processes into practice (such as utilising access to wider family networks, community and voluntary support pathways for referrals as well as equipment and digital offers to support service users to remain independent). It is envisaged that this would lead to a reduction in reliance on statutory support packages resulting in savings across care team budgets.  in addition a review operational processes to secure service provision and safe care whilst ensuring cost effectiveness in the use of resources will also be undertaken to : (1) maximise CHC/FNC health funding / charging; (2) review of handed back care packages e.g. 2:1 homecare packages; (3) standardise out of hours cover and on-call arrangements.	1,000,000
Providing innovative support through our Shared Lives Service	Review of current management and processes within Shared Lives Service for cost effectiveness.	50,000
Review of operational processes	Full review of all operational processes within the Adults Social Care Business Unit, removing duplication and creating efficiency.	100,000
<b>Sub - Total Review of ASC operating model (Reablement / Front Door /Shared lives)</b>		<b>1,350,000</b>

## 2023/2024 Efficiency Proposals

### PLACE HEALTH and ADULTS DIRECTORATE

Proposal Theme	Brief Description of Proposal	2023/24 £
Targeted reviews of high cost care packages	A targeted review of high cost care packages (residential/nursing and community based support) above certain values across older people and working age adults will be undertaken ensuring that care packages are aligned to support plans and that changes in needs or progression following reviews of plans are reflected in care provision (including stepping down cases where it is safe to do so).	<b>320,000</b>
Review of Adult Community Support and Enablement Service (ACSES) Contract	The current ACSES contract was commissioned in 2017, under which 66 staff were transferred from the BMBC Supported Living Service to 2 of the framework providers, under TUPE Regulations. Staff turnover over time and negotiations with providers has resulted in cost reductions. A review has recently been undertaken of the actual real time costs of the transferred staff - it has identified areas of challenge / scope for further transfer of liability to the 2x providers. A revised TUPE rate has been calculated per hour of care based on the above review that would inform the upcoming procurement exercise.	<b>200,000</b>
Maximising the use of Disabled Facilities Grants (DFG) to fund minor equipment and adapted living technology	DFG funds works / adaptations to homes aimed at promoting independence and to avoid residential care. However, minor adaptations and equipment is currently funded by the council via a contract with SWYPFT. It is proposed to maximise current flexibility in the DFG grant conditions to fully fund the SWYPFT minor equipment contract as well as the provision of alarms / sensors by the Assisted Living Technology Service (thereby releasing core / base funding). In addition, to improve best value, it is proposed to review the commissioning arrangement of the minor equipment contract via SWYPFT with a view of reducing the VAT costs / liability	<b>340,000</b>
Maximise the use of ASC winter pressures grant funding	The council receives £1.2m recurrent winter pressures grant funding as part of the IBCF - which is passported to meet ASC needs, in addition to MTFs funding provided to address demography and national living wage increases. It is proposed to maximise the use of the winter pressures funding to fund ASC baseline pressures (and to release corresponding core budget). <b>Risk</b> : would reduce the flexibility within ASC to sufficiently respond to any significant rise in demand or address cost pressures during the year. Also, there is the risk that the IBCF funding could be impacted by funding changes / decisions made by the Govt in future spending reviews. Such changes would be addressed as part for the Council's MTFs process	<b>500,000</b>
<b>Sub - Total Review of ASC External Funding</b>		<b>840,000</b>

## 2023/2024 Efficiency Proposals PLACE HEALTH and ADULTS DIRECTORATE

Proposal Theme	Brief Description of Proposal	2023/24 £
Direct Payments - surplus balances clawback	Direct Payments are funds paid directly to eligible adults to be used to meet the needs in their support plan. It helps promote personal independence and control. Under the DP conditions, the Council can recover unclaimed or unutilised direct payment funds in managed accounts after a period of 3 months following an audit. It is proposed to reflect the impact of surplus DP balances clawback on the direct payments budget.	300,000
		3,010,000

**PHASE 1 TRANSFORMATION  
PLACE HEALTH and ADULTS DIRECTORATE**

SERVICE AREA	DESCRIPTION
PHASE 1a	
PHASE 1b	
Better Lives Programme /Review of ASC Operating Model	<ul style="list-style-type: none"> <li>- further roll out of the community reablement model / home first principles;</li> <li>- formalise “front door” offer (triaging, digitalisation and signposting to self-help options or early intervention pathways);</li> <li>- review and embed strength / asset-based assessment processes into practice;</li> <li>- Implement digital solutions to support service users to remain independent;</li> <li>- continuous improvement in operational processes.</li> </ul>



**BARNSELY METROPOLITAN BOROUGH COUNCIL**  
**2023 /2024 Efficiency Proposals**  
**CHILDREN'S DIRECTORATE**

Proposal Theme	Brief Description of Proposal	2023/24 £
<b>Education, Early Start and Prevention</b>		
Review of the Barnsley Multi-Systemic Therapy Service (MST)	The Barnsley MST service is delivered to 50 children across Barnsley and Rotherham. It provides intensive family and community-based intervention programmes for children and young people aged 11-17, where young people are at risk of care or custody. Rotherham have given notice to end the contract.  Following a review of the service during 22/23 it is now proposed that Barnsley follows Rotherham Council in ending the contract.	<b>170,000</b>
Maximise use of Supporting Families Grant	The Council has been allocated around £1.1m of supporting families grant to provide targeted support to vulnerable families with multiple needs. It is proposed to maximise the use of this grant to fund existing family support posts in early start / family centres (thereby releasing core budget).	<b>68,000</b>
Targeted Youth Service	Deletion of a vacant post that is no longer required for service delivery.	<b>45,000</b>
		<b>283,000</b>
<b>Children's Social Care and Safeguarding</b>		
Develop Children in Care residential provision in Barnsley	Work is ongoing to secure a property to develop a Children in Care (CIC) residential provision within the borough. This will enable children to be cared for locally and help sustain family and social relationships and reduce missing from care episodes. In borough provision improves placement stability, timely consistent support and relationships, and wrap around services and interventions.	<b>200,000</b>
Increase Foster Care recruitment to ensure children are placed local to home, school and their communities.	Currently 71 children are in external fostering placements @ £850 per week (£44,200pa) By both reducing LAC admissions and placing children in internal foster care (£23,400pa) it is possible to create a cost avoidance of £20,800 per child pa. Placing 12 children in-house would achieve a cost saving of £249,600 pa. This equates to 6 – 8 additional foster carers	<b>249,600</b>
Student Placements	Barnsley has on average 30 student placement per year. Off set 71K predicted student income 21/22 (-40k to cover re-grades) achieving a saving of 30K.	<b>30,000</b>
		<b>479,600</b>
		<b>762,600</b>

**PHASE 1 TRANSFORMATION  
CHILDRENS SERVICES DIRECTORATE**

SERVICE AREA	DESCRIPTION	Timeline
<b>PHASE 1a</b>		
Children in Care & Care Leavers	<ul style="list-style-type: none"> <li>- further roll out of the community reablement model / home first principles;</li> <li>- formalise “front door” offer (triaging, digitalisation and signposting to self-help options or early intervention pathways);</li> <li>- review and embed strength / asset-based assessment processes into practice;</li> <li>- Implement digital solutions to support service users to remain independent;</li> <li>- continuous improvement in operational processes.</li> </ul>	Full business case required by 31st May 2023
<b>PHASE 1b</b>		
Early Start & Family Centres	<ul style="list-style-type: none"> <li>- Re-alignment of the service structure across Early Start, Targeted Youth and Youth Justice services;</li> <li>- Co-location opportunities within the Family Centre Network (Family Hubs Framework delivery model);</li> <li>- Early intervention approach to reduce need for statutory services</li> </ul>	Full business case required by 30th September 2022
Early Start & Family Centres	<ul style="list-style-type: none"> <li>- Re-align service structures across Early Start Families and Youth Justice services</li> <li>- Explore co-location opportunities,</li> <li>- Streamline business operating model,</li> <li>- Explore traded offer to schools</li> </ul>	Full business case required by 30th September 2022
Early Start & Family Centres	<ul style="list-style-type: none"> <li>- Re-alignment of the service structure across Early Start, Targeted Youth and Youth Justice services;</li> <li>- Co-location opportunities within the Family Centre Network (Family Hubs Framework delivery model);</li> <li>- Early intervention approach to reduce need for statutory services</li> </ul>	Full business case required by 30th September 2022

# BARNSELY METROPOLITAN BOROUGH COUNCIL

## 2023/2024 Efficiency Proposals

### GROWTH & SUSTAINABILITY DIRECTORATE

Proposal Theme	Brief Description of Proposal	2023/24 £
Town centre buildings review	Further opportunity to revisit the Town Centre accommodation strategy using the learning and experiences from COVID19 i.e. home working options. Key considerations to include: <ul style="list-style-type: none"> <li>•Re-purpose/disposal of surplus accommodation</li> <li>•Potential to change use of Gateway reviewing commercial angles / accelerate occupancy pipeline for DMC2</li> </ul>	<b>500,000</b>
Glassworks cultural units	The three temporary cultural units at the Glassworks are set to be closed from January 2023 following the end of the last exhibition and these will be let as trading units. This will save on the running costs allocated to the units (4.2 FTEs and premises costs).	<b>170,000</b>
	<b>Sub - Total Town Centre Buildings Review inc. GW cultural units</b>	<b>670,000</b>
Review of Strategic Transport fees	Strategic transport currently charge S38 and S278 fees on active travel and sustainable transport schemes. £45.5m of new funding is expected to be received for active travel and sustainable transport schemes between now and 2027 through the SYMCA. Fees of 12% are receivable on this. The Local Plan also includes some large development schemes attracting S38 and S278 receipts into the BU4 strategic transport area.	<b>300,000</b>
Right to Buy	Currently the Council targets to sell 112 properties on average each year but generally sales reach 150. The Council currently charges an administration fee of £1500 on each sale. It is proposed to increase the target to reflect the increased sales being achieved.	<b>50,000</b>
Barnsley NORSE contract	The service has carried out a detailed strategic review of the contract with Barnsley NORSE for cleaning, catering, mobile catering and courier services. This looked at the services provided and resources committed by Norse on every building in the Borough. The review has generated savings through a combination of efficiencies and realignment of service provision including bringing some services back in house.	<b>200,000</b>

# BARNSELY METROPOLITAN BOROUGH COUNCIL

## 2023/2024 Efficiency Proposals

### GROWTH & SUSTAINABILITY DIRECTORATE

Proposal Theme	Brief Description of Proposal	2023/24 £
MFDs contract renewal	The service is going to retender the MFDs contract. The level of printing reduced significantly during the Covid lockdown and the level has not increased significantly above that since returning to the office. The contract renewal therefore presents an opportunity to reduce the number of devices from 117 to 78. Also, some of the 78 will be smaller, lower spec devices which are cheaper. This should save in leasing costs and associated expenditure e.g. paper and electricity.	<b>100,000</b>
<b>Sub - Total Contracts review in Facilities Management</b>		<b>300,000</b>
Review of rents in industrial properties	A full rent review of the Council's investment properties (in particular industrial & commercial units but excluding DMC and DMC2) is being undertaken during 22/23. Industrial units are showing 100% occupancy and there is high demand for this type of space. A large number of the units are already due a rent review or will require one in the next two years.	<b>70,000</b>
Increased income from cultural venues	Increased visitor numbers across the Council's cultural venues has resulted in an increase in the income received for car parking. Also, the Cannon Hall boating concession should start to deliver improved performance from 2023/24 onwards.	<b>50,000</b>
Review of general fees and charges	The annual review of fees and charges is ongoing, but is expected to yeild a 3% uplift in income as a minimum.	<b>100,000</b>
<b></b>		<b>1,540,000</b>
Review of general fees and charges	The annual review of fees and charges is ongoing, but is expected to yeild a 3% uplift in income as a minimum.	<b>100,000</b>
<b></b>		

# BARNSELY METROPOLITAN BOROUGH COUNCIL

## 2023/2024 Efficiency Proposals

### GROWTH & SUSTAINABILITY DIRECTORATE

Proposal Theme	Brief Description of Proposal	2023/24 £
Review of overtime/agency costs	Overtime/agency/relief costs. The combined budget within Environment & Transport stands at around £2.6M A review of working practices is being undertaken to reduce the reliance on these sources of staffing / changing rates etc.	<b>100,000</b>
		<b>200,000</b>
		<b>1,740,000</b>

## PHASE 1 TRANSFORMATION

### GROWTH & SUSTAINABILITY DIRECTORATE

SERVICE AREA	DESCRIPTION	Timeline
<b>PHASE 1a</b>		
Property Services	<ul style="list-style-type: none"> <li>- Baseline review of operating model (go hybrid)</li> <li>- introduce new technologies (self serve portal/ holistic asset management)</li> <li>- maximise commercial income within the portfolio drive further VFM in contracts</li> </ul>	Full business case required by 31st May 2023
Economic Development	<ul style="list-style-type: none"> <li>- Review the delivery / staffing structure</li> <li>- Maximise external (grant) funding opportunities</li> </ul>	Full business case required by 31st May 2023
Waste, Recycling and Neighbourhoods	<ul style="list-style-type: none"> <li>- Evaluate Statutory requirements,</li> <li>- Maximise efficiency of the service/workforce (Digital)</li> <li>- Explore alternative delivery models and commercial opportunities</li> <li>- Explore charging opportunities to raise external income</li> </ul>	Full business case required by 31st May 2023
Commercial & Operational Services	<ul style="list-style-type: none"> <li>- Review of current operating model (including scope for digitisation)</li> <li>- Review charging model and capacity for income generation</li> <li>- Explore shared services with other LA's</li> <li>- Increase recycling opportunities</li> </ul>	Full business case required by 31st May 2023
<b>PHASE 1b</b>		
Culture & Visitor Economy	<ul style="list-style-type: none"> <li>- Review operating model</li> <li>- Explore income &amp; funding opportunities</li> <li>- Explore internal and external partnerships</li> <li>- explore outsourcing and commissioning</li> </ul>	Full business case required by 30th September 2023
Employment & Skills	<ul style="list-style-type: none"> <li>- A baseline review of service structure and operating model</li> <li>- Explore internal and external partnerships including outsourcing</li> <li>- Explore income and funding opportunities</li> </ul>	Full business case required by 30th September 2023
Strategic Transport	<ul style="list-style-type: none"> <li>- Baseline review of structure &amp; working practices</li> <li>- Review income / commercial generating potential - look at a invest for rewards model</li> <li>- Strategic scheme modelling</li> </ul>	Full business case required by 30th September 2023

<p>Bereavement, Environment, Sport &amp; Transport (note Home to School Transport in Phase 2)</p>	<ul style="list-style-type: none"> <li>- Review of operating model</li> <li>- Review current pricing / capacity for income generation &amp; commercial opportunities</li> <li>- Explore shared services with other LA's</li> </ul>	<p>Full business case required by 30th September 2023</p>
<p>Highways &amp; Engineering</p>	<ul style="list-style-type: none"> <li>- Utilise outcome from recent peer review</li> <li>- Evaluate statutory responsibilities</li> <li>- Utilise workforce planning toolkit</li> <li>- Review charging model for highways</li> <li>- Evaluate future Highways pipeline and funding opportunities</li> </ul>	<p>Full business case required by 30th September 2023</p>

This page is intentionally left blank



**BARNSLEY METROPOLITAN BOROUGH COUNCIL**  
**2023/24 Efficiency Proposals**  
**PUBLIC HEALTH and COMMUNITIES DIRECTORATE**

Proposal Theme	Brief Description of Proposal	2023/24 Saving £
Review of Public Health ambitions aligned to 2030	The strategic review of Public Health and Regulatory Services including service realignment and transformation in preparation for the next phase of COVID-19 recovery and ambitions aligned to 2030 has been undertaken during 2022/23 with a new operating model to be put in place from 1st April 2023.	<b>700,000</b>
		<b>700,000</b>
Adjustment to the investment in town centre wardens	As part of the Town Centre Cleanliness Cabinet report October 2021, an allocation of £175k was made for an additional 4.5fte TC Warden capacity. Following a review over the last year it is now considered that an enhancement to town centre safety and security can be achieved with x2fte additional Town Centre wardens at a cost £75k.	<b>100,000</b>
Capitalisation of salary	Capitalisation of 0.5 fte Housing & Environment Officer From Sept 22 working on the Empty Homes Programme	<b>20,000</b>
SY Police Fortify team	A contributions is currently made to SY Police for the operation of the "Fortify" team which is designed to address serious and organised crime. This team consists of 1 Sgt and 6 PC's of which BMBC contributes to 5 of the PC's. Following the receipt of national funding by SY Police for this type of police work, the contribution from the Council is no longer required. The new fortify team will consist of 2 Sgt and 6PC's in 23/24 (an increase of 1 on current provision).	<b>240,000</b>
		<b>360,000</b>
		<b>1,060,000</b>

**PHASE 1 TRANSFORMATION  
PUBLIC HEALTH and COMMUNITIES DIRECTORATE**

SERVICE AREA	DESCRIPTION	Timeline
<b>PHASE 1a</b>		
Safer Communities	<ul style="list-style-type: none"> <li>- Streamline management costs and review business operating model,</li> <li>- Optimise external income</li> <li>- Reducing external expenditure</li> </ul>	Full business case required by 31st May 2023
<b>PHASE 1b</b>		
Stronger Communities	- Review operating model	Full business case required by 30th September 2023

**BARNSLEY METROPOLITAN BOROUGH COUNCIL**  
**2023/2024 Efficiency Proposals**  
**CORE DIRECTORATE**

Proposal Theme	Brief Description of Proposal	2023/24 Saving £
Registrars Income	Business Development Manager post has been employed to generate business for the Registrars Service - any increase in income would be used to fund the post in the first instance, however, any over and above the cost of the post would allow a base budget saving to be made.	TBD
Drop in zone to reduce expenses / car mileage.	A drop in zone has been developed for staff to attend Westgate for IT issues rather than the CID team visit the staff place of work and incurring expenses and mileage costs.	TBD
Service Desk Self Serve	The Council currently operates a Service Desk Self Serve via the logging of a issue via the Digital Hub as well as a telephone service help desk. It is proposed to passport all staff to use the digital hub and reduce the availability of the telephone help desk to save 1* G4 position.	11,000
Capitalisation of Project Managers	The Project Manager posts in CID are currently funded by base budget. The work these posts undertake is related to capital projects across the Authority. (3*Grade 10s & 1*G6)	188,000
Capitalisation of applications and	All posts currently funded by base budget. Seek to capitalise apps and infrastructure work on projects such as Success Factors, Firewall and Server replacements etc	100,000
		<b>299,000</b>
Capitalisation of salaries	The recent increase in the number of external funding opportunities (e.g. levelling up, gainshare monies, shared prosperity, CRTS, council funded development) provides the opportunity to fund a number of positions in all service areas of the business unit.	100,000
Fraud - Invest to Save	The Council's Corporate Fraud team are able to recover through their various investigations and reviews e.g. benefits frauds, council tax fraud etc. There is an opportunity to set a financial target for the outcome of such investigations/reviews which can be used to fund a post within the structure currently funded via base budget.	50,000
Procurement	Successfully secured the E-Tendering contract management role for Yorkshire & Humber.	30,000
Procurement	Cancellation of Social Value portal contract	10,000
		<b>190,000</b>
Smart Working Programme	The full year effect efficiency of the new Smart Working programme implemented during 2022/23 was £750,000 with £500,000 delivered during 2022/23.	250,000
Corporate Health, Safety Emergency Resilience - system review	A programme of digitalisation and automation of Corporate Health, Safety & Emergency Resilience processes has been undertaken to release a Grade 4 post.	25,000
		<b>275,000</b>
		<b>764,000</b>

Other

Capitalisation

Capitalisation

Capitalisation

Other

Other

Other

**PHASE 1 TRANSFORMATION  
CORE DIRECTORATE**

SERVICE AREA	DESCRIPTION	Timeline
<b>PHASE 1a</b>		
Strategic Procurement & Contract Management	<ul style="list-style-type: none"> <li>- Review operating model / innovative procurement solutions</li> <li>- Improve end-to-end processes / use of tech</li> <li>- Improved contract management &amp; supplier negotiation</li> <li>- Pure category procurement across the Council</li> </ul>	Full business case required by 31st May 2023
Service Design & Compliance	<ul style="list-style-type: none"> <li>- Review operating model and scope for commercial opportunities within Registrars</li> <li>- Review of processes (e.g Information Governance and Freedom of Information requests)</li> <li>- Rationalisation of software solutions / licencing</li> <li>- More efficient IT commissioning and contract management</li> </ul>	Full business case required by 31st May 2023
Governance	-Rationalisation of processes within the Governance Team	Full business case required by 31st May 2023
Business Support	- Fundamental review of Business Support operating model inc. utilising enhanced technology for key processes	Full business case required by 31st May 2023
<b>PHASE 1b</b>		
Audit, Anti Fraud & Assurance	<ul style="list-style-type: none"> <li>- Review of existing operation in comparison with other LA's,</li> <li>- Explore external income opportunities,</li> <li>- Explore outsourcing and shared services</li> </ul>	Full business case required by 30th September 2023
Safety & Community Resilience	- Review of operating model	Full business case required by 30th September 2023
Legal Services	- Review of operating model e.g commercial, property and planning teams	Full business case required by 30th September 2023

Ir  
Page 124  
Hr

## DIRECTORATE SUMMARY SPENDING PLANS 2023/2024

DIRECTORATE	OPENING 2023/24 RESOURCE ENVELOPE	ADD		SUB -TOTAL PRE EFFICIENCIES	LESS	REVISED 2023/24 RESOURCE ENVELOPE
	£M	Pay £M	Demography & Demand £M		Efficiencies £M	
<b><u>PLACE HEALTH &amp; ADULTS</u></b>						
Adults Assessment and Care Management	47.835	0.498	6.532	54.865	-3.010	51.855
<b>TOTAL PLACE HEALTH &amp; ADULTS</b>	<b>47.835</b>	<b>0.498</b>	<b>6.532</b>	<b>54.865</b>	<b>-3.010</b>	<b>51.855</b>
<b><u>CHILDRENS DIRECTORATE</u></b>						
Education and Early Start Prevention	10.104	0.504		10.608	-0.283	10.325
Children Assessment and Care Management	33.057	0.449	7.000	40.506	-0.480	40.026
<b>TOTAL CHILDRENS</b>	<b>43.161</b>	<b>0.953</b>	<b>7.000</b>	<b>51.114</b>	<b>-0.763</b>	<b>50.351</b>
<b><u>GROWTH &amp; SUSTAINABILITY</u></b>						
Regeneration and Culture	15.589	0.702	3.110	19.401	-1.540	17.861
Environment and Transport	34.760	0.695	3.725	39.180	-0.200	38.980
<b>TOTAL GROWTH &amp; SUSTAINABILITY</b>	<b>50.349</b>	<b>1.397</b>	<b>6.835</b>	<b>58.581</b>	<b>-1.740</b>	<b>56.841</b>
<b><u>PUBLIC HEALTH &amp; COMMUNITIES</u></b>						
Public Health	4.276	0.330	0.000	4.606	-0.700	3.906
Safer, Stronger & Healthier Communities	7.223	0.327		7.550	-0.360	7.190
<b>TOTAL PUBLIC HEALTH &amp; COMMUNITIES</b>	<b>11.499</b>	<b>0.657</b>	<b>0.000</b>	<b>12.156</b>	<b>-1.060</b>	<b>11.096</b>
<b><u>CORE DIRECTORATE</u></b>						
Finance	3.743	0.365	1.286	5.394	-0.190	5.204
IT	7.596	0.221	0.150	7.967	-0.299	7.668
HR, Performance & Communications	4.799	0.353		5.152	-0.025	5.127
Legal & Governance	5.693	0.147	0.500	6.340		6.340
<b>TOTAL CORE</b>	<b>21.831</b>	<b>1.086</b>	<b>1.936</b>	<b>24.853</b>	<b>-0.514</b>	<b>24.339</b>
<b><u>CORPORATE BUDGETS</u></b>						
Levies	0.947	0.000		0.947		0.947
Corporate & Democratic Core	0.463	0.005		0.468		0.468
Capital Financing	19.271	0.000	0.570	19.841		19.841
Corporate Budgets & Provisions	16.039	4.415	-5.521	14.933	-0.250	14.683
<b>TOTAL CORPORATE</b>	<b>36.720</b>	<b>4.420</b>	<b>-4.951</b>	<b>36.189</b>	<b>-0.250</b>	<b>35.939</b>
<b>TOTAL NET BUDGET</b>	<b>211.395</b>	<b>9.011</b>	<b>17.352</b>	<b>237.758</b>	<b>-7.337</b>	<b>230.421</b>

This page is intentionally left blank

## DIRECTORATE SUMMARY SPENDING PLANS 2024/25

DIRECTORATE	OPENING 2024/25 RESOURCE ENVELOPE	ADD		SUB -TOTAL PRE EFFICIENCIES	LESS	REVISED 2024/25 RESOURCE ENVELOPE
	£M	PAY £M	Demography & Demand £M		Efficiencies £M	
<b><u>PLACE HEALTH &amp; ADULTS</u></b>						
Adults Assessment and Care Management	51.855	0.383	1.832	54.070	TBD	54.070
<b>TOTAL PLACE HEALTH &amp; ADULTS</b>	<b>51.855</b>	<b>0.383</b>	<b>1.832</b>	<b>54.070</b>	<b>TBD</b>	<b>54.070</b>
<b><u>CHILDRENS DIRECTORATE</u></b>						
Education and Early Start Prevention	10.325	0.388		10.713	TBD	10.713
Children Assessment and Care Management	40.026	0.346	0.200	40.572	TBD	40.572
<b>TOTAL CHILDRENS</b>	<b>50.351</b>	<b>0.734</b>	<b>0.200</b>	<b>51.285</b>	<b>TBD</b>	<b>51.285</b>
<b><u>GROWTH &amp; SUSTAINABILITY</u></b>						
Regeneration and Culture	17.861	0.541		18.402	TBD	18.402
Environment and Transport	38.980	0.535	0.750	40.265	TBD	40.265
<b>TOTAL GROWTH &amp; SUSTAINABILITY</b>	<b>56.841</b>	<b>1.076</b>	<b>0.750</b>	<b>58.667</b>	<b>TBD</b>	<b>58.667</b>
<b><u>PUBLIC HEALTH &amp; COMMUNITIES</u></b>						
Public Health	3.906	0.249		4.155	TBD	4.155
Safer, Stronger & Healthier Communities	7.190	0.257		7.447	TBD	7.447
<b>TOTAL PUBLIC HEALTH &amp; COMMUNITIES</b>	<b>11.096</b>	<b>0.506</b>	<b>0.000</b>	<b>11.602</b>	<b>TBD</b>	<b>11.602</b>
<b><u>CORE DIRECTORATE</u></b>						
Finance	5.204	0.282	1.011	6.497	TBD	6.497
IT	7.668	0.170		7.838	TBD	7.838
HR, Performance & Communications	5.127	0.272		5.399	TBD	5.399
Legal & Governance	6.340	0.113		6.453	TBD	6.453
<b>TOTAL CORE</b>	<b>24.339</b>	<b>0.837</b>	<b>1.011</b>	<b>26.187</b>	<b>TBD</b>	<b>26.187</b>
<b><u>CORPORATE BUDGETS</u></b>						
Levies	0.947	0.000		0.947	TBD	0.947
Corporate & Democratic Core	0.468	0.004		0.472	TBD	0.472
Capital Financing	19.841	0.000	0.570	20.411	TBD	20.411
Corporate Budgets & Provisions	14.683	-0.129	-1.167	13.387	TBD	13.387
<b>TOTAL CORPORATE</b>	<b>35.939</b>	<b>-0.125</b>	<b>-0.597</b>	<b>35.217</b>	<b>TBD</b>	<b>35.217</b>
<b>TOTAL NET BUDGET</b>	<b>230.421</b>	<b>3.411</b>	<b>3.196</b>	<b>237.028</b>	<b>TBD</b>	<b>237.028</b>

This page is intentionally left blank



## DIRECTORATE SUMMARY SPENDING PLANS 2025/26

DIRECTORATE	OPENING 2025/26 RESOURCE ENVELOPE	ADD		SUB -TOTAL PRE EFFICIENCIES	LESS	REVISED 2025/26 RESOURCE ENVELOPE
		Pay	Demography & Demand		Efficiencies	
	£M	£M	£M		£M	
<b><u>PLACE HEALTH &amp; ADULTS</u></b>						
Adults Assessment and Care Management	54.070	0.331	2.437	56.838	TBD	56.838
<b>TOTAL PLACE HEALTH &amp; ADULTS</b>	<b>54.070</b>	<b>0.331</b>	<b>2.437</b>	<b>56.838</b>	<b>TBD</b>	<b>56.838</b>
<b><u>CHILDRENS DIRECTORATE</u></b>						
Education and Early Start Prevention	10.713	0.335		11.048	TBD	11.048
Children Assessment and Care Management	40.572	0.299	0.200	41.071	TBD	41.071
<b>TOTAL CHILDRENS</b>	<b>51.285</b>	<b>0.634</b>	<b>0.200</b>	<b>52.119</b>	<b>TBD</b>	<b>52.119</b>
<b><u>GROWTH &amp; SUSTAINABILITY</u></b>						
Regeneration and Culture	18.402	0.467		18.869	TBD	18.869
Environment and Transport	40.265	0.462	0.750	41.477	TBD	41.477
<b>TOTAL GROWTH &amp; SUSTAINABILITY</b>	<b>58.667</b>	<b>0.929</b>	<b>0.750</b>	<b>60.346</b>	<b>TBD</b>	<b>60.346</b>
<b><u>PUBLIC HEALTH &amp; COMMUNITIES</u></b>						
Public Health	4.155	0.222	0.000	4.377	TBD	4.377
Safer, Stronger & Healthier Communities	7.447	0.218		7.665	TBD	7.665
<b>TOTAL PUBLIC HEALTH &amp; COMMUNITIES</b>	<b>11.602</b>	<b>0.440</b>	<b>0.000</b>	<b>12.042</b>	<b>TBD</b>	<b>12.042</b>
<b><u>CORE DIRECTORATE</u></b>						
Finance	6.497	0.243	0.470	7.210	TBD	7.210
IT	7.838	0.147		7.985	TBD	7.985
HR, Performance & Communications	5.399	0.234		5.633	TBD	5.633
Legal & Governance	6.453	0.098		6.551	TBD	6.551
<b>TOTAL CORE</b>	<b>26.187</b>	<b>0.722</b>	<b>0.470</b>	<b>27.379</b>	<b>TBD</b>	<b>27.379</b>
<b><u>CORPORATE BUDGETS</u></b>						
Levies	0.947	0.000		0.947	TBD	0.947
Corporate & Democratic Core	0.472	0.002		0.474	TBD	0.474
Capital Financing	20.411	0.000	0.570	20.981	TBD	20.981
Corporate Budgets & Provisions	13.387	0.353	4.595	18.335	TBD	18.335
<b>TOTAL CORPORATE</b>	<b>35.217</b>	<b>0.355</b>	<b>5.165</b>	<b>40.737</b>	<b>TBD</b>	<b>40.737</b>
<b>TOTAL NET BUDGET</b>	<b>237.028</b>	<b>3.411</b>	<b>9.022</b>	<b>249.461</b>	<b>TBD</b>	<b>249.461</b>

This page is intentionally left blank

## BARNSELY METROPOLITAN BOROUGH COUNCIL

**2023/24 SCHOOLS DELEGATED BUDGETS****1. Purpose of the Report**

- 1.1 To seek approval for the proposed 2023-24 schools' budget and for the transfer of schools' funding to the high needs budget, following consultation with schools and the Barnsley's Schools Forum.

**2. Recommendations**

- 2.1 That Cabinet approves the local schools funding formula and the proposed schools' budget as outlined in this report - subject to the outcome of the proposed the Disapplication Request (see para 2.2).
- 2.2 That Cabinet approves the transfer of funding (1%) from the schools' block (£1.8M) to the high needs block (subject to DfE's approval).

**3. Schools Funding Settlement 2023/24**

- 3.1 Details of the 2023/24 funding settlement for schools was announced on 16 December 2022. The total schools funding for Barnsley for 2023-24 is **£255.8M**. This equates to a **£16.8M** increase in funding compared to 2022-23. The table below compares Barnsley's DSG allocation for 2023/24 to the current year on an equivalent basis.

	2022-23* £M	2023-24 £M	Change £M
Baseline allocation*	185.346	190.953	5.607
Autumn Statement funding	-	6.317	6.317
<b>Total Schools Block</b>	<b>185.346</b>	<b>197.269</b>	<b>11.924</b>
High Needs Block	36.205	40.384	<b>4.179</b>
Early Years Block**	15.763	16.538	<b>0.775</b>
Central Schools Services	1.665	1.602	<b>-0.063</b>
	<b>238.979</b>	<b>255.793</b>	<b>16.814</b>

\* supplementary grant £5.097M has been included in 22-23 to allow for a like for like comparison to 23-24 (as it has been rolled into the baseline allocation)

\*\* 22/23 teachers' pay and pensions grants funding has been included within the Early Years baseline funding for 23/24

- 3.2 The following summarises the main funding changes in 2023-24:

- **Schools Block** – the increase in funding £11.9M can be explained by the impact of increase in pupil numbers £1.6M (as per the October 2022 schools census); increased funding through the National Funding Formula £4.0M; and the additional grant funding for schools as per the Autumn Statement £6.3M.

- **High Needs Block** – the £4.2M funding increase is due to increased funding through the high needs NFF £2.3M; additional grant funding for schools as per the Autumn Statement £1.4M; and the increase in pupils in special schools £0.5M.
- **Early years Block** – the increase in funding is mainly due to the 6% increase in the 3 & 4 year old early years funding rate (23/24 = £4.87). This increase is as a result of the changes / update to the Early Years national formula, as well as the roll in of the teachers pay and pension cost grant funding into the EY formula funding.

#### 4. Barnsley's Schools Funding formula (2023/24)

4.1 A consultation exercise was undertaken in November 2022, which sought views on changes to Barnsley's schools' funding formula. The aim was to deliver on the Government's requirement of the further alignment of the local school's formulae to the national formula. The outcome of the consultation was reported to the Schools Forum on 13 December 2022.

4.2 The following, reflects the main proposed changes to the Barnsley's local funding formula for 2023-24:

- Increase in the basic entitlement unit funding for primary and secondary in line with the 2023-24 national formula values.
- Increase in the unit rates in the Barnsley's formula to the national formula level for the following funding factors: Deprivation; Low Prior Attainment; Mobility, sparsity and English as an Additional Language (EAL). In addition, where necessary the proportion of funding allocated through these factors will be aligned to the NFF.
- Inclusion of a new Split Site funding factor – with allocated funding based on distance and eligibility criteria (consistent with the DfE proposed criteria). This is in recognition of additional costs incurred by schools operating from more than one site.
- Increase in the Lump Sum factor to £128,000 per school to match the NFF amount.
- Continue to protect schools from adverse formula changes by setting the Minimum Funding Guarantee (MFG) at 0.5% (in line with the national formula).
- Growth funding will be managed outside the funding formula based on the Council's Pupil Growth criteria. The amount to be top sliced from the schools' block for 2023-24 is £588k (same as in 2022-23).

**5. Funding transfer to high needs**

- 5.1 Barnsley continues to face increased cost pressures in the high needs block, with a deficit projected for 2023-24. There is local flexibility for the transfer of funding from the schools to high needs block in 2023-24, subject to Schools Forum approval (NB DfE approval required for transfers above 0.5%).
- 5.2 The Council has consulted with schools and the Schools' Forum on the proposal to transfer 1% of the schools' funding to the high needs block. The transferred funding (£1.8M) will be used to fund the commissioning of new SEND places in local Barnsley schools – to stem the placements in costly independent settings.
- 5.3 The 1% funding transfer proposal was approved by the Schools' Forum on 13 December 2022. DfE approval of the proposal would not be confirmed till the end of February 2023. However, the attached school budget proposal put forward for assumes the 1% funding transfer.

**6. Proposed 2023/24 Schools Delegated Budget**

- 6.1 Submission of Barnsley's schools funding formula and confirmation of political ratification of the schools' budget is required by DfE. The table below outlines the proposed schools' budget for 2022/23 and reflect the changes to the formula as detailed in paragraph 4.2 and the 1% funding transfer as outlined in paragraph 5.3 (subject to DfE decision).

	2022/23 Budget	2023/24 Budget	Variance
	£'000	£'000	£'000
Schools block funding*	180,249	190,953	10,704
Growth fund	-588	-474	114
Funding transfer to high needs block**	-1,786	-1,877	-91
	<b>177,875</b>	<b>188,602</b>	<b>10,727</b>

\* 22-23 school block funding excludes supplementary grant funding £5.097m

\*\*23-24 funding transfer subject to DfE approval

1) Age Weighted Pupil Unit (AWPU)	125,319	132,695	7,376
2) Deprivation	17,619	20,141	2,522
3) English as an Additional Language	569	689	120
4) Mobility	75	80	5
5) Prior Attainment	11,443	11,633	190
6) Lump sum	10,674	11,264	590
7) Sparsity	24	29	5
8) Split Site(NEW)	-	26	26
9) Minimum pupil funding	1,001	528	-473
10) Minimum Funding Guarantee	1,040	194	-846
11) Rates	1,670	1,626	-44
12) PFI funding	8,441	9,696	1,256
	<b>177,875</b>	<b>188,602</b>	<b>10,727</b>

NB the autumn statement additional funding of £6.317m has been excluded from the table above – as it would be allocated as a separate grant funding to schools

## 2023/24 – 2026/27 CAPITAL INVESTMENT PROGRAMME

**1. Purpose of Report**

- 1.1 To agree the 23/24 capital investment programme and future year emerging priorities.

**2. Recommendations**

It is recommended that:

- 2.1 Members note the Council's to identifying and prioritising capital investment needs;**
- 2.2 Members note the Council's current capital investment programme totalling £343.3M [General Fund £290.6M and Housing £52.7M];**
- 2.3 Members note the Council's overall highways capital funding totalling £72.3M over the 5 year period to 26/27, and approve the £7.1M for immediate consideration as part of the 23/24 highways maintenance programme and £44.8M, as set out at paragraphs 5.3 – 5.6 and detailed in Appendix 1;**
- 2.4 Members approve the Council's schools and disabled facilities grant allocations (£7.3M) for immediate consideration, as set out at paragraphs 5.7 – 5.13 and detailed in Appendix 2;**
- 2.5 Members note the Council's Housing Investment Programme for 2023/24 totalling £62.7M, described in paragraphs 5.14 – 5.15, already approved by Council on 2<sup>nd</sup> February 2023;**
- 2.6 Members note and agree 'in principle' the emerging capital investment priorities as outlined at paragraphs 5.16 - 5.17 – additional reports are to be submitted for Members' consideration as funding is confirmed;**
- 2.7 Members note the Council's approach to a maintaining live pipeline of capital investment proposals including health and safety / regulatory / business critical priorities, as outlined at paragraph 5.18.**

**3. Background and Context**

- 3.1 The proposed 23/24 Capital Investment Programme is largely derived via detailed consideration of the following three key strategies':
- **The Capital Investment Strategy 2023/24** – this strategy sets out the overall framework for identifying and prioritising the Council's capital investment priorities and seeks to align those priorities against all available resources.

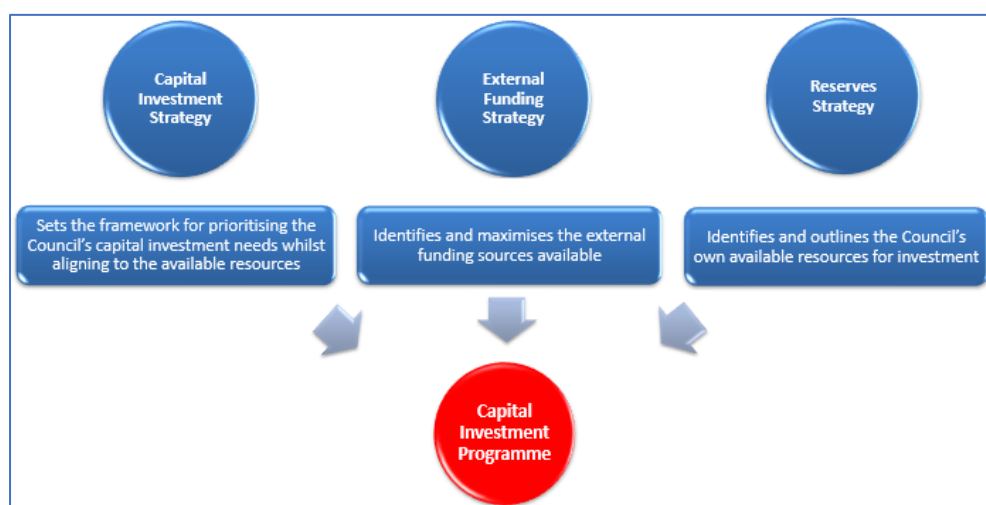
Members are asked to note that included within, and integral to this, is the Council's Place Based Investment Plan (PBIP).

The PBIP, which was approved by Cabinet in 2022, seeks to deliver the infrastructure and assets necessary to support the delivery of the Barnsley 2030 vision and wider South Yorkshire Renewal Fund Programme – which is reflected in the scheme proposals contained in this report.

- **The External Funding Strategy** – this strategy provides a framework that supports in identifying and then optimising all external funding opportunities in support of the Council’s strategic objectives; and
- **The Reserves Strategy 2023/24** – this strategy aims to maximise, and efficiently allocate, all available internal balances (e.g. year-end underspends) and “one off” resources (e.g. capital receipts) to support investment proposals that achieve the Council’s strategic objectives.

3.2 All three strategies work together to identify priorities and all available resource options (whether they be internal, external or combined) to progress our ‘pipeline’ of investment proposals that meet the Council’s priorities. The strategies also work to identify where any funding gaps or barriers, such as funding eligibility, exist.

3.3 The diagram below describes the interaction between these strategies when considering investment proposals.



3.4 This report introduces the totality of investment proposals being considered as part of the 2023/24 to 2025/26 Capital Investment Programme and provides a more detailed overview of those resources currently available to support these proposals, along with identifying future funding gaps and opportunities.

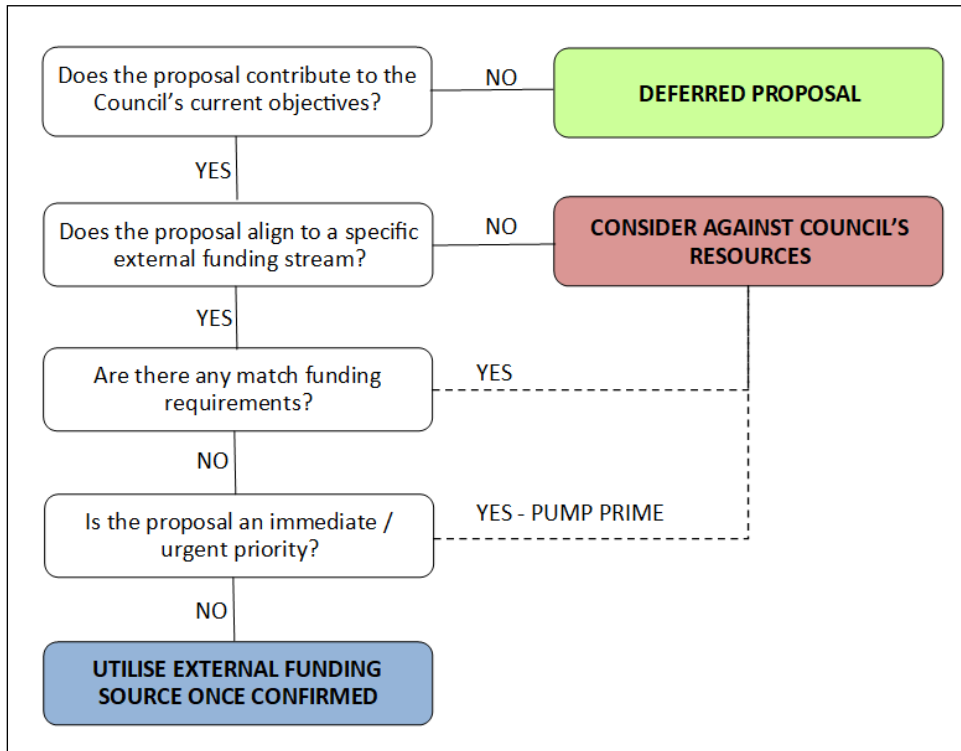
#### 4. **The Prioritisation Approach**

4.1 The Capital Investment and External Funding strategies set out the principles and processes which govern the prioritisation of the capital investment programme and it is within this context that all new investment proposals have been considered.

4.2 The approach is to assess the Council’s capital investment pipeline in terms of their relative contribution to the Council’s overall objectives [paragraph 4.3 refers]. A further analysis has then been undertaken to align each investment against



available external funding streams. These ordinarily have restrictions in respect of the type of expenditure that can be funded, and they have therefore been assessed against the various criteria to identify the most likely successful funding route.



4.3 To further refine the proposals into a list of priorities to progress, the assessment criteria also considers: (a) impact on corporate priorities & outcomes, (b) alignment to 2030 strategic themes / inclusive economy / SEP / zero 40 strategies, (c) return on investment – both financial & non-financial, (d) scope to lever in external funding / maximise resource position, (e) clearly defined and measurable outputs and outcomes and (f) a robust evidence base.

## 5. **Capital Programme and 23/24 Proposals**

### Current Capital Programme

- 5.1 The Council's current capital programme total £343.3M, split between general fund investments of £290.6M and housing investments of £52.7M. These investments all relate to previous decisions taken by the Council and are fully funded.
- 5.2 After consideration of the 2023/24 investment proposals, the specific programmes will be added to the capital programme. This consolidated position is reflected in the Council's 23/24 Capital Investment Strategy.

### 2023/24 Proposals

#### Highways Capital Investment

- 5.3 The Council has allocated resources across the 5-year period 22/23 through 26/27, (£70.3M) as part of the City Region Sustainable Transport Settlement (CRSTS). This funding is split into two allocations:

- £25.5M being of 5 years' funding for the Council's highway maintenance programme – equating to c.£5.1M per annum; and
- £44.8M in respect of one-off strategic highways infrastructure projects.

5.4 The allocation for 23/24 totals £5.1M and comprises the Local and Neighbourhood Transport Programme (£1.1M) and a Transport Network Asset Maintenance Programme (£4.0M); both of which are available to invest in the Borough's highways maintenance needs. In addition, a further £2M has been provisionally set aside to repair the Borough's highways (principal roads / side streets). These resources will be released pending approval of further detailed reports.

5.5 The Council has developed a number of strategic infrastructure projects that relate to the £44.8M including active travel hubs and routes, quality bus corridors and improvements to key roundabouts. Appendix 1 details each scheme.

Table 1 – Highways Capital Investment

	2022/23 £M	2023/24 £M	2024/25 £M	2025/26 £M	2026/27 £M	TOTAL £M
<b>Specific Funding to be Approved</b>						
<u>Highways Maintenance</u>						
Local Highways Maintenance Programme	5.100	5.100 *	5.100	5.100	5.100	<b>25.500</b>
Additional Highways Investment 23/24	-	2.000	-	-	-	<b>2.000</b>
	<b>5.100</b>	<b>7.100</b>	<b>5.100</b>	<b>5.100</b>	<b>5.100</b>	<b>27.500</b>
<u>Strategic Infrastructure</u>						
Various Infrastructure Projects (Appendix 1)	0.290	4.945	22.290	17.118	0.150	<b>44.793 *</b>
	<b>0.290</b>	<b>4.945</b>	<b>22.290</b>	<b>17.118</b>	<b>0.150</b>	<b>44.793</b>
<b>Total</b>	<b>5.390</b>	<b>12.045</b>	<b>27.390</b>	<b>22.218</b>	<b>5.250</b>	<b>72.293</b>

\* This report is seeking approval in principle of the £5.1M Local Highways Maintenance Programme for 23/24 monies, which is considered on an annual basis

5.6 It is recommended that the proposals that relate to specific annual government allocations are progressed immediately, in line with the Council's existing governance arrangements. **Recommendation 2.3 refers.**

Schools / Disabled Facilities Capital Investment

5.7 The Council also receives annual allocations to invest in its schools infrastructure and in disabled facilities in private properties

School Maintenance Programme

5.8 Anticipated resources in 23/24 (£0.7M) relate to investment and maintenance in the schools' stock, early years settings and children's centres (maintenance allowance).

### School Admission / Basic Need Programme

5.9 In February 2021, the Government announced that the Council was not due to receive any 'Basic Need' resources for 22/23 or 23/24. This is determined by the Department for Education's annual Schools Capacity (SCAP) survey which assesses the number of places available in individual areas, overlaid by the ONS birth data to identify where shortfalls potentially exist in 4/5 years' time. This formula expects no shortfall of places in Barnsley and therefore no funding for 23/24.

### School High Needs Provision (SEND)

5.10 This grant (estimated at £3.3M for 23/24) is provided to support the Council with the delivery of new and improved provision for children with special educational needs and disabilities within the Borough.

5.11 Members should note that as part of the safety valve programme and the Council's deficit reduction plan, the Council has submitted a joint bid with Sheffield City Council to develop a 200-place free special school near the border of both authorities. This school is to be funded directly by the Department for Education under the free school programme.

### Disabled Facilities Programme (DFG)

5.12 The Council is expected to receive an estimated grant allocation totalling £3.4M for 23/24 relating to the DFG element of the Better Care Fund.

Table 2: Specific Funding - Schools / Disabled Facilities Capital Investment

	<b>2023/24 £M</b>
<b>Specific Funding to be Approved</b>	
School Maintenance Programme (indicative) *	<b>0.667</b>
School Admissions Programme	-
High Needs Provision (SEND)	<b>3.278</b>
Disabled Facilities Programme (indicative) *	<b>3.377</b>
<b>Total</b>	<b>7.322</b>

\* Figures based on 2022/23 allocation as no indicative figures released by Central Government at the time of writing this report.

5.13 It is recommended that the proposals that relate to specific annual government allocations are progressed immediately, in line with the Council's existing governance arrangements. **Recommendation 2.4 refers.**

### Housing Capital Investment

5.14 The Council's housing capital investment is considered as follows:

- Core Programme – including the annual Decency programme that maintains key components [kitchens, bathrooms, windows, doors, heating systems, roofs etc.] of c.1,200 house, and the supplementary programme that provides for structural works, disabled adaptations and major void works to the housing stock;
- Housing Growth / Added Value Investments – targeted investment based on the Council’s strategic housing priorities.

5.15 These schemes, already approved by Council on the 2<sup>nd</sup> February, are shown in Table 3 below.

Table 3: Housing Capital Investments

<u>Programme</u>	<u>Investment Proposal</u>	<b>TOTAL £M</b>
Core	HRA Decency Programme	<b>14.849</b>
Core	HRA Supplementary Works	<b>5.545</b>
<b>Sub Total – Core Programme</b>		<b>20.394</b>
Housing Growth / Added Value	Catchup Replacement Programme	<b>2.630</b>
Housing Growth / Added Value	Non-Traditional Archetype Fire Works	<b>0.500</b>
Housing Growth / Added Value	Social Housing Decarb Fund 2 – [Includes £1.8M Grant]	<b>3.600</b>
Housing Growth / Added Value	EPC C Works	<b>33.600</b>
Housing Growth / Added Value	Neighbourhood / Environmental Works	<b>2.000</b>
<b>Sub Total - Housing Growth / Added Value</b>		<b>42.330</b>
<b>2023 - 2027 Capital Investments</b>		<b>62.724</b>

### Gain Share Capital Investment Proposals

5.16 The Council will shortly begin to receive funding to support the delivery of capital programmes in the form of Gainshare Allocations from South Yorkshire Mayoral Combined Authority (SYMCA). These funds will make a significant contribution to the delivery of the 2023/24 to 2025/26 capital investment priorities in Barnsley PBIP.

Funding will come from SYMCA via two main strands of Gainshare:

- i) **Accelerator Funding** – currently around £23m is held in residual Gainshare by the MCA. This is the total amount available across South Yorkshire to support ‘oven ready’ schemes – these are effectively those schemes that can be completed by 31 March 2024.

On the assumption that allocations from this ‘pot’ will be calculated based on the population, there is an expectation that Barnsley will receive in the region of £3.65m.

Officers provisionally have identified the following schemes as meeting funding the eligibility/criteria laid out by the MCA and in providing a significant contribution to the delivery of the Council’s Place Based Investment Plan (PBIP).

It should be noted that the total value of the proposals outlined below exceeds the £3.65m allocation, however they are presented on the basis that alternative funding options are currently being investigated for each scheme.

The schemes recommended for prioritisation are:

- **Barnsley Civic (circa £356k Gainshare required)** – extensive work is currently ongoing to fund the extensive restoration and refurbishment programme being delivered at the Civic.

Any funding received from accelerated gainshare would be added to funds already secured from Heritage England (£1.6m in Heritage Actions Zone Funding) and the £0.907m recently awarded from Levelling Up Round 2 (LUF2) and other Civic funding of £250k

These funds would support a range of scheme elements at the Civic including extensive restoration of the façade onto Eldon Street, improving public access into the theatre, the creation of office and cultural space to improve the commercial offer of the Civic with a view to ultimately supporting financial sustainability.

- **Town Centre Bridge (£2.5m Gainshare ask)** – this project seeks to deliver a high-quality pedestrian & cyclist accessible bridge spanning the main Sheffield to Leeds railway line (Hallam Line).

The bridge will link the existing public transport and parking provisions leading to the Glass Works and crucially will create a new active travel link into the town centre opening up access to the Glass Works scheme and other development sites including The Seam and the Eastern Gateway.

To date this Scheme has successfully attracted funding from Network Rail, the Government's Get Britain Building Fund and Transforming Cities (in addition to BMBC capital contributions).

- **Goldthorpe Housing Project (£2.17m Gainshare ask)** – this £9.596m project seeks to transform an area of pre-1919 terraced housing in the heart of Goldthorpe. The project, which is a key strand of the Town Deals Investment Plan for Goldthorpe, will include:

- the acquisition and demolition of existing stock (40 dwellings);
- the development of new, low carbon affordable homes for social rent (tbc);
- new communal green space and public realm;
- rear alleyway and boundary improvements;
- will be delivered alongside an energy retrofit programme for existing homes, across tenure.

To date, the scheme has attracted significant funding contributions from the Town Deal, the Council's HRA, SYMCA Brownfield Fund (feasibility pot) and has a commitment from Homes England to support new affordable provision.

Accelerated gainshare would be used to meet the funding gap required to meet full scheme delivery – although mitigations exist to scale back the scheme scope should the requisite levels of funds not become available.

ii) **Longer-Term Equitable Funding Allocations** – the table below provides details of the funding allocations across South Yorkshire from the Long Term Gainshare devolved to the MCA.

Business Stock	Allocation Adjusted		26 Years		Annual	
	%	%	Capital £m	Revenue £m	Capital £m	Revenue £m
MCA		20.00%	£94	£62	£3.60	£2.40
BMBC	16.11%	12.89%	£60	£40	£2.32	£1.55
DMBC	23.42%	18.74%	£88	£58	£3.37	£2.25
RMBC	19.02%	15.22%	£71	£47	£2.74	£1.83
SCC	41.45%	33.16%	£155	£103	£5.97	£3.98
	<b>100.00%</b>	<b>100.00%</b>	<b>£468</b>	<b>£312</b>	<b>£18.00</b>	<b>£12.00</b>

For Barnsley this equates to a combined allocation over the 26 years period of:

- £60.32m in capital allocations; and
- £40.3m in revenue funding.

In order to deliver our Place Based Investment Plan at scale and pace, it is proposed that a strategy of rapid deployment of bringing forward capital allocations is explored i.e. funding to be utilised over a 3-5 year period, rather than over 26-year period of release.

On the basis that accelerated draw-down of capital funding is achievable, and the suggested approach is approved, the following schemes are proposed as emerging priorities - prioritisation being based on their alignment with of Barnsley's PBIP and the MCA's Strategic Economic Plan (SEP).

- **Principal Towns and Local Centres Programme (£20m gainshare required - £30M for Phase 3 in total)** – now approaching its third delivery phase, the key objective of the programme is to significantly improve the economies of a range of designated areas across the Borough and help our local high streets thrive.

Overall, sixteen centres across Barnsley are included in the programme.

The current prioritised investment programme includes new centres which will bring enterprise and business support to the high street, new

commercial property, and place-making programmes to bring buildings and spaces back into productive economic and social uses.

It should be noted that the Council has already committed £10m in funding to support this flagship programme and would be seeking to use £20m in Gainshare to complete the funding package required to support Phase 3.

It should be noted that Cabinet approved the first draw-down of funding against the Council's £10m capital contribution on 14 December 2022. Members agreeing to the 'in principle' release of up to £6.87m to support the Local Centres projects, strategic acquisitions and associated wider programme delivery costs.

These funds to be released subject to Principal Towns Programme Board approval, S151 Officer endorsement and the application of established capital programme governance processes to ensure robust, positive, and affordable outcomes in respect of business case and feasibility study work.

➤ **The Seam – Phase 1 Lower Court House (£20m Gainshare required)** – representing a key component of Barnsley's Place Based Investment Plan the Seam will deliver:

- Effective and Economical land usage including the replacement of extensive areas of surface parking with a new multi-storey car park.
- Enhanced active travel opportunities including the provision of an Active Travel Hub
- High-quality, innovative and low-carbon town centre living (170 units)
- A wider low – zero carbon environment
- Growth space for new businesses/increase commercial floorspace.
- Attractive green public spaces
- SMART Technology
- Strengthened physical connectivity to Barnsley College

Whilst significant external investment has already been secured for the delivery of Phase 1 (Lower Court House) via Future High Streets Funding along with investment from the Council the breadth of ambition for the site combined with a range of external cost pressures means that a further £20m will likely be required to deliver wider programme aspirations.

➤ **Town Centre Projects – (£10m Gainshare required)** - under the theme of 'making our urban centres fit for the future', the Barnsley *Place-based Investment Plan* identifies the contraction and consolidation of retail activity as a critical trend for the town's future and outlines the need for planning and investment to bring new reasons to visit and new higher-value activity.

Building on our Town Centre Plan, the Council wants to work with public and private sector partners to rationalise assets, bring in new higher-value activity and consolidate and maintain our position of revival of footfall and spend on the back of the opening of the Glass Works development.

The prioritised initial programme includes proposed investments with potential to deliver a range of core SY MCA economic outputs including: floorspace rationalisation; redeveloped commercial floorspace; enterprises receiving support and new jobs – as well as increased footfall and land and asset value uplift.

- **£10m Remaining Balance** - allocations to the above schemes total £50m. This would potentially leave a remaining capital balance of £10m. It is suggested that these funds be set aside to support strategic decision-making subject, for example, the outcome of our recent LUF Round 2 bids. Eventual usage could include for example:
  - Support the match-funding requirements or funding shortfalls should the LUF2 bids be successful; or
  - Gainshare could be used to support selected projects within the current LUF2 should the bids be unsuccessful

### **Levelling Up Round 2 Bid Submissions**

The Council recently submitted two separate bids into the DHLUC Levelling Up Round 2, (LUF2) namely:

- Elsecar Forging Ahead (£15.974m LUF2 grant ask); and
- Barnsley Futures (£10.243m LUF2 grant ask).

Whilst the Elsecar bid was unsuccessful significant preparatory work has been undertaken that has resulted in robust design work to develop the individual schemes within the proposal (completed up to RIBA Stage 3).

Whilst the outcome of the bid application is disappointing this preparatory design work should place the Elsecar site in a strong position when bidding for future funding opportunities. In terms of funding, work remains ongoing to identify funding streams that will support the delivery of the vision at Elsecar.

Members are asked to note that project feasibility funding allocated to the Council by SYMCA was used to develop these schemes to RIBA3.

Whilst the outcome of the Elsecar bid was disappointing the Barnsley Futures bid was successful and the scheme was awarded the full LUF2 grant 'ask'. Below is a overview of the schemes to be funded:

**Barnsley Futures** – with a total LUF2 grant ask of £10.243m this bid comprises the following three scheme elements:

- **Youth Place and Space** – the scheme seeks to revamp the Youth Hub at the YMCA, offering new and improved social and learning spaces including new sports and catering facilities.



The Youth Hub will be complemented by the creation of a new Activity Park on brownfield land in the heart of the town. This will include a skate park, bike track, new active routes, and play spaces - transforming options for physical activity and providing safe active spaces for children and young people.

The Scheme will receive £5.304m in LUF2 funding towards a total scheme cost of £5.834m.

- **The Civic** – this scheme is referred to in paragraph 5.16 above. The Civic will receive £0.907m in LUF2 grant to toward the delivery of the wider £3.113m restoration and development scheme
- **The NAVE (Northern Academy of Vocal Excellence)** - Barnsley Youth Choir are proposing to develop a purpose-built centre of vocal excellence by transforming the vacant heritage courthouse building (formerly the Council's Computer Centre).

A total of £4.032m in LUF2 grant funding has been offered to support delivery of the scheme which has a total cost of £4.425m.

It should be noted that the total cost figure includes a balance of £0.393m representing the market value of the building as gifted by the Council to BYC via a Community Asset Transfer.

### **Brownfield Funding Bid Submissions**

The South Yorkshire Mayoral Combined Authority (SYMCA) has been allocated £53.3M from Government to support the development of housing schemes on brownfield land (at least 3,300 new homes by the end of March 2025).

Members are asked to note that a bid for £2.5m has been submitted to support the road adoptions necessary on the Court House site to support potential future housing developments and the wider aspiration, of the Seam.

### **Cannon Hall Roof Bid: Museum and Estates Development (MEND) Fund Round 2**

Members are asked to note that a bid was recently submitted to the Arts Council for MEND funding totalling £0.9m. to support extensive maintenance and restorative works to Cannon Hall roof. A 10% match funding requirement (£0.100m) will be required from the Council should the bid be successful.

A decision on the bid is expected by 31 March 2023.

## UK Shared Prosperity Funding – Capital Allocations

### Capital Funding Profile

Theme	2022/23 £M	2023/24 £M	2024/25 £M	Total £M
Communities & Place	0.088	0.199	0.742	1.029
Local Business Support	0	0.066	0.185	0.251
<b>Total Capital Allocation</b>	<b>0.088</b>	<b>0.265</b>	<b>0.927</b>	<b>1.280</b>

Members are asked to note that a separate report covering the Shared Prosperity Fund is scheduled for consideration at Cabinet on 22 February 2023.

### Summary External Funding Opportunities

5.17 Table 3 summarise the external funding opportunities currently in development:

**Table 3: External Funding Bids Currently Being Progressed**

Source		Funding Confirmed £M	Decision Pending £M	Total £M
<b>External Funding Bids:</b>				
SYMCA	Sustainable Transport Settlement (CRSTS)	71.500	-	71.500
SYMCA	Gainshare - Accelerator Fund		3.650	3.650
SYMCA	Gainshare – Long Term (Capital)	60.000		60.000
DLUHC	LUF2 - Barnsley Central		10.243	10.243
DLUHC	LUF2 – Barnsley East/Elsecar		15.973	15.973
SYMCA	Brownfield Fund – The Seam		2.500	2.500
Arts Council	MEND – Cannon Hall Roof	-	0.900	0.900
SYMCA	Shared Prosperity Fund		1.281	1.281
<b>Sub Total – External Funding Bids</b>		<b>131.50</b>	<b>34.547</b>	<b>166.047</b>

### Other Capital Requirements

#### Health & Safety / Regulatory / Business Critical Proposals

5.18 These proposals are ordinarily regulatory or statutory in nature but also include proposals that keep the Council safe and maintain / protect service delivery. Any proposals will be considered on an exceptions basis as they emerge and if agreed as a priority will be funded from the capital contingency reserve.

### **6. Conclusion and Next Steps**

6.1 This report is seeking the formal approval of both the highways and schools / disabled facilities investments for 23/24 – 26/27 which totals £59.2M.

6.2 On the basis that the above £59.2M is approved, alongside the housing investment of £62.7M, as already approved by Members, the total revised capital programme totals **£465.2M**, aligned to the Council's Corporate Priorities.

	2022/23 £M	2023/24 £M	2024/25 £M	2025/26 £M	2026/27 £M	Total £M
<b>Current Capital Investment Programme</b>	148.6	128.3	41.5	24.9	-	343.3
<b><u>New Approvals</u></b>						
Highways Investment (Table 1)	0.3	12.0	22.3	17.1	0.2	51.9
Schools & Disabled Facilities Investment (Table 2)	-	7.3	-	-	-	7.3
Housing Investment (Table 3) *	-	28.1	4.6	30.0	-	62.7
<b>Total New Approvals</b>	<b>0.3</b>	<b>47.4</b>	<b>26.9</b>	<b>47.1</b>	<b>0.2</b>	<b>121.9</b>
<b>Revised Capital Investment Programme</b>	<b>148.9</b>	<b>175.7</b>	<b>68.4</b>	<b>72.0</b>	<b>0.2</b>	<b>465.2</b>

\* Already Approved as part of 23/24 HRA Budget process

6.3 Progress against external funding bids will be reported as circumstances dictate.

## APPENDIX 1 – HIGHWAYS INVESTMENT FOR APPROVAL

Proposal Name	Brief Description	2022/23 £M	2023/24 £M	2024/25 £M	2025/26 £M	2026/27 £M	TOTAL £M
<b>ADDITIONAL HIGHWAYS INVESTMENT 23/24</b>							
Council's Own Resources	A further £2M has been provisionally set aside to repair the Borough's highways (principal roads / side streets).	-	2.000	-	-	-	<b>2.000</b>
<b>SUB TOTAL - ADDITIONAL HIGHWAYS INVESTMENT 23/24</b>		-	<b>2.000</b>	-	-	-	<b>2.000</b>
<b>LOCAL TRANSPORT PROGRAMME</b>							
Local Transport Programme	Monies for maintenance of the Borough highways infrastructure including the Local and Neighbourhood Transport Complementary Programme (ITB) and the Transport Network Asset Maintenance (HMB)	-	5.100	-	-	-	<b>5.100</b>
<b>SUB TOTAL – LOCAL TRANSPORT PROGRAMME</b>		-	<b>5.100</b>	-	-	-	<b>5.100</b>
<b>SYMCA SUSTAINABLE TRANSPORT SETTLEMENT (CRSTS)</b>							
A635 Quality Bus Corridor - BRT	A bus priority scheme; also improves capacity on the overall network. Includes new bus lanes, bus shelters, active travel routes and improved links to the Trans-Pennine Trail	-	-	9.250	9.250	-	<b>18.500</b>
Royston Active Travel and Bus Priority Measure infrastructure scheme	Provision of infrastructure mitigation required to deliver 2 major Mixed Use (employment / residential) sites allocated in the Local Plan. MU3 and MU5 – which have been approved in the Royston Masterplan. The scheme will provide mitigation at several local junctions; provide active travel routes and an alternative bus priority route into the town centre.  The full requested CRSTS request is for £14.2m, the scheme has been re-profiled to defer £12.2m into the next settlement period (2027 onwards)	-	0.080	1.920	-	-	<b>2.000</b>
A628 Bus and Active Travel priority corridor - Shafton to Barnsley Town Centre - Phase 1	Bus / AT priority scheme; also mitigation for Local Plan developments. Will also include Active Travel routes to tie into existing routes delivered through TCF / AT funding	-	0.159	3.400	4.228	0.150	<b>7.937</b>
River Dearne Long Route & Darton Active Travel Route	The proposed 'River Dearne Long Route' scheme consists of a package of measures which seeks to improve walking and cycling connectivity between A61 Gyratory at Old Mill Lane and A633 Grange Lane via A628 Pontefract Road. The list of interventions includes infrastructure improvements to 2.45km of off-road active travel route and improving widths to achieve LTN 1/20 and the higher MCA standards, Provision of Toucans crossing at Grange Lane and Pontefract Road, improvements to public realm, improvements to	0.252	1.050	0.798	-	-	<b>2.100</b>

Proposal Name	Brief Description	2022/23 £M	2023/24 £M	2024/25 £M	2025/26 £M	2026/27 £M	TOTAL £M
	lighting, incorporation of a dish channel to the existing steps within the park to allow easy access for cyclists. The 'M1 J38 Darton Active Travel Link' is a package of measures which seeks to promote walking and cycling connectivity between 'The Yorkshire Sculpture Park' located at J38 M1 and the proposed A61 Active Travel Link via Darton Rail Station. By linking to the proposed A61 Active Travel Link an uninterrupted walking and cycling route will be established connecting J38 with Barnsley Town Centre. The proposal will also complement the establishment of an Active Travel Hub at the Church Street car park (subject to a separate OBC / funding bid).						
Active Travel Hubs - Darton, Goldthorpe, The Seam (Barnsley Town Centre)	3 x Active Travel Hubs at priority locations Darton - The scheme will refurbish the existing building, make it DDA compliant, provide safe and secure storage for cyclists using the rail station and provide bike loan / hire for local residents. Goldthorpe - New Active Travel Hub at Goldthorpe Rail Station, located on Barnsley Road. The scheme will be DDA compliant and provide safe and secure storage for cyclists using the rail station and provide bike loan / hire for residents of Goldthorpe. The Seam - New Active Travel Hub at Courthouse Car Park (the development known as 'The Seam') The new Hub will be located close to the transport interchange on a site identified for low carbon town centre residential development and new green public realm and will provide more safe / secure cycle storage than at present and have the capacity for more e-bike / bike loan	-	3.256	-	-	-	<b>3.256</b>
Penistone Station Accessibility Improvements - Phase 1	The scheme will improve accessibility to the proposed Park and Ride scheme at the Penistone station. The creation of a Park and Ride site at Penistone station is a priority of South Yorkshire Passenger Transport Executive (SYPT), and follows other similar rail based park and ride facilities which have been built in recent years at Wombwell and Elsecar and which have proved very popular with commuters. This Park and Ride site will also complement the bid Kirklees Council have recently submitted to increase the number of trains on the Penistone Line, which connects Huddersfield with Sheffield via Barnsley. Services at Penistone are currently restricted to 2 trains per hour. In addition	-	0.120	3.600	2.280	-	<b>6.000</b>

Proposal Name	Brief Description	2022/23 £M	2023/24 £M	2024/25 £M	2025/26 £M	2026/27 £M	TOTAL £M
	the proposed scheme will also mitigate congestion from major housing allocations which are coming forward in Penistone.						
Town End Roundabout - Phase 1 (development)	The proposed scheme will see the development of a "Dutch style" roundabout at the existing Town End roundabout within Barnsley town centre on the A628. The existing roundabout will be replaced and existing priority for motorists will be removed and replaced with pedestrian and cyclist priority at crossing points.	-	0.080	2.360	0.560	-	<b>3.000</b>
A61 Active Travel - Barnsley – Royston via Smithies - Phase 1	An active travel scheme, already in the TCF programme which provides 7.5km of new on and off-road cycle routes. Includes new pedestrian / cycle crossings at key junctions. Also ties into the A61 Royston Bus Priority measures scheme being delivered by the SYPTE This element is to deck an existing disused rail bridge to provide better connectivity	0.038	0.190	0.872	0.800	-	<b>1.900</b>
Restoring Your Railway: North Barnsley to Wakefield via Royston (1)	The restoration proposal for the North Midland Line is to run passenger services from Barnsley to Wakefield Kirkgate via the semi-operational freight route from Wakefield to Lundwood. This could form the first phase of a more fundamental reinstatement between Lundwood and Barnsley and / or Lundwood and Swinton on disused tracks. Currently, the route is a single track, infrequently used freight line, which runs parallel to parts of the National Cycle Network. Restoring the railway on this route would include potentially double-tracking the freight route, ensuring it all adheres to modern passenger rail safety standards. The restoration of this route would create a new, connection between North Barnsley and Wakefield, potentially offering connections to Leeds and Huddersfield beyond. This reduced allocation would specifically be for the feasibility on the freight line.	-	0.010	0.090	-	-	<b>0.100</b>
<b>SUB TOTAL – SYMCA SUSTAINABLE TRANSPORT SETTLEMENT (CRSTS)</b>		<b>0.290</b>	<b>4.945</b>	<b>22.290</b>	<b>17.118</b>	<b>0.150</b>	<b>44.793</b>
<b>GRAND TOTAL – HIGHWAYS CAPITAL INVESTMENT</b>		<b>0.290</b>	<b>12.045</b>	<b>22.290</b>	<b>17.118</b>	<b>0.150</b>	<b>51.893</b>

## APPENDIX 2 – SCHOOLS &amp; DISABLED FACILITIES INVESTMENT FOR APPROVAL

Proposal Name	Brief Description	2023/24 £M
		-
School Maintenance	Monies ringfenced for maintenance the Council's schools' stock	0.667
High Needs Provision (SEN)	Monies ringfenced for providing additional school places	3.278
Disabled Facilities Grant	Monies earmarked for provision of disabled facilities grant to allow residents to adapt their own homes	3.377
<b>GRAND TOTAL –</b>		<b>7.322</b>

This page is intentionally left blank



**2023/24 SERVICE AND FINANCIAL PLANNING  
REDUNDANCY COMPENSATION AND PROCEDURES**

**1. Purpose of Report**

- 1.1 To consider the maximum amount of compensation to be paid under the Discretionary Compensation Regulations 2006.
- 1.2 To consider the period of notice to be afforded to employees declared compulsorily redundant.

**2. Recommendations**

- 2.1 That for the purpose of the 2023/2024 budgetary procedures, payments in accordance with the Discretionary Compensation Regulations 2006 be up to a maximum of 30 weeks' actual pay based on the Statutory Redundancy Scheme.**
- 2.2 That any employee (excluding Teachers) declared redundant be afforded the maximum of 12 weeks' notice of termination of employment.**

**3. Introduction/Background**

- 3.1 The above regulations provide Local Authorities with the power to make discretionary one-off lump sum payments (enhanced redundancy payments) to employees who are made redundant.
- 3.2 With effect from 1 April 2007, the Council introduced a revised scheme of compensation using the Statutory Redundancy Scheme but based on actual pay.

**4. Current Position**

- 4.1 Employees are entitled by their contract of employment to receive a period of notice if their employment is to be terminated by reason of redundancy.
- 4.2 This period of notice is the greater of either that specified within their contract of employment or that specified by statute.
- 4.3 In previous years, the Council has agreed the maximum of 12 weeks' notice, irrespective of an employee's length of service, would be served on any employee declared compulsorily redundant. In addition to this, redeployment opportunities will be sought for affected employees during the statutory consultation period.
- 4.4 The advantage of affording 12 weeks' notice to all employees are:
  - (i) The maximum time will be available to pursue and achieve redeployment opportunities.

(ii) Successful redeployment will negate the need to make a redundancy payment (maximum up to 30 weeks' actual pay).

4.5 The disadvantage is if no redeployment opportunities exist, then there is a cost over and above what the contractual/statutory notice entitlement would have provided for employees with less than 12 years' service.

4.6 For the 2023/24 financial year, whilst we have commenced our initial service transformation reviews (phase 1), there are currently no known planned compulsory redundancies.

## **5. Options**

5.1 To accept the report recommending payment up to a maximum of 30 weeks' actual pay to all employees who are redundant, and any employee declared compulsorily redundant to be offered the maximum of 12 weeks' notice of termination.

5.2 Not accept the report.

## **6. Local Area Implications**

6.1 There are no direct Local Area implications.

## **7. Compatibility with European Convention on Human Rights**

7.1 There are no implications.

## **8. Ensuring Social Inclusion**

8.1 There are no implications.

## **9. Reduction of Crime and Disorder**

9.1 There are no implications.

## **10. Risk Assessment**

10.1 There are no implications.

## **11. Consultations**

11.1 Service Director (Finance) and the Trade Unions have been consulted.

## **12. Proposal**

12.1 It is recommended that Cabinet approve the recommendations of this report.

## **13. Glossary**

13.1 None

**14. List of Appendices**

14.1 None

**15. Background Papers**

15.1 Discretionary Compensation Regulations 2006 – available for inspection from Human Resources.

**Officer Contact: Michael Potter, Service Director Business Improvement, HR and Communications**

**Date: 11 January 2023**

This page is intentionally left blank

COMMUNICATIONS

Our communications and marketing approach aligns to:

Our **vision**

Barnsley - the place of possibilities.

Our **priorities**

Healthy Barnsley	Learning Barnsley	Growing Barnsley	Sustainable Barnsley
------------------	-------------------	------------------	----------------------

Our **culture.**

Enabling Barnsley.

<p><b>We're a team</b></p> <p>We're a team working together towards the same goal.</p>	<p><b>We're excellent</b></p> <p>We'll be excellent and provide the best we can for the people of Barnsley.</p>	<p><b>We're proud</b></p> <p>We're proud and dedicated in making Barnsley a better place. We take pride in our work.</p>	<p><b>We're honest</b></p> <p>We're honest and always say what we mean. We're reliable, fair and true.</p>
--	---	--	--

Our narrative (aspirations, opportunities and challenges)

<p>Managing our budget</p> <p>MTFS</p>	<p>Transform our services</p> <p>Service reviews</p>	<p>Manage our assets</p> <p>Asset Management Strategy</p>	<p>Support and grow our people</p> <p>People strategy</p>
--	--	---	---

Our **guiding principles**

- Clear and open
- Key messages
- The why?
- Benefit to people and to Barnsley

Our **focus in on:**

- Highlighting key areas of our significant cost pressures
- Engaging with employees in transforming our services, showing progress and achievements
- Partnership working
- Reputation management
- No Place for Hate
- Managing expectations

**Enabling Barnsley.**

This page is intentionally left blank

## BARNSELY METROPOLITAN BOROUGH COUNCIL

**REPORT OF:** EXECUTIVE DIRECTOR GROWTH & SUSTAINABILITY & SERVICE  
DIRECTOR FINANCE (S151 OFFICER)

**TITLE:** HOUSING REVENUE ACCOUNT – 2023/24 BUDGET & INVESTMENT PROPOSALS 2023-28

<b>REPORT TO:</b>	<b>CABINET</b>
<b>Date of Meeting</b>	<b>8<sup>th</sup> FEBRUARY 2023</b>
<b>Cabinet Member Portfolios</b>	<b>Regeneration and Culture and Core Services</b>
<b>Key Decision</b>	<b>YES</b>
<b>Public or Private</b>	<b>Public</b>

### **Purpose of report**

To consider the Housing Revenue Account (HRA) budget and rent levels for 2023/24.

The report also outlines the 2023/24 Housing Capital Investment Programme.

### **Executive Summary**

The proposed recommendations support the continued investment in council homes, ensuring that the Council meets all of the requirements of the Social Housing Regulator and keeps tenants safe in their homes. The report also proposes investment to ensure the Council's housing stock meets EPC C / energy efficiency targets by 2030.

Specifically, the proposals are:

- Increase rents by 6.5%;
- Pilot additional work on empty homes to reduce responsive repairs during the first 12 months of a new tenancy;
- Improve data on the Council's stock including damp / mould issues;
- Reinststate the painting programme across council estates;
- Maintain repairs and decent homes investment at existing levels;
- Invest funding to improve the environmental works in neighbourhoods;
- Ensure catch up repairs from the covid period are funded and delivered;
- Provide funding to improve insulation, increasing EPC ratings and make homes more energy efficient for our tenants.
- Establish a Hardship Fund (£0.5M) to be administered by Berneslai Homes.

The report provides Members with background on the pressures within HRA's, which is impacting all stock holding authorities at both a national and local level.

The report also considers the Government's announcement on the rent cap for 2023/24 of up to a maximum of 7%, in acknowledgment of the current cost-of-living crisis. Specifically, a rent increase of 6.5% is proposed on the basis that additional support will be put in place for tenants who are directly affected (financial, practical, and emotional) and allows investment to improve the energy efficiency of homes.

### **Council Plan Priority**

The Council's HRA budget contributes towards the delivery of the Council's Housing Strategy, Homeless Prevention and Rough Sleeping Strategy, Private Sector Housing Plan, and wider housing indicators.

- 1. Healthy Barnsley** – Housing is a wider determinant of health and can exacerbate health inequalities. Warm, dry, and safe homes can improve general physical health outcomes and make tenants feel safe. Affordable, well designed, spacious, and secure homes can positively influence mental health and wellbeing.
- 2. Growing Barnsley** – Provision of safe, warm, and affordable new homes.
- 3. Sustainable Barnsley** – Working to meet the Council’s aspirations to deliver its Zero 40/45 agenda in ensuring that council assets are energy efficient and maximise opportunities to both utilise and generate low carbon energies.

## **Recommendations**

That Cabinet: -

- 1. notes the cost pressures on the HRA and efficiencies being proposed to mitigate these to support the longer-term investment needs of the housing stock;**
- 2. note the HRA Medium Term Financial Strategy (MTFS) as set out in paragraphs 2.20;**
- 3. approve the Housing Revenue Account Draft Budget for 2023/24, as outlined in paragraph 2.22 and detailed in Appendix 1, including the proposed revenue investments totalling £1.1M, [Appendix 2, paragraph 2B refers], with any final amendments being delegated to the Cabinet Spokesperson for Growth & sustainability and the Executive Director for Growth & Sustainability in consultation with the Cabinet Spokesman for Core Services and the Service Director - Finance (S151);**
- 4. note the acceleration of EPC and stock condition survey works to complete fully during 2023/24;**
- 5. approve a rent increase of 6.5%, which is under the Government’s Rent Cap of 7%;**
- 6. approve a non-dwelling rent increase in line with CPI;**
- 7. note that both service charges and district heating charges will be subject to a separate review during 2023/24;**
- 8. approve the 2023/24 Berneslai Homes Management Fee totalling £15.453M [Appendix 2, paragraph 2C refers], with any final amendments delegated to the Cabinet Spokesperson for Growth & Sustainability and the Service Director, Regeneration & Culture in consultation with the Cabinet Spokesman for Core Services and the Service Director - Finance (S151);**
- 9. approve the 2023/24 Berneslai Homes Management Fee for both Gypsy Sites, and the European Social Fund (ESF) Grant totalling £0.216M, both of which are charged to the Authority’s General Fund [Appendix 2, paragraph 2D refers];**
- 10. approve the Core Housing Capital Investment programme for 2023/24 totalling £20.394M [£14.849M to maintain decency and £5.545M supplementary works] and note the indicative programme for 2024/25 through 2027/28, outlined in paragraphs 2.24 – 2.25;**
- 11. approve in principle, the proposed capital schemes totalling £42.330M, subject to individual reports as appropriate, in line with the Council’s governance arrangements [paragraphs 2.26 – 2.29 refer];**
- 12. resolve to recommend to Full Council.**



## 1. INTRODUCTION

- 1.1 This report provides the 23/24 update of the Housing Revenue Account (HRA) Business Plan and the proposed 23/24 revenue budget for the HRA together with updating the HRA Medium Term Financial Strategy (MTFS).
- 1.2 The business plan and budget are focused on delivering the Council's strategic priorities and working with Berneslai Homes, ensures that all regulatory requirements are satisfied.
- 1.3 The HRA investment programme identifies resources for other housing priorities such as neighbourhood-based improvements and works to the aesthetics of the stock, investing in further health and safety measures in relation to fire safety, and significant investment in energy efficiency.
- 1.4 Resources have also been identified to deliver improvements to tenants' homes to make sure they continue to be well maintained.

### The Current Financial Environment / Pressures

- 1.5 The Council's HRA has been under increasing pressure over recent years due to a range of factors including:
  - exceptionally high levels of inflation c.10% which is reflected in the price of materials etc (circa £3M);
  - the historic 4-year rent reduction (2016-2020);
  - relatively low social housing rent levels (Barnsley's rents are the 22<sup>nd</sup> lowest rents in the country [out of 193] and 6<sup>th</sup> lowest in Yorkshire [out of 14];
  - an increased regulatory compliance framework;
  - increasing demands on local authorities to ensure that stock meets all fire and building safety legislation, implemented following Grenfell;
  - Pay awards above budgeted levels (circ. £0.7M);
  - Increasing cost of utilities [mainly electricity] (circ. £1.2M); and
  - ensuring that our homes are as energy efficient as possible, with requirements to have all stock at EPC C or above by 2030.
- 1.6 Whilst these new standards and requirements are greatly welcomed by the social housing sector, they have placed additional financial burdens on the HRA, which were not considered when the self-financing model regime was introduced in 2012.
- 1.7 In addition, the Regulator of Social Housing, alongside the Housing Ombudsman, will inspect councils against the consumer standards, decent homes and building safety frameworks. The Council, as landlord, is ultimately responsible for all compliance, regulatory and tenant satisfaction and will seek assurance from Berneslai Homes as managing agent, that those frameworks are robustly adhered to.
- 1.8 It should also be noted that these pressures are taking place within the context of a HRA with depleting stock levels; given Right to Buy losses of up to 150 properties per annum and insufficient funding, land, and resources to replace them. This is resulting in considerable demand on existing stock with around 1,000 homes re-let per annum and 8,500+ on the waiting list.

### Updated Financial Position Inclusive of Pressures

- 1.9 Table 1 below shows the impact of the pressures outlined in the paragraphs above, before any mitigations / additional rent increases [above the assumed 3%]. This position reflects the "standstill" position in terms of meeting regulatory compliance, decency standards and keeping tenants safe in their homes [including £1M of additional investment for 23/24 – detailed at Appendix 2] and therefore does not consider any wider investment

improvements in the infrastructure of the stock including EPC/energy efficient homes targets.

**TABLE 1 – Financial Position Including Pressures [Pre-Mitigations]**

	2023/24 Draft £M	2024/25 Draft £M
<b>INCOME</b>		
Dwellings Rent	(74.440)	(76.132)
Non-Dwellings Rents	(0.396)	(0.435)
Heating Charges	(0.375)	(0.375)
Other Charges for Services and Facilities	(0.465)	(0.465)
Contributions Towards Expenditure	(0.849)	(0.811)
	<b>(76.525)</b>	<b>(78.218)</b>
<b>EXPENDITURE</b>		
Repairs and Maintenance (Including Fees)	23.670	25.649
Berneslai Homes' Management Fee	15.453	16.225
Other Supervision, Management & Special Services	6.975	7.251
Rents, Rates, Taxes and Other Charges	0.291	0.320
Provision for Doubtful Debts	2.119	2.167
Depreciation of Fixed Assets	12.383	12.383
Debt Management Costs	0.108	0.113
	<b>60.999</b>	<b>64.108</b>
<b>Net Cost of Services</b>	<b>(15.526)</b>	<b>(14.110)</b>
Interest Payable and Similar Charges	11.902	11.902
Investment Income	(0.061)	(0.061)
<b>Net Operating Expenditure</b>	<b>(3.685)</b>	<b>(2.269)</b>
<b>Appropriations</b>		
Transfer to/from Major Repairs Reserve	9.194	9.769
<b>Anticipated Gap</b>	<b>5.509</b>	<b>7.500</b>

## 2. PROPOSAL

### Efficiency Strategy

- 2.1 As part of the Council's annual review of the 30-year HRA business plan and to help bridge the funding gap, it is proposed to introduce an efficiency programme across the MTFS period. This programme is designed to drive efficiency within the HRA and Berneslai Homes, encompassing the full complement of HRA budgets, both capital and revenue in nature, including reviewing how available resources are deployed targeted at priorities. These efficiencies will allow resources to be used on key investments in the Council's housing stock across the period and beyond.

#### The Council

##### Review of the HRA Share of General Fund Services

- 2.2 The first phase of this review was undertaken during 2022/23 and resulted in a significant saving to the HRA of £1.4M relating to a fundamental review of the HRA's share of the Council's General Fund services.

##### Approach to Capital Financing

- 2.3 For 2023/24 and beyond, the Council has set a strategy to reduce the contributions to the

capital programme from the revenue account by planning for works required instead of providing funding for notionally depreciated house components in future periods, effectively utilising the accumulated capital balances in lieu.

### Berneslai Homes

- 2.4 The Berneslai Homes Value for Money (VFM) Strategy sets out the commitment to achieving VFM. The key aim is to provide cost effective services that give a high level of customer satisfaction and maximise the resources available.
- 2.5 In addition, the Berneslai Homes transformation programme has been in place since 2020, aiming to modernise and ensure efficient service delivery. All key service areas have been reviewed using external consultants. Reviews have been independently undertaken for income, lettings, housing management, repairs and investment, governance, compliance and construction services. To date, £1M of service efficiencies have been identified and it is anticipated that a further £2M will result from the repairs and investment changes arising from the recent reviews (from 2023/24 onwards). Some of the identified efficiencies have been used to fund increased regulatory requirements to meet compliance and safety standards and meet the priorities within the strategic plan.
- 2.6 During 2022/23, as part of the next phase of the transformation work, a full restructure and efficiency exercise has been undertaken resulting in savings of £0.440M, some of which has been used to support new roles in the structure, required to strengthen the approach to compliance and to meet the priorities in the strategic plan. The changes also redistribute staffing from management roles to frontline services supporting tenants.
- 2.7 Significant work has commenced in respect of repairs and how they are managed, which covers two key areas.
- In response to an independent review of repairs, a plan is being developed to shift the emphasis of repairs from a responsive to a planned delivery model; and
  - The introduction of the new IT system for repairs from April 2023 will allow a scheduling system for repairs that will create significant efficiencies in the process, which could generate savings of c.£2.5M.
- 2.8 Members should note that any savings that are generated from this work are not yet factored into the financial position at this stage. These savings may be required to address pressures in the HRA in future years and/or provide the scope for additional investment.
- 2.9 The BH management fee is subsidised annually from the surplus generated by the PRIP contract works undertaken by Construction Services (c.£0.4M). Budgets have been adapted over recent years to meet the additional compliance requirements from the Regulator and the management of additional works arising from these. Berneslai Homes also provides a wide range of services to tenants including tenancy support, mental health, and financial support. External funding is also received for employment and training initiatives (ending December 2023). Other work includes apprenticeships, work placements and graduate placements with a focus on providing opportunities for tenants.
- 2.10 Compared to other housing providers, national independent data illustrates that Berneslai Homes is a high performing low-cost organisation:

### TABLE 2: BH Benchmarking

Indicator	Berneslai Homes	Housemark Benchmark (Median)
Housing Management (Cost per Property per Annum)	£306	£396
Responsive Repairs & Empty Homes Cost (CPPPA)	£583	£600
Empty Homes Average Cost Per Property	£1,836	£2,713
Major Works & Cyclical (CPPPA)	£1,272	£1,552
Average Number of Repairs (PPPA)	4.8	2.7

### Financial Impact of Mitigations on the HRA

- 2.11 The table below shows the impact on the HRA position for both 23/24 and 24/25 gap after the implementation of the aforementioned efficiencies and indicates remaining gaps of £1.4M in 23/24 and £4.4M in 24/25.

**TABLE 3: Impact of Efficiencies**

	2023/24	2024/25
	£M	£M
<b>Position (as per Table 1) – Gap Pre-Efficiencies</b>	<b>5.509</b>	<b>7.500</b>
<b>Efficiencies:</b>		
BMBC - GF Recharges Review	(1.428)	(1.428)
BMBC - Review of Capital Financing	(2.152)	(1.000)
<b>Revised Position – Post Identified Efficiencies – Gap</b>	<b>1.929</b>	<b>5.072</b>

### Addressing the Gap

#### Rental Income Consultation

- 2.12 The Government's current rent policy is to allow local authorities to raise rents annually by a maximum of CPI + 1%, for a period of 5 years from 20/21 through 24/25. However, given the current cost of living crisis and inflation currently running at c.10%, the Government has consulted on a potential rent cap for 23/24. The outcome of the consultation was that a rent cap of up to a maximum of **7%** increase is to be established for 23/24.

#### Implications of Rent Differentials

- 2.13 Members should note that in order for the Council to be able to set a balanced HRA budget for 23/24 and operationally allow a continuation of the existing level of works in relation to decency and compliance a 5.5% rent increase would be required.
- 2.14 However, it should also be noted that a rent increase at this level could pose issues in terms of compliance, decency, and EPC C investment. In addition, not considering a rent increase of up to the maximum allowable may weaken the Council's future lobbying position with respect to any potential future funding from Government.
- 2.15 The table below shows the impact of raising rents by **6.5%** for 23/24 and an indicative 4% in 24/25.

**TABLE 4: Impact of Rent Increases @ 6.5%**

	2023/24	2024/25
	£M	£M
<b>Position Post Identified Efficiencies (as per Table 3) – Gap</b>	<b>1.929</b>	<b>5.072</b>
<b>Rent Increases:</b>		
23/24 Rent @ 5.5% [an additional 2.5% above previous assumptions]	(1.929)	(1.929)
<b>Breakeven Position</b>	<b>-</b>	<b>3.143</b>

23/24 Rent @ 6.5% Increase [an additional 1% above breakeven position]	(0.702)	(0.702)
<b>Revised Position – Post Proposed 23/24 Rent Increases – Gap / (Surplus)</b>	<b>(0.702)</b>	<b>2.441</b>
Investment – EPC C Financing	0.702	0.702
<b>Revised Position – Post 23/24 Proposed Investments – Gap / (Surplus)</b>	<b>-</b>	<b>3.143</b>
24/25 Rent @ 4% Increase [an Additional 1% Above Previous Assumptions]	-	(0.800)
<b>Revised MTFs Position</b>	<b>-</b>	<b>2.343</b>

2.16 The surplus generated by a rent increase of 6.5% could then be considered for servicing additional borrowing of around c.£30M [dependent on prevailing interest rates and BH deployment plan] which, together with the existing resources of £7.2M [including £1.8M match funding for Social Housing Decarb 2], would significantly contribute towards the estimated £60M cost of bringing all properties to at least EPC C by 2030. Members should also note that the £60M includes works that are already planned as part of decency programmes so this is likely to reduce, although unquantifiable at this stage. BH are to produce an investment / deployment plan to firm up the totality of the financial requirement.

2.17 From the tenants' perspective, an increase of 5.5% would represent an average increase of £4.32 [based on a 52-week basis] whereas at 6.5%, the average increase is £5.11 per week. The additional average rent of £0.85 per week effectively enables the creation of c.£30M investment to tackle EPC C targets and other issues facing the stock. It is also envisaged that delivery of EPC C will enable more efficient energy consumption and reduce energy costs in homes.

2.18 The proposed average rents for the various types of properties, for 23/24 are shown in Table 5.

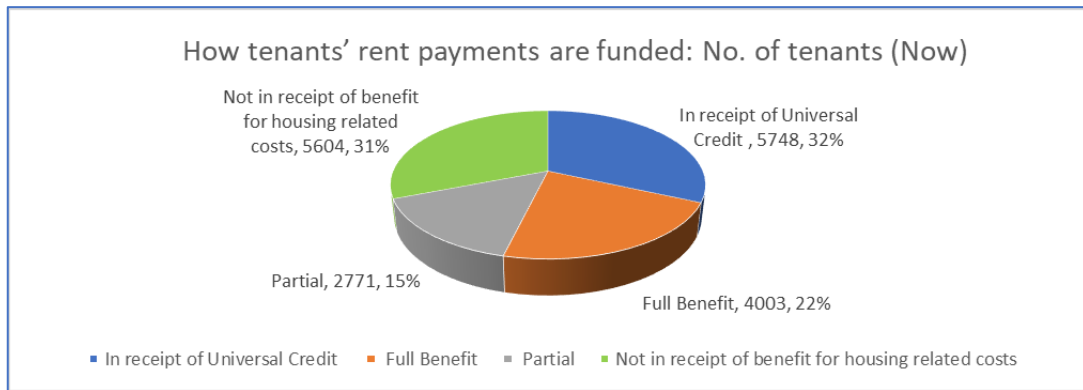
**TABLE 5: Average Rent by Property Type @ 5.5% v 6.5% [based on 52 weeks]**

Property Type	Number of Bedrooms	Average Rent per Week (Based on 52 Weekly Bills)					Weekly Variance £
		@5.5%		@6.5%			
		2022/23 £	2023/24 £	Weekly Increase £	2023/24 £	Weekly Increase £	
Bedsit	0	58.41	61.62	3.21	62.21	3.80	0.59
Flat	1	67.87	71.60	3.73	72.28	4.41	0.68
	2	76.10	80.29	4.19	81.05	4.95	0.76
	3	81.74	86.24	4.50	87.05	5.31	0.81
Bungalow	1	69.11	72.91	3.80	73.60	4.49	0.69
	2	78.98	83.32	4.34	84.11	5.13	0.79
	3	93.26	98.39	5.13	99.32	6.06	0.93
	4	119.91	126.51	6.60	127.70	7.79	1.19
House	1	71.60	75.54	3.94	76.25	4.65	0.71
	2	78.92	83.26	4.34	84.05	5.13	0.79
	3	84.29	88.93	4.64	89.77	5.48	0.84
	4	91.68	96.72	5.04	97.64	5.96	0.92
	5	102.41	108.04	5.63	109.07	6.66	1.03
	6	118.44	124.95	6.51	126.14	7.70	1.19
Maisonette	3	84.95	89.62	4.67	90.47	5.52	0.85
<b>OVERALL AVERAGE WEEKLY RENT</b>		<b>78.60</b>	<b>82.92</b>	<b>4.32</b>	<b>83.71</b>	<b>5.11</b>	<b>0.79</b>

\* Note Tenants are billed on a 48 week basis.

2.19 Furthermore, Members should also note that approximately two thirds of tenants' rents are

met, through either housing benefits or an element of Universal Credit. The table below highlights how tenants pay their rents.



2.20 For the remaining third of tenants who do not receive support with their rents, the Council and Berneslai Homes are committed to provide a wide range of support to assist residents through the cost-of-living crisis. The formal rent increase notice will be accompanied by a letter from Berneslai Homes highlighting the support available to tenants, information sources such as More Money in Your Pocket, and contact phone numbers for any tenant worried about their ability to pay their rent or other household bills. Visiting officers, including in construction, have calling calls to leave with tenants giving contact details for support services. Warm and Welcoming Spaces in Berneslai Homes managed locations will continue to be staffed by Tenant Support Officers. These initiatives, many funded from the Household Support Grant from the Department for Work and Pensions, and directly from Council resources, include:

- **Discretionary housing payments:** short term payments to help cover tenants' housing costs.
- **BH hardship fund:** £500,000 of grants funded by Berneslai Homes efficiency savings and reserves to provide targeted support for those in rent arrears assisting with financial support, utility bills, food, toiletries, and other essential items. This support will be particularly targeted to those tenants who are unable to access benefits or other grants but still face challenges in paying their rent as a result of the cost-of-living crisis. Capped at £1,000 per household per year, the grant is accompanied by tailored support from officers to tackle underlying issues such as debt, unclaimed benefits, mental health, or social isolation.
- **Money Advice Worker:** Berneslai Homes will continue to fund a worker at Citizen's Advice, Barnsley to provide advice and support for those tenants requiring specialist debt work.
- **Furnished Tenancies:** This scheme continues to provide a low-cost option for new tenants to access furniture and white goods without the financial resources to set them up in their new home.
- **Support to residents:** £500,000 grants via community groups, aimed at people in most need, to help with essential household spending such as food, fuel, clothing, and white goods.
- **Christmas holiday clubs:** £60,000 to extend the Healthy Activities Fund, so it's available to children who are not eligible for a free school meal.
- **Local welfare assistance:** £64,000 top-up funding to extend this scheme to March 2023, providing crisis support with the cost of essential bills and white goods.
- **Free school meals:** £15 voucher to support families with the cost of food during the October and February half-terms.

### **HRA Medium Term Financial Strategy (MTFS) Summary**

2.21 On 12<sup>th</sup> January 2022, the Council set a balanced HRA budget for 22/23 and a framework for delivering a balanced budget in 23/24. Table 6 describes the movement in the financial

position from the previously reported baseline MTFs as described above, including the impact of the review of key assumptions, together with updates in respect of previously agreed decisions and other fixed and ongoing costs. **Recommendation 2 refers.**

**TABLE 6: HRA MTFs Position 2023-25**

	2023/24 £M	2024/25 £M	Comments
<b>Initial (Surplus) / Gap as at Jan 22</b>	<b>(1.000)</b>	<b>(1.639)</b>	
Rental Income	(1.697)	(2.502)	Assumed rent originally at 3%, now based on assumption of 6.5% in 23/24 and 4% in 24/25. Adjusted for actual stock levels.
Repairs & Maintenance	1.965	3.772	Assumed CPI on repairs originally at 3.1% in 23/24 and 2% in 24/25, now based on an assumed CPI of 10% for both 23/24 and 24/25
Repairs & Maintenance – 23/24 Investment	1.000	0.900	Revenue Investments inc. Painting & Voids Standard (23/24 Only)
Energy Pressure – District Heating	1.200	1.200	Energy pressure - cost of living crisis
Berneslai Homes – Management Fee	0.404	0.899	See Management Fee – Appendix 2
Other Supervision, Management & Special Services.	(1.167)	(1.004)	Review of GF Recharges offset by 5% inflationary increases
Contribution to Capital	(1.827)	(0.454)	Reduction in contributions to the Major Repairs Reserve
Other Costs	0.420	0.469	Other Inflationary Pressures
EPC C Investment – Financing	0.702	0.702	Financing EPC C Investment
<b>Revised (Surplus) / Gap as at Jan 2023 Post Efficiencies / Investments</b>	<b>-</b>	<b>2.343</b>	

2.22 The HRA's balanced position in 2023/24 has been achieved based on a rent increase of 6.5%, whilst ensuring that the pressures faced from rising inflation and energy costs have been managed to enable regulatory compliance, maintaining decency and other stock related investment. In addition, investment of c.£30M in EPC C works has been set aside for future.

2.23 Appendix 1 shows the detailed proposed revenue budget for 23/24 together with the indicative 24/25 and 25/26 positions, on the basis that the proposed revenue investments / rent increases etc. are approved. **Recommendation 3 refers.**

### **2023 - 28 Council Housing Investment Programme**

2.24 The Council's Housing Capital Investment Programme consists of two components:

- **The Core Investment Programme** – These capital programmes relate to maintaining the housing stock at decency, including reactive replacements and elemental works together with a number of supplementary capital programmes relating to works on adaptations and major structural works etc.
- **Housing Growth / Added Value Priorities** – These capital programmes relate to supplementary, added value investment in both the Council's housing stock and housing related activities.

#### **The Council's Core Investment Programme**

2.25 The Council's Decency Programme relates to the capital replacement of components [kitchens, bathrooms, heating systems, windows, external doors etc] within the Council's housing stock, thereby maintaining the Barnsley Homes Decency Standard and thus the regulatory requirements to meet the Decent Homes Standard from the Regulator of Social

Housing. Investment in the council housing stock ensures that properties remain lettable, and the rental income ensures the viability of the HRA. In terms of 23/24, c.1,200 dwellings will be maintained at decency with the associated resources set aside totalling **£14.849M**. **Recommendation 10 refers.**

- 2.26 The Council also plans a series of supplementary investment works to support the Core Decency Programme in respect of supporting district heating networks, funding major adaptations to properties, providing works to void properties to bring them up to standard, and more fundamental structural works that are required to the Council's housing stock. The investment proposed for 23/24 totals **£5.545M**. **Recommendation 10 refers.**

Housing Growth / Added Value Priorities

- 2.27 A fundamental review of existing and future HRA resources has been undertaken by the Council's S151 Officer and a reprioritisation exercise completed, which reflects the current risk environment within the HRA. The total level of resources therefore identified for investment purposes, totals **£42.330M** and detailed within the HRA Reserves Strategy at Appendix 3.
- 2.28 A number of capital investment proposals have been submitted by both Berneslai Homes and Council officers for consideration in line with the agreed process. The investments prioritised at this stage, and requiring approval are summarised in Table 7. **Recommendation 11 refers.**

**TABLE 7: Capital Investment Priorities 2023 – 2027 (Subject to Approval)**

<u>Programme</u>	<u>Investment Proposal</u>	<b>TOTAL £M</b>
Core	HRA Decency Programme	<b>14.849</b>
Core	HRA Supplementary Works	<b>5.545</b>
<b>Sub Total – Core Programme</b>		<b>20.394</b>
Housing Growth / Added Value	Catchup Replacement Programme	<b>2.630</b>
Housing Growth / Added Value	Non-Traditional Archetype Fire Works	<b>0.500</b>
Housing Growth / Added Value	Social Housing Decarb Fund 2 – [Includes £1.8M Grant]	<b>3.600</b>
Housing Growth / Added Value	EPC C Works	<b>33.600</b>
Housing Growth / Added Value	Neighbourhood / Environmental Works	<b>2.000</b>
<b>Sub Total - Housing Growth / Added Value</b>		<b>42.330</b>
<b>2023 - 2027 Capital Investments</b>		<b>62.724</b>

- 2.29 The schemes above have been included in the Council Housing Investment Programme in Appendix 4 subject to formal approval.
- 2.30 For schemes that have, at this stage, been deferred, these will form part of the Council's pipeline of capital investment priorities moving forwards in line with the Council's Capital Investment and External Funding Strategies, whereby should any further resources be identified, then these schemes will be considered accordingly.

Housing Retrofit Investment Strategy

- 2.31 The most demanding target for the Council is the requirement that all council homes will need to meet EPC C by 2030. As part of the 2021 annual business plan and Asset Management Strategy, Berneslai Homes are currently undertaking property condition surveys to improve data quality, with an acceleration of undertaking 100% of stock surveyed by the end of 23/24. A desktop exercise has also been undertaken by external consultants, Savills, who have estimated the current condition of the housing stock and based on current and modelled data, there are 13,393 properties that are currently below EPC level C (71%).



- 2.32 However, it should be noted that 5,800 of these require minimal works to achieve EPC C with the remaining 7,600 requiring more substantial fabric and heating works which could include external wall insulation, top up insulation, heat pumps and solar PV. The estimated indicative costs of achieving EPC C by 2030 is c.£60M.
- 2.33 Cabinet will note that this proposed budget affords investment of **£37.2M** towards these works through a combination of reprioritised reserves, external grant monies and borrowing. Furthermore, the estimated c.£60M required also includes works already planned in terms of the decency programme over the forthcoming years.
- 2.33 Berneslai Homes are working with the Council to prepare a detailed and phased investment programme based on robust asset management data and baseline EPCs. It is essential that retrofit works are delivered alongside existing programmes, where possible, to ensure efficient delivery and minimal disruption to tenants. This includes plans to deliver energy retrofit measures to void properties and linked to decency and other major projects.

### Summary

- 2.34 Appendix 4 summarises the capital investment into the housing stock, including both the Core Programme and Housing Growth / Added Value Investments, and shows the resources proposed to fund these programmes. Appendix 5 shows the specific schemes included relating to housing growth / added value investments – totalling £73.7M.

## **3. IMPLICATIONS OF THE DECISION**

### **Financial Implications -**

- 3.1 Consultations have taken place with representatives of the Service Director – Finance (S151 Officer).
- 3.2 The proposed budget is based on a rent increase of 6.5% for 23/24 and an indicative 4% in 24/25. This means that the Council can continue to provide decency, adhere to regulatory requirements, and invest significantly in EPC C related works.
- 3.3 The total estimated cost of the core capital programme (including 2022/23) is £133.3M and is affordable over this period.
- 3.4 In addition, there are proposals contained within the report totalling £42.3M of new investment in the Council house stock for 23/24 through 26/27. The total estimated cost of the current Housing Growth Investment capital programme, including the £42.3M, totals £73.7M, which is to be funded by specific resources currently held within the HRA.
- 3.5 These budget proposals ensures that services to tenants and capital investment to improve housing stock can be delivered.
- 3.6 **Risks** – None identified.
- 3.7 **Legal** - Any application of Section 106 money towards this project must be within the terms of the Section 106; the Council should ensure that any necessary audit trail of expenditure is captured to demonstrate that it is within scope and within any time limits of the Section 106 funding used.
- 3.8 **Equality** - A full EIA will be completed following the finalisation of the Budget and Berneslai Homes Strategic Plan and Business Action Plan 2023/24; ensuring that actions and activities align with the BH Equality, Diversity and Inclusion strategy and Customer Involvement Agreement within the Strategic Plan.

3.9 Sustainability



3.10 **Employee** - There are no issues arising directly from this report.

3.11 **Communications**

Communications and Marketing will work in partnership with Berneslai Homes to communicate the outcomes of this report through their established channels.

Berneslai Homes will use their established channels to engage with their tenants who will be directly affected by the proposed capital works.

4. **CONSULTATION**

- 4.1 Discussions have taken place with the Service Director – Finance (S151 Officer) and the Executive Director – Growth & Sustainability.
- 4.2 Consultations have and will continue to take place with Berneslai Homes Management team and tenants.
- 4.3 Consultations with local members on the Barnsley Homes Standard and on any other major capital schemes in their area will continue to take place.
- 4.4 Consultations on the Council Housing Capital Investment Programme have and will continue to take place with Planning and Highways, Property Services, Legal Services, and Internal Audit where appropriate.

5. **ALTERNATIVE OPTIONS CONSIDERED**

5.1 The budget has been developed with the aim of ensuring wherever possible that existing approved policies and support of corporate strategies can continue to be delivered. From the many alternative approaches available the package of proposals in this report is considered to best achieve this intention.

## 6. REASONS FOR RECOMMENDATIONS

- 6.1 This report is required to fulfil the Council's statutory duty to set a Housing Revenue Account budget for 2023/24.

## 7. GLOSSARY

N/A

## 8. LIST OF APPENDICES

Appendix 1 – The HRA Revenue Budget  
Appendix 2 – HRA Revenue Budget - Detail  
Appendix 3 – HRA Reserves Strategy  
Appendix 4 – Council Housing Investment Programme  
Appendix 5 – Housing Growth / Added Value Capital Programme

## 9. BACKGROUND PAPERS

- 9.1 Welfare and Work Act 2016  
9.2 Housing and Planning Act 2016  
9.3 Budget working papers containing exempt information - not available for inspection.

## 10. REPORT SIGN OFF

<b>Financial consultation &amp; sign off</b>	Phil Danforth 30 <sup>th</sup> November 2022  Financial Implications contained within and throughout the report
<b>Legal consultation &amp; sign off</b>	Sukdave Ghuman, 30 January 2023

**Report Author: Neil Copley**  
**Post: Service Director – Finance (S151 Officer)**  
**Date: 30<sup>th</sup> November 2022**

## Appendix 1

### The HRA Revenue Account

	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
	<b>Approved</b>	<b>Draft For</b>	<b>Draft</b>	<b>Draft</b>
	<b>£M</b>	<b>Approval</b>	<b>£M</b>	<b>£M</b>
		<b>£M</b>		
<b><u>INCOME</u></b>				
Dwellings Rent	(73.553)	(76.969)	(79.483)	(81.287)
Non-Dwellings Rents	(0.361)	(0.396)	(0.435)	(0.449)
Heating Charges	(0.450)	(0.375)	(0.375)	(0.375)
Other Charges for Services and Facilities	(0.465)	(0.465)	(0.465)	(0.465)
Contributions Towards Expenditure	(0.911)	(0.849)	(0.811)	(0.526)
	<b>(75.740)</b>	<b>(79.054)</b>	<b>(81.569)</b>	<b>(83.102)</b>
<b><u>EXPENDITURE</u></b>				
Repairs and Maintenance (Including Fees)	20.695	23.670	25.649	26.231
Berneslai Homes' Management Fee	13.760	15.453	16.225	16.712
Other Supervision, Management & Special Services	6.602	5.547	5.823	5.996
Rents, Rates, Taxes and Other Charges	0.265	0.291	0.320	0.329
Provision for Doubtful Debts	2.207	2.191	2.263	2.314
Depreciation of Fixed Assets	12.383	12.383	12.383	12.383
Debt Management Costs	0.103	0.108	0.113	0.117
	<b>56.015</b>	<b>59.643</b>	<b>62.776</b>	<b>64.082</b>
<b>Net Cost of Services</b>	<b>(19.725)</b>	<b>(19.411)</b>	<b>(18.793)</b>	<b>(19.020)</b>
Interest Payable and Similar Charges	11.256	12.428	12.428	12.428
Investment Income	(0.054)	(0.061)	(0.061)	(0.061)
<b>Net Operating Expenditure</b>	<b>(8.523)</b>	<b>(7.044)</b>	<b>(6.426)</b>	<b>(6.653)</b>
<b><u>Appropriations</u></b>				
Transfer to/from Major Repairs Reserve	8.523	7.044	8.769	9.356
<b>Base Budget</b>	<b>-</b>	<b>-</b>	<b>2.343</b>	<b>2.703</b>

## Appendix 2

### HRA Budget Detail

#### Revenue Investment Proposals

- 2A In line with the strategy and within the financial context outlined in Section 1, a number of revenue investment proposals have been identified by both Berneslai Homes and the Council for consideration.
- 2B These proposals have been assessed in line with the agreed process ensuring that resources are aligned to the Council's housing and other strategic priorities. The investments prioritised for consideration are summarised in Table A.

**TABLE A: HRA Revenue Investment Priorities 2023-25**

Permanent Revenue Investment Proposals	2023/24 £M	2024/25 £M	Investment Theme
HRA 1 – Enhanced Voids Standard	0.100	-	Repairs & Maintenance – Best Practice
HRA 2 – Painting Programme	0.900	0.900	Repairs & Maintenance – Best Practice
HRA 3 – Housing Ombudsman Subs	0.100	0.100	Other
<b>Sub Total – Investments</b>	<b>1.100</b>	<b>1.000</b>	

#### Berneslai Homes Management Fee

- 2C The proposed Berneslai Homes Management Fee in respect of the HRA is estimated at £15.453M for 2023/24 and indicatively £16.225M in 2024/25 as detailed in Table B (**Recommendation 8 refers**).

**TABLE B: Berneslai Homes HRA Management Fee**

	2023/24 £	2024/25 £
<b>BH HRA Management Fee Bfwd</b>	<b>13,760,082</b>	<b>15,452,786</b>
<b><u>Less One-Off Investments</u></b>		
Lettings Policy Implementation	(66,000)	-
Income Services Modernisation	(120,000)	-
<b>Revised Base</b>	<b>13,574,082</b>	<b>15,452,786</b>
<b><u>Investment &amp; Other Policy Decisions</u></b>		
Inflation @ 5%	678,704	772,639
Energy Increase	1,200,000	-
	<b>1,678,704</b>	<b>772,639</b>
<b>Proposed BH HRA Management Fee</b>	<b>15,452,786</b>	<b>16,225,425</b>

- 2D In addition to the proposed management fee charged to the HRA as per Table B, Berneslai Homes also charge the Council's General Fund in respect of two specific items which are described below:

- for the management of the Gypsy sites in the Borough, which totals a proposed £0.065M for 2023/24 (£0.072M in 2022/23).
- The Council and Berneslai Homes have been successful in securing European Social Fund (ESF) grant for two employment support projects, "Sector Routeways" and "Tenants First". The cost of the two projects are

split between the two respective organisations. The Berneslai Homes' element is transferred to the Council's General Fund via the management fee with the Council receiving the full grant entitlement. The expected cost to Berneslai Homes totals £0.151M in 2023/24 (£0.151M in 2022/23).

**Recommendation 9 refers.**

2E Therefore, the proposed Berneslai Homes Management Fee to the Council in totality for 2023/24 totals £15.669M.

Other Supervision, Management & Special Services

2F The HRA is charged for its share of General Fund services that it consumes in providing services to tenants. The proposed changes are shown in Table C.

**TABLE C: Other Supervision, Management & Special Services Budget 2023-25**

	2023/24 £	2024/25 £
<b>Other Supervision, Management &amp; Special Services Bfwd</b>	<b>6,602,002</b>	<b>5,547,274</b>
<b><u>BMBC General Fund Direct Charges</u></b>		
Fundamental Review of Charging Mechanisms to HRA	(1,427,921)	-
<b><u>Investment &amp; Other Policy Decisions</u></b>		
Inflation @ 5%	273,193	275,339
Housing Ombudsman Subscription	100,000	-
	<b>373,193</b>	<b>275,339</b>
<b>Proposed Other Supervision, Management &amp; Special Services</b>	<b>5,547,274</b>	<b>5,822,614</b>

Non-Dwelling Rents, Service Charges and Heating Charges

2G The Council is proposing to increase non dwelling rents [garages etc.] in line with CPI (c.10%) for the 2023/24 year. **Recommendation 6 refers.**

2H It is proposed to review the Council's Sheltered / Communal Housing District Heating Charges and the suite of service charges that are charged to tenants during 2023/24. **Recommendation 7 refers.**

### Appendix 3

#### The HRA Reserves Strategy

- 3A A review of existing HRA reserves has been undertaken by the Council's S151 Officer and a reprioritisation exercise completed, reflecting the current risk environment within the HRA.
- 3B The HRA has accumulated reserves totalling £28.8M as at the end of the 2021/22 financial year, as reported in the Housing Revenue Account Final Accounts Report (Cab.1.6.2022/10 refers). (Table A refers).
- 3C Berneslai Homes Ltd has also accumulated a level of surpluses from previous few years. In 2018/19, the Council identified resources totalling £8.9M that were made available for Council and Berneslai Homes priorities.
- 3D Since that time, £4.6M has been incurred on those priorities, which leaves £4.4M remaining which has been fully prioritised against schemes identified as part of previous budget setting cycles.
- 3E The Council also retains an element of the capital receipts that are generated from the sale of Council Houses. Currently an amount of £2.3M has been retained. Upon review, £1.8M of these resources has already been committed, leaving **£0.5M** for consideration. Furthermore, the Section 151 Officer has released a further **£0.5M** of anticipated capital receipt resources to support the housing capital investment programme from 2023/24.
- 3F The proposed 23/24 revenue budget affords provision for c.£30M of new borrowing to financing capital expenditure on its EPC C works. This has been factored into the HRA Reserves Strategy accordingly.
- 3G The Council has submitted a bid for Social Housing Decarbonisation Fund Phase 2 funding, which totals £1.8M. It is anticipated that this bid will be successful.
- 3H The Council also receives Section 106 (S106) contributions from housing developers as part of the agreements to allow house building in the borough. The Council currently has restricted S106 funds of £3.3M specifically for housing purposes.
- 3I The Council maintains a Major Repairs Reserves which is used to fund capital commitments over the 30-year business planning period. A significant review of these balances has been undertaken by the S151 Officer.
- 3J A review of existing housing schemes has been undertaken which has identified a number of schemes that are to be deprioritised, freeing up those resources for other priorities.

**TABLE A: HRA Resources Review & Investment Position**

HRA Resources	Balance as of 1 <sup>st</sup> April 2022	Anticipated Resources	Current Commitments	Remaining for Consideration
	£M	£M	£M	£M
<b><i>Housing Reserves</i></b> <i>Earmarked For:</i>				
Housing Growth Reserve	19.027	-	(16.444)	2.583
Welfare Reform Reserve	2.000	-	-	2.000
Other	0.816	-	-	0.816
Minimum Working Balance	7.000	-	(7.000)	-
<b>Housing Reserves</b>	<b>28.843</b>	<b>-</b>	<b>(23.444)</b>	<b>5.399</b>
<b>Berneslai Homes Reserves</b>	<b>8.900</b>	<b>-</b>	<b>(8.900)</b>	<b>-</b>
<b>Capital Receipts</b>	<b>2.269</b>	<b>0.500</b>	<b>(1.798)</b>	<b>0.971</b>
<b>Borrowing</b>	<b>-</b>	<b>30.000</b>	<b>-</b>	<b>30.000</b>
<b>Grants</b>	<b>-</b>	<b>1.800</b>	<b>-</b>	<b>1.800</b>
<b>S106 Contributions</b>	<b>3.300</b>	<b>-</b>	<b>(3.300)</b>	<b>-</b>
<b>Major Repairs Reserve (MRR)</b>	<b>18.119</b>	<b>20.907</b>	<b>(39.026)</b>	<b>4.160</b>
<b>Total</b>	<b>61.431</b>	<b>53.207</b>	<b>(72.308)</b>	<b>42.330</b>



**Appendix 4 - Council Housing Investment Programme 2023 - 2028**

	2022/23 £M	Existing 2023/24 £M	For Approval 2023/24 £M	Indicative 2024/25 £M	For Approval 2024/25 £M	Indicative 2025/26 £M	For Approval 2025/26 £M	Indicative 2026/27 £M	Indicative 2027/28 £M	TOTAL (inc. 2022/23) £M
<b>Expenditure:</b>										
<b>Core Programme:</b>										
1 Barnsley Homes Standard	15.610	-	14.849	16.121	-	16.545	-	16.836	17.132	97.093
2 Heating Works	0.435	-	0.858	0.943	-	0.972	-	0.991	1.011	5.210
3 Major Adaptations	2.507	-	2.206	2.424	-	2.497	-	2.547	2.597	14.778
4 Structural Extensive Works	2.185	-	1.852	2.035	-	2.096	-	2.138	2.181	12.487
5 Other	0.629	-	0.629	0.629	-	0.629	-	0.629	0.629	3.774
	<b>21.366</b>	-	<b>20.394</b>	<b>22.152</b>	-	<b>22.739</b>	-	<b>23.141</b>	<b>23.550</b>	<b>133.342</b>
<b>Housing Added Value Priorities:</b>										
6 New Build	14.610	-	-	-	-	-	-	-	-	14.610
7 Acquisitions / Conversions	1.157	-	-	-	-	-	-	-	-	1.157
8 Regulatory / Compliance	9.145	-	3.130	-	-	-	-	-	-	12.275
9 Zero Carbon Initiatives	1.213	0.250	3.550	0.250	3.650	0.250	30.000	0.250	-	39.413
10 Other Housing Growth	4.235	-	1.000	-	1.000	-	-	-	-	6.235
	<b>30.360</b>	<b>0.250</b>	<b>7.680</b>	<b>0.250</b>	<b>4.650</b>	<b>0.250</b>	<b>30.000</b>	<b>0.250</b>	-	<b>73.690</b>
<b>Total Expenditure</b>	<b>51.726</b>	<b>0.250</b>	<b>28.074</b>	<b>22.402</b>	<b>4.650</b>	<b>22.989</b>	<b>30.000</b>	<b>23.391</b>	<b>23.550</b>	<b>207.032</b>
<b>Resources:</b>										
Major Repairs Reserve	(22.366)	-	(23.585)	(22.152)	(1.000)	(22.543)	-	(22.941)	(23.348)	(138.533)
13 Capital Receipts	(1.856)	-	(0.940)	-	-	-	-	-	-	(2.796)
14 1-4-1 Capital Receipts	(3.354)	-	-	-	-	-	-	-	-	(3.354)
15 HRA Reserves	(15.443)	(0.250)	(2.649)	(0.250)	(2.750)	(0.250)	-	(0.250)	-	(21.842)
16 Borrowing	-	-	-	-	-	-	(30.000)	-	-	(30.000)
17 Grants & Contributions	(7.963)	-	(0.900)	-	(0.900)	-	-	-	-	(9.763)
18 RCCO	(0.744)	-	-	-	-	-	-	-	-	(0.744)
<b>Total Resources</b>	<b>(51.726)</b>	<b>(0.250)</b>	<b>(28.074)</b>	<b>(22.402)</b>	<b>(4.650)</b>	<b>(22.989)</b>	<b>(30.000)</b>	<b>(23.391)</b>	<b>(23.550)</b>	<b>(207.032)</b>
<b>CORE PROGRAMME FOR APPROVAL</b>		<b>20.394</b>	As per Recommendation 10							
<b>ADDED VALUE PROGRAMME FOR APPROVAL</b>		<b>42.330</b>	As per Recommendation 11							
<b>TOTAL PROGRAMME FOR APPROVAL</b>		<b>62.724</b>								

A full breakdown per scheme of the Council's current housing growth investment schemes can be found at Appendix 5, which includes the 2023/24 investments that are subject to approval.

<b>APPENDIX 5 - Housing Growth Capital Programme</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>TOTAL</b>
	<b>£M</b>	<b>£M</b>	<b>£M</b>	<b>£M</b>	<b>£M</b>	<b>£M</b>
<b><u>New Build</u></b>						
Billingley View	2.641	-	-	-	-	2.641
St Michael's Avenue	5.515	-	-	-	-	5.515
Laithes Lane	1.132	-	-	-	-	1.132
Goldthorpe Market Phase 1	2.322	-	-	-	-	2.322
Goldthorpe pre-1919 Housing Strategy	3.000	-	-	-	-	3.000
	<b>14.610</b>	-	-	-	-	<b>14.610</b>
<b><u>Acquisitions / Conversions</u></b>						
Property Conversions	0.388	-	-	-	-	0.388
Empty Homes	0.724	-	-	-	-	0.724
Barnsley Road – Refurb	0.045	-	-	-	-	0.045
	<b>1.157</b>	-	-	-	-	<b>1.157</b>
<b><u>Regulatory / Compliance</u></b>						
Sprinkler Installation Scheme	1.986	-	-	-	-	1.986
Fire Safety Works	0.015	-	-	-	-	0.015
Fire Safety Budget - High Rise in Scope Buildings	1.500	-	-	-	-	1.500
Spandrel Panels	0.600	-	-	-	-	0.600
Asbestos Removal Aldham House & Royston	0.600	-	-	-	-	0.600
Princess Street - Floor Replacement	1.200	-	-	-	-	1.200
Water Ingress 3 X High Rise / Flood Works Stacey Cres.	1.200	-	-	-	-	1.200
Smoke & CO Alarms	2.044	-	-	-	-	2.044
Catchup Repairs Programme	-	2.630	-	-	-	2.630
Non-Traditional Archetype Fire Works	-	0.500	-	-	-	0.500
	<b>9.145</b>	<b>3.130</b>	-	-	-	<b>12.275</b>
<b><u>Zero Carbon Initiatives</u></b>						
Installation of Solar PV	-	0.250	0.250	0.250	0.250	1.000
Social Housing Decarbonisation Phase 1 - Match Funding	1.000	-	-	-	-	1.000
LAD 2 - Match Funding	0.213	-	-	-	-	0.213
Social Housing Decarbonisation Phase 2	-	1.800	1.800	-	-	3.600
EPC C - Kick Start Scheme	-	1.750	1.850	30.000	-	33.600
	<b>1.213</b>	<b>3.800</b>	<b>3.900</b>	<b>30.250</b>	<b>0.250</b>	<b>39.413</b>
<b><u>Other Housing Growth</u></b>						
Neighbourhoods / Environmental Works	-	1.000	1.000	-	-	2.000
HRA Repairs System	1.311	-	-	-	-	1.311
Lang Avenue Flooding Resilience Works	1.007	-	-	-	-	1.007
Other Housing Growth	0.417	-	-	-	-	0.417
Capital Contingency	1.500	-	-	-	-	1.500
	<b>4.235</b>	<b>1.000</b>	<b>1.000</b>	-	-	<b>6.235</b>
<b>TOTAL - PER APPENDIX 4</b>	<b>30.360</b>	<b>7.930</b>	<b>4.900</b>	<b>30.250</b>	<b>0.250</b>	<b>73.690</b>
<b>2023/24 Proposals</b>	<b>42.330</b>	<b>As per Recommendation 11</b>				

**BARNSELY METROPOLITAN BOROUGH COUNCIL**

**REPORT OF: EXECUTIVE DIRECTOR OF GROWTH & SUSTAINABILITY**

**TITLE: LETTINGS POLICY 2023**

<b>REPORT TO:</b>	<b>Cabinet</b>
<b>Date of Meeting</b>	<b>8 February 2023</b>
<b>Cabinet Member Portfolio</b>	<b>Regeneration and Culture</b>
<b>Key Decision</b>	<b>Yes</b>
<b>Public or Private</b>	<b>Public</b>

**Purpose of report**

This report presents the final draft of the new Barnsley Council Lettings Policy to be implemented in 2023/24. The new policy has been produced following an independent review by the Northern Housing Consortium and Campbell Tickell, development of the draft policy by the Lettings Policy Review Board and a full consultation process involving Members, Stakeholder Partners, and Service Users.

**Council Plan priority**

Healthy, Growing, Learning, Sustainable and Enabling Barnsley.

**Recommendations**

That Cabinet -

1. Endorse the final draft Lettings Policy, noting and supporting the areas of significant change, and resolves to recommend to Full Council with any minor amends to be delegated to the Service Director for Regeneration and Culture in consultation with the Portfolio Holder for Growth and Sustainability.
2. Notes and supports the Implementation Plan and Timescales for the adoption of the new Lettings Policy from 1<sup>st</sup> December 2023.

**1. INTRODUCTION**

- 1.1 The purpose of the Lettings Policy (in line with the Housing Act 1996 Part V1 (as amended by the homelessness Act 2012 and Localism Act 2011) is to set out clear guidelines to ensure that the Council's social housing stock and

nominations to Registered Providers is allocated fairly, according to housing needs of waiting list applicants and to meet the priorities of the Council. The implementation of the Council's Lettings Policy, and the assessment and lettings functions, are delegated to Berneslai Homes as the Arm's Length Management Organisation responsible for the management of the Council's housing stock.

- 1.2 The Council's Lettings Policy was last updated and adopted in November 2018. This was a light-touch refresh responding, in the main, to the Homeless Reduction Act 2017.
- 1.3 In March 2021, Cabinet endorsed a full review of the Council's Lettings Policy to be undertaken. This was in response to:
  - An increasing number of applicants joining the Housing Waiting List
  - A reducing number of properties available to let (turnover reduced by 25%).
  - An opportunity to generate efficiencies in service provision and improve the customer journey, responding to the Charter for Social Housing.
  - Increased waiting periods for applicants to be re-housed – across all priority bands.
  - Member requests to review the Policy considering the commencement of a new contract period (Service Agreement) with Berneslai Homes.
- 1.4 An independent review of the current policy was undertaken between April and September 2021 by the Northern Housing Consortium and Campbell Tickell. The review highlighted several recommendations to amend the existing policy to ensure that it better meets the needs of the residents of our borough. Cabinet Members were briefed on 17<sup>th</sup> November 2021; seeking support for the recommendations to be used as the basis to produce an updated Policy (and Implementation Plan) to enable further consultation with Tenants, Members and Partners in advance of adoption.
- 1.5 The key areas for review included:
  - Banding - reducing the number of bands, the priority groups within them (particularly who gets the most priority) and how non-bidding is dealt with.
  - A review of how the Council deals with under-occupation
  - A review of how the Council prioritises applicants under its Homeless Relief and Prevention duties
  - A review of access to the waiting list for those who can address their own housing need and those with no connection to the borough
- 1.6 In advance of presenting the outcome of the review to Cabinet, 3x All Member Briefing sessions were held in October 2021 to explain the areas that the review would further explore.
- 1.7 Cabinet endorsed the recommended areas for review and the establishment of the Lettings Policy Review Board to be chaired by the Portfolio Holder for Growth and Sustainability alongside his deputy and the portfolio Holder and

deputy for Communities (Cllr Jenny Platts and Cllr Brenda Eastwood - now Health and Adult Services).

1.8 The Review Board has met 3-weekly over the last 9 months, to review each key area and to inform the new policy. A copy of the draft policy document is attached at Appendix 1. In summary, the key amendments to the new policy include:

Key principle	Key amendment
Balance Supply and Demand	<ul style="list-style-type: none"> <li>• Tighter qualification:               <ul style="list-style-type: none"> <li>• Limit access to owners, those with high income.</li> <li>• Must live in or have connection to qualify.</li> <li>• Annual lettings plan</li> </ul> </li> </ul>
Rehouse those in most need	<ul style="list-style-type: none"> <li>• Reduced bands.</li> <li>• Priority award only where rehousing will have positive impact.</li> <li>• Highest need and no composite assessments.</li> <li>• Band 1 – limited to emergency only.</li> <li>• Reduced priority for those who can resolve needs.</li> <li>• Remove the 10% of lettings to waiting time only.</li> <li>• Applicants must proactively bid to remain on the list.</li> </ul>
Make better use of stock	<ul style="list-style-type: none"> <li>• Property matching – no spare bedrooms in family homes.</li> <li>• Single and couples can have 2 beds but only flats and bungalows.</li> <li>• Direct lets criteria enhanced – increased flexibility.</li> <li>• Bypass rules enhanced – ensure best use of stock and balance needs of applicant and existing communities</li> </ul>
Quality advice and support	<ul style="list-style-type: none"> <li>• Pre-application - Market place model to manage expectations.</li> <li>• Affordability assessments.</li> <li>• Tenancy ready advice and support plans - monitored.</li> </ul>
Positive housing register management	<ul style="list-style-type: none"> <li>• Reduced preference - in band demotions and priority discharge - manage those applicants not proactively managing their rehousing and “clogging” system.</li> <li>• Reduced preference – inactive bidding for those applicants not ready to move or incentivise positive behaviour change those previously suspended or excluded.</li> <li>• Limits on reasonable offers and unreasonable refusals.</li> <li>• More frequent reviews of priority cases</li> <li>• Tighter qualification rules and pre-registration checks</li> </ul>
Transparency	<ul style="list-style-type: none"> <li>• Enhanced publishing of data</li> <li>• BMBC assurance framework</li> <li>• Strengthened appeals, reviews, and complaints</li> </ul>

1.9 Following the development of the draft Policy document, a robust consultation process has been held with Members, key stakeholders, and service users. A summary of how Berneslai Homes and the Council has met our legal and regulatory duties in relation to the consultation process, and summary of the consultations, is included at Appendix 2.

## 2. PROPOSAL

2.1 It is proposed that Cabinet endorse the final draft of the Lettings Policy, noting and supporting the areas of significant change, and resolves to recommend approval to Full Council. Further to the consultation noted in Appendix 2.

## 3. IMPLICATIONS OF THE DECISION

### 3.1 Financial and Risk

3.1.1 Consultations have taken place with representatives of the Service Director – Finance (S151 Officer).

3.1.2 This report seeks approval from Cabinet to endorse the final draft Lettings Policy which is, together with the associated functions, administered and delivered on the Council’s behalf, by Berneslai Homes.

3.1.3 The new policy will allow Berneslai Homes to better deploy its housing property resources by fundamentally reviewing the key drivers that allocate properties to residents and implement the necessary changes. Upon conclusion of the review, the associated policies in place for the following areas: eligibility bandings, under occupations, transfers, and allocations policy, will be updated accordingly.

3.1.4 The required resources for the implementation were identified as a priority investment and duly set aside through the 2022/23 Housing Revenue Account budget process. The resources detailed below have been paid to Berneslai Homes as part of the 2022/23 Management Fee.

<b><u>Investment &amp; Other Policy Decisions</u></b>	<b>2022/23 £</b>
Lettings Policy Implementation	66,000
Income Services Modernisation	155,000
	<b>221,000</b>

3.1.5 Therefore, there are no direct financial implications as a result of this report.

### 3.2 Legal

3.2.1 Section 166A Housing Act 1996 requires that the Council must have a scheme (their “allocation scheme”) for determining housing accommodation priorities, and as to the procedure to be followed, in allocating housing accommodation.

3.2.2 In making a variation to that scheme the Council must have regard to their

current homelessness strategy and tenancy strategy; have regard to any Secretary of State guidance and comply with any regulations; and before adopting have sent copies to relevant registered social providers and registered social landlords

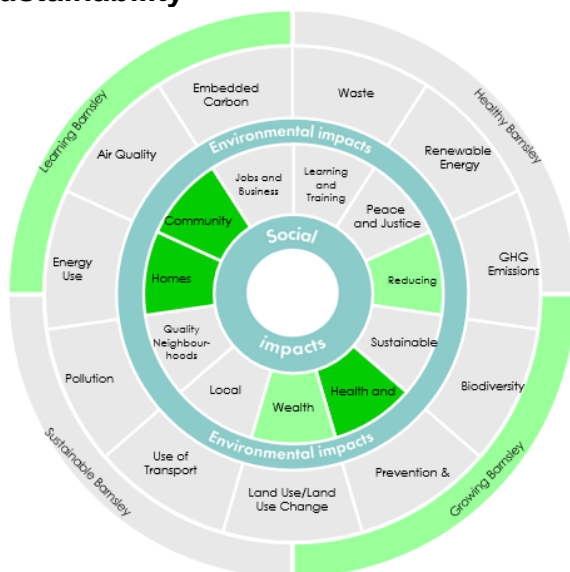
3.2.3 Appendix 3 sets out the legal and regulatory duties of the Council in consulting on changes to the Policy and the steps that both Berneslai Homes and the Council has taken to meet these.

### 3.3 Equality

3.3.1 The Equality Impacts have been highlighted and considered as an integral part of the policy development workshops. Given the importance of the Homeseeker Scheme, it was agreed by the Lettings Policy Review Board that an independent group of officers and involved tenants would undertake a full Equality Impact Assessment (EIA). A copy of the completed EIA is included at Appendix 4 and recommends that the policy is adopted. Key equality issues have focussed on the changes to the policy and only a light touch review of the technical equality impacts of customers accessing and using the Homeseeker Services as these equality issues have been subject to several Equality Impact Assessments with the most recent being in 2018. The main focus of the EIA has been:

- Impact of tighter restrictions for owner occupiers and those with higher incomes and those out of district without a local connection.
- Impact of changes to the bedroom and property matching rules.
- Pre assessment checks, verification and requirement for positive participation in a support and tenancy ready plan.
- Changes to a more proactive housing register management.
- Removal of the 10% waiting time only lettings.
- Changes to the review, appeals and complaints aspect.
- Impact of the enhanced direct lettings rules.

### 3.4 Sustainability



3.4.1 Whilst there are minimal direct environmental impacts in implementing the new policy, creating sustainable neighbourhoods which have good levels of community cohesion and resident pride reduces instances of fly-tipping, ASB and void turnover (which creates waste) and increases opportunities to make the best use of shared greenspaces, improve biodiversity and reduce waste. There are significant social impacts to adopting a new policy which makes the best use of properties to meet housing need and offers affordable accommodation to those that are unable to access housing on the open market. In turn, quality housing which best meets need requirements improves health and well-being.

### **3.5 Employee**

3.5.1 There are no direct employee implications arising from this report. The additional resource required for the implementation of the new policy has been funded from the HRA and is referenced in the HRA Budget report 2023/24.

### **3.6 Communications**

3.6.1 There have been no formal communications in relation to the new policy to date, outside of the consultation processes. A full comms plan will be produced jointly between the Council and Berneslai Homes relating to the implementation process. Officers are working closely with the Comms Team to ensure that we can respond positively to comms requests and media enquiries as well as to individuals, should Cabinet/Full Council agree to the adoption of the new strategy.

## **4. CONSULTATION**

4.1 In advance of this report being submitted for Cabinet approval, 3x All Member Briefing sessions were held with Members to gauge their views on the proposed changes. A summary of comments/concerns was collated and has been re-circulated to Members alongside some frequently asked questions. Officers presented the Draft Policy and report to SMT and provided cabinet with a short presentation on the emerging policy. Appendix 3 details the full consultation process which includes sessions with our housing association partners and Tenant Voice Panel.

## **5. ALTERNATIVE OPTIONS CONSIDERED**

5.1 Do Nothing: This is not an option. Whilst the 2018 policy complies with legislative requirements, as a minimum, there are several amendments required to the layout and narrative (within document itself) that will strengthen the policy, improve transparency, and ensure that it remains fit for purpose.

5.2 'Light Touch' Review: Whilst it is possible to address the content and layout of the 2018 policy without making any significant changes to the policy itself, the review has identified a number of areas in which the Council can significantly improve how it allocates council stock within the borough to better meet housing need, meet the expectations of applicants and make the best use of administrative resources. Whilst this may impact on the eligibility/priority of



individual applicants, a policy review will ensure that the council is doing all it can to address the housing need of applicants; helping those in priority need to be adequately housed. All changes will be subject to a full Equality Impact Assessment.

## **6. REASONS FOR RECOMMENDATIONS**

- 6.1 This report details the full review process that officers have undertaken and recommends that Cabinet endorse the final draft version of the policy and its progression to Full Council for approval.

## **7. LIST OF APPENDICES**

Appendix 1: Final DRAFT Lettings Policy 2023

Appendix 2: Implementation Plan

Appendix 3: Consultation Summary (Appendix 3a summary of survey results)

Appendix 4: EIA

## **8. BACKGROUND PAPERS**

If you would like to inspect background papers for this report, please email [governance@barnsley.gov.uk](mailto:governance@barnsley.gov.uk) so that appropriate arrangements can be made

## **9. REPORT SIGN OFF**

<b>Financial consultation &amp; sign off</b>	P DANFORTH 14/12/22
<b>Legal consultation &amp; sign off</b>	Jason Field 12/12/2022

**Report Author: Sarah Cartwright**  
**Post: HOS Housing, Sustainability and Climate Change**  
**Date:04/12/2022**

This page is intentionally left blank



<b>Title</b>	<b><i>The Barnsley Homeseeker Scheme</i></b>
<b>Responsible Officer</b>	<b><i>Sarah Cartwright, Head of Housing Sustainability and Climate Change</i></b>
<b>Author</b>	<b><i>Sarah Barnes, Head of Customer Services, Berneslai Homes</i></b>
<b>Subject</b>	<b><i>The Barnsley Homeseeker Scheme is a BMBC policy which sets out the rules for managing the Homeseeker Scheme and allocating council houses.</i></b>
<b>Information Asset Owner</b>	<b><i>The data is managed by Berneslai Homes and the IAO is Liam Davies, Lettings Manager</i></b>
<b>Approved by</b>	<b><i>BMBC Full Council</i></b>
<b>Approved date</b>	<b><i>XX/XX/XX</i></b>
<b>Review date</b>	<b><i>One year post approval date</i></b>
<b>Review responsibility</b>	<b><i>Liam Davies, Lettings Manager</i></b>
<b>Applicable to</b>	<b><i>All people applying to be rehoused by BMBC</i></b>
<b>DPIA Completion Date</b>	<b><i>Insert the Data Protection Impact Assessment completion date</i></b>
<b>EIA Completion Date</b>	<b><i>Insert the Equality Impact Analysis completion date</i></b>
<b>Regulatory Framework</b>	<b><i>Insert the regulation that applies to this policy</i></b>

**Document Control**

## Revision History

Date	Version	Author	Comments
02/12/22	0.1	Sarah Barnes	<i>Draft version for consultation</i>
	1.0		<i>1.0 Date that the document was approved</i>
	1.1		<i>1.1, 1.2 and so on are any versions after approval that are consulted or draft reviews</i>
	2.0		<i>2.0 is the approval of the reviewed document.</i>

## Consultation and distribution

Type	Details
Consultation	<i>Who has the policy been consulted with prior to approval</i>
Distribution	<i>Who should the policy be distributed to</i>

<b>Part 1</b>	<b>Introduction</b>	<b>Page</b>
1.1	The Barnsley Homeseeker Scheme	6
1.2	The Legal Framework	7
1.3	Right to Move	8
1.4	Allocation of a Tenancy	8
1.5	Data Protection	9
1.5.1	Right to Confidentiality	9
1.5.2	Right to Information	9
1.6	Equalities, Access, and Monitoring	10
1.7	Delays or interruptions to the scheme	10
1.8	Changes to the Allocation Scheme	11
1.9	Role of Elected Members	11
1.9.1	Formation, Development and Review of the Lettings' Policy	12
1.9.2	Sharing Local Knowledge	12
1.9.3	Representing the Interest of the Electorate and their Communities	12
1.9.4	Elected Members Role in Appeals and Reviews	13
1.9.5	Elected Members Role in Monitoring the Homeseeker Scheme	13
1.9.6	Information Provided to Elected Members	13
1.10	Statement on Choice	14
<b>Part 2</b>	<b>The Barnsley Homeseeker Service</b>	<b>Page</b>
2.1	Offering housing options and managing expectations	15
2.2	Using the Homeseeker Scheme	15
2.3	Preventing and managing crisis	16
2.4	Support to maintain a tenancy	16
2.5	Barnsley Registered Providers Framework	17
<b>Part 3</b>	<b>Eligibility and Qualification</b>	<b>Page</b>
3.1	Eligibility and Qualification	18
3.1.1	Special Arrangements for 16-18-year-olds	18
3.1.2	Non Eligible People from Abroad	18
3.2	Non-Qualifying Applicants	19
3.2.1	People who DO NOT Qualify to Appear on the Barnsley Homeseeker Scheme	19
3.2.2	Local Connection to the Borough	21
3.3	Exceptional or Mitigating Circumstances	21
3.4	Reassessment of Applicants who have not Qualified	22
3.5	Armed Forces Covenant	23

3.6	Safe Surrender Agreements	24
<b>Part 4</b>	<b>Applications and Assessments</b>	<b>Page</b>
4.1	The Application Process	25
4.2	Submission	25
4.2.1	Applicants without a fixed address	25
4.2.2	Joint Applicants	26
4.3	Verification	26
4.3.1	Proof Required	27
4.3.2	Household Splits	28
4.3.3	False Information	28
4.4	Assessment	28
4.4.1	Assessment of Housing Need	29
4.4.2	Homeless Assessments	29
4.4.3	Reduced Preference	30
4.4.4	Transfer Assessments	34
4.4.5	Child of Tenant	34
4.4.6	Priority on Health Grounds	34
4.4.7	Priority on overcrowding grounds	35
4.4.8	Carers	35
4.4.9	Care Leavers	36
4.4.10	Move On	36
4.4.11	Elected Members or Employees	36
4.4.12	Pitches for Gypsies and Travellers	37
4.4.13	Housing Priority Bands	37
4.4.14	Determination of Effective Band Date	39
4.4.15	Household Type and Property Size Allowed	40
4.5	Notification	45
4.6	Cancellation of Applications	45
4.7	Change in Circumstance	46
4.8	Deliberate or Worsening Circumstances	46
<b>Part 5</b>	<b>Allocations and Lettings</b>	<b>Page</b>
5.1	The Allocation Process	48
5.1.1	Types of Allocation Under this Allocation Scheme	48
5.1.2	Annual Lettings Plan	48
5.1.3	Supply and Demand Modelling	48
5.2	Property Identification	49
5.2.1	Direct Lets	49
5.2.2	Choice Based Lettings	50
5.2.3	Advertising the Property	50
5.2.4	Property Description	51
5.2.5	Local Letting Provision	52
5.2.6	Hard to Lets	52
5.2.7	Sensitive Lets	53
5.2.8	Housing with Support and Care	53

5.3	Expressions of Interest	53
5.3.1	Bidding for a Property	54
5.3.2	Assisted Bidding (Auto Bidding)	54
5.3.3	Grouped Bids	54
5.3.4	Retrospective Bids	55
5.3.5	Shortlisting	55
5.3.6	Direct Offers	57
5.4	Lettings	57
5.4.1	Offer of Accommodation	57
5.4.2	Withdrawing offers	58
5.4.3	Limited Offers	59
5.4.4	Reasonable offers and reasonable refusals	60
5.4.5	Viewing	61
5.4.6	Recording the Outcome of an Offer or Viewing	62
5.4.7	Publicising Lettings	63
5.5	Tenancy Sustainment	64
<b>Part 6</b>	<b>Decisions, Reviews, Appeals and Complaints</b>	<b>Page</b>
6.1	Decisions we make	66
6.1.1	How we inform applicants of decisions	66
6.2	Reviews	66
6.3	Homeseeker Scheme review	68
6.3.1	How often we review applications	68
6.3.2	How we manage the periodic review of applications	68
6.4	Statutory right to review	69
6.4.1	How to request a statutory review (Barnsley Homeseeker Scheme Reviews)	70
6.4.2	How we complete Barnsley Homeseeker Scheme reviews	70
6.4.3	What decisions can be made after a review	71
6.4.4	Informing an applicant of the decision after a review	71
6.5	Appeals and Judicial Review	72
6.6	Spontaneous review	72
6.7	Complaints	72
6.7.1	How to make a complaint	73
6.7.2	How we handle complaints	73
6.7.3	What happens during the investigation	73
6.7.4	Complaint resolution	73
6.7.5	Housing or Local Government Ombudsman	73
<b>Appendices</b>	<b>Title</b>	<b>Page</b>
A1	Barnsley Homeseeker Review Procedure	74
A2	RSL list	74
A3	List of Policies linking to the Barnsley Homeseeker Scheme	74



## Part 1 - Introduction

A home is central to good health, wellbeing, educational opportunities, economic and social prosperity and developing strong family and community networks. Finding an affordable, safe, secure, and well-maintained home is essential for individuals and their families.

With limited availability of council housing in the Borough, and a high demand from people in housing need this Barnsley Homeseeker Scheme was approved by Barnsley Council on XX/XX/XX and is delivered on our behalf by Berneslai Homes.

The scheme sets out how we let council homes, allocate priority, and work with partners to deliver the following objectives.

- To adhere to relevant legislative and regulatory framework.
- To respond to housing need in the borough by making the best use of council housing and other available social housing.
- To give reasonable preference to meet the housing needs of those households in greatest need and prevent hardship to themselves or others.
- To support individuals in getting onto the Homeseeker Scheme and offer a pathway to successfully manage a social housing tenancy.
- To offer opportunity, give support, manage expectations, and give advice about other housing options to all applicants, but in particular to those households with lower needs and who are less likely to get a council house
- To work with other registered social housing providers in the borough, making best use of our nomination agreements and increasing access to registered providers waiting lists.
- To contribute to the development of balanced and sustainable communities.
- To create and, wherever possible, maximise choice for housing applicants.
- To provide flexible and affordable housing options which meet needs and expectations.
- To promote social inclusion.
- To minimise relet void periods.
- To minimise the incidence of difficult to let property.
- To promote and achieve equality of opportunity.
- To let council homes fairly in an open and transparent way.
- To assist Barnsley Council in meeting its other statutory and corporate responsibilities towards Barnsley residents.

### 1.1 The Barnsley Homeseeker Scheme

The Barnsley Homeseeker Scheme sets out the following.

- How the Barnsley Homeseeker Scheme works.
- How we assess customers' housing needs.
- How we offer choice and let our homes.
- How we nominate people to registered providers with homes in the borough.

A comprehensive and transparent Code of Guidance and easy to understand information supports the scheme.

All lettings of council homes and nominations to Registered Social Landlords with homes in the Borough(RSLs) (2.2) will be made in accordance with this scheme.

## 1.2 The Legal Framework

The Barnsley Homeseeker Scheme is consistent with legislative requirements as follows:

- The Housing Act 1996, Part 6 as amended by Localism Act 2011 (England)
- The Housing Act 1996, Part 7 as amended by the Homelessness Reduction Act 2017
- The Statutory Code of Guidance on the Allocation of Accommodation June 2012.
- The Allocation of Housing (qualification Criteria for Armed Forces) (England) Regulations 2012 (SI 2012/1869).
- Housing Act 1996 (Additional Preference for Armed Forces) (England) Regulations 2012, SI 2012/2989
- Providing social housing for local people: Statutory guidance on social housing allocations for local authorities in England (DCLG, December 2013) “Supplementary Code”
- Allocation of Housing (Procedure) Regulations 1997, SI 1997/483
- Allocation of Housing (England) Regulations 2002, SI 2002/3264
- Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006, SI 2006/1294, and all subsequent amendments
- The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015
- ‘The Allocation of Housing and Homelessness (Eligibility) (England) (Amendment) (EU Exit) Regulations 2019 SI 2019/861’
- Equality Act 2010.
- Data Protection Act 2018 and contained within the General Data Protection Regulation 2018 (GDPR).
- Care Act 2014
- Human Rights Act 1998
- Domestic Abuse Act 2021
- Any other relevant legislation and government guidance.

The Barnsley Allocation Scheme supports the Council’s corporate objectives, Tenancy Strategy and Tenancy Policy.

The scheme is supported by a range of procedures which give more detailed guidance to staff on the application of the scheme.

The scheme has links to other Barnsley Homes Policies as referred to within this scheme and listed in Appendix 3

## 1.3 The Right to Move

To meet the requirements of the Right to Move statutory guidance (The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 (SI 2015/967)) we aim to let no more than 1% of our available homes to social housing tenants from outside the Barnsley borough who need to move for employment purposes.

We will publish performance against this requirement on Berneslai Homes website.

## 1.4 Allocation of a tenancy

An allocation of a tenancy will be made under the terms of this scheme in the following ways:

- When we select a person from the Homeseeker Register to be a secure, flexible, or introductory tenant for a Barnsley Council home.
- When we transfer an existing Barnsley Council tenant on the Homeseeker Register to a different Barnsley Council home.
- When we nominate a person to be an assured or assured shorthold tenant of a housing association or other private registered provider of social housing in the borough. This includes tenancies let at an affordable rent.

In certain situations, the rules of the Barnsley Homeseeker Scheme do not apply and lettings will be made outside of the scheme. These are summarised below:

- A person succeeds in law to the tenancy on the death of the secure, flexible, or introductory tenant.
- A person is assigned the tenancy or the tenancy is transferred in a mutual exchange.
- A secure, flexible, or introductory tenant assigns the tenancy to someone who would be qualified to succeed on death.
- A non-statutory succession is granted following the death of the tenant.
- A property adjustment order is made in matrimonial proceedings or under the Children's Act 1989.
- A joint tenancy is ended and it is fair and reasonable to create a sole tenancy (See our joint to single policy).
- An introductory tenant is granted a secure or flexible tenancy following the end of their introductory tenancy.
- A secure tenancy is granted at the end of a flexible tenancy (See our flexible tenancy policy).
- A person is provided suitable alternative accommodation under section 39 of the Land Compensation Act 1973.
- A former owner-occupier or tenant of a defective dwelling that Barnsley Council has repurchased is offered a secure tenancy.
- A tenancy is offered to a family intervention tenant.

## 1.5 Data Protection

In delivering the Barnsley Homeseeker Scheme we will meet the requirements of the Data Protection Act 2018.

The information of all new, current, housed or otherwise former applicants will be:

- processed in a fair and transparent manner;
- stored safely;
- collected only for specific and legitimate for the purpose;
- kept up to date and disposed of in line with our retention policy; and
- shared only with other organisations for legitimate processing, the prevention of fraud or with the applicant's explicit consent.

An applicant's permission to share their personal information is a qualification condition of being accepted onto the Homeseeker Scheme.

The privacy notice in respect of the Barnsley Homeseeker Scheme is developed by Berneslai Homes and is available on their website:

<https://www.berneslaihomes.co.uk/information-and-privacy/>

### 1.5.1 Right to Confidentiality

With the exception of lawful sharing of data under the terms of the Barnsley Homeseeker Scheme, we will not divulge (without their consent) information about a housing applicant. This includes the fact that they are an applicant.

### 1.5.2 Right to Information

An applicant has the right to see information held about them in respect of any application they have made under the Barnsley Homeseeker Scheme. We will provide this information within 30 calendar days of their request and it will be free of charge.

Where we make a decision about an applicant, we will tell them in writing within 10 working days of making the decision. We will explain the basis for the decision, what this means for them and how they can ask for a review of any decisions. (See Part 6)

We will provide a range of freely available and easy to understand information on Berneslai Homes website to help applicants make informed choices about the housing. This includes:

- The types and number of properties we own in the Borough.
- The rules around who is eligible for these homes.
- A summary of the lettings made by priority bands.
- A summary of lettings made outside of the Barnsley Homeseeker Scheme.
- A summary of the nominations we have made.

Where an applicant cannot easily and reasonably use the website, we will offer this information in alternative formats.

## 1.6 Equalities, Access, and Monitoring

The Barnsley Homeseeker Scheme recognises, respects, and responds to the needs of

diverse individuals and communities and ensures all applicants can easily access the scheme, in particular those with vulnerabilities or other specific needs.

The scheme is fully compliant with equality laws and was subject to an equality analysis before it was implemented. We will continue to monitor the equality impact of the scheme and if we find evidence of discrimination, we will review and change the allocation scheme (see section 1.8).

By equality laws, we mean those covering people with the following protected characteristics.

- Age
- Disability
- Gender
- Gender identity
- Marriage and Civil Partnerships
- Pregnancy and maternity
- Race, colour, and national and ethnic origin
- Religion and belief
- Sexual orientation

To identify and assess the needs of our applicants, our application process asks specific questions relating to protected characteristics. We use this information to monitor the impact of the policy on minority and specific needs groups and to evidence the need for amendments.

The Barnsley Homeseeker Scheme enables all eligible applicants to access the Homeseeker Register. It ensures we assess all applicants for housing on the basis of their individual needs. In addition, our assessment will identify any special requirements, so that we can remove potential barriers. For example, language barriers, barriers in making bids for vacant homes due to learning difficulties, visual impairments, mental health issues, or any other reason.

Where, in this policy, we refer to advising applicants 'in writing', we will ensure that, wherever possible, we use an alternative or preferred method to remove communication barriers. This could include large print, telephone, or face to face interpreting (including British Sign language), email and verbal communication.

## 1.7 Delays or interruptions to the scheme

We will not be liable for any delay or interruption in meeting our obligations under The Barnsley Homeseeker Scheme where circumstances beyond our control prevent us from doing so. This includes but is not limited to strikes or other industrial disputes, adverse weather, pandemic, epidemic, act of terrorism, war, riot, civil commotion, malicious accident, breakdown of plant or machinery, fire, flood, storm or other adverse weather conditions or default of third parties.

Where such events occur, we will provide reasonable action and notification to customers.

## 1.8 Changes to the Allocation Scheme

We reserve the right to change Barnsley Homeseeker Scheme in the following circumstances.

- Where there is new legislation.
- Where there are new working arrangements within the council or Berneslai Homes.
- Where equality monitoring highlights negative impacts.
- Where there is a need to expand or change the scheme to meet changes in housing need or stock availability.
- Where there are other significant changes within the borough which is affected by this scheme or which affects this scheme.
- Where there has been judicial review which affects the legality of any aspect of the scheme.

The table below sets out the approval route we will follow when we need to make changes.

Dependent upon the scope and impact of the changes this may also require partner and public consultation as dictated by law and direct contact with affected applicants.

<b>Type of change</b>	<b>Approval route</b>
Major change	Full Council
Minor change/limited impact	BMBC Cabinet
Minor Change/high impact	Full Council
Local Lettings Plan	BMBC Cabinet and Local Ward involvement
Process change	BMBC Communities DMT

In all instances of change we will undertake the following:

- Equality Impact Assessment
- Data Protection Impact Assessment
- Legal assessment
- Regulatory assessment

We will publicise changes to the scheme on Berneslai Homes' website and where relevant direct to applicants. Where required under law we will complete relevant consultation and inform applicants of the changes and how they affect them.

## 1.9 Role of Elected Members

Elected Members have the following role to play in the letting of council homes.

- Forming, developing, and continually reviewing the Homeseeker Scheme (1.9.1).
- Sharing local knowledge. (1.9.2)
- Representing the interests of the electorate and their communities. (1.9.3)
- Assisting applicants who have exercised their right to a review. (1.9.4)
- Monitoring performance. (1.9.5)

### 1.9.1 Formation, Development and Review of the Lettings' Policy

To ensure this role is effective, the following activity will take place.

- Where requested, a senior designated officer of Berneslai Homes or Barnsley Council will attend meetings with Elected Members to discuss general issues around the management of the Homeseeker Scheme.
- Where, there is a need to make a very sensitive letting where designated senior officers in Berneslai Homes and BMBC cannot reach a decision on the allocation, Berneslai Homes may consult the Cabinet Spokesperson responsible for housing to request they contribute to the decision.
- Where there is a need to amend the property-matching rules substantially and permanently, for either an individual property or range of properties. Berneslai Homes will consult local ward councillors before asking for approval from BMBC (1.8)

### 1.9.2 Sharing local knowledge

It is important that local knowledge is shared to ensure that the Barnsley Homeseeker Scheme meets its aim of supporting sustainability and balance within our communities. Elected Members have good local knowledge and an obligation to support both the individual and collective needs of their community.

Members may share information and raise concerns about a location or particular vacancy, where doing so will ensure that sustainability and balance of communities.

Members may advise officers of any substantive and supported information about a member of the public who they believe may be on the Homeseeker Register.

Where Members raise concerns, officers will investigate this information in line with Berneslai Homes Elected Member Enquiry Protocol and the Homeseeker Scheme.

Members have the right to raise issues about the management of new tenancies and the management of the Homeseeker Scheme. Performance information, as outlined in 1.9.5, will assist members in monitoring the effectiveness of the policy and will allow members to raise concerns.

### 1.9.3 Representing the interest of the electorate and their communities

Elected Members have an important role within the community. Elected Members have good local knowledge and an obligation to support the individual and collective needs of their community.

The public may approach their Elected Members for advice in getting on the Homeseeker Register and/or to ask for assistance in respect of their housing application.

Officers will respond to any member referrals in accordance with the standard protocols, and by following the terms of the Barnsley Homeseeker Scheme.

- If asked to do so by the applicant, an Elected Member can advise Berneslai Homes Officers about an applicant's interest in a vacant property. The interest will be actioned by staff in line with the policy. If the applicant is successful, we will contact the applicant in the same way as if they had made direct contact.

- Elected Members may make referrals on behalf of a client regarding their status or priority on the register. Officers will respond direct to the applicant and (with the applicant's permission) will copy the response to the elected member.

Officers will consider any referrals made by Members the in line with the terms of the Homeseeker Scheme.

#### 1.9.4 Elected Members Role in appeals and reviews

Elected Members have no decision-making role in the Appeal and Review Process (Part 6) They can, however, provide information to support the customer and/or represent customers at review meetings.

#### 1.9.5 Elected Members Role in monitoring the Homeseeker Scheme

Elected Members as part of their local electorate duties, do not receive nor are actively involved in monitoring performance or impact of the scheme. They can ask Berneslai Homes to supply local performance information to help them fulfil their roles. Information provided would not be at an individual address level, but would summarise overall performance in line with the Homeseeker Scheme. We aim to provide this information within 10 working days.

Elected Members may receive periodic updates from BMBC on the impact of the Homeseeker Scheme in meeting its objectives.

Cabinet Members with portfolio responsibilities will be more routinely and actively involved in monitoring the impact of the scheme and supporting any necessary scheme reviews and amendments.

#### 1.9.6 Information provided to Elected Members

Elected Members have access to the online weekly vacancy advert and on request they can be included in any general lettings e-bulletins sent to applicants.

Elected Members have access to all publicly available information regarding lettings made and stock owned via Berneslai Homes' website, this includes the interactive supply and demand tool.

#### 1.10 Statement on Choice

The Barnsley Homeseeker Scheme is a fully choice based lettings scheme which means applicants can choose where and what property types to apply for. Vacant homes are advertised on Berneslai Homes' website.



To make the best use of our stock we have rules around the type of property an applicant is eligible for and this includes property type and bedroom numbers (see Part 4.4.15) We advise applicants of their property eligibility when they join the register and at such times as there are changes to their application or the scheme rules. We also advise applicants of the impact of limiting their property type and areas of choice and that unrealistic limiting can have an impact on their priority banding.

We may reduce an applicant's choice of property type and area to reduce risk to them or the community (5.2.1)

Applicants not making bids for or refusing suitable vacancies may have their rehousing preference reduced (4.4.3). Whilst this does not remove their choice, it will give them less preference for any vacancies they apply for.

We may reduce choice for high priority applicants by making a direct offer (5.2.1).

We may also reduce choice for applicants owed a homeless duty under Part 7 of the Housing Act 1996 and BMBC Housing Options may make them a direct offer of suitable accommodation to discharge our duties (5.2.1).

In some instances, we may not advertise a vacancy and make a direct let to a specific applicant. (5.2.1)

## Part 2 – The Barnsley Homeseeker Service

The Barnsley Homeseeker Scheme sets out rules about how we allocate council housing and nominate to RSLs. However, we recognise that we cannot meet the needs of every applicant with the timely allocation of a council or RSL home, and not every applicant will be eligible for and/or qualify for inclusion on the Homeseeker Register.

This Homeseeker Scheme is supported by a front- end Homeseeker service which offers the right advice and support to applicants in finding their long-term home. This is our service offer:

- Applicants are aware of their housing options at the earliest opportunity and we manage their expectations.
- Applicants know how to use the service and we support those having difficulties.
- Applicants are connected with other agencies to prevent and respond to crisis.
- Applicants in need of support to maintain a tenancy are identified and a tailored support package is developed to ensure that they have the best possible chance of managing a successful tenancy.

The following outlines the service offer which supports the Barnsley Homeseeker Scheme.

### 2.1 Offering housing options and managing expectations

With reduced supply of council homes and increased demand from those in need, council housing isn't a realistic option for many residents wanting a home. The following is our commitment to raise awareness of all housing options and manage the expectations of those wanting council housing.

- We will promote and signpost people wanting housing to Berneslai Homes' website which provides a gateway to information about a range of housing options within the borough including council housing, RSL homes, private landlords and low-cost home ownership schemes. We will do this using a range of media.
- Before completing an application for the Homeseeker Scheme, we will encourage applicants to use our interactive Supply and Demand tool which provides information about the number and type of homes we manage, how often they become available and the estimated wait time for applicants by type and priority band.
- We will offer a telephone interview with a Homeseeker Assistant for any applicant thinking of applying to the Barnsley Homeseeker Scheme and who needs advice or guidance.
- When Berneslai Homes receive an application to join the Homeseeker register, they will make contact with the applicant to discuss and manage their expectations and the other options available to them.

### 2.2 Using the Homeseeker Service

- The Homeseeker service is an online service where applicants can search and apply for vacancies and keep their application up to date.
- We will give assistance to those who find the self-service portal difficult to use.
- Any member of the public can create an account to view available properties on our online portal. Only applicants accepted onto the register can bid.

## 2.3 Preventing and managing crisis

BMBC Housing Options are responsible for the assessment and discharge of duties to homeless or potentially homeless persons under part 7 of the Housing Act 1996. This can be (but is not always) achieved through an allocation under the Barnsley Homeseeker Scheme.

[Barnsley Council's Homeless and Rough Sleeping Strategy](#) sets out how they support those facing or in crisis. Information about the Housing Options Service is available on [BMBC's Website](#) and this includes:

- How they prevent homelessness
- How they assess and fulfil their duties under Part 7 of the Housing Act 1996
- How they support people with excellent quality Temporary Accommodation that meets the applicant's needs and minimises the use of Bed and Breakfast accommodation.
- How they support people to help find a longer-term home
- How they offer wraparound support for those who need more than just a roof

We recognise that people facing crisis may not always know which service to contact and so BMBC Housing Options and Berneslai Homes are committed to working together to ensure that those who are homeless or facing homelessness have easy access to support and advice, whichever service they access first.

This is Berneslai Homes commitment under the Barnsley Homeseeker Scheme to support homeless people owed a duty under Part 7 of the 1996 Housing Act:

- Berneslai Homes will make referrals to BMBC Housing Options where they are approached by a person who they believe are owed duties under part 7 of the Housing Act 1996 and who has not already been assessed by Housing Options.
- Berneslai Homes will prioritise the assessment and registration of applicants onto the Barnsley Homeseeker Register who are owed duties under part 7 of the Housing Act 1996.
- Berneslai Homes will involve BMBC Housing Options in any decision where they are minded to reject an application to the Homeseeker Scheme on the grounds that they do not qualify.
- Berneslai Homes will keep in regular contact with BMBC Housing Options in respect of any applicant on the Homeseeker register who is owed duties under part 7 of the Housing Act 1996 – this includes sharing information about bidding, refusing, and accepting offers or any information which may affect the discharge of duties, and also those applicants in the reduced preference category.

## 2.4 Support to maintain a tenancy

Not every applicant will be ready for rehousing when they first apply to join the Homeseeker Scheme and we are committed to making sure applicants are ready for rehousing by supporting them to build resilience and tenancy management skills.

Berneslai Homes will assess an applicant's ability to maintain a tenancy at the initial application stage. Where there are concerns the Homeseeker Service will work with the

applicant and other support agencies to put in place a rehousing support plan. It may be that the applicant is placed in an inactive bidding category (4.4.3) until such time as they are ready to maintain a tenancy.

Those applicants who need continued support will be rehoused with a personalised rehousing support plan.

## 2.5 Barnsley Registered Providers Framework

We have negotiated nomination agreements with Registered Social Landlords (RSLs) that have accommodation for rent in the borough. The RSLs we work with are listed in Appendix 2.

This works as follows:

- Step 1**                    The RSL lets us know they have a vacancy.
- Step 2**                    We advertise the vacancy.
- Step 3**                    Applicants on our Homeseeker Register apply in the same way as they do a council home.
- Step 4**                    We nominate interested applicants who match the property and in priority order.
- Step 5**                    The RSL decides about the letting and any offer will be subject to the individual provider's policies and procedures.
- Step 6**                    The RSL advises us of the outcome of the nomination.

In general terms we have 100% nomination right for any new developments an RSL builds and then 50% for any subsequent vacancy the RSL has.

The Homeseeker Scheme refusal rules (part 5.4.4) applies to registered provider's nominations.

Where an applicant successfully obtains a home from a registered provider through the nomination process, we will cancel their housing application (4.6).

Barneslai Homes website provides up to date information about RSL homes in the borough and also information about how to apply to join their own rehousing register.

## Part 3 – Eligibility and Qualification

### 3.1 Eligibility and Qualification

The Barnsley Homeseeker Register is a list of applicants who have a right to apply for social housing and are either residents in the borough or who reside outside the borough and are eligible through a local connection for inclusion on the register. It includes general applicants (those not currently a Barnsley Council Tenant) and transfer applicants (those currently a Barnsley Council tenant).

However, there are two categories of applicant who we **do not** allow onto the Homeseeker Scheme:

- People from abroad who are not legally eligible to apply for social housing (see 3.1.2).
- People we class as non-qualifying (see 3.2).

#### 3.1.1 Special Arrangements for 16-18-year-olds

The minimum age for inclusion on Barnsley Homeseeker Register is 16. However, people under 18 cannot legally hold a tenancy.

We will only allocate a tenancy to an applicant under 18 where they are in a priority need category (**bands 1 and 2**) and where they have been assessed as being able to maintain a tenancy with or without support. The decision to grant a tenancy to a person under 18 must be authorised by a Barnsley Homes Head of Service or Executive Director.

- If an applicant is owed a duty in the Children Act, Children's Services will act as a guarantor and a tenancy will be held in trust by them until they reach 18. This will be subject to an applicant being able to live independently and manage their tenancy. Children's services will need to provide a support package to prevent the risk of losing the tenancy.
- If an applicant is not owed a duty under the Children Act, we may still offer a tenancy, but only where they can provide a suitable person to act as a guarantor such as a parent, legal guardian or relative. The guarantor accepts responsibility for the tenancy whilst the tenancy is held in trust until the applicant reaches 18.

#### 3.1.2 Non eligible people from abroad

Section 160ZA of the Housing Act 1996 sets out the following category of applicant who are not eligible for social housing. The following category are not eligible:

- People who are subject to immigration control within the meaning of the Asylum & Immigration Act 1996 or any subsequent Immigration legislation.
- People from outside the United Kingdom who fail the habitual residence test.
- People who do not live habitually in the Common Travel Area (UK, Channel Islands, the Isle of Man, or the Republic of Ireland).
- People who do not have the right to live in the UK.
- People from outside the United Kingdom who are in breach of, or whose residence does not comply with, European Union Rights of Residence Directive and Statutory Instruments.

- People from abroad who the Secretary of State determines are ineligible.

If we receive applications from people in the above categories we will inform them, in writing, that they are not eligible to appear on the Homeseeker Scheme. We will do this within 10 working days of the decision being made and they have the right to ask for a review of that decision (See Part 6).

## 3.2 Non qualifying applicants

Once a person can demonstrate that they are eligible for social housing, we have the right under section 160ZA (7) of the Housing Act 1996 to determine rules of other categories of applicants who qualify or do not qualify to appear on the Barnsley Homeseeker Register.

The following section outlines those rules.

### 3.2.1 People who DO NOT qualify to appear on the Barnsley Homeseeker Scheme.

These are the following **key principles** that we have considered when setting out who we do not allow onto our Homeseeker Scheme:

- Social housing should be allocated in the first instance to those people who cannot afford housing in the private sector or who do not have the financial means or ability otherwise to resolve their housing needs.
- Social housing in Barnsley is in high demand and should be for those people living in or with a connection to the borough (as set out in 3.2.2) unless we have any other statutory duty to secure their housing.
- Social housing tenants should be able to successfully maintain a tenancy (with or without support) and should be able to live harmoniously and make a positive contribution to their communities.

The following applicants, subject to an assessment of exceptional and mitigating circumstances (see 3.3) will **not** be allowed onto the Barnsley Council Homeseeker Scheme:

1. An applicant who has held their current social housing tenancy for less than 12 months unless their circumstances have changed since their tenancy started and the home is no longer suitable.
2. An applicant or a member of their household who have the independent financial means to purchase another home which meets their needs.

Independent financial means includes the following:

- Income from employment and/or pensions.
- Savings.
- Equity in a property they own or part own. We take into account any equity from property gifted by the applicant or a member of their household in the last 7 years.
- Other assets or investments (even if they are not immediately available to the applicant).

We do not allow homeowners onto the register unless they have insufficient financial means to purchase a home that we determine meets their needs or the ability adapt their home (with or without grants) to meet their needs.

We will make exceptions where the application is for housing in Independent Living Schemes (see section 5.2.8) and some housing for older people and they will benefit from this type of accommodation, or where the property is advertised under our low demand direct let scheme.

Where we accept an owner occupier or applicant with high income, assets, or savings onto the register and we determine that they can meet their rehousing need in other ways, we will place them in Band 4.

We disregard any lump sum received by a member of the armed forces as compensation for an injury or disability on active service.

3. An applicant from outside of Barnsley without a local connection as set out in 3.2.2 (unless we owe them homeless duties under Part 7 Housing Act 1996 or they are moving to work in the borough who are applying under the Right to Move Scheme).
4. An applicant under 18 not in priority need and who does not have a guarantor and cannot show they will be supported in a tenancy where we assess that support is needed to sustain a tenancy.
5. An applicant, or a member of their household, who have been evicted for rent or mortgage arrears and have not had a settled period of a minimum of six months nor met the criteria for reassessment.
6. An applicant, or a member of their household who cannot demonstrate that they have a rent or mortgage account which is less than 4 months in arrears. This is irrelevant of whether they pay their rent or mortgage in full, are on partial housing benefit or the housing element of Universal Credit. We will make exceptions in respect of housing benefit/ housing element of Universal Credit an exception may be made if they have provided the information required and their claim is being assessed. Where an applicant has arrears, we will consider whether there are any reasonable circumstances beyond their control which have resulted in those arrears.
7. An applicant or a member of their household has made a fraudulent claim for housing and/or housing benefit or committed social housing fraud in the last 5 years or longer where they have not repaid the fraudulently obtained funds or have any related unspent convictions.
8. An applicant, or a member of their household, has caused damage to a property and been charged for damages and/or recharges and/or court costs of over £1000.
9. An applicant, or a member of their household, or has been evicted for anti-social behaviour or unacceptable behaviour and there has been no demonstrable evidence of behaviour change in settled accommodation.
10. An applicant, or a member of their household or visitors are causing anti-social behaviour in their home or neighbourhood, and they are subject to breach of tenancy action by their landlord or where they are not tenants are subject to other forms of legal action by the Council or police because of that behaviour.
11. An applicant, or a member of their household, have unspent criminal convictions

which would make them unsuitable to be a tenant.

12. An applicant who is currently in the process of exercising their Right to Buy of their existing social housing property.
13. An applicant whose application we have cancelled in the last 2 years as a result of them:
  - not bidding (4.6)
  - unreasonably refusing more than the allowed number of reasonable offers (5.4.4); or (where they were in the inactive bidding category)
  - failing to take the necessary action to become an active applicant (see 4.6).

### 3.2.2 Local Connection to the Borough

A person has a local connection in the following circumstances.

- They have lived for 3 out of the last 5 years in Barnsley or have lived in Barnsley for 6 months out of the last 12 months.
- They are currently employed in the Barnsley area.
- They have close family who have lived in Barnsley for 3 out of the last 5 years or have lived in Barnsley for 6 months out of the last 12 months. Close family are parents, grandparents, sons and daughters and siblings
- Members of the Armed Forces and former service personnel, where the application is made within five years of discharge from HM Forces.
- Bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or civil partner
- Serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability which is wholly or partly attributable to their military service.
- They have other special circumstances that connect them to Barnsley.
- They have been deemed to have a local connection under current homelessness law.

If a person has a local connection they are assessed as if they lived within the borough and as such can be awarded priority in Bands 1 to 4. Applicants awarded priority under Homelessness Duties (Part 7) by another local authority will not benefit from priority for the same reasons on the Barnsley Homeseeker Scheme.

### 3.3 Exceptional or Mitigating Circumstances

We assess each application individually when deciding whether they qualify to join the Homeseeker Scheme and we can use our discretion where there are exceptional or mitigating circumstances which will put the applicant or their household at risk or hardship should they not have the opportunity to join the Homeseeker Scheme. This only applies where the applicant is likely to be in priority bands 1, 2 or 3.

In some instances, we would allow the applicant to qualify for and join the register but we may place them in a reduced preference category (inactive bidding) for an agreed period of time and subject to meeting a set of conditions (for example a repayment plan, housing coach support). Or we may allow them to join the register but restrict their choice on property types and areas.

The exceptional or mitigating factors we consider are (not exhaustively):



- Any physical disability
- Mental illness and/or severe depression
- Physical illness or frailty
- Special educational needs
- Learning disabilities
- Financial resources or substantial debt problems
- Low income/benefit
- Support or floating support needs
- Rooflessness/homelessness
- Inability to find alternative accommodation
- Size of family (including young children)
- Known forms of violence have occurred including domestic abuse and neighbour disputes.

When advising an applicant that they do not qualify to join the register, we will explain our decision and outline what action they need to take to enable them to reapply.

An applicant has the right to request a review of the decision that they do not qualify to join the Homeseeker Scheme. See Part 6.

### 3.4 Reassessment of Applicants who have not qualified

Applicants who do not qualify to join the Homeseeker Scheme for one or more of the reasons listed in 3.2.1 can reapply to join the register if they can supply evidence that their circumstances have changed and they now believe they qualify for the register.

If we agree that they now qualify we may still treat their application as one of the two categories of reduced preference (inactive bidding or lowest preference band) as set out in section 4.4.3.

The table below sets out the type of evidence an applicant must supply before we will accept and consider another application from them. This is not a comprehensive list and it may differ from applicant to applicant, dependent upon their circumstances and what we had agreed with them when we initially advised them that they did not qualify. If an applicant does not supply the required evidence, then we will automatically reject their new application.

Reason for non-qualification	Evidence needed before applicant can reapply
Eviction from a tenancy for rent arrears (excluding no fault eviction)	Minimum six month settled accommodation with up-to-date rent account. Repayment plan in place and adhered to for a minimum of six months
Eviction from a property for mortgage arrears	Minimum six month settled accommodation with up-to-date rent account. Repayment plan in place and adhered to for a minimum of six months
Rent or mortgage arrears of greater than 4 months	Up to date rent or mortgage account (where relevant) or repayment plan in place and adhered to for a minimum of six months or the debt has been cleared by regular payments, whichever is sooner. Confirmation of information provided for a housing benefit claim to be assessed.
Damage to a property and been charged for damages and/or recharges and/or court costs of over £1000	Repayment plan in place and adhered to for a minimum of six months or the debt has been cleared by regular payments whichever is sooner
Eviction from a tenancy for anti-social behaviour	Minimum six month settled accommodation with no complaints relating to behaviour.
They are breaching the terms of their existing tenancy and we have commenced formal action or ASB action in other tenures.	Breach is remedied and they have a six-month settled period where the breach does not reoccur

### 3.5 Armed Forces Covenant

In March 2020 Barnsley Council and local representatives of charitable, voluntary, health, housing, education, and business sectors resigned the Armed Forces Covenant to demonstrate that communities across the borough recognise and remember the sacrifices faced by the armed forces community. This covenant is refreshed and formally signed again every 5 years. The agreement sets out the working partnership to ensure that those who serve or have served in the armed forces, and their families, are not disadvantaged in accessing services across all sectors.

The Barnsley Council Allocation scheme does not disadvantage current or former members of the armed forces and specifically:

- offers reasonable preference;
- removes the local connection criteria (see 3.2.1); and
- disregards ongoing or lump sum injury or disability payment when assessing priority.

More information about support available for the armed forces community can be found at

[www.barnsley.gov.uk/services/community-and-volunteering/armed-forces/armed-forces-covenant/](http://www.barnsley.gov.uk/services/community-and-volunteering/armed-forces/armed-forces-covenant/)

### 3.6 Safe Surrender Agreements

A Safe Surrender Agreement is an agreement for a tenant to give up their existing failing tenancy by mutual agreement in the knowledge that it will not negatively affect an application for rehousing made before the tenancy comes to an end. A Safe Surrender Agreement is considered both a prevention and stabilisation action which enables the surrender of the tenancy before the situation escalates to a crisis and/or eviction. It shows the tenant is being responsible and taking the necessary action and has taken the time to negotiate safeguards.

The agreement is between Landlord, Tenant, and Barnsley Council (if they are not the current landlord) and if agreed the conditions are:

- The tenant will give usual 28-day notice.
- The landlord may agree a shorter notice period at their discretion.
- The tenant must be unable to manage the tenancy due to illness and/or other support needs which cannot be met at that time.
- The property is in danger of deterioration but substantial deterioration has not yet occurred and does not occur before vacant possession is given.
- The tenant is struggling to pay the rent, but the rent account is not yet more than 8 weeks in arrears (net) and does not become so before vacant possession is given.
- The tenant is in breach of other terms of the tenancy, but this has not yet reached the level where they would not qualify for the Homeseeker Scheme or be in a reduced preference category.
- Applications submitted under a Safe Surrender Agreement, will not be placed in a reduced preference category provided no further issues become known subsequent to the agreement.
- The applicant's priority will be assessed according to current need and circumstances. If a subsequent homelessness application is made, the existence of a safe surrender agreement will allow the BMBC Housing Options to take this into account when making their decision.

## Part 4 Applications and Assessments

### 4.1 The Application Process

There are four stages in the application process

**Submission** – The applicants complete and submit an application

**Verification** – The applicants supply all the evidence needed to assess the application

**Assessment** – We assess the eligibility, qualification, and priority of the application

**Notification** – We notify the applicant of the assessment and their status on the register.

### 4.2 Submission

The application to join the Homeseeker Scheme is online via Berneslai Homes (<https://www.berneslaihomes.co.uk/looking-for-a-home/how-to-make-an-application/> ) website.

We provide alternative contact and support methods for those unable to access the internet or in need of additional support.

When the form has been submitted, we give the applicant a unique identification number, which acts as a receipt for the form.

We will contact the applicant within 10 working days and provide them with a list of evidence we need in order to verify the application.

Once we have received all of the required information, the applicant will only receive their Homeseeker reference number once we have accepted their application onto the Homeseeker Register.

The Berneslai Homeseeker Team are responsible for the following service offer.

- Providing the advice via a web chat (where available), over the phone or in person
- Assisting applicants in using the Homeseeker site.
- Agreeing stabilisation plans.
- Processing applications to join the register.
- Providing applicants with information about alternative housing options and information to manage their expectations

More information about the Homeseeker Service is set out in 2.1 of the Homeseeker Scheme.

#### 4.2.1 Applicants without a fixed address

Applicants without a fixed address can ask for their correspondence to be sent to a different “care of” address. If no other address is available Berneslai Homes will take reasonable steps to contact the applicant by phone and/or e-mail and will agree a way of sharing correspondence.

#### 4.2.2 Joint Applicants

We accept joint applications from people who want to become joint tenants. This includes applications from married and co-habiting couples or civil partners. We consider joint applications from other relatives and friends who have a long-term commitment to living together. We do not allow carers to be a joint applicant unless they are a permanent member of the applicant's family.

When we receive a joint application, it is treated as one application and can be cancelled by any one party in the application. If it is cancelled by one party, we will confirm this in writing to both the current applicants. Should any of the joint applicants still want to be on the register after their joint application has ended, they will need to complete a new application and be reassessed. In all instances where a new application is made after a joint application ends, a full reassessment of priority need will take place. If a new application is made within 3 months of the joint application being cancelled, we may (subject to priority being the same for the single applicant and not deliberately worsening of circumstances) award the initial priority banding date. Any new application will not automatically benefit from previous waiting time; however, we make exceptions where the joint application changed because of the death of a joint applicant or for the victim of domestic abuse.

### 4.3 Verification

We have a duty to collect and check information to assess:

- a person's eligibility for social housing;
- whether they qualify to appear on the register;
- their priority need; and
- whether there are any other factors or requirements that we need to consider.

It is an applicant's responsibility to provide the information we ask for and do this by the date we request it.

It is our responsibility to ask the applicant for consent to undertake checks with partner agencies to establish suitability to be a tenant and also request ID verification and credit checks via Credit Reference Agencies.

Throughout the lifecycle of an application, we may ask for updates on information previously supplied or new information where this is relevant. The following are the main times when we will ask for information

1. When a new application is made.
2. When we review an application on a periodic basis (priority band or annual review).
3. Where there is a change of circumstances.
4. Where we are offering a property if either the last review was over 6 months since or new circumstances come to light.

Where an applicant does not on request supply evidence or refuses consent for checks to be made by us, we will investigate their reasons and we may refuse to process the application, place the application in an inactive category, make or withdraw offers or cancel their application. The applicant will have the right to request a review of this decision (see Part 6).

#### 4.3.1 Proof Required

### Proof of identity

For the applicant and any joint applicant, we must see two of the following forms of identity with at least one being a photo ID

- Birth certificate
- Marriage certificate
- Driving licence
- National insurance card (where still held)
- Passport

### Proof of eligibility, qualification, and housing priority assessment

To assess whether the applicant qualifies for the register (including confirming their current and former addresses) and to assess priority we will also ask for various information which can include any of the following where relevant:

- Council tax bill
- Housing Benefit or Universal credit letter
- Health or social services letter
- Wage slips or other proof of income
- Utility bill
- Bank statement
- Rent or mortgage statement
- Relationship to and between all those named on the application
- Immigration status
- Information about where they currently live, the home occupation status and how long they have lived there.
- Previous homes in the last 5 years and reasons for moving
- Their local connection with Barnsley
- Formal evidence proving separation and relationship breakdown
- Details of savings held including stocks and shares
- The title deeds of any properties owned and/or mortgage details
- Information from schools
- Details of any residence order
- Other relevant court orders
- Evidence of medical conditions and how it is impacted by your housing
- Evidence of mobility or physical disability and how it is impacted by your housing
- MATB1 as evidence of a pregnancy
- Notice to Quit where notice has been served
- Evidence to support welfare or social reasons for moving
- Evidence of unspent criminal convictions which are relevant when assessing suitability as a tenant. Where we have concerns, we may ask an applicant to undertake a Disclosure and Barring Service (DBS) check and provide a copy to us.

The above list is not exhaustive and we may ask for other forms of evidence or conduct an identity and credit check with the consent of the applicant.

Where there is a mobility or physical disability, we may use an approved Occupational Therapist to make an assessment.

### 4.3.2 Household Splits

We accept applications from split households (where children live with one person but they stay with another person some of the time). This can be evidenced by either a residence order, or other evidence from the main carer which explains the care arrangements.

The children of separated or divorced parents can be included in an application of either parent as long as we receive evidence that they stay with the second parent at least 2 nights per week.

However, the children are only taken into account for priority purposes where the applicant is the main carer.

### 4.3.3 False Information

Under the terms of the Housing Act 1996 and the Homelessness Act 2002, it is a criminal offence to knowingly provide false information or to withhold relevant information if reasonably requested to provide, on any matter relating to the housing application.

Where there is any reason to suspect that an applicant has done this, until investigations are completed, we will do the following:

- For new applicants, we will not process their application further.
- For existing applicants, we will place them in an inactive bidding category.

The investigations will be carried out by Berneslai Homes or the council.

If this investigation does not prove that the applicant has provided false information, has withheld or failed to supply information, the application will be processed with the original date of application, or for existing applications having bidding restrictions lifted.

If the investigation proves the applicant has provided false information, withheld information, or failed to supply relevant information when reasonably requested we will inform them that they have committed Social Housing Fraud and we will advise them of the consequences.

Depending on the circumstances this could include us making them ineligible to appear on the Homeseeker Scheme, change the level or date of priority that we previously awarded based on the false information that was provided or withdrawing any outstanding offers. In addition, if an applicant has been successful in obtaining a social housing tenancy by knowingly or recklessly making a false statement then the landlord has a right to seek possession of the property and may result in prosecution leading to a fine and/or imprisonment.

## 4.4 Assessment

If an applicant is eligible and qualifies to appear on the register, we will then complete a full assessment of their housing need.

### 4.4.1 Assessment of Housing Need

The Barnsley Homeseeker Scheme through its banding scheme gives reasonable

preference to the following categories of applicant:

- People who are homeless within the meaning of Part 7 of the Housing Act 1996 as amended by the Homelessness Reduction Act. (See 4.4.2)
- People who are owed a duty by a housing authority under relevant housing and homelessness legislation.
- People occupying unsanitary (unhealthy) or overcrowded housing or otherwise living in unsatisfactory housing conditions.
- People who need to move on medical or welfare grounds, including grounds relating to a disability.
- People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or others).
- People covered under our Armed Forces Covenant. (See Part 3.5)
- Certain groups of people being allocated properties under Local Lettings Provisions (5.2.5)

When awarding priority, we take into account the following:

- How rehousing will reduce or eliminate the applicant's needs or risk in their current home
- The reason for their current housing situation.
- Whether a person can resolve their own housing situation. This includes:
  - the financial resources available to a person to meet their housing needs:
  - whether they can be provided with equipment or their home can be adapted; or
  - whether other care arrangements can be made.
- Their support needs and willingness to engage with any services who can offer support to meet their needs in their current home.

#### 4.4.2 Homeless Assessments

Berneslai Homes only award priority and process applications for those applicants who do not present as homeless, within the meaning of Part 7 of the Housing Act 1996 as amended by the Homelessness Reduction Act 2018.

If an applicant advises Berneslai Homes that they are homeless, they will need a homeless assessment which will be completed by BMBC Housing Options.

This assessment will consider the following:

- a) Whether the applicant is homeless or threatened with homelessness within the legal definition.
- b) Whether an applicant is homeless or threatened with homelessness within the legal definition whether a prevention or relief duty is owed.
- c) Whether homeless prevention measures can keep the applicant in their home.
- d) If prevention and / or relief activity is unsuccessful, whether the applicant is owed a main housing duty. Any applicants who are not owed a main housing duty (those not in priority need or those who are intentionally homeless) will have their priority reduced to Band 3 (reasonable preference)
- e) Whether a Safe Surrender Agreement prior to the tenancy surrender prevented imminent homelessness.

BMBC Housing Options will complete the homeless assessment. If the applicant is eligible



and qualifies to appear on the register, they will then be placed in the relevant priority band (see part 4.4.2).

For more information about the Homeless Assessment see <https://www.barnsley.gov.uk/services/housing/homeless-and-housing-advice/>

### 4.4.3 Reduced preference

#### What is reduced preference

Reduced preference is where an applicant is eligible for the register, is awarded priority banding and generates waiting time in the priority band, but is either:

- made inactive for bidding;
- demoted to the bottom of their relevant priority band; or
- demoted to Band 4.

#### Why we reduce preference.

We reduce preference for the following reasons:

Category of reduced preference	Reason	Length of time in reduced preference
Inactive bidding  (See 4.4.3a)	Making an application inactive for bidding allows time for an applicant to demonstrate either a period of stabilisation or of their ability to meet tenancy conditions in the future.	Minimum of 6 months or sooner if circumstances have changed significantly and we are confident on tenancy conditions being met.
	Making an application inactive for bidding offers applicants who are not yet ready to start bidding for properties, an opportunity to build up priority waiting time until such time as they are ready to bid. For example, a care leaver who is not yet ready to move into independent accommodation.	Variable and agreed with the applicant and their support worker.
Demotion within band  (See 4.4.3b)	Demotion within their relevant priority band is as a consequence of an applicant failing to bid for suitable vacancies.  If an applicant continues not bidding, at the next review we will review their priority and this could result in them being demoted to band 4.	The demoted band date remains.  If an applicant in Band 4 does not place a bid in 12 months we will cancel their application.

	<p>Applicants in Band 1 failing to bid, may receive a direct offer (see 5.2.1) before we consider demotion.</p> <p>Applicants in Bands 2 and 3 can only be demoted once within their relevant priority band. Subsequent reviews may result in them being demoted to Band 4.</p> <p>Applicants in Band 4, following one demotion and who do not place a subsequent bid in the 12 months following their review will no longer qualify to be on the Register and we will cancel their application.</p>	
	<p>Demotion within band 2 - 4 is as a consequence of an applicant refusing one reasonable offer.</p> <p>If an applicant in band 2 to 3 refuses a subsequent reasonable offers we will demote them to band 4.</p> <p>If an applicant in band 4 refuses 3 reasonable offers (including any refusals from time spent in other bands) we will cancel their application. They will not qualify to reapply to join the register for a period of 2 years unless there is a material change in their circumstances.</p>	<p>The demoted band date remains.</p>
<p>Demotion to Band 4</p>	<p>Applicants in Band 1 who have unreasonably refused one reasonable offer will be demoted to Band 4.</p> <p>Applicants in Band 2 and 3 who have been demoted within their band once will be demoted to Band 4 if they</p>	

	unreasonably refuse a second reasonable offer and/or at their next scheduled review have continued to fail to bid.	
--	--	--

#### 4.4.3a Inactive bidding category

Applicants placed in this category will have the relevant priority awarded, generate waiting time but are unable to bid for vacancies for a set period of time. The decision to place a Band 1 applicant in this category will be approved by a Berneslai Homes Senior Designated Officer.

Their status will be reviewed at the end of the set period or sooner if there is substantial change in their circumstances and/or they have completed the required actions or they are deemed ready to sustain a tenancy. The set period will be a minimum of three months and a maximum of 12 months. Where at the end of a 12-month period their circumstances are such that they would remain in the inactive bidding category, they become ineligible to appear on the Homeseeker Scheme for a minimum period of 2 years and their application will be cancelled (section 4.6).

#### When is an applicant placed in an inactive bidding category:

There are 2 reasons:

##### 1. Concerns about ability to manage a tenancy

An applicant may be placed in this category where they are eligible to join the Homeseeker Scheme, but where we have concerns about their ability to manage a council tenancy. It also includes those applicants who have previously been ineligible (excluded) and they have reapplied as their circumstances have changed and we have subsequently allowed them to appear on the register subject to them resolving certain issues as set out below:

- Reducing by agreement or clearing current or former housing related debt.
- Addressing current tenancy management issues including property condition, anti-social behaviour to our or their current landlord's satisfaction.
- Demonstrating a settled period in their current accommodation where tenancy management issues occurred in a former tenancy.
- Completion of our tenancy ready course where it has been identified as part of their application assessment that they need to understand the obligations of holding a tenancy.

##### 2. Applicant not yet ready to bid

Applicants who are not yet ready to start bidding for properties. For example, a care leaver who is not yet ready to move into independent accommodation, or someone moving out of supported living and subject to a personal rehousing plan.

The decision to apply an inactive bidding status will be made either at the initial application stage or at such time as circumstances change or information is made available as set out above.

A right the request a review on all of these decisions applies (Part 6)

#### 4.4.3b Demotion within band

Demotion within band is where an applicant is on the register but they are moved to the bottom of their relevant priority band.

#### Why we demote within band?

We demote applicants within their band as a sanction where they refuse a reasonable offer or fail to bid for suitable vacancies. This is to ensure that applicants consider their rehousing needs seriously and their actions do not penalise other applicants.

- An applicant from **all** bands may be demoted within their band where they have refused a reasonable offer of accommodation. We do not apply these sanctions without due and fair consideration and always after discussion with the applicant. If they unreasonably refuse a subsequent reasonable offer, we will reassess their priority.
- An applicant from band 1 to 3 may be demoted within their band if they have failed to make bids for suitable vacancies within the relevant review period (6.3). At their subsequent review if they have failed to make bids for suitable vacancies, we may reassess their application and place them in band 4.
- An applicant from Band 4 will have their application cancelled if they fail to make a bid within their review period of 12 months.

When we demote an applicant within their band their new band date will be the date the decision is made to demote them. In essence their waiting time in the band is reduced and so they move further down the priority band.

The decision to demote an applicant within their priority band will be made following either a refusal of a property or when the application priority banding is reviewed (See 6.3).

Where an applicant in bands 1 to 3 has been demoted once, at their next review we may decide to remove priority and place them in band 4. When an applicant is moved to band 4, the date will be their original application date.

Where an applicant in band 4 has been demoted once we, at their next review we may decide to make them non qualifying and cancel their application if they have not made any bids.

A right to request a review on all of these decisions applies (see part 6).

#### 4.4.4 Transfer Assessments

Barnsley Council tenants of more than one year in their current home are automatically eligible to appear on the Homeseeker Scheme as they have a current council tenancy. We then assess whether they qualify to be on the register (Part 3.2) and assess their housing priority in the same way as all other applicants

#### 4.4.5 Child of Tenant

This is a scheme to help reduce overcrowding by awarding priority to both an existing transfer applicant and to that of an adult child over 18 where they have also applied to be rehoused to alleviate overcrowding.

The following rules apply:

- The main household already has overcrowding priority.
- The application of the 18-year-old+ would have the same overcrowding priority as the main household.
- Rehousing must reduce overcrowding by at least one bedroom.
- Where one party is rehoused, we will review of the other application and if overcrowding was the only reason for rehousing, then we will cancel the application. If there are other priority reasons for rehousing then we will reassess their application.

#### 4.4.6 Priority on health grounds

We will only apply priority on health grounds where **all** of the following applies:

- The applicant or a member of their household have a severe long-term illness or permanent and substantial disability.
- Their health or quality of life is affected by the home they live in and this includes access to safe garden space.
- Their existing home cannot reasonably be adapted or equipment provided to remove or alleviate some of the health impacts or risks.
- The property types or areas being requested by an applicant will resolve or alleviate the health impacts or risks.
- The applicant or a member of their household cannot reasonably reduce risk and/or alleviate health impacts by purchasing another home to meet their needs.
- The applicant or a member of their household cannot reasonably receive any necessary and assessed care provision from their current home which will reduce risk and/or alleviate health impacts.

#### 4.4.7 Priority on overcrowding grounds

We will assess priority on overcrowding grounds where the following applies and where the overcrowding has resulted from **unavoidable** factors and/or has not occurred due to the applicant deliberately worsening their circumstances.

A bedroom is defined under the legislation as:

##### **The Room Standard:**

The room standard is contravened when the number of persons sleeping in a dwelling and the number of rooms available as sleeping accommodation is such that two persons of

opposite sexes who are not living together as partners must sleep in the same room. Children under the age of ten are excluded from this definition. A room is available as sleeping accommodation if it is of a type normally used in the locality either as a bedroom or as a living room.

### The Space Standard:

The space standard is contravened when the number of persons sleeping in a dwelling is in excess of the permitted number, having regard to the number and floor area of the rooms of the dwelling available as sleeping accommodation. A child under the age of 1 year and a child aged 1 year or over but under ten shall be assessed as one-half of a unit. A room is available as sleeping accommodation if it is of a type normally used in the locality either as a living room or as a bedroom.

We take no account (for the purposes of either standard) of a room having a floor area of less than 50 square feet.

Floor Area of Room (square feet)	Number of Persons
110 or more	2
90 or more but less than 110	1.5
70 or more but less than 90	1
50 or more but less than 70	0.5

#### 4.4.8 Carers

Applicants may need to be rehoused to a property which can accommodate carers. We will include carers in the household size if they provide approved overnight care more than twice per week.

We only award priority to the main carers (family or friend) who need to move closer to provide approved care in the following situation:

- Where they provide care more than twice per week and the distance travelled to provide the care is more than 5 miles or a bus journey of more than 60 minutes.

Where there is shared care of a relative, we will only award priority for one carer.

We do not award priority for employed carers who want to move nearer to those they are being paid to care for.

#### 4.4.9 Care Leavers

Applicants in local authority care or foster care are more likely to have vulnerabilities and complex needs and so is essential that we agree a rehousing plan for all applicants leaving the care system. We will agree jointly with Berneslai Homes and Children's Services a housing solution and support plan for young people moving out of local authority care or foster care. This will include all the tenancy preparation and support measures to help them sustain a tenancy. This will be no sooner than 6 months before they reach 18. If their application qualifies for inclusion on the register, we will award the relevant priority. If they are not yet ready for move on accommodation, we will place them in the inactive bidding category until they are ready to move.

We may occasionally accept an application from a young person leaving care in a different local authority area and without a local connection to the Borough. This is part of a reciprocal arrangement with other councils' Children's Services and is to offer the best opportunity and reduce risk for care leavers. The decision to accept this type of application will be made by a Berneslai Homes Senior Designated Officer.

#### 4.4.10 Move On

Applicants living in supported accommodation with a specialist provider are more likely to have vulnerabilities and complex needs and so it is essential that we agree a rehousing plan for all applicants living in supported housing. This plan will be developed jointly with the applicant, the specialist provider, Berneslai Homes and where necessary the council.

If their application qualifies for inclusion on the register, we will award the relevant priority. If they are not yet ready for move on accommodation, we will place them in the inactive bidding category until they are stable and ready to move.

#### 4.4.11 Elected Members or Employees

Applications for rehousing can be made from Barnsley Council Elected Members and employees of Berneslai Homes or the council and their close relatives (includes children, siblings, parents, grandparents). Applicants are asked to declare this interest on the application form. To ensure transparency and accountability additional audit and authorisation is given to decisions made about these applications as follows:

Applicant Type	At application/change of circumstances	At allocation
Elected Member	Berneslai Homes Head of Service or above	BMBC – Head of Housing, Sustainability and Climate Change or Executive Director
Employee of Berneslai Homes or BMBC	Berneslai Homes Head of Service or above	Berneslai Homes Head of Service or above
Relative of Elected Member	Berneslai Homes Head of Service or above	Berneslai Homes Head of Service or above
Relative of Berneslai Homes or BMBC Employee	Berneslai Homes Head of Service or above	Berneslai Homes Head of Service or above

#### 4.4.12 Pitches for Gypsies and Travellers

The allocation of pitches for gypsies and travellers at the BMBC owned and Berneslai Homes managed traveller site are allocated in accordance with the Gypsy and Traveller Lettings Policy ([Insert link](#))

#### 4.4.13 Housing Priority Bands

Our Homeseeker Register has **four** priority bands and we assess each application to determine the level of priority.

## Awarding of priority

The following tables set out the category of applicants who will be awarded the relevant priority band. We consider other factors (set out within this scheme) when we award priority and this may affect the priority we award. These factors are:

- A person's ability to resolve their housing needs in different ways (i.e., affordability, adaptation, support service and so on).
- Whether rehousing will resolve their housing need or reduce risk.
- A person's distance from support, work, education, and their ability to travel.
- Whether the applicant has intentionally made their circumstances worse.

## Multiple housing needs

We do not operate a system where we increase priority if an applicant has multiple housing needs. We award priority based on their **highest need** to place them in the correct band.

## Time Waited

We place applicants in the priority band from the date of assessment and those who waited the longest will be highest in the band (unless they have had their preference reduced see 4.4.3). At the point of shortlisting, we also refine our selection by following our bedroom and property type allocation rules (see 4.4.15)

Band 1	
Who is awarded this priority	Who awards priority
People whose home has been destroyed by a disaster.	Berneslai Homes
People being discharged from hospital who cannot return to their existing home on a permanent basis.	Berneslai Homes
People awarded Health Priority 1 with an emergency medical need and who have high risk of significant and immediate harm in their existing home and which cannot be managed.	Berneslai Homes
People who are homeless and who are owed a duty under section 189 (relief duty) or section 193 (full duty) of the Housing Act 1996.	BMBC Housing Options
<b>People who are owed a Homeless Prevention Duty and are subject to an outright possession order and BMBC Housing Options are satisfied that there is no further prevention activity to help keep the applicant in their home</b>	BMBC Housing Options
<b>Young people leaving care or in danger of going into care.</b>	Berneslai Homes
Existing BMBC tenants who we have identified as having an emergency need for an adapted property.	Berneslai Homes
Current tenants in a BMBC adapted property they no longer need and which is required by us/	Berneslai Homes



Existing BMBC tenants freeing up a property type and area needed for another priority applicant.	Berneslai Homes
People leaving the armed forces (without accommodation to occupy)	Berneslai Homes
People needing rehousing due to Witness Protection	Berneslai Homes

Band 2	
Who is awarded this priority	Who awards priority
People who are owed the Homeless Prevention Duty	BMBC Housing Options
People awarded Health Priority 2	Berneslai Homes
People awarded high social and welfare priority	Berneslai Homes
People living in homes with significant disrepair (Unsafe Home/lacking essential services)	Berneslai Homes
People who are overcrowded by 2 or more bedrooms (Statutory Overcrowding bedroom test)	Berneslai Homes
People needing an adapted property and which cannot reasonably be made to their existing home.	Berneslai Homes
Former armed forces personnel <b>(including surviving partner) in need of social housing.</b>	Berneslai Homes
People under occupying by more than 2 bedrooms and downsizing (rented accommodation).	Berneslai Homes

Band 3	
Who is awarded this priority	Who awards priority
People with minor health issues affected by their current living arrangements	Berneslai Homes
People with low level overcrowding	Berneslai Homes
People under occupying by one bedroom and downsizing (Rented accommodation)	Berneslai Homes
People living in upper flats (without lifts) with children under 5.	Berneslai Homes
People who want independent accommodation	Berneslai Homes
People moving to be near schools, work, or other local amenities.	Berneslai Homes
People moving to give support	Berneslai Homes
People with low level social and welfare needs	Berneslai Homes

Two social rented tenants moving into one property	Berneslai Homes
People who are not in priority need and those that are <b>intentionally</b> homeless (Part 7 Housing Act 1996)	BMBC Housing Options

<b>Band 4</b>	
<b>Who is awarded this priority</b>	<b>Who awards priority</b>
People who are suitably housed	Berneslai Homes
People previously awarded priority bands 1 to 3 who following review we determine have failed to proactively resolve their housing need by bidding and/or accepting reasonable offers.	Berneslai Homes and/or BMBC Housing Options
People who can resolve their own housing needs.	Berneslai Homes
People with health issues but where rehousing would not alleviate or reduce their risk	Berneslai Homes

#### 4.4.14 Determination of Effective Band Date

In order to determine the effective band date, we use the following rules. This is subject to us receiving all the information we asked for.

<b>Application Assessment</b>	<b>Band Date determined</b>
<b>First assessment</b>	Date the application was submitted or date we received all the evidence if longer than 4 weeks from the date we received the application.
<b>Change of circumstances leading to higher priority band</b>	Date we received a change or circumstances or date we received all the evidence if longer than 4 weeks.
<b>Change of circumstances leading to lower priority band</b>	<ul style="list-style-type: none"> <li>• Date they had in the band they are moving from; or</li> <li>• If they are moving to a band they have previously been in; the date they formerly had in that band; or</li> <li>• If they are moving to band 4 (their application date)</li> </ul> <p>All subject to us receiving all the required evidence.</p>
<b>Applications awarded priority under Homeless Legislation</b>	The date the council accepted the duty under the homeless legislation.

In the unlikely event more than one applicant bids for the same property and they have the same effective band date, we will consider the type of priority awarded and the urgency of the priority to determine who will be allocated the property.

#### 4.4.15 Household Type and Property Size Allowed

When we assess an application, we also assess the type of property and bedroom numbers needed by the household. We advise applicants of the property types they can bid for when we register their application. They have a right to request a review of this decision (See Part 6)

The rules we follow when allocating a property under the Barnsley Homeseeker Scheme ensure all of the following:

- The type of property must match the household's requirements
- The size of the property must be suitable for the household need
- The property must be affordable for the applicant it is allocated to
- It should be possible for the applicant to sustain their tenancy if the property is allocated
- The household's circumstances must be fully considered
- The allocation makes the best use of our stock

We will only adapt a property for an applicant to move into where this has been agreed prior to them being offered the property and where there is limited other opportunity to resolve their housing needs. When agreeing to adapt a property we follow the terms of our Equipment and Adaptation policy.

#### **4.4.15a Property type matching**

We have a wide variety of accommodation across the borough and there are a number of circumstances where we restrict access to the property type, based on factors such as age, disabilities, pets, household size and so on.

The main restrictions are in ground floor flats, independent living schemes, bungalows or adapted properties where, in most cases, we restrict access to people over 60 or who have disabilities that require a certain type of accommodation or facility, although we may also apply restrictions on an individual basis.

Where there are restrictions, the property advert will reflect the criteria so that applicants are fully aware of their eligibility.

If there are any non-routine restrictions, a nominated senior officer in Barnsley Homes must approve any amendments before we advertise the vacancy.

Where we have vacancies in properties with restrictions, we will only consider those applicants meeting the matching rule for that particular vacancy. This means that we may bypass a higher priority applicant if they do not match the property-matching rules.

Details of any household/property type matching rules will be included in the property advertisements. For example, we may say "you have to be 60 or over or have medical or disability need for this type of property to apply for this vacancy".

The rules are set out below.

#### **Age restrictions on flats and bungalows**

Some accommodation has restrictions on eligibility based on age and/or disability. Where such restrictions exist, details of any household/property type matching rules will be

included in the property advertisements.

### Larger Homes

On occasions, to make the best use of our stock, there may be a need to restrict access to larger properties to those requiring the specific number of bedrooms. This restriction will take account of turnover of stock in the area and demand from priority applicants needing larger homes. For example, if an applicant matches a three and a four bedroom, we may bypass them for another priority applicant who **only** matches 4 bedrooms.

### Low demand areas

In some areas the property-matching rules may be relaxed due to low demand, property differences or the needs of the community.

### Barnsley Extra–Care Housing Schemes

These schemes rely upon having a balance of tenants needing varying levels of care and support. For vacant properties in these schemes, we will work with Adult Services and other Support Providers to ensure that allocations are made with the relevant criteria. Generally, support needs, and not housing needs, criteria will determine a particular allocation. Allocation of extra care housing accommodation will be in accordance with the rules of the RSL and not the standard Barnsley Homeseeker Scheme criteria

### No pets

There are restrictions on most flats with shared entrances. Pets, such as dogs (other than assistance dogs) and cats, are not allowed. The property advertisement will include details where pets are not allowed. Applicants will be advised when they register of limitations if they have pets.

### Disabled persons and adapted properties

We may place restrictions on properties which have been purpose built or adapted for the needs of a disabled persons. Details will be contained in the property advertisement.

Details of any specific allocation criteria will be contained within the individual property advertisement.

### 4.4.15b – Bedroom entitlement

The table below sets out the rules in terms of bedroom entitlement. For further clarification and definition of the room and space standards see 4.4.7

Household Type	Property Size	Conditions
<b>Couple</b>	Any bedsit, 1 bed property or 2 bed flat	We only let a 2-bed subject to affordability and sustainability. Some 2 bed flats have restrictions in terms of age and medical factors.
<b>Carer</b>	We allocate a bedroom if the carer needs to reside in the property and is not already part of the permanent household	Subject to an agreed medical need for a Carer. Evidence of Housing Benefit and/or Disability Living Allowance will need to be at enhanced levels. Young carers treated as if they are 16+ and are entitled to their own bedroom
<b>Medical</b>	We allocate a bedroom if recommended as part of the medical need	Subject to an agreed medical need where the extra room may be needed to accommodate large equipment or there are serious mobility issues.
<b>Child Residency</b>	We allocate a bedroom allocated for a child who resides as part of the household 3 nights per week or more and we have evidence they are part of the applicant's household	Subject to evidence such as Child Benefit and/or Custody Order.
<b>Unborn Child</b>	We take account of an unborn child in terms of bedroom requirements provided we have evidence	Subject to evidence of a MATB1 issued by NHS confirming the pregnancy. The unborn child will be treated as same sex. Any overcrowding priority will not be awarded until the child is born and a certificate has been provided. The applicant will be able to bid without the overcrowding award. The date of birth will be used to determine the effective band date.
<b>16+</b>	Own Bedroom	The child is deemed in need of their own personal space.
<b>Children of opposite sex</b>	Children of the opposite sex will only be considered for overcrowding purposes when they are 10 years or older. However, for the purpose of matching we count each child as requiring their own room	We only let properties subject to affordability and sustainability.

<b>Students</b>	Living away from home will be treated as part of the main household	Where a household normally includes a family member who currently lives away from home studying at college or university that family member may be considered part of the household for the duration of the initial course. This will usually be up to 3 years. Evidence of the end date of the course must be provided and a reassessment will be made following the end of the course.
<b>Foster carer awaiting placement</b>	Foster children awaiting placement will be counted as part of the household.	Subject to confirmation from Children's Services

The table below highlights bedroom matching rules for typical household types:

Household	Bedsit *	1 bed *	2 bed flat and bungalow*	2 bed house	3 bed**	4 bed**	5+bed**
Single person	✓	✓	✓				
Couple	✓	✓	✓				
2 Adults (not couple)			✓	✓			
1 Adult/couple plus 1 other			✓	✓			
1 Adult/couple plus 2 others			✓	✓	✓		
1 Adult/couple plus 3 others					✓	✓	
1 Adult/couple plus 4 or more other					✓	✓	✓

\* Some bedsits, flats and bungalows have age and/or disability restrictions. This will be outlined in the advert and may exclude some applicants (see section 5.2.3)

\*\* We may bypass applications for some of our larger houses, flats, and bungalows to those who match the space and room standard requirements (see 4.4.7).

## 4.5 Notification

Once we have assessed an application, we will contact the applicant and confirm the following. This confirmation will be in writing either by letter or email.

- Their application and bidding reference
- The band they are assessed for and the priority date.
- The size and type of property they qualify for and need to bid for.
- Any restrictions to the areas they can bid for and the areas they need to bid for.
- Whether they qualify for assisted bidding.
- Whether they have restricted bidding, the reasons for this, what they need to do and the reassessment process.
- Information about the scheme (this will be a link to the website)
- Their right of review of their band and property size/type and area eligibility.
- When we will review their application.

## 4.6 Cancellation of Applications

We will cancel applications for one or more of the following reasons:

Cancellation reason	How we inform applicants	Can the applicant reapply
<b>a) The applicant requests cancellation.</b>	In writing by e-mail, SMS or letter	Yes, and priority position retained if reapply within 28 days of cancellation
<b>b) The applicant's circumstances change, and they are no longer eligible or no longer qualify.</b>	In writing by e-mail or letter	Subject to the reasons in the cancellation letter
<b>c) The applicant has not responded to a review of their application within 28 days of us asking.</b>	By pre warning applicants in the review e-mail, letter, and form. No further notification is given.	Yes, and priority position retained if reapply within 28 days of cancellation
<b>d) We find that the applicant has made a false or deliberately misleading statement, or to have withheld information in connection with their application.</b>	In writing by e-mail or letter	No unless there is a significant change in their circumstances and we will reassess.
<b>e) Applicant in band 4 have not placed a bid for 12 months</b>	In writing by e-mail or letter	Yes, after a 12-month elapse since the cancellation unless there is a change in their

		circumstances and we will reassess.
<b>f) The applicant has not responded to contact from us within 28 days of us requesting it.</b>	By pre warning applicants in the contact e-mail or letter. No further notification is given.	Yes, and priority position retained if they reapply within 28 days of cancellation
<b>g) The applicant has failed to provide the evidence required to assess their application within 28 days of us requesting it.</b>	By pre warning applicants in the evidence request e-mail or letter. No further notification is given.	Yes, and priority position retained if reapply within 28 days of cancellation

Applicants have the right to request a review of us cancelling their application (See Part 6)

#### 4.7 Change in Circumstance

An applicant must advise us immediately of any change in their circumstances as we will need to reassess their priority based on their new circumstances. We will assess the impact of the change once we receive all the evidence we ask for or need.

Applicants can do this using the online form or where they receive support to bid, by contacting us in the previously agreed way.

If an applicant has a change of circumstances and their priority band is increased, we will use the date we awarded the new priority was awarded.

If an applicant has a change of circumstances and their priority band is decreased, we will use the same effective band date they had in their original higher band, their previous date in the band they are moving back into (if they have been in their band before), or their initial application date if they are placed in band 4 (See 4.4.14).

#### 4.8 Deliberate or Worsening Circumstances

An applicant will not benefit from higher priority if they have knowingly and deliberately made their housing situation worse.

Where we find that an applicant has done this, we will assess their priority need based on the circumstances before their situation changed through their actions to deliberately worsen their circumstances.

Some of the examples are listed below:

- Applicants who have created overcrowding by allowing family members or others to move into their property, and who previously had suitable accommodation or the financial means to secure their own accommodation.
- Applicants who have moved from previously suitable or more suitable accommodation which it was reasonable for them to continue to occupy, into a less suitable property.



- Homeowners who have transferred their property to another family member within the last 7 years from the date they make their application to the Homeseeker Register.
- Applicants who have given up affordable and suitable private rented accommodation which they are able to maintain, to move in with other relatives or friends, creating a situation of overcrowding and/or sharing of bathroom/kitchen and/or a split household.
- Applicants who have requested or colluded with a landlord or family member to issue them with a Notice to Quit.

## Part 5 Allocations and Lettings

### 5.1 The Allocation Process

#### 5.1.1 Types of Allocation under this Allocation

The Barnsley Homeseeker Scheme includes two types of allocation:

- Choice Based Allocation
- Direct Allocation

The majority of allocations are **Choice Based** with properties being advertised and applicants bidding through the online system or by assisted bidding for applicants unable to bid themselves. Once the advert closes, we produced a shortlist and we will offer the property to the highest priority applicant, provided there are no issues which would result in us bypassing this applicant. (5.3.5). Where the property is being advertised on behalf of a Registered Social Landlord, we share the shortlist with them and they make the letting (2.5).

There are occasions where a property is not advertised and it is matched directly to an applicant. We use direct lets to manage the most urgent, sensitive, or specialised cases (5.2.1)

#### 5.1.2 Annual Lettings Plan

Each April we produce a plan which reflects on trends from previous years and predicts what properties we expect to come empty and be relet throughout the year. This includes property types and areas and also includes partner Housing Association properties which we nominate.

This plan enables us to do the following:

- Keep track our ability to meet the needs of applicants on the Homeseeker Scheme.
- Provide information to applicants about what we expect to come empty over the year.
- Influence any local lettings plans we may have in place or need to develop.
- Review the effectiveness of the Barnsley Homeseeker Scheme and make any recommended changes.

#### 5.1.3 Supply and demand modelling

Each April we also produce a supply and demand plan which considers the numbers and types of properties we need to meet the needs and demands of applicants on the Homeseeker Scheme. The purpose of this plan is to influence the strategic development of social housing in the borough.

The plan considers the following:

- The number of applicants on the register and the size, type, and location of property they need.
- The vacancy rate by property type and area.
- The average bids for vacancies by property types, area, and priority band.

- Refusal rates.
- The average waiting time for rehousing.

## 5.2 Property Identification

We identify properties for including in the Barnsley Homeseeker Scheme in three ways:

- When we receive a notice to end a tenancy from the current tenant.
- When we receive a nomination request from a partner Registered Social Landlord.
- When we are advised of a completion for any newly acquired or built homes.

We aim to start the letting of most properties as soon as they become available under the scheme. In the following circumstances we will not be able to let the vacancy straightaway or we may choose not to relet at all:

- Where the property needs major works or remodelling.
- Where the property is required for temporary accommodation.
- Where we plan to dispose of the property.

When the property is available for reletting, we first of all decide if it will be a Direct let (5.2.1) or a Choice Based Let (5.2.2)

### 5.2.1 Direct Lets

A direct let is an allocation made under the Barnsley Homeseeker Scheme where the property is not advertised but matched directly to an applicant. We use direct lets to manage the most urgent, sensitive, or specialised cases.

**These are the key principles for our approach to Direct Lets under this scheme.**

- They enable us to make the best use of our stock and minimise public spending through direct matching of applicants to voids and in particular voids of a specific type (adapted, larger properties).
- They enable us to fast-track priority households with specific needs where Choice Based Lettings wouldn't meet their needs.
- They enable us to support community cohesion through sensitive lettings which would not be possible via Choice Based Lettings.
- They enable us to meet our wider legal duties, where Choice Based Lettings would negatively affect our ability to meet these duties (for example demolition, safeguarding).
- They enable us to minimise void rent loss through open advertising of selected lower demand vacancies on a first come first basis to suitable and qualifying persons.

We do not set a target for direct lettings however we typically do not expect them to account for more than 5% of allocations in each year.

Barneslai Homes monitors and reports to the council on direct lettings once a quarter and we have a decision process which ensures transparency and accountability in the use of Direct Lets.

The following table outlines the types of allocations which **may** qualify for a direct letting.

<b>Direct Letting Category</b>	<b>Approval Process</b>
<b>Emergency rehousing (temporary or permanent) rehousing due to fire, flood.</b>	Berneslai Homes Senior Officer
<b>Rehousing to ensure community cohesion or to resolve tenancy related issues (management moves)</b>	Berneslai Homes Senior Officer and Barnsley MBC Communities Directorate Senior Officer.
<b>Multi-Agency Public Protection Arrangement (MAPPA)</b>	Choice Based Lettings generally but in exceptional cases direct offer: Berneslai Homes Senior Officer
<b>Those needing an adapted property A specifically adapted property Larger level access properties</b>	Berneslai Homes Senior Officer
<b>Those releasing an adapted property</b>	Berneslai Homes Senior Officer
<b>Social Care prevention</b> • Hospital leavers • Care leavers • Foster care	Choice Based Lettings generally but exceptional cases direct offer:  Berneslai Homes Senior Officer
<b>Witness protection</b>	Berneslai Homes Senior Officer and where relevant Barnsley MBC Communities Directorate Senior Officer.
<b>Domestic Abuse - Rehouse Victim and/or perpetrator</b>	Choice Based Lettings generally but exceptional cases direct offer: Berneslai Homes Senior Officer
<b>Domestic Abuse – Rehouse Perpetrator</b>	Berneslai Homes Senior Officer
<b>Open Market advert for low demand property</b>	Berneslai Homes Senior Officer
<b>Extra Care Schemes - separate list maintained</b>	Berneslai Homes Senior Officer
<b>Offer to discharge duty to priority applicants who have refused a reasonable offer or who have failed to bid.</b>	Berneslai Homes Senior Officer and/or BMBC Housing Options for those owed duties under Part 7 Housing Act 1996
<b>Non statutory succession</b>	Berneslai Homes Senior Officer
<b>Joint to single tenancy amendment</b>	Berneslai Homes Senior Officer

### 5.2.2 Choice Based Lettings

The majority of vacancies and allocations and are via choice-based lettings. These properties are advertised on Berneslai Homes website and applicants can bid directly or where they qualify for assisted bidding, an officer will bid on their behalf.

- Applicants can only bid for the property type and size they are allowed. (4.4.13).
- The advert will advise of any other restrictions that may apply.
- They can bid for a maximum of three properties each cycle.
- They will not be able to bid if they are under offer for another vacancy.

### 5.2.3 Advertising the Property

Properties included in Choice Based Lettings will be advertised on Berneslai Homes website on a weekly cycle which opens Friday morning (00:01 hours) and closes Tuesday

at 12:00 noon. The cycle may be adjusted in the following circumstances:

- Where there is planned maintenance to the online system.
- Where there is an extended service closure (Christmas and New year or other bank holidays).
- Where there is any other situation which arises which affects our ability to advertise and let vacancies.

## 5.2.4 Property Description

The property advert will contain the following information

Type of information	Detail
<b>Photographs</b>	Where possible it will be an actual shot of the home
<b>Rent</b>	This will detail the weekly amount and whether it is social rent, affordable rent or market rent
<b>Service Charge</b>	This includes the weekly amount and the list of services included.
<b>Landlord</b>	This will highlight the landlord and the tenancy type
<b>Property Type</b>	This includes house, flat, bungalow, bedsit, and maisonette
<b>Number of bedrooms and minimum/maximum occupancy and whether underoccupancy is allowed</b>	This will detail how many rooms are available to use as a bedroom, and occupancy requirements.
<b>Location</b>	The area of Barnsley – town or village name
<b>Accessibility</b>	Whether there are steps or ramps, level access or communal entrance or any specific adaptations which will tighten eligibility.
<b>Age and medical need restrictions</b>	The minimum age an applicant must be to apply or whether we will allow applications from people under a certain age but who have medical needs for this property type (typically one level). For example: <ul style="list-style-type: none"> <li>• Some properties are reserved for people over 60.</li> <li>• Some properties are reserved for people over 60 or with medical conditions.</li> <li>• Some properties are reserved for people over 40 and/or with medical conditions.</li> </ul>
<b>Heating type</b>	The type of heating
<b>Pet policy</b>	Whether pets are allowed
<b>Outside space</b>	Whether there is an enclosed, open plan, shared or no garden
<b>Specific matching rules</b>	This includes any unique factors which will

	tighten eligibility. For example: Whether we undertake additional checks to ensure community cohesion.
<b>Any special local information</b>	This is generally a link to online local community information.

### 5.2.5 Local Letting Provision

Section 167(2E) of the 1996 Housing Act enables housing authorities to allocate particular accommodation to people of a particular description, whether or not they fall within the reasonable preference categories. Sometimes we will agree and publish different local lettings schemes for new or existing communities. These schemes will differ in criteria and how long they run for.

The following are the three main types of Local Letting Schemes.

Type of scheme	Definition
<b>Local Letting Scheme</b>	A local Lettings scheme will include criteria additional to the Barnsley Homeseeker Scheme and will be used to achieve a wide variety of housing management or policy objectives, generally where we need to alter the balance of an existing community or create a balance when there are new developments.  We could use these for a full or part estates or for particular schemes within an estate, for example an Independent Living Scheme.
<b>Rural Lettings Schemes</b>	We may develop rural lettings schemes for our more rural communities. Typically, these may give additional preference to those people with a strong connection to the rural area.
<b>Section 106 Agreements or new build sites</b>	We may develop a Section 106 lettings schemes for the first lettings of any new developments.

#### 5.2.5 (a) Process for approving Local Letting Schemes

Where a local letting scheme is proposed it is subject to approvals by BMBC as set out in 1.8. This will include the relevant consultation and publishing of the scheme using varied forms of media.

Where we agree a local letting scheme, we will publish it on Berneslai Homes website.

### 5.2.7 Hard to Lets

Whilst we have high demand for most of our homes, we have some properties which we find harder to let for a number of reasons including, location, floor level, property type and facilities. We always try to let our properties through the Choice Based lettings scheme or through direct lettings. However, where we have not let the property after two cycles of advert, we will advertise on the open market. We will continue to include on the Choice Based Lettings advert concurrently.

If we receive interest from the open market, the person must meet all the criteria for joining the register.

If we receive applications from existing applicants through the routine Choice Based Lettings advert or direct let, these applicants will take priority. If there is no interest from the existing register applicants, we will register any applications made from the open market and make a direct offer of the property to the applicant who has the most need and who matches the property type best.

### 5.2.7 Sensitive Lets

Sensitive lets are rare and likely to be due to three main reasons:

1. Where we have to extra care towards the applicant or a member of their household due a traumatic incident, personal issue, or risk to them. We need to consider the location of the property or even the type of the property to ensure that the accommodation would not expose them to undue stress. In these cases, we will undertake a sensitive let as a direct offer.
2. Where we have to be careful in placing the applicant or member of their household in a particular location or property type because of a risk to the community or public protection. We will undertake this type of sensitive let as a direct offer and it will be subject to a full risk assessment.
3. Where the property and/or community has a management history which requires the careful selection of the next tenant to ensure harmony in the area where it is located. In these cases, we may have a targeted advert as a choice-based letting or we will make a direct offer. A target advert may restrict bids to transfer applicants or applicants who are prepared to undergo additional checks to ensure their suitability for an area.

In all three cases the priority order and time waited will be preserved. We will however use additional selection criteria to manage the letting sensitively. All sensitive lettings will be approved in line with the direct letting rules (5.2.1) unless they are part of a wider published Local Lettings Scheme.

Where the vacancy belongs to a Register Social Landlord, we will liaise with them before making the relevant nomination.

### 5.2.8 Housing with Support and Care

We have some Independent Living Schemes which have a range of communal and social facilities, and homes in these schemes are generally advertised with the advert outlining any specific requirement or restrictions for these schemes.

We also have nomination agreements in place for Extra Care Schemes and we maintain a separate waiting list for those applicants who are interested in this type of scheme.

See Berneslai Homes website for more information.

## 5.3 Expression of Interest

### 5.3.1 Bidding for a Property

Once we have assessed an application, and they are eligible and qualify for the Homeseeker Scheme, they will be active for bidding and will receive information to help them understand how the system works and what they can bid for.

Some applicants are inactive and some applicants with reduced preference can bid but they are at the bottom of their relative priority band (4.4.3).

An applicant can bid for up to three properties while each advert cycle is open.

The online system confirms if their bid has been accepted and where it isn't accepted, the reason for this. The system also advises them what position they are in at the point of bidding, anytime during the open bidding cycle and again once the advert has closed.

Bids can be made in the following ways:

- Online
- By phone
- By a Berneslai Homes or BMBC officer where the applicant qualifies for assisted bidding or where other contact prompts the bid on their behalf.
- By BMBC where they are bidding on behalf of or to discharge duty to a homeless applicant.
- By a Berneslai Homes officer where they are bidding for priority applicant who is not actively bidding.
- By an applicant's representative.

### 5.3.2 Assisted Bidding (Auto Bidding)

We will agree to bid on behalf of applicants for the following reasons:

- Where the applicant isn't online, is unable to make bids using a public PC at a local library and has no third-party support
- Where an applicant is vulnerable, unable to bid themselves and has no third party to bid for them.
- BMBC Housing Options will make bids on behalf of any applicant subject to a prevention, relief, or full housing duty where the applicant has failed to utilise all three bids available to them and there are suitable properties available.
- Berneslai Homes will make bids on behalf of any applicant in priority band 1 and 2 who is failing to make bids and there are suitable vacancies available.

### 5.3.3 Grouped Bids

Occasionally, we will advertise a group of similar properties in one single advert. For example, if we have two flats in the same complex or we have the same type of new build properties.

Where we group an advert, any bid by one applicant will be considered for all properties within that group.

### 5.3.4 Retrospective Bids

**We will only accept bids for a vacancy once an advert has closed in the following**



### circumstances:

- Where the bidding system was unavailable for 30 minutes or more during the advertisement period **and** there was less than one 24- hour period to run on the advert cycle. This does not include the system being unavailable due to issues with the applicant's internet accessibility or ability to use the system.
- Where extreme and unusual circumstances prevented an applicant in Band 1 from bidding. We will only accept these bids if a request is made no later than the close of business on the Wednesday after the advert has closed.

If any retrospective bids are accepted and the shortlist has already been run but the property not offered, we will rerun the shortlist. If an offer has already been made to another applicant when the request for a retrospective bid has been made, the bid will be registered but we will only rerun the shortlist if the property is subsequently refused.

If the property is a Registered Social Landlord and the nomination information has already been shared with them, we will not accept a retrospective bid.

### 5.3.5 Shortlisting

We will produce a shortlist of applicants who bid for a property within 3 working days of the advert closing. The shortlist contains those applicants whose bids were accepted as they matched the requirements in the advert including:

- Age requirement
- Disability/medical requirement indicator
- Bedroom matching rules
- Any other requirement advertised (for example if it is part of a local letting scheme)

The shortlist is then ordered by the highest priority band and date of priority band award.

We may withdraw a vacancy from Choice Based Lettings even after the advert has closed and the shortlist has been run in the following circumstances:

- The property is no longer available for letting
- The property is needed for an emergency reason.

Once the shortlist has been considered we undertake final checks before the property is offered, and these checks include the following:

Check	What we check
Applicant has up to date verification and qualification for the allocation	Any relevant reference including rent balances, tenancy management issues where these checks were last performed more than 1 month since.  Applicant current circumstances where there has been no contact in the last 6 months.

Applicant's suitability for the property	<p>Whether there are any specific issues which would prevent an allocation to the applicant.</p> <p>Whether they can afford the property.</p> <p>Where a medical need matches the property features.</p> <p>Whether it is suitable for adaptation if we have approved or are likely to approve an adaptation (see Equipment and Adaptation policy).</p> <p>Whether there are any social/community factors we needed to consider.</p> <p>Whether they meet the requirements of any local lettings plan.</p>
--	--

### 5.3.5a Bypassing applicants

There are occasions where we bypass an applicant as follows:

- The bid was placed before a change of circumstance was requested and now, they no longer match or have changed priority.
- They have a failed tenancy reference (arrears, ASB) or, for other reasons we are reviewing whether they still qualify to appear on the register or whether they should be placed in the inactive category.
- The applicant cannot afford the property.
- The applicant is on offer, to be on offer or has accepted an offer for another property
- The property does not meet their needs.
- The applicant has not responded to a request for contact within three working days.
- The applicant has asked for bid to be withdrawn.

To ensure decisions are fair and transparent we record the reason that we bypass an applicant on our system and this is recorded on an applicant's history. We advise an applicant that we have bypassed their application. They have a right to request a review of the decision to bypass them, however we will not hold the vacancy whilst the review is completed (see part 6).

Where we cannot select an applicant from the matched shortlist, we can take various action:

- Advertise the property again.
- Look at the bids from those whose bids were initially rejected (for not matching – i.e., where they are a couple and it is a 2-bedroom house). We will consider their suitability for the property before we make an offer and we aim to make the best use of stock.
- Consider a direct offer to a priority applicant where they match and we want to

discharge a duty.

- Run a direct match report for those applicants in the inactive bidding category. In this instance we review and risk assess the applications and consider them in priority order. If we feel they are suitable for the vacancy or if inactive that they could now sustain a tenancy then we will select them for a direct offer (see 5.2.1)

Where we cannot match after all these steps have been taken, we may advertise the vacancy under Hard to Let rules (5.2.6)

### 5.3.6 Direct Offers

Where we have selected a property or an applicant for a direct let (See 5.2.1) we will assess whether the property is suitable for the applicant using the same criteria to the shortlisting process we use for choice- based lettings.

Where it is the property based direct let, we will produce a matching report of all applicants who match this type of property and who have indicated their interest in this area.

Once we have produced a direct let matching list, we will assess suitability of the applicants and record bypass reasons in the same way as they are for a shortlist. Offers and nominations are made and recorded in the same way as a shortlist offer.

Where it is a specific applicant based direct let, we will still produce a matching report of all applicants who match this type of property and who have indicated their interest in this area. The purpose of this matching report is to ensure that in making the decision to offer direct to an applicant, we consider other priority applicants who may be significantly affected by the direct letting to another individual.

## 5.4 Lettings

### 5.4.1 Offer of Accommodation

We make all offers of accommodation by letter to ensure that there is a formal and auditable record of the offer. However, to ensure we let our vacancies quickly, we will attempt to notify the applicant of the offer by phone, e-mail or other digital means and follow this up with a confirmation letter.

We have 2 categories of offer:

**Provisional** – this is where we inform the applicant that the property is being reserved for them but is not yet available. This will progress to a full offer once the property is ready to let. We may also make this type of offer if we have some additional verifications we need to undertake of the applicant.

**Full Offer** – This is where the keys are available and the tenancy will commence once the offer is accepted.

**When we make an offer, it is subject to the following conditions:**

- There has been no change in circumstances or information which comes to light which would affect the applicant's priority, suitability for the vacancy, or eligibility or

qualification for inclusion on the Homeseeker Scheme. It is an applicant's responsibility to inform us of any changes or circumstances which affect their right to a council property. We will withdraw an offer if we learn of such changes or information. Where a tenancy has commenced, we may deem the act a tenancy fraud and we may take action to end the tenancy.

- The applicant meets any specific suitability criteria and/or they can afford the property. We will undertake checks at the point of shortlisting. Where these checks highlight concerns, we may withdraw the offer if it has already been made. We will advise the applicant of the reasons for the offer being withdrawn. They have a right to request a review of the decision but we do not hold the vacancy pending the review. See section 6.
- We allow applicants 2 working days to respond to an offer made verbally, by email or other digital methods. Where we have only made contact by post we allow 3 working days from the date of the offer letter.
- If the applicant does not respond within the time we state, we will result the offer as "Failed to respond" We will write to the applicant to advise that we will cancel their application if they do not make contact within the next 7 days. We do not hold the offer for them during this period and we will make the offer to the next suitable applicant on the shortlist.
- The offer is subject to viewing. If an applicant rejects an offer without viewing, this may be deemed an unreasonable refusal (see 5.4.4).

Where a formal offer has been made an applicant is still able to bid for other vacancies until such times as the offer has been accepted by them.

Applicants being offered a property following a priority awarded by BMBC Housing Options Team will receive further notification from a BMBC Housing Officer

#### 5.4.2 Withdrawing offers

We reserve the right to withdraw offers in the following circumstances:-

- Where we have reason to believe the applicant has given false information.
- Where the applicant's circumstances have changed and this alters priority and/or makes them ineligible for the property or makes them ineligible to appear on the Homeseeker Register.
- Where we require the property for another emergency.
- Where we have made the offer in error.
- Where information has come to light that would make the offer unsuitable.
- Where we ask for further information from the applicant and the information has not been provided within the timescales given.

We will advise applicants that we are withdrawing the offer and we will give them the reasons for doing so. This is most likely verbal but will be followed up in writing either by e-mail or letter.

Applicants have the right to make a formal complaint if they believe we have not followed the terms of this scheme when withdrawing the offer or they believe they are being treated unfairly. They also have a right to request a review of any other decision we make as a result of withdrawing an offer. See Part 6.

However, in these circumstances, we do not hold a vacancy pending the outcome of the

review or complaint.

### 5.4.3 Limited Offers

We do not limit the number of offers an applicant can receive but we do limit the number of unreasonable refusals an applicant may have before we review their priority and whether they qualify to appear on the Homeseeker Scheme.

#### Band 1

We allow one reasonable offer which if unreasonably refused will lead to us considering whether to reduce preference to Band 4 (See 4.4.3) on the basis that they have made their circumstances worse.

#### Band 2 to 3

We will allow one reasonable offer, which if unreasonably refused will lead to us considering whether to reduce their preference within their band (See 4.4.3).

We will only allow two reasonable offers for applicants in Bands 1 to 3 before we determine that they have made their circumstances worse by unreasonably refusing two offers. After this we will place them in Band 4.

#### Band 4

We will only make three reasonable offers to applicants in Band 4 before we determine that they have made their circumstances worse by unreasonably refusing the offers. After this we will cancel their application as they no longer qualify to appear on the register. This offer limit includes any offers made to the same applicant whilst in other priority bands.

We will demote an applicant within Band 4 after one reasonable offer has been unreasonably refused (see 4.4.3).

#### All Bands

We do not include reasonable refusals or withdrawn offers in this count (see 5.4.4).

#### Homeless Assessments

Where the applicant has been awarded priority banding because they are subject to a duty under Homeless Legislation (Part 7 Housing Act 1996) only one suitable offer will be made in order to discharge the Council's duties. The suitability of any offer will be considered in line with the [Homelessness Code of Guidance for Local Authorities](#)

The Council's Housing Options Service will make this offer, formally discharge and duty and reduce the applicant priority to Band 4. Berneslai Homes will then reassess the application to determine the appropriate priority banding for the applicant's circumstances.

The applicant has the right to request a review of any decision (see part 6)

### 5.4.4 Reasonable offers and reasonable refusals

#### 5.4.4(a) Reasonable offers

An offer is deemed to be reasonable if it matches the following:

- It is in the area requested by the applicant and/or agreed with them as part of their assessment.
- The bedroom allocation meets the assessed needs of the applicant.
- The property type meets the applicant's assessed needs.
- The accessibility and facilities within the property and garden area meets the applicant's assessed needs. This also includes properties which may be offered with a commitment to undertake adaptations.
- The property considers the needs of young children.
- The property and its location do not pose any risk to the applicant or their household.
- The property is in reasonable distance for facilities required to meet the applicant's needs. For example, schools, work, and other essential support.
- The property is affordable.
- The property is in a good state or repair and decoration or where decoration is not to a good standard, we have offered a decoration allowance.

#### **5.4.4(b) Reasonable refusal**

Where an offer is reasonable (as set out in 5.4.4(a) above), there may still be circumstances where a refusal is deemed as reasonable. These reasons are set out below and would be subject to evidence-based assessment.

- There are new circumstances or a change in circumstances which would result in a reassessment of the applicant's needs, their property type eligibility and or their ability to move at the time of the offer. These circumstances should not be trivial.
- The applicant is experiencing a crisis, emergency or has personal reasons which we were not previously aware of and which affects their ability to move or accept an offer in this area or property type. For example, a loss of a family member, a significant worsening of health issues.
- The applicant cannot afford the property rent and/or service charge.
- Even with a decoration allowance/package the applicant is unable to decorate the property to a reasonable standard.
- The applicant has a pet which we were unaware of and which is not allowed in the property offered.
- The applicant highlights a risk to them, their household or the community should they accept this property.
- The property cannot be adapted to meet the needs of the applicant and/or we do not agree to provide those adaptations.

#### **5.4.4 (c) Action after refusals**

Where an applicant refuses a property and we agree that it was not a reasonable offer we will withdraw the offer (5.4.6).

Where an applicant refuses a reasonable offer and they can demonstrate reasonable refusal reasons we will record a reasonable refusal. This will not be counted as an unreasonable refusal (5.4.6).

Where an applicant refuses a reasonable offer and their reasons are not reasonable, we will apply sanctions as outlined in 5.4.6.

More detail on what happens after a property is refused is set out in 5.4.6.

**This section does not apply to those who have been awarded priority because they are subject to a duty under the Part 7 of the Housing Act 1996. BMBC's Housing Options team will consider offers and refusals in line with Part VII Housing Act 1996 and the Homelessness Code of Guidance.**

### 5.4.5 Viewing

We encourage applicants to view the property before accepting or refusing an offer. This includes viewing any property offered as a result of a nomination to a partner Registered Social Landlord (RSL).

We (or the RSL) will contact the applicant to arrange a viewing when the property is safe for viewing. We will meet the applicant at the property and we expect the applicant to accept or refuse the property within 24 hours following the viewing.

The applicant may be accompanied on a viewing by an advocate, support worker or occupational therapist who will determine if the property is suitable and/or whether there are any adaptations required.

Where the applicant is unable to make a viewing or cannot enter the property due to accessibility issues, we will share photos or videos of the property and its facilities.

There are two types of viewings for BMBC properties. RSLs may have their own offer and viewing arrangements and this will be made clear to applicants by the RSL:

**Single Viewing:** One applicant, their household, or advocates etc, view the property at any one time with a Housing Officer present.

**Multiple Viewing:** More than one applicant will view the property either at the same time or by pre-arranged appointment slot on the same day. We will have verified all the applicants and their suitability and we will advise them that they are viewing the property only. Once the multiple viewing is complete and we have a list of applicants who are interested in the vacancy, we will formally offer the property to the highest priority applicant. If this person refuses, we will move down the list in priority order. Once the offer has been accepted, we will withdraw the multiple viewing invite. There are no penalties for withdrawing multiple viewings.

**We may consider reducing preference if an applicant refuses a multiple viewing offer (see 5.4.6)**

### 5.4.6 Recording the outcome of an offer or viewing

We record the outcome of any viewing or offer against the individual applicant and the vacancy. The reasons below outline our basis for recording this information.

- To ensure the applicant's offer history is up to date and provide evidence that we have handled their application in line with the rules of the Barnsley Homeseeker Scheme.

- To provide evidence that we are managing the allocation of council housing and/or our arrangements with RSLs in line with the rules of the Barnsley Homeseeker Scheme.
- To meet the legal duties underpinning the rules of the Barnsley Homeseeker Scheme.

Outcome of offer/viewing	Reason for outcome	Impact of applicant
<b>Withdrawn after multiple viewing</b>	<ul style="list-style-type: none"> <li>• Property formally offered to another applicant</li> </ul>	<ul style="list-style-type: none"> <li>• No penalty</li> <li>• Offer history recorded</li> </ul>
<b>Withdrawn – offer not reasonable</b>	<ul style="list-style-type: none"> <li>• Offer not deemed reasonable by Berneslai Homes, BMBC or partner RSL.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• No penalty</li> <li>• Offer history recorded</li> </ul>
<b>Withdrawn – new information</b>	<ul style="list-style-type: none"> <li>• New information which requires assessment</li> </ul>	<ul style="list-style-type: none"> <li>• May result in investigation or reassessment and change in priority or future matching.</li> <li>• Applicant may be made inactive to bid while investigations are being completed.</li> <li>•</li> </ul>
<b>Withdrawn – property no longer available</b>	<ul style="list-style-type: none"> <li>• Property may be needed for other emergency reason</li> <li>• Property may require major works.</li> <li>• Notice from outgoing tenant may be revoked</li> </ul>	<ul style="list-style-type: none"> <li>• No penalty</li> <li>• May agree to re-offer when property is ready.</li> <li>• May make a direct offer of another suitable vacancy</li> </ul>
<b>Refused - Reasonable</b>	<ul style="list-style-type: none"> <li>• Refusal by applicant is deemed reasonable by Berneslai Homes, BMBC or partner RSL.</li> </ul>	<ul style="list-style-type: none"> <li>• No penalty</li> </ul>
<b>Accepted</b>	<ul style="list-style-type: none"> <li>• Property accepted by applicant</li> </ul>	<ul style="list-style-type: none"> <li>• Tenancy start date agreed and documents signed.</li> <li>• Applicant no longer active for bidding</li> <li>• Application status changed to Rehoused</li> </ul>
<b>Refused – Homeless Duty</b>	<ul style="list-style-type: none"> <li>• Offer deemed reasonable and refusal unreasonable</li> </ul>	<ul style="list-style-type: none"> <li>• Offer history recorded</li> <li>• Discharge of Duty by BMBC.</li> <li>• Applicant may have priority reduced within band.</li> <li>• Applicant may be demoted to band 4 (Berneslai Homes will</li> </ul>



		reassess).
<b>Refused - Band 1 (non homeless)</b>	<ul style="list-style-type: none"> <li>• Offer deemed reasonable and refusal unreasonable</li> </ul>	<ul style="list-style-type: none"> <li>• Offer history recorded</li> <li>• Review of applicant's priority.</li> <li>• Applicant may have priority reduced within band.</li> <li>• Applicant may be demoted to band 4.</li> </ul>
<b>Refused – Other bands (non homeless)</b>	<ul style="list-style-type: none"> <li>• Offer deemed reasonable and refusal unreasonable</li> </ul>	<ul style="list-style-type: none"> <li>• Offer history recorded</li> <li>• Review of applicant's priority may result in demotion within band</li> <li>• If refusal of second offer applicant may be demoted to band 4.</li> <li>• If Band 4 and three unreasonable refusals the applicant may no longer qualify to be on the register</li> </ul>

#### 5.4.7 Publicising Lettings

**We publish our performance and information about lettings on the Find a Home Page of Berneslai Homes' website.**

Our interactive supply and demand tool is updated routinely with lettings made in each area.

**This may change when interactive tool goes live....**

Each week we also update the "What we've let" information and this will show for the last three months

- The areas where properties were let
- Number of bids each property had
- Band and effective band date of the successful applicant came from for each property

We do not disclose personal information within these reports.

Once a month we update the "What we have" information which shows the number and type of properties we manage and how many have been let in the last year.

The website is always under review and we may change how we publish this information.

Once a year in April we publish annual performance on lettings along with our annual lettings plan (see section 5.1.2)

#### 5.5 Tenancy Sustainment

The Barnsley Homeseeker Scheme is designed to deliver longer-term solutions for people, and to make it possible for them to find and stay in a home which meets their need.

This scheme ensures that at each of the key stages of an application we will do everything practically possible to promote tenancy sustainment.

The table below describes how we work with an applicant and relevant support partners to achieve tenancy sustainment.

Stage	Action by Berneslai Homes	Result for Applicant
<b>New Application/review of application</b>	<ul style="list-style-type: none"> <li>• Assessment to identify:               <ul style="list-style-type: none"> <li>○ support needs,</li> <li>○ affordability,</li> <li>○ risk to applicant;</li> <li>○ risk to others</li> </ul> </li> <li>• Applicant advised of action needed by them and support plan being offered.</li> <li>• Regular review of progress against agreed plan.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Support plan agreed and this can include:               <ul style="list-style-type: none"> <li>○ Tenancy Ready Course</li> <li>○ Housing Coach or Partner referral made</li> <li>○ Support finding employment, developing living skills</li> <li>○ Social care referral</li> <li>○ Education support referral</li> </ul> </li> </ul>
<b>Offer</b>	<ul style="list-style-type: none"> <li>• Assessment to identify:               <ul style="list-style-type: none"> <li>○ Suitability of offer including affordability;</li> <li>○ Support needs;</li> <li>○ risk to applicant; or</li> <li>○ risk to others.</li> </ul> </li> <li>• Decision made about whether to progress with offer including any ongoing support to be given.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant has best possible chance to sustain tenancy</li> <li>• Applicant aware of actions required by them before tenancy signed</li> <li>• Applicant aware of support plans in place with Berneslai Homes or other support agencies</li> </ul>
<b>Sign up</b>	New tenancy support plan agreed with tenant.	<ul style="list-style-type: none"> <li>• Applicant has best possible chance to sustain tenancy</li> <li>• Applicant aware of actions required by them before tenancy signed</li> <li>• Applicant aware of support plans in place with</li> </ul>

		Berneslai Homes or other support agencies
<b>Post tenancy</b>	Housing Management Officer and/or Tenant First Team keeps in regular contact with tenant as per the agreed support plan.	Nominated support officer, agreed support plan and routine visits gives new tenant the best possible chance to sustain tenancy.

This section explains the following.

- What decisions are made under the Barnsley Homeseeker Scheme.
- How and when we inform applicants of decisions made about them.
- The different types of review.
- An applicant’s right to request a review and how we handle reviews.
- An applicant’s right to request a judicial review of any decision.
- An applicant’s right to complain and how we handle complaints.

### 6.1 Decisions we make

These are the key decisions we will make about an application.

- The decision about whether an applicant is eligible to join the register (section 3.1)
- The decision about whether an applicant qualifies to join the register (See 3.2)
- The decision that awards priority banding (Part 4)
- The decision to reassess an application as reduced preference. (4.4.3)
- The decision about the type of property and/or area an applicant can apply for (4.4) .
- The decision to reassess priority banding following a change of circumstance. (4.7)
- The decision to cancel an application. (4.6)
- The decision following a review, appeal, or complaint (Part 6)
- The decision to deny a request for a review (Part 6)
- The decision that deems a refusal of a property as unreasonable. (5.4.2)
- The decisions to refuse a duty under the homeless legislation. (4.4.2)

#### 6.1.1 How we inform applicants of decisions

We will inform an applicant of any decisions in writing and within 10 working days of making the decision using the applicant’s preferred method which can be:

- Letter
- E-mail
- The applicant’s online account.

Any written decisions will outline how an applicant can request a review of the decision (6.2)

If an applicant disagrees with a decision we make about their application, they have a right to request a review.

If an applicant disagrees with a decision in relation to their application, they have the right to request a review.

### 6.2 Reviews

There are several types of review

Review Type	Review Description	Initiated by
-------------	--------------------	--------------

<p><b>Reduced Preference Review (inactive bidding)</b></p>	<p>We review those applicants who have reduced preference (inactive bidding status) and who have completed a period of stabilisation and/or where the agreed review period has been reached. The review will assess their ability to sustain a tenancy. If the period of stabilisation has not been successful, their period of stabilisation may be extended or we may determine that they do not qualify to be on the register (3.2). If we determine they are able to sustain a tenancy, we will allow them to bid in the awarded band.</p>	<p>Berneslai Homes or the applicant</p>
<p><b>Homeseeker Register Review</b></p>	<p>Berneslai Homes initiate this review to keep the Homeseeker Scheme up to date and ensure that the priority awarded is still relevant (see 6.3)</p>	<p>Berneslai Homes</p>
<p><b>Spontaneous application review</b></p>	<p>This takes place when information is supplied by another agency or at the point of allocation (see 6.6) .</p>	<p>Berneslai Homes</p>
<p><b>Statutory Right of Review</b></p>	<p>This is the right of review requested by the applicant because of a decision made under part 6 of the Housing Act 1996 in relation to the application. See 6.4 Any reviews in respect of Homeless Duties under Part 7 or the Housing Act 1996 are made to and considered by BMBC Housing Options. Applicants will receive separate notification from BMBC Housing Options team as to the review process for any decisions made by them</p>	<p>Applicant</p>
<p><b>Judicial Review</b></p>	<p>This a review undertaken by the Courts because an applicant or their legal representative feel that the Barnsley Homeseeker Scheme is unfairly prejudicial or their case has been dealt with in a prejudicial way. (6.5)</p>	<p>Applicant or their legal representative.</p>

## 6.3 Homeseeker Scheme Review

We review applications on a periodic basis to:

- confirm that there have been no changes in the applicant's circumstances which will affect any decisions we have previously made about their application;
- check that they still qualify to be on the register; and
- check that they still want to be on the register.

### 6.3.1 How often we review applications

- Band 1 every 6 weeks
- Band 2 every 6 months
- Band 3 and 4 every 12 months

### 6.3.2 How we manage the periodic review of applications

We manage the process differently dependent upon the priority band awarded.

**Band 1 applicants** – We will contact applicants every 6 weeks or sooner if they refuse an offer. We give applicants 10 working days to respond to our request for contact. If no contact is made within this time, we will contact the applicant and advise them that their application will be removed from the register.

**Band 2 applicants** – We will contact applicants in band 2 every 6 months or sooner if they refuse an offer. We give applicants 10 working days to respond to our request for contact. If no contact is made within this time, we will contact the applicant and advise them that their application will be removed from the register.

#### What the band 1 and 2 review considers

Where we have awarded priority bands 1,2 the review requires a conversation to take place with the applicant and considers whether the applicant has been actively bidding for suitable vacancies as well as any changes in their circumstances.

These conversations allow us to provide advice to applicants and ensure they are aware of the sanctions that could be applied under the terms of this policy if they are not actively bidding for suitable vacancies. The result of these reviews could be as follows:

- Priority remains (actively bidding)
- Demotion in band
- Reassessment and lowering priority.

**Band 3 applicants** - We will contact applicants in band 3 every 12 months or sooner if they refuse an offer.

Where an applicant in band 3 has been actively bidding, we will contact the applicant by e-mail or letter and ask them to confirm that their circumstances are the same and that they want to remain in the register.

Where an applicant in band 3 hasn't bid in the last 12 months for suitable vacancies we will automatically demote them within band 3 and we will write to confirm this. We will also ask them to complete a review form confirming that their circumstances are the same and that they want to remain in the register. Applicants can request a review of this decision.

We give applicants 28 working days to respond to our request for review information and we advise that if no contact is made within this time, we will cancel their application and remove it from the register. We do not advise them that we have cancelled their application.

**Band 4 applicants** - We contact applicants in band 4 every 12 months or sooner if they refuse an offer.

The review letter or e-mail will ask the applicant to complete a form confirming that their circumstances are the same and that they want to remain in the register. The letter advises they have 28 days to respond and if no response is received they are cancelled from the register.

If we do not receive a response within 28 days, we will cancel their application will be removed from the register. We do not advise them that we have cancelled their application.

We will inform an applicant if we change any previous decisions we have made about their application (see 6.1.1). These changes could be a reassessment of priority or demotion within band.

Where an applicant's circumstances change before their review date, they have a responsibility to inform us of the changes as soon as possible so that we can reassess their application.

## 6.4 Statutory Right of Review

An applicant has the right to request a review of the following decisions made about their application under Part 6 of the Housing Act 1996.

- Whether they are eligible for an allocation of accommodation.
- Whether they qualify to join the Homeseeker Scheme.
- Their priority on the Homeseeker Scheme (including factors considered when determining priority or decisions to reduce preference).
- The type of property and area they can apply for.
- Restrictions on members of their household to be rehoused with them
- The type of tenancy to be offered under the terms of our tenancy policy.

Where an applicant is requesting a review of a decision made in respect of Homelessness under part 7 of the Housing Act 1996, these reviews are considered by BMBC Housing Options. Applicants will receive notification as to BMBC Housing Options review procedures as part of their homeless application.

#### 6.4.1 How to request a statutory review (Barnsley Homeseeker Scheme Reviews)

An applicant must request a review of any decision within 21 days of being informed of the decision. Requests made outside of this time will only be considered where the applicant can tell us of any special circumstances that prevented them from requesting the review earlier.

They can request a review in various ways including by phone, to an officer, in writing, by e-mail, online or via a nominated third party.

- The online review form is [www.berneslaihomes.co.uk/registerreview](http://www.berneslaihomes.co.uk/registerreview)
- The postal address for reviews is PO Box 627, Barnsley, S70 9FZ

Any requests must include the reasons why the applicant does not agree with the decision made by us. An applicant can provide any information which they feel will inform the review.

Where an applicant provides information about their application which was not previously considered by us, we determine that this is a request for reassessment. We will reassess the application using the new information, inform the applicant of the decision and this will give right to another right to request a review.

#### 6.4.2 How we complete Barnsley Homeseeker Scheme reviews

We will complete the review within 6 weeks of the review being requested and this includes informing the applicant of the outcome of the review.

The majority of reviews will be considered by either a Berneslai Homes or a BMBC officer who is senior to the person who made the original decision and who has not previously been involved in the case.

In the following circumstances it may be more appropriate for a review to be considered by a panel of officers (The Barnsley Homeseeker Panel). This panel will be made up of two or three officers and will include officers from both Berneslai Homes and/or Barnsley Council.

Where this approach is necessary, the applicant will be informed of this and the reasons why.

The types of case generally considered by the panel are set out in the table below, however we reserve the right to include other cases. An applicant **not** in the circumstances outlined in the table below do not have the right to request a panel review. An applicant in the circumstances below can request a review by the Barnsley Homeseeker Panel. Where a decision for these applicants is made, the decision letter will outline the right of review and whether it will be a panel or individual officer review.

Reviews completed by the Barnsley Homeseeker Panel
Band 1 application which does not qualify to join the Barnsley Homeseeker Scheme, which is placed in the inactive bidding category or which has been cancelled due to inactive bidding or unreasonable refusals.
Any band application where there is a public protection or risk issue.
Any band application where there are other BMBC legal duties owed to the applicant.



An applicant and/or their representative can make either verbal or written representations. Where they choose to make verbal representations, they can do this by either attending one of our offices or other mutually agreeable venue, over the phone, or via an online meeting.

Appendix 1 sets out our Homeseeker review process in more detail.

### 6.4.3 What decisions can be made after a review

There are a number of decisions which can be made.

#### **Agreed**

We will change the decision we originally made and where relevant back date to the date of the original decision.

#### **Not Agreed**

We will not change the original decision.

#### **Rejected (no grounds)**

We will not review an application and we will explain why they have no grounds to request a review.

#### **Reassessment**

We will reassess an application as the applicant has provided new information not previously supplied.

#### **Out of time**

An applicant asked for a review outside of the 21-daytime scale and they have no valid reason for the delay in asking for a review.

#### **Withdrawn**

An applicant asks for their review to be withdrawn.

### 6.4.4 Informing an applicant of the decision after a review

We will inform an applicant of the outcome of their review in writing and within 10 working days of the review being completed and no later than 6 weeks from the review being requested.

The information provided with the decision will enable the applicant to know why they have won or lost their review. It will include:

- who completed the review;
- the information they considered (written and verbal);
- others involved in the review and their contribution;
- the decision and our basis for reaching that decision.

Once the review has been completed the applicant does not have a right to another review on the same decision. If there is a subsequent change in their circumstances or new information not previously considered they have a duty to inform us and we will reassess their application.

An applicant can register a complaint if they are unhappy with how we have completed their review (6.7).

## 6.5 Appeals and Judicial Review

There is no right to appeal to the county court against any decision we make following a review of an application under section 6.4 of this Barnsley Homeseeker Scheme.

If an applicant believes they have a right of appeal to a county court regarding any duty owed to them relating to homelessness decision (Part 7 Housing Act 1996), this should be discussed with Barnsley MBC Housing Options Team who will advise the applicant of their rights.

If an applicant believes that they have adequate right to challenge any breach in our legal duties in dealing with their housing application they could take legal advice and consider a judicial review.

## 6.6 Spontaneous reviews

If information comes to light when dealing with an applicant or if we are alerted (by another agency or third party) of information which affects previous decisions we made about an applicant, then we will review the application. We may make the application inactive while we undertake the review. We may withdraw any offers whilst the review is being completed and we are under no obligation to reoffer the property once the review has been completed. We will complete spontaneous reviews within 10 working days of the information coming to light or the alert being received. We will advise an applicant that we are reviewing their application and whether their application is affected while the review is ongoing.

## 6.7 Complaints

An applicant can make a complaint about how we have handled their application, how we have followed our lettings policy, or the service we have given them in respect of their application. We have a separate complaints policy called "Your Comments Count" which explains in detail how to make a complaint and how we handle them. This policy is available on Berneslai Homes website.

Complaints about housing applications or lettings can include (but is not exhaustive):

- How we handled their application or treated them
- Rejecting a bid for a property type and area they are eligible for
- Bypassing of their application
- Withdrawing an offer
- The content of advert

- Decision not to bid on their behalf
- Giving incorrect or unclear information
- Not meeting timescales
- Not following our policy
- How we have handled their request for a review
- How we have a let a vacancy

The complaints procedure should **not** be followed where the applicant has a right to request a review which is covered in section 6.4 of this policy.

### 6.7.1 How to make a complaint

Complaints can be made in various ways including

- Online
- By phone
- By letter
- By e-mail
- Using a third party

### 6.7.2 How we handle complaints

We would always try to resolve a complaint quickly and informally. If this does not resolve the matter, we have 2 formal stages to our complaint process.

**Stage 1**      The complaint is investigated by the Lettings Service or other independent officer (where necessary) and a written response provided within 10 working days

**Stage 2**      If the applicant is still not satisfied the complaint will be reviewed by the Customer Services Team on behalf of the relevant Head of Service and a written response provided in 20 working days.

### 6.7.3 What happens during the investigation

We would contact the applicant, gather relevant information from them and explain how we would handle their application during the investigation period. For example, where a complaint involves a property which has been advertised or which they have bid on and were bypassed for we not normally hold, stop making or withdraw offers while the investigation is completed.

### 6.7.4 Complaint resolutions

The response to a complaint will respond to all points raised and the reasons for our decision.

Where a complaint investigation finds a negative impact for an applicant, we would address this as part of the resolution. This could include (but not exhaustive):

- Apology
- Explanation

- Promise of service improvement or review
- Backdating of priority
- Considering a direct offer (where they would have been rehoused sooner)
- Compensation

### 6.7.5 Housing or Local Government Ombudsman

If the complaint is still unresolved, we will advise the applicant which Ombudsman they need to contact.

The Local Government Ombudsman can be contacted as follows:

**Local Government Ombudsman PO Box 4771  
Coventry CV4 0EH Tel: 0300 061 0614  
Website: [www.lgo.org.uk](http://www.lgo.org.uk)**

The Housing Ombudsman can be contacted as follows:

**Housing Ombudsman Service Exchange Tower  
Harbour Exchange Square London  
Tel: 0300 111 3000  
E mail: [info@housing-ombudsman.org.uk](mailto:info@housing-ombudsman.org.uk)**

## **Appendices**

- A1    Barnsley Homeseeker Review Procedure**
- A2    RSL List**
- A3    List of Policies linking to the Barnsley Homeseeker Scheme**

This page is intentionally left blank

# Barnsley Homeseeker Reviews

## Procedure

This procedure sets out how Barnsley Homes deals with reviews of decisions made about housing applications.

### 1. What is a Homeseeker Review?

A Homeseeker Review is a review of decisions made about an applicant under the terms of the Homeseeker Scheme.

Applicants have a legal right to ask for a review of a decision made in respect of their housing application under Part 6 of the Housing Act 1996.

The core purpose of the review is to ensure we have made decisions about an applicant in line with our legal duties and the Homeseeker Scheme.

There are three types of decision an applicant can request a review of, which are set out below.

#### 1.1 Reviews regarding the status of an application

Under the terms of the Barnsley Homeseeker Scheme, an applicant has the right to request a review of the following decisions made about their status on the register:

1. That an application does not qualify to be on the Housing Register (Section 3.1.2).
2. That an application qualifies to be on the register but is placed in an inactive bidding status for a period of time (Section 4.4.3a)
3. That an applicant is on the register but we place restrictions on the area or property types an applicant can apply for (Section 3.3).

#### 1.2 Reviews regarding the priority awarded to an application

Section 4.4.13 of the Barnsley Homeseeker scheme details the priority categories. An applicant can request a review of this if they have reason or evidence to support that our decision has not been made in line with the Homeseeker Scheme.

#### 1.3 Reviews regarding the removal of priority awarded to an application

Under the terms of the Homeseeker Scheme, we may remove priority in the following circumstances.

- Where an applicant unreasonably refuses a reasonable offer. This is covered in section 5.4.4 of The Homeseeker Scheme.
- Where an applicant is not reasonably applying for suitable vacancies. This is covered in section 4.4.3b of The Homeseeker Scheme.

An applicant has a right to request a review if they have reason or evidence to determine that we have not made the decision in line with the Homeseeker Scheme.

## 2. How does an applicant request a review of these decisions?

An applicant has six weeks after a decision is made to request a review. They can do this online using the eform, by e-mail, over the phone, face to face via a nominated representative or in writing.

## 3. Who considers the review?

There is only one review allowed under the terms of the Barnsley Homeseeker Scheme.

Most reviews are completed by one officer, who is competent in understanding the terms of the Homeseeker Scheme. They can consider a review as long as they have not been involved in the original decision and are more senior than the officer making the decision. Typically, but not exhaustively, the review officer can be any one of the following roles:

- Lettings Team Leader
- Assessment Team Leader
- Lettings Manager
- Homeseeker Team Leader
- Customer Services Manager
- Neighbourhood Services Team Leader
- Income Manager
- Head of Customer Services
- Head of Estate Services

However, there are occasions, as set out in section 6.4.2 of the Barnsley Homeseeker Scheme, where the review will be considered by The Barnsley Homeseeker Panel.

## 4. How is the Homeseeker panel made up?



Any case being considered by panel will be sensitive or involve a Band 1 applicant. The panel is made up of two or three officers from Berneslai Homes and/or Barnsley Council.

### **Berneslai Homes Officers**

There will always be at least one senior officer from Berneslai Homes and this can be any of the following:

- Lettings Manager
- Head of Customer Services
- Tenant First Service Manager
- Neighbourhood Services Manager
- Head of Estate Services
- Income Manager

### **Barnsley Council Officers**

Representatives from BMBC can include various senior officer roles.

## **5. What process does the reviewing officer or Homeseeker Panel follow?**

The process followed for either a single officer review or panel is the same.

Within 5 working days of the review being requested, The Homeseeker Team will confirm with the applicant whether the review will be an officer review or a panel review. They will ask whether the applicant wishes to attend the review and if so whether this is in person or via a Teams meeting.

Once this has been confirmed a date for the review will be set and the applicant will be given 5 working days' notice of this date.

The officer making the original decision will complete the standard review template and share this with the reviewing officer, panel **and** applicant at least 5 working days before the date that the review is being considered.

This template includes the applicant's reasons for requesting a review, any evidence used by the officer making the original decision and how the policy has been applied.

In all cases, the officer making the original decision will be asked to attend the review meeting.

## **6. Does the applicant attend the review meeting?**

They have three options.

- They can attend with or without representation.
- They can send a nominated representative.
- They can choose not to attend.

## 7. What happens at the review meeting?

There is a formal process that is followed in **all** review cases, irrelevant of whether the applicant attends or whether it is a panel or single officer review.

The process followed at a review meeting is set out below and ensures that even if the applicant doesn't attend that the officer or panel considering the review will follow the same process,

- The officer leading the review will welcome attendees and will take from them any additional written evidence they have brought. This will be copied and distributed to all other attendees.
- The officer leading the review will ask the officers to present their case.
- The officer leading the review will ask the applicant or their representative to present their reasons for requesting a review. If the appellant is not present, the officer presenting the original decision will read out the applicant's reasons for requesting a review.
- The officer leading the review will give the officers an opportunity to ask the applicant or their representative any questions.
- The officer leading the review will give the applicant or the representative an opportunity to question the officer/s in attendance.
- The officer leading the review and any panel members will question the officers.
- The officer leading the review and any panel members will ask the applicant or their representative any questions.
- The officer leading the review will ask the officers to summarise.
- The officer leading the review will ask the applicant or their representatives to summarise their case.
- The officer leading the review will ask everyone to leave the room (or Teams meeting) for the decision to be made. This is with the exception of the panel.
- The officer leading the review and/or panel will consider the review and make their decision.
- The officer leading the review will ask everyone to return to the room and they will deliver their decision.
- The decision of the officer leading the review and/or collective panel will be based upon factual evidence and will comply with the Barnsley Homeseeker Scheme.

A record of the review meeting will be taken by either an audio recording, which is transcribed, or by notes made by an attending officer. Any notes will be shared with the applicant following the review meeting, and any personal sensitive data redacted.

## 8. What decisions can be made following a review?

One of three decisions can be made.

### **Agree with the applicant**

The applicant will either be:

- reinstated on the register and reassessed in line with the Homeseeker Scheme rules;
- have their priority increased and backdated to the date we awarded lower priority (unless in the interim period their circumstances have altered or they have provided new evidence); or
- reinstate their priority back to the date it was awarded (unless in the interim period their circumstances have altered or they have provided new evidence).

### **Disagree with the applicant**

The officer recommendation stands and the applicant has no further right of review.

### **Defer the decision whilst further investigations or actions take place**

Once this has taken place the applicant will be informed of the outcome of the reassessment and they then have a further right to request a review.

### **How are decisions confirmed?**

The decision will be confirmed in writing within 5 working days of the review being completed. Applicants will be informed of their right to seek judicial review (Section 6.5) and their right to make a complaint under Berneslai Homes Your Comments Count Policy if they do not believe the review process has been followed.

This page is intentionally left blank

## Appendix 2 – Registered Social Landlord List

The below list shows, as of the 25<sup>th</sup> of January 2023, the Registered Social Landlords that own housing stock within Barnsley and undertake nominations across the borough. Nominations are made in line with the Barnsley Homeseeker Scheme.

RSL	Website	Phone number
Acis Group  Acis House, 57 Bridge Street, Gainsborough, DN21 1GG	<a href="https://www.acisgroup.co.uk/">https://www.acisgroup.co.uk/</a>	0800 027 2057
Anchor Hanover (merged 2018)  The Heal's Building, Suites A&B, 3 <sup>rd</sup> Floor, 22-24 Torrington Pl, London, WC1E 7HJ	<a href="https://www.anchor.org.uk/">https://www.anchor.org.uk/</a>	0800 731 2020
Auxesia Homes  Booths Hall, Chelford Road, Knutsford, WA16 8QZ	<a href="https://www.auxesiahomes.co.uk/">https://www.auxesiahomes.co.uk/</a>	01565 648284
Centrepoint Services  Quarry View Smithies, Barnsley, S71 1NL	<a href="https://centrepoint.org.uk/">https://centrepoint.org.uk/</a>	0800 587 5158
Great Places Housing Group (Merged with Equity April 20)  99 Parkway Ave, Sheffield, S9 4WG	<a href="https://www.greatplaces.org.uk/">https://www.greatplaces.org.uk/</a>	0300 123 1966
Guinness Northern Counties H.A.  The Guinness Partnership, 20 Westfield Terrace, Sheffield, S1 4GH	<a href="https://www.guinnesspartnership.com/">https://www.guinnesspartnership.com/</a>	0303 123 1890

Habinteg Housing Association  Chapman House Unit 1, Adwalton Business Park 132 Wakefield Road, Drighlington Bradford, BD11 1DR	<a href="https://www.habinteg.org.uk/">https://www.habinteg.org.uk/</a>	0300 365 3100
Heylo (shared ownership specialists)  Level 2, 46 Park Place, Leeds, LS1 2RY	<a href="https://heylohousing.com/">https://heylohousing.com/</a>	020 3744 0415
Home Group  2 Gosforth Park Way, Newcastle Upon Tyne, Tyne and Wear, NE12 8ET	<a href="https://www.homegroup.org.uk/">https://www.homegroup.org.uk/</a>	0345 141 4663
Leeds & Yorkshire HA  3rd Floor, White Rose House, 8 Otley Rd, Headingley, Leeds LS6 2AD	<a href="https://www.lyha.co.uk/">https://www.lyha.co.uk/</a>	0113 2783335
Park Properties Housing Association Ltd  31 Ardwick green North Manchester, M12 6PN	<a href="http://www.parkpropertieshousing.co.uk/">http://www.parkpropertieshousing.co.uk/</a>	0161 820 6559
Places for People  The White House 10 Clifton York Yorkshire YO30 6AE	<a href="https://www.placesforpeople.co.uk/">https://www.placesforpeople.co.uk/</a>	01772 667002
Riverside Housing Group	<a href="https://www.riverside.org.uk/">https://www.riverside.org.uk/</a>	0345 111 0000

The Riverside Group, 170 Plymouth Grove, Manchester M13 0AF		
Sanctuary Housing  Chamber Court, Castle Street, Worcester, Worcestershire, WR1 3ZQ	<a href="https://www.sanctuary.co.uk/">https://www.sanctuary.co.uk/</a>	0800 131 3348
South Yorkshire H.A.  152 Rockingham Street Sheffield South Yorkshire S1 4EB	<a href="https://www.syha.co.uk/">https://www.syha.co.uk/</a>	0114 2900 200
Together Housing Association Ltd  2 Carbrook St, Sheffield, S9 2JE	<a href="https://www.togetherhousing.co.uk/">https://www.togetherhousing.co.uk/</a>	0300 555 5560
Synergy Housing Solutions Ltd  (A Member of the Together Housing Group)	No website – A Member of the Together Housing Group. <a href="https://www.togetherhousing.co.uk/">https://www.togetherhousing.co.uk/</a>	01924 290949
Wakefield and District Housing Limited  Merefield House, Whistler Dr, Castleford, WF10 5HX	<a href="https://www.wdh.co.uk/">https://www.wdh.co.uk/</a>	0345 8 507 507
Yorkshire Housing  The Place, 2 Central Place, Leeds, LS10 1FB	<a href="https://www.yorkshirehousing.co.uk/">https://www.yorkshirehousing.co.uk/</a>	0345 366 4404

This page is intentionally left blank



## Appendix 3 – Links to other Policies and Procedures

<b>Policy/Process Title</b>	<b>Linkages to the Homeseeker Scheme</b>
Adaptation Policy	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• Assessing priority where a BMBC property cannot be adapted.</li> <li>• Assessing priority where a BMBC property can be adapted but it does not meet the needs of the tenant.</li> <li>• An applicant is freeing up an adapted property required by us for another priority household.</li> <li>• When assessing suitability of a property for an applicant.</li> <li>• In deciding whether a property can be adapted and it is likely they will be feasible and approved to make it suitable for a priority applicant.</li> </ul>
Anti-Social Behaviour Policy	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• Assessing whether applicants are ineligible to join the Homeseeker Scheme due to ASB in previous tenancies.</li> <li>• Assessing whether an applicant may be bypassed for a property due to the applicant having a failed tenancy reference (arrears, ASB).</li> <li>• To make a decision regarding whether an applicant should be put into an inactive bidding category due to concerns about them managing their tenancy. These concerns may be triggered by evidence of previous ASB.</li> </ul>
BMBC Homeless Strategy	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• To make informed decisions on whether an applicant should be referred to BMBC Housing Options as a homeless person.</li> <li>• To assess the priority of the person who has been referred by BMBC Housing Options.</li> <li>• To support those who are homeless to find longer-term housing.</li> <li>• To offer wrap-around support for people that need more than just a</li> </ul>

	roof.
BMBC Tenancy Policy	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• To determine how the Homeseeker Scheme allocates tenancies.</li> <li>• To decide which type of tenancy is allocated (secure, flexible).</li> <li>• To outline the appeals and review processes with regards to tenancies ending.</li> <li>• To outline the requirements for a succession.</li> </ul>
Data Protection	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• Ensuring the data that is processed through the Homeseeker Scheme will be handled in accordance with the Data protection procedures.</li> <li>• Confirming that an applicant's permission to share their personal information is a qualification condition of being accepted onto the Homeseeker Scheme.</li> </ul>
Decant Policy	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• Where an existing BMBC tenant needs temporary accommodation due to major works being required at their home.</li> </ul>
Domestic Abuse Policy	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• Assessing priority for victims of domestic abuse.</li> <li>• Accepting domestic abuse as an exceptional circumstance when a tenancy has changed from joint to single.</li> <li>• Assessing whether a Direct Let is appropriate for either the victim or the perpetrator of domestic abuse.</li> </ul>
Flexible Tenancy Review Process	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• To assess whether an introductory tenant should be granted a secure or flexible tenancy following the end of their introductory tenancy.</li> <li>• To assess whether a secure tenancy should be granted at the end of a flexible tenancy.</li> </ul>
Introductory Tenancies Policy	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>• To assess whether the allocation of</li> </ul>

	<p>a tenancy should be classed as introductory.</p> <ul style="list-style-type: none"> <li>To assess whether an introductory tenant should be granted a secure or flexible tenancy following the end of their introductory tenancy.</li> </ul>
Joint Tenancy Guidance	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>To assess whether tenants qualify to become joint tenants.</li> <li>Assessing whether the appropriate evidence has been provided in order for a joint tenancy to be created.</li> <li>To assess if it is fair and reasonable to create a sole tenancy when a joint tenancy has ended.</li> </ul>
Mutual Exchange	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>To determine whether an applicant is eligible for a mutual exchange.</li> <li>To confirm a person's tenancy is transferred in a mutual exchange.</li> </ul>
Succession	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>To determine whether an applicant or tenant qualifies for a statutory succession.</li> <li>To assess whether a non-statutory succession should be granted following the death of a tenant.</li> <li>To assess whether a non-statutory succession is appropriate for a Direct Let.</li> </ul>
Vulnerability Strategy	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>To ensure fairness and transparency within the Homeseeker Scheme so all applicants can easily access the scheme, in particular those with vulnerabilities or other specific needs.</li> <li>To ensure rehousing plans are in place for care leavers or those in supported living as they may have complex cases or vulnerabilities.</li> <li>To assess whether an applicant qualifies for assisted bidding due to their needs or vulnerabilities.</li> </ul>
Your Comments Count	<p>We make reference to this policy in certain circumstances as outlined:</p> <ul style="list-style-type: none"> <li>To outline the process of making a</li> </ul>

	<p>complaint for applicants or tenants.</p> <ul style="list-style-type: none"><li>• To outline the process of how we handle complaints.</li><li>• To outline our complaint resolutions.</li><li>• To outline the process of contacting the Housing or Local Government Ombudsman.</li></ul>
--	---

The Barnsley Homeseeker Scheme is connected to a range of Berneslai Homes policies, which are listed above.

Where these policies are published on Berneslai Homes website, this document provides links to them. Where they are not published on the website the policies can be made available on request to [customerservices@berneslaihomes.co.uk](mailto:customerservices@berneslaihomes.co.uk)

## Appendix 2 - Homeseeker Scheme 2023 Implementation Plan

Activity	Date	Comment
BMBC DMT Approval	12/12/2022	
Cabinet	08/02/2023	
Berneslai Homes Internal Review of Process and Process and Procedure Development – including service restructure	August 2022 – January 2023	Development of internal process to meet the broad themes of the policy review and / or align with best practice. Service restructure completed with go live Jan 2023 Can be completed prior to consultation and sign off of policy and adapted agile to meet any specific needs
IT System Changes	January 2023 – May 2023	System amends and building in test before creating new lists in live.
Communication Plan development and roll out	January 2023 – March 2023	Development of comms plan to commence after full council approval of policy
Soft review of existing applications in line with proposed new policy criteria	May 2023 – June 2023	No communication to customers at this point but will prepare groundwork for comms immediate post sign off subject to broad agreement with proposal
Customer Contact and comms. Band affected customers, advise of new and old bands and advice around rehousing	July 2023 – August 2023	At this point applicants will also be advised of the right of appeal against the new assessment in line with the 2023 Lettings Policy
Appeal Process – Band effected customers	July 2023 – August 2023	Timeframe will be determined from point decision communicated in line with policy criteria
Dual Assessment of New Housing Applications and Changes of Circumstance to Existing Applications	From Policy Sign off to Policy Go Live (assumed March – December 2023)	All new applicants assessed against the 2018 and 2023 policy criteria, advised of processes and date of any banding change (if applicable)
Band affected applicants – Mid implementation review	3 Months after initial rebranding decision made and 1 month before changes	Further contact with customers to remind of date banding change will occur and encourage them to actively look for rehousing before that time

Berneslai Homes Website Redesign	October 2022 – March 2023	Redesign of BH “front door” website to deliver information and functionality required to deliver on policy ambitions. Majority of work policy agnostic so can be completed prior to sign off
Assurance Framework development	March 2023 – June 2023	Development of assurance framework and policy success measures
Implementation go live	1 <sup>st</sup> December	
Implementation review	6 months and 12 months after go live	

## Appendix 3:

### Consultation

The information below summarises the legal and regulatory duties to consult in respect of changes to the lettings policy and sets out completed and planned activities to ensure we meet those duties.

#### **Legal Duties**

1. Under Part 6 of the Housing Act 1996 there is only one specific duty to consult on changes to an authority's lettings scheme:

Before the Council adopts a new lettings scheme, we have a duty to share a copy of it with those RSL's with whom we have nomination agreements and give them a reasonable time to comment on the proposals contained within the draft scheme.

***This duty has been met through the workshop sessions and the subsequent sharing of the draft policy and an invite to complete a survey.***

2. Under section 105 of the Housing Act 1985, the Council has a duty to ensure that secure tenants, who are likely to be **substantially** affected by a change in a housing management policy or practice, are informed of the proposed changes, have an opportunity to make their views known and to consider those views before making the changes.

***Our view is that changing the lettings policy will not substantially affect secure tenants as the changes proposed will benefit those tenants in priority need who are applying to transfer, will reduce lettings to those outside of Barnsley and will enhance community stability through the enhanced service offer and tenancy ready support.***

***This duty will be met through Berneslai Homes' current tenant engagement processes via direct dialogue with the Tenant Voice Panel and other engaged tenants. The focus will be on involving tenants in the production of communications to applicants as part of the implementation phase and the development and testing of the service model.***

3. Under Part 6 of the Housing Act 1996, the Council has a legal duty to take reasonable steps (and in good time) to **inform** those affected by a change in the letting scheme, of the changes and what impact they have on them.

***This duty will be met once the policy has been approved and a date set for its implementation. However, Berneslai Homes has committed to consult with a random sample of existing applicants and tenants not on the transfer list through three workshops. The aim of these workshops***

***is to establish the likely response to the changes and so support the development of effective communications on the run up to the changes.***

### **Regulatory Duties**

4. Under the Regulator of Social Housing’s Involvement and Empowerment Standard we have a regulatory duty to give tenants a wide range of opportunities to influence and be involved in the formulation of their landlord’s housing-related policies and strategic priorities and the making of decisions about how housing-related services are delivered, including the setting of service standards.

***This duty will be met through Berneslai Homes’ current tenant engagement processes via direct dialogue with the Tenant Voice Panel and other engaged tenants. The focus will be on involving tenants in the production of communications to applicants as part of the implementation phase and the development of the service model and IT solutions.***

The table below sets out both completed and planned activities to ensure we have fully met those duties as we develop and implement the new lettings policy. The table also contains a summary of the views received.

### **Completed Consultation**

<b>Consultation Activity</b>	<b>Date/s</b>	<b>Summary of feedback</b>
Elected Members	Oct 21  14 <sup>th</sup> & 18 <sup>th</sup> Oct and 3 <sup>rd</sup> Nov 22	<p>General support for all principles, rules and revised service model.</p> <p>Acknowledgement that we have a duty to house those in most need and with limited options.</p> <p><u>Main asks</u></p> <ul style="list-style-type: none"> <li>• Support existing applicants to understand the changes in good time.</li> <li>• Be clear, fair, thorough and consistent in assessing those who can resolve their own housing needs.</li> <li>• Make sure allocations are supportive of the existing community needs.</li> </ul> <p>There was also an informal cabinet briefing on 5<sup>th</sup> October at which the Leader and Members were concerned that access to the waiting list would be restricted to those who owned their own homes or who had significant savings and the 10% lettings to waiting time ONLY amendment. Officers advised that there would be a clear and transparent process for this and that individual circumstances would always be considered – particularly where a need couldn’t be met</p>



		elsewhere (e.g., a medical need for certain accommodation/adaptation).
Berneslai Homes Tenant Voice and Involved tenants	23/5 & 30/11	Supportive of all proposals and the service model. <ul style="list-style-type: none"> <li>Like the closing of list to those outside Barnsley and with no connection.</li> <li>With increasing demand from those in need understanding of need to offer on needs based and not waiting time.</li> <li>Positive feedback about the online search and apply tool</li> </ul> <u>Main asks</u> Involve tenants as the policy is implemented to ensure any comms are customer focussed. Involve tenants in testing any system developments
RSLs	17th and 22nd Nov	Supportive of proposals and service model. Bedroom and matching rules more closely align to their policies. <u>Main asks</u> Improved networking between BH and RSL Improved nomination detail Review of web content
Partners	17 <sup>th</sup> and 22 <sup>nd</sup> Nov	Supportive of proposals and service model, in particular the move towards lettings on need first and the service model which supports tenancy ready. <u>Main asks</u> Involve wider community as the policy is implemented – to improve accessibility

Consultation Activity	Date
<b>Elected Members</b> – sharing of key principles presentation slides and band rules followed by an online survey	2nd Dec
<b>RSLs</b> – sharing of policy draft followed by an online survey	2nd Dec
<b>Partners</b> – sharing of key principles presentation slides and band rules followed by an online survey	2nd Dec
<b>Public</b> – a small random sample of the housing register and existing tenants to attend a presentation on the key principles and service model	15 <sup>th</sup> /16 <sup>th</sup> Dec Online (Zoom) max 50 attendees each session 19th Dec 2pm-4pm Barnsley Library max 30 attendees  Followed by a survey with deadline 13 <sup>th</sup> Jan 2023. A copy of the survey results summary is located at appendix B1.

<b>Berneslai Homes Involved Tenants</b> Consultation on implementation with a practical focus on communications and system usage.	Post White Cabinet Approval

## **Appendix 3a - Draft Lettings Policy Survey Overview**

### **1.0 Introduction**

The Draft Lettings Policy survey was sent out to a range of BMBC stakeholders following consultation sessions, including Registered Social Landlords, Barnsley Council and Berneslai Homes employees, Councillors, and the Tenant Voice Panel. The survey link was sent out to stakeholders via email, with the presentation attached so they could refer to it when completing their answers.

In total, the survey was sent to 117 stakeholders. 19 people completed the survey, resulting in a 16.24% response rate. Of the 19 respondents, 16 were Berneslai Homes staff, two were Registered Social Landlords and one worked for BMBC as a nurse.

### **2.0 Results**

#### **2.1 Principle one: Balance Supply & Demand**

Strongly agree or agree were the majority responses to all questions asked in relation to Principle One. A common theme within the qualitative answers was that those most in need of housing should have priority over those that don't, thus supporting the draft lettings policy on Principle One.

#### **2.2 Principle Two: Rehouse the most in need first**

Strongly agree or agree were the majority responses to all questions asked in relation to Principle Two. The common theme within the qualitative answers is that most would like to see a smaller Band One so high priority cases can be better managed.

#### **2.3 Principle Three: Make better use of stock**

Strongly agree or agree were the majority responses to all questions asked in relation to Principle Three. The majority of qualitative responses agreed that underoccupancy should not be allowed in homes, with one person stating it is a much fairer system. However, some respondents stated that spare bedrooms are useful when family visit or families expand.

#### **2.4 Principle Four: Quality advice and support**

Strongly agree or agree were the majority responses to all questions asked in relation to Principle Four, no one disagreed to any of the questions stated. Respondents agreed that affordability assessments are vital to maintain successful tenancies, however one person highlighted that some applicants that do not meet affordability requirements may have no other housing options if they are turned away.

#### **2.5 Principle five: Positive housing register management**

Strongly agree or agree were the majority responses to all questions asked in relation to Principle Five. The common theme of the qualitative responses is that extenuating circumstances should be taken into account during assessments, and HMT should be included in these decisions.

## **2.6 Principle Six: Transparency**

Strongly agree or agree were the majority responses to all questions asked in relation to Principle Six. The majority of respondents agree that it is best to manage expectations through transparency.

## **2.7 Mixed question depending on their role.**

### **2.7.1 Is there anything else you would like us to consider including in the policy to improve working processes between Registered Social Landlords and Berneslai Homes?**

One respondent answered: 'contact details for priority officers where an applicant with priority has indicated they would like to refuse potential offer'.

### **2.7.2 Please tell us how the draft policy will affect the services within your team or any other comments you may have (Berneslai Homes employees).**

Overall, the qualitative comments stated they were pleased with the survey and believe it will benefit Berneslai Homes staff and the applicants. It was also stated that the policy will help applicants become tenancy ready, however some respondents have concerns on how the people that are excluded from the waiting list will find alternate accommodation.

## **3.0 Conclusion**

Overall, the reaction the draft policy has been positive, with most respondents supporting each principle. There has been valuable qualitative feedback provided with each question, and this should be considered when implementing any changes to the policy.

The most disagreed to questions were 'The policy will not allow a spare bedroom in family homes', 'The policy will limit access to the list to owners & those with high incomes' and 'The policy removes the 10% of lettings to waiting time only and lets on highest needs first.' These questions had two people disagree with them, which could show that these points may raise the greatest concerns from service users when moving forward with the policy. Therefore, special attention should be paid to these points when communicating them to the public.

**A full copy of the survey results with associated comments is available upon request.**

## Equality Analysis

### What is an Equality Analysis and why do we need to complete one?

It is designed to ensure that an organisation's policies, practices, events, projects, activities and decisions are fair and do not present barriers to protected characteristic groups. This covers both strategic and operational activities.

### The EA will help to ensure that:

- we understand the potential effects of the policy or activity by assessing the impacts on different groups.
- any adverse impacts are identified, and actions identified to remove or mitigate them.
- decisions are transparent and based on evidence with clear reasoning.

**Please complete the form below followed by the checklist to help you decide whether a full Equality Analysis is required.**

### Step 1

#### 1. Person responsible for this assessment

<b>Name:</b>	Lynne Horton
<b>Job Title:</b>	OD Manager
<b>Directorate:</b>	Corporate Services
<b>Service / Team:</b>	HR/OD Team
<b>Date of Assessment:</b>	4 November 2022

#### 2. Names of any others involved in carrying out the assessment

<b>Name:</b>	Cheryl Hodkinson	<b>Job Title:</b>	Housing Management Team Leader
<b>Name:</b>	Alison Dalton	<b>Job Title:</b>	BMBC Group Leader Strategic Housing
<b>bm</b>	Rachel Burgon	<b>Job Title:</b>	BMBC Senior Housing Advisor
<b>Name:</b>	Julie Walker	<b>Job Title:</b>	Senior Housing Assessment Officer

### 3. Description of Strategy, Policy, Service, Project, Activity or Decision

<b>Title:</b>	Lettings Policy
---------------	-----------------

Is it new? Yes  No

Is it a review of existing? Yes  No

#### Aims and Objectives

When completing this section please consider:

**What** you are doing?

**Why** you are doing it?

**Who** will benefit?

<p>Revision of Lettings Policy to ensure:</p> <ul style="list-style-type: none"><li>Balance of supply and demand</li><li>Rehousing of those in most need</li><li>Make better use of stock</li><li>Quality advice and support</li><li>Positive housing register management</li><li>Transparency</li></ul> <p>Those in most housing need should benefit from these changes.</p>
---

#### 4. Who is affected?

Please give details of which groups or individuals are affected.

For example, tenants, employees, contractors, partner organisations, wider community, others

<p>Housing register applicants, tenants, employees within the service, council, partners, councillors, other registered providers.</p>
--

Are there any known inequalities? (Give a brief description)

Some people with various protected characteristics may not be able to access the housing register. There will be more restrictions to access the register to balance supply and demand ensuring those in most housing need have the best opportunity of being rehoused. Whilst this will have a negative impact on some protected characteristic groups, the options of choice in other housing tenures are open to them. Each individual accessing the register will be assessed on their needs therefore reducing any negative impact.

## 5. Equality Act 2010 Public Sector Equality Duty

- The Equality Act 2010 aims to achieve equal opportunities in the workplace and wider society. It gives protection to people with a protected characteristic. These are:
  - Age,
  - disability,
  - gender'
  - gender reassignment,
  - marriage and civil partnership,
  - pregnancy and maternity,
  - race, colour, ethnic and national origin
  - religion or belief, sex and
  - sexual orientation.
- The public sector equality duty requires all public bodies, including local authorities, to have due regard to the need to:
  - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - Foster good relations between people who share a protected characteristic and those who do not.

## How is the public sector equality duty met?

**Eliminate unlawful discrimination** (including harassment, victimisation and other prohibited conduct)

The Lettings Policy aims to operate fairly giving regard to those in most housing need to address supply and demand. It is transparent and enhancements through the interactive tool will mean people can make informed choices regarding their housing options.

**Advance equality of opportunity** (between people who share a protected characteristic and people who do not share it)

The support on offer to housing applicants and tenants within the community aims to assist people to manage their tenancy and sustain healthy relations within the community. It is important that area profiling data is utilised to manage and maintain community cohesion.

**Foster good relations** (between people who share a protected characteristic and people who do not share it) Could it have an adverse impact on relations between different diverse groups?

Support is in place to assist individuals and a front line housing management presence exists within communities. It will mean that those in most housing need are being rehoused and enhanced support will be in place to assist those who require it.

## Equality Analysis

### Checklist

The following questions will help you identify whether a full Equality Analysis is required.

Please answer all the questions with reference to the protected characteristics; age, disability, gender, gender reassignment, marriage and civil marriage / partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

**Please Note. For significant policy/procedure/service changes, please go straight to page 6 as a full EA is always required.**

Question 1	Yes	No
<b>Are there any groups who may have trouble accessing this service?</b>	x	
Please provide comments:		



Those not on line and those with communication access issues may find the service more difficult. This is addressed through the mediated assisted application and bidding service.

Question 2	Yes	No
<b>Does your information suggest that some groups of people are less satisfied than others?</b>	x	
Please provide comments: Younger people are less satisfied as there is a lower availability of family homes and smaller accommodation with no age restrictions.		
Question 3	Yes	No
<b>Will this service have a significant impact on any of our tenants?</b>		x
Please provide comments: The policy only applies to those tenants wanting to move. The rules are being changed to ensure we allocate homes fairly and to those in most need first. The impact is therefore positive.		
Question 4	Yes	No
<b>Do you have any evidence that discrimination, harassment and/or victimisation could occur as part of this service?</b>		x
Please provide comments:		
Question 5	Yes	No
<b>Do you think the service will enable communication and improve good relations between the organisation and its employees, residents, contractors or anyone else?</b>	x	
Please provide comments: The changes to the policy will increase the number of homes available for needs based lettings.		
Question 6	Yes	No
<b>Does this service need to improve the way in which it is communicated to people who have literacy, numeracy or any other access needs?</b>		x
Please provide comments: We have an assisted application and bidding service for applicants with literacy, numeracy and other access needs.		
Question 7	Yes	No

<b>Does consultation need to be carried out?</b> If the consultation is with customers, contact <a href="mailto:customerengagement@berneslaihomes.co.uk">customerengagement@berneslaihomes.co.uk</a>	X	
Please provide comments: Consultation to be carried out with applicants and BH Tenant Voice Panel (Oct-Dec 2022) Consultation to focus on impact of changes and developing effective communications.		

Please use the table below to assess the priority.

Add up how many questions you answered 'Yes' to and follow the appropriate action.

Priority	Number of questions answered 'Yes'	Action
High	3 or more	A full assessment is required, please continue to 'Step 2 – Full Equality Analysis'
Medium	1 to 2	No further action is required. Please sign the 'Declaration Section at the end of the form
Low	0	No further action is required. Please sign the 'Declaration Section at the end of the form

## Step 2 – Full Equality Analysis

The full analysis explores ways to reduce or eliminate barriers and/or negative impacts.

When completing the next section think about whether the strategy, policy, service, project, activity or decision could have a negative, positive or neutral effect of groups or individuals. It's important to make use of in-house and published data, for example reports from Northgate.

Please consider:

**What** you are doing ?

**Why** you are doing it?

**How** you are doing it?

Who can access the service easily and who may not be able to access the service and why?

Protected Characteristics	Negative	Positive	Neutral	<b>Recommendations:</b> Consider any barriers which will have negative impact and/or good practices giving positive impact
Consider: The way younger and older people access services may be different <ul style="list-style-type: none"> <li>• Use of technology</li> <li>• Child care / care of other dependant</li> <li>• Timings / Flexibility, such as work patterns</li> <li>• Transport arrangements</li> <li>• Venue location</li> </ul>			✓	Interactive tool will assist people to make informed choices. People who don't have access to technology will need assistance. We need to ensure staff are able to assist when taking calls on the interactive tool.  Tenancy ready – present a range of options to ensure everyone can access the service ie. Online and out of hours. Locations also need to be considered to ensure this is easily accessible.  Ensuring communications - consider access and communication needs of individuals.  Single people and couple are more likely to be younger. Could this have an impact on the type of accommodation, implications on RTB etc  Care leavers – automatically assigned a housing coach

<p><b>Disability</b> (includes physical, learning, sensory (deaf / blind), mental health)</p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• Communication methods</li> <li>• Accessibility – venue, location, transport</li> <li>• Range of support needed to participate</li> <li>• Hearing loops / interpreters</li> <li>• Disability awareness training for employees</li> </ul>			✓	<p>Support required for people who can't access online or those who require additional support. Ensure transparency around minor and major adaptations. Is there an opportunity through tenancy ready to link in with other service areas eg. support, grant funding, more money in your pocket. There is a positive impact if direct lets can be matched to the stock and specific needs. Early engagement with registered providers delivering small schemes to ensure match with people on the waiting list with specialist needs. We need to be aware of any support requirements before we are considering down banding people. AAG translation need to be briefed at an high level in relation to sensitive conversations. What impact disability income has in relation to the income qualifications?</p>
<p><b>Race</b> (includes gypsy, travelling, refugee and migrant communities)</p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• The size of the BAME communities that your service / project affect</li> <li>• Language (s) spoken / understood</li> <li>• Culture, such as hygiene, clothing, physical activities, mixed gender activities</li> <li>• What access support can you offer?</li> </ul>				<p>Consider our tenant profile – what does it tell us in relation to areas? Are there any cluster areas? Have we done any consultation with equality groups? What groups should we consult with? Migrant Support Network and Barnsley Together forum. Be aware of community tensions.</p>
<p><b>Protected Characteristics</b></p>	<p><b>Negative</b></p>	<p><b>Positive</b></p>	<p><b>Neutral</b></p>	<p><b>Recommendations:</b> Consider any barriers which will have negative impact and/or good practices giving positive impact</p>

<p><b>Religion, Faith or Belief</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• The diversity within the communities that your service / project affect</li> <li>• Prayer times, meal times, food (some religions do not eat meat), cultural habit or belief, religious holidays such as Ramadan</li> <li>• Awareness training for employees</li> </ul>			✓	<p>Greater knowledge and understanding around refugee numbers to be more proactive. This will enable better planning of provision eg. larger accommodation. Knowledge of religious holidays is required so that we know for when we're making offers. When running live sessions, be mindful of times and days to plan for inclusive events or offer choice.</p>
<p><b>Pregnancy and Maternity</b></p> <p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• Flexible hours of the service / project</li> <li>• Is there access to private area for breastfeeding mothers?</li> </ul>			✓	<p>MATB1 required currently – is this going to be the same and if not what implications will this have? Income and affordability – any implications?</p>
<p><b>Gender</b></p> <p><b>Consider</b></p> <ul style="list-style-type: none"> <li>• The impact on men and women</li> <li>• Child care / Care of other dependant</li> <li>• Mixed / single gender groups / activities</li> <li>• Timing of services / Projects</li> </ul>			✓	<p>Dependent or working age children Split households – children 3 or more nights per week – generalised statement that children may be with mum. It can impact either gender</p>
<p><b>Sexual orientation (includes Lesbian, Gay and Bisexual (LGBTQ+))</b></p> <p><b>Consider</b></p> <ul style="list-style-type: none"> <li>• LGBTQ+ people should feel safe to disclose their sexual orientation without fear of prejudice</li> <li>• Make it clear you recognised civil marriage and partnerships</li> <li>• Awareness training for employees</li> </ul>			✓	<p>Any community tensions in certain areas? Separation issues – children (same as above)</p>
<p><b>Transgender</b></p>			✓	<p>Be aware of community tensions</p>

<p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• Trans people should be able to disclose their gender identify without fear of prejudice</li> <li>• Making it clear you have a Transgender policy and process</li> <li>• Awareness training for employees</li> </ul>				Staff sensitivity – ensure transgender policy is complied with.
<p><b>Marriage and civil marriage / partnership</b></p> <p><b>Consider</b></p> <ul style="list-style-type: none"> <li>• All couples or partners, regardless of gender, should be able to access services</li> </ul>			✓	

<b>Summary of recommendations</b>			
	<b>Actions</b>	<b>Officer</b>	<b>Date</b>
1	Ensure equality monitoring takes place – annual lettings plan. Monitor equality data on exclusions from register – any trends?	Lettings Manager	Annual April 2023 Qtrly trend monitor April 2023
2	Training on the interactive property tool for staff required and ensure staff are able to support applicants	Lettings Manager	Jan 2023
3	Ensure tenancy ready workshops are accessible – present various options.	Assessment Team Leader	May 2023
4	Communication plan required re: consultation and then implementation and long term delivery.	Lettings Policy Project Officer	Jan 2023

5	Consult equality groups, MSN, Barnsley Together re changes.	Lettings Policy Project Officer	Jan 2023 on policy scheme and May – June 2023 on service model
6	Clarity on the definition of minor and major adaptations and ensure clear communication to public.	Lettings Manager	March 2023 (for final policy)
7	Ensure signpost and link to other support services through tenancy ready	Assessment Team Leader	May 2023 develop model for go live
8	Ensure engagement with registered providers delivering small schemes to ensure match with people on the waiting list with specialist needs	Lettings Team Leader	Jan – Mar 2023 – develop revised RSL partnership meetings and pro forma for nominations
9	Ensure we are aware of any support requirements before we are considering down banding people.	Assessment Team leader	May 2023 – establish process
10	AAG translation need to be briefed at an high level in relation to sensitive conversations	Lettings Manager	Jan 2023
11	Consider our tenant profile – what does it tell us in relation to areas? Are there any cluster areas?	Lettings Manager	Link to action 1
12	Greater knowledge and understanding around refugee numbers to be more proactive Knowledge of religious holidays is required so that we know for when we're making offers.	Lettings Manager	Link to action 1
13	When running live sessions, be mindful of times and days to plan for inclusive events or offer choice	Lettings Policy Project Officer	December 22 to Jan 23 (consultation window) Service development (Mar 23 to Aug 23)

**Review date for the Policy / Service:**

Post public consultation – please advise of an appropriate date

## Declaration

Please tick the appropriate action:

	<b>I can confirm that step 1 of the process has been completed and can conclude that a full Equality Analysis is not required.</b>
✓	<b>I can confirm that a full Equality Analysis has been completed</b>

<b>Signature of person undertaking the assessment:</b>	<i>L. Horton</i>		
<b>Print name:</b>	<b>L Horton</b>	<b>Date:</b>	<b>4/11/22</b>

Please email your completed EA to [equalityanalysis@berneslaihomes.co.uk](mailto:equalityanalysis@berneslaihomes.co.uk)



**BARNSELY METROPOLITAN BOROUGH COUNCIL**

**REPORT OF: EXECUTIVE DIRECTOR GROWTH & SUSTAINABILITY**

**TITLE: ACCEPTANCE OF NATIONAL PORTFOLIO ORGANISATION FUNDING FROM ARTS COUNCIL ENGLAND FOR BARNSELY MUSEUMS**

<b>REPORT TO:</b>	<b>CABINET</b>
<b>Date of Meeting</b>	<b>8 February 2023</b>
<b>Cabinet Member Portfolio</b>	<b>Regeneration and Culture</b>
<b>Key Decision</b>	<b>Yes</b>
<b>Public or Private</b>	<b>Public</b>

**Purpose of report**

The purpose of this report is to inform members of the National Portfolio Organisation (NPO) status awarded to Barnsley Museums for the financial years 2023 - 2026 and to outline the activities that are proposed to be delivered with the associated £1,425,252 in Arts Council England (ACE) funding

**Council Plan priority**

Barnsley Museums' status as a National Portfolio Organisation supports several of the Council's priorities:

Healthy Barnsley

- People are safe and feel safe.
- People live independently with good physical and mental health for as long as possible.
- We have reduced inequalities in health and income across the borough.

Learning Barnsley

- Children and young people achieve the best outcomes through improved educational achievement and attainment.

Growing Barnsley

- People have a welcoming, safe, and enjoyable town centre and principal towns as destinations for work, shopping, leisure, and culture.

Sustainable Barnsley

- Our heritage and green spaces are promoted for everyone to enjoy.

## **Recommendations**

That Cabinet:-

1. Approve the funding allocation
2. Approve the delivery of the agreed activity

## **1. INTRODUCTION**

- 1.1 Arts Council England (ACE) provides regular revenue funding to organisations that demonstrate best practice and are able to deliver the ACE's strategic priorities. The organisations that receive this regular funding are known as National Portfolio Organisations (NPOs). Barnsley Museums secured a place in the Arts Council portfolio in 2018 and has received annual funding for the last five years.
- 1.2 The current fund is for a period of three years from April 2023 – March 2026. Barnsley Museums are one of 990 organisations who have successfully bid to be part of the new portfolio sharing £446M of annual funding. NPOs deliver against the Arts Council's 'Let's Create' Strategy.
- 1.3 With this Portfolio, Arts Council England has focused on investing to make certain that as many people as possible in England - no matter where they come from or what their circumstances - can access the very best of art and culture on their high streets and in the community spaces of their villages, towns and cities.
- 1.4 Several new NPOs attracting their own separate funding have been created in Barnsley including Barnsley Libraries, Gary Clarke Dance, Invisible Flock and Lung which is great news for the Borough which is a Priority Place for Arts Council England Investment. We will work together to expand and improve Barnsley's cultural offer.

## **2. PROPOSAL**

- 2.1 Our vision is that Barnsley Museums will play a vital role in improving quality of life for people across the borough, now and in the future, by sharing its amazing collections, buildings and green heritage.
- 2.2 Our Mission is to:
  - To care for and share the rich heritage of our Borough
  - To contribute significantly to the local economy and placemaking
  - To enhance people's wellbeing
  - To provide venues, exhibitions and activities which are excellent, welcoming, inspirational, inclusive, diverse and innovative

- To work with the residents of Barnsley, giving them a voice and creating programmes *with* people not for them
- To raise aspirations and help build strong and cohesive communities
- To co-develop and deliver empowering, inspirational learning opportunities for people of all ages
- To look after and enhance our green heritage to support climate change and wellbeing opportunities
- To always look to the future and become a self-sustaining service with ambitious yet achievable plans
- To develop strong partnerships which help us deliver our vision
- To support our workforce and communities to develop new skills

2.3 Retaining NPO status for Barnsley Museums is recognition of the excellent work that Barnsley Museums does and enable us to realise our vision and mission in line with Council Priorities.

2.4 Barnsley Museums NPO Business Plan outlines how the NPO funding will enable Barnsley Museums to programme a range of activity contributing to ACE Let's Create Strategy and delivery of six key aims:

Aim 1 - Barnsley Museums will have a strong community focussed visitor offer and programme which is inclusive and fosters a sense of pride in our borough.
--

Aim 2 - Barnsley Museums will excel in the research, management, conservation and development of its collections, buildings and green spaces with a strong focus on accessibility, diversity and environmental sustainability.
--

Aim 3 - Barnsley Museums will create enjoyable lifelong learning programmes which bring people together, and support educational attainment, skills and routes to employment.
---

Aim 4 - Barnsley Museums will make a strong contribution to the happiness and health & wellbeing of the Borough
---

Aim 5 - Barnsley Museums will become more financially sustainable and resilient and increase the economic potential for the Borough as a visitor destination.
---

Aim 6 - Barnsley Museums will enrich its offer through the innovative use of digital
--

## IMPLICATIONS OF THE DECISION

### 3. Financial and Risk

3.3.1 Consultation on the financial implications has taken place with colleagues in Financial Services on behalf of the Service Director – Finance (S151)

3.3.2 This is the second NPO grant BMBC have received, the first being for 2018 to 2022 where we received £466,550 per annum for 4 years, with an extension year due to the pandemic for 2022-23 of £475,085. The government has only approved 3 years funding for the current round of £475,084 per year.

3.3.3 There will be no additional financial implications arising directly from this report which is to accept additional National Portfolio Organisations (NPO) funding of £1,425,252 for the financial years 2023- 2026. The grant will be claimed in 3 equal sums regardless of spend.

3.3.4 The grant will be used to fund the following types of activities:

- Learning Activities – Schools, Families, Barnsley Local Cultural Education Partnership.
- Volunteering Programmes
- Support for Creative Sector
- Collections Management and Exhibitions
- Visitor Experience Enhancements
- Access and Inclusion Activity
- Digital Programming
- Marketing Activity
- Community Arts and Heritage Programmes

## **3.2 Legal**

3.2.1 To accept the grant the Council will have to agree to the Arts Council's Standard Terms of Grant. Please see Appendix 1 for further details.

## **3.3 Equality**

3.3.1 Equality Impact Assessment Pre-screening completed determining full EIA not required

3.3.2 Barnsley Museums have developed a suite of Equality and Diversity Principles that guide its work

### **We believe:**

- In making everyone feel welcome
- In remaining relevant to audiences
- In caring about people
- That we are a safe place to experience, challenge and inspire
- That everyone has the opportunity to learn
- In fun and wellbeing
- That the people of Barnsley are the custodians of their own stories

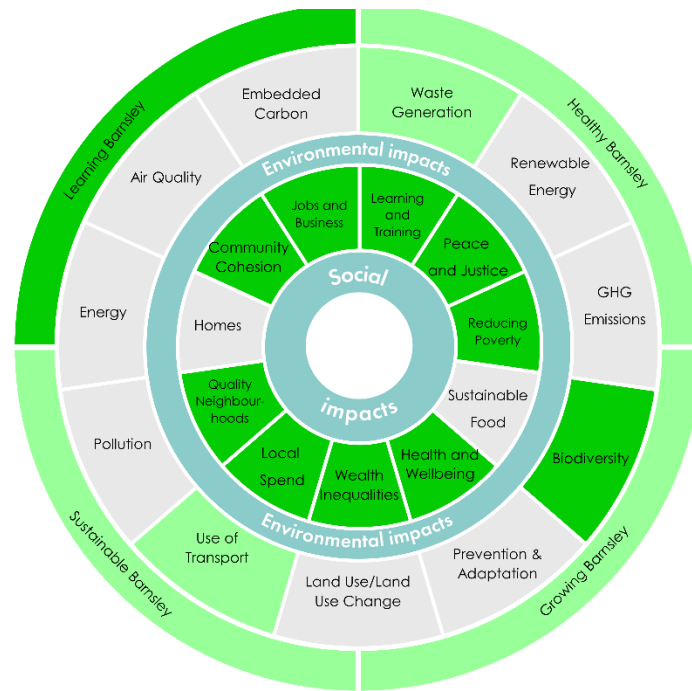
### **We want to:**

- Be diverse and inclusive
- Record, share, archive and celebrate the stories of Barnsley past, present and future
- Be welcoming and relevant to all, including and involving everyone
- Have ongoing conversations, being responsive to change
- Create innovation for the sector
- Be interesting, authentic, aspirational and fearless

- Be reflective of our audiences
- Take risks, be ambitious and experimental

### 3.4 Sustainability

3.4.1 Decision-making wheel completed. It shows that the activity generated by the funding has significant benefits in terms of Learning and shorter term benefits related to Healthy Barnsley, Growing Barnsley and Sustainable Barnsley.



### 3.5 Employee

3.5.1 The funding allows for the continuation of six fixed term contracts.

### 3.6 Communications

3.6.1 Marketing and promotion is a central component to the successful delivery of the NPO Business plan. The NPO funding provides additional funding for marketing which will include an additional employee to support this function.

## 4. CONSULTATION

4.1 Extensive consultation has taken place with ACE in the development of the NPO funding bid. Internal consultation has also taken place with various departments relating to the development of the NPO activity plan, including Communities, Finance, Communications and Public Health. In addition Human Resources and recognised Trades Unions have been consulted in so far as the proposals provide additional funding to create a number of new posts within the service.

## 5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 The alternative approach is to not to accept the funding resulting the Barnsley Museums not being recognised for its excellent contribution at a national level and the benefits for local communities would not be able to be delivered.

## 6. REASONS FOR RECOMMENDATIONS

- 6.1 The funding will enable the continuation of the award-winning programmes that Barnsley Museums delivers in support of the Barnsley 2030 Strategy and Council Plan.

## 7. GLOSSARY

ACE – Arts Council England  
NPO – National Portfolio Organisation

## 8. LIST OF APPENDICES

NONE

## 9. BACKGROUND PAPERS

NPO Application  
NPO Decision Letter  
NPO Business Plan

If you would like to inspect background papers for this report, please email [governance@barnsley.gov.uk](mailto:governance@barnsley.gov.uk) so that appropriate arrangements can be made

## 10. REPORT SIGN OFF

<b>Financial consultation &amp; sign off</b>	Senior Financial Services officer consulted and date  <i>Maq Ahmed</i>  22/11/2022
<b>Legal consultation &amp; sign off</b>	Legal Services officer consulted and date  <i>28/11/22 Jason Field</i>

**Report Author: Lynn Dunning**  
**Post: Group Leader – Arts & Heritage**  
**Date: 1 December 2022**



# ARTS COUNCIL ENGLAND

## Standard terms and conditions for grants

**June 2022**

---

# Standard terms and conditions for grants

These standard terms and conditions for grants apply to all grant offers made through Arts Council National Lottery Project Grants and other relevant programmes (as set out in your offer letter) from April 2021 onwards.

This document is important. It sets out the standard legal conditions of our grant offer to you. This is a legal document and you should ensure that you fully understand your responsibilities before accepting a grant from us.

If you have any general questions about this document, please contact our Customer Services team on 0161 934 4317. However, if you need legal advice, please contact your solicitor.

If you do not have access to the internet or email and require additional documents, or if you require this document in an alternative format you can ask us by phoning 0161 934 4317.



---

# Contents

1. Definitions	4
2. The grant	5
3. The project	6
4. Information, marketing and publicity	9
5. Additional conditions for organisations	11
6. General conditions	12
7. VAT	14
8. Conditions relating to assets or goods purchased with the grant	14
9. Breach of these terms and conditions, and suspending or repaying the grant	16
10. Termination of the Grant Agreement	17

---

# 1. Definitions

- 1.1. 'You' and 'your' means the person (individual) or organisation that we have given a grant to and is bound by these terms and conditions.
- 1.2. 'We', 'us' and 'our' means Arts Council England and includes our employees and those acting for us.
- 1.3. The 'Project' means the project or activity that we have agreed to give you a grant for, as set out in your application form or proposal together with any supporting documents such as budget information, a timetable and any other documents that set out how your Project will be managed ('the Project Proposal').
- 1.4. The 'Grant Agreement' includes and incorporates:
  - 1.4.1. these standard terms and conditions;
  - 1.4.2. the Offer Letter which sets out any additional conditions;
  - 1.4.3. the Project Proposal;
  - 1.4.4. and any other conditions we have agreed with you now or in the future.
- 1.5. The "Subsidy Control rules" means the Subsidy Control rules adopted by the UK with effect from 11pm on 31 December 2020, including Part 2, Title XI (Level Playing Field), Chapter 3 (Subsidy Control) of the 'Trade and Cooperation Agreement between the European Union and the European Atomic Energy Community, of the one part, and the United Kingdom of Great Britain And Northern Ireland, of the other part' incorporated into law by the European Union (Future Relationship) Act 2020 and, where relevant, the EU State aid rules as set out in Articles 107-109 of the Treaty on the Functioning of the European Union and associated regulations and guidelines under the Northern Ireland Protocol and any other applicable laws and successor legislation.

---

## 2. The grant

- 2.1. The amount of the grant is set out in the Offer Letter. We are not able to increase the amount of the grant. The amount of the grant may be different to the amount that you applied for.
- 2.2. You must accept our offer within two weeks of receiving it by accepting your grant online. If you do not accept your grant online within two weeks our offer will lapse. If you are an organisation, the Offer Letter must be accepted by someone who is authorised to sign on behalf of your organisation. Your acceptance online will be deemed your signing of the Offer Letter. The Grant Agreement will come into force on the date that you accept your grant online and will be deemed the date of your Grant Agreement.
- 2.3. We will pay the grant in the instalments as set out in the Offer Letter.
- 2.4. You must use the grant exclusively for the Project.
- 2.5. You must tell us promptly about any changes to information you have given us, including any changes to your bank or building society details and you must make sure that the information you hold is always true and up to date.
- 2.6. You must not use the grant to pay for any spending commitments you have made before the Covid-19 pandemic affected your work.
- 2.7. You must hold any unused part of the grant on trust for us at all times.
- 2.8. You must tell us if you receive any other funding for the Project from any other source at any time during the Project. If this means that you no longer need the funding from us and/or that our funding duplicates something you later receive other specific funding for, you must pay the grant or the appropriate portion of the grant back to us immediately upon demand from us.
- 2.9. If you spend less than the whole grant on the Project, you must return the unspent amount to us promptly. If the grant part-funds the Project, you must return the appropriate share of the unspent amount to us.
- 2.10. As the grant comes from public funds, you must account to us for any profit that you make from the Project and we reserve the right to require you to pay back all or part of the grant.
- 2.11. If you enter into an agreement with any third party with a view to commercial exploitation of the Project or anything related to it, you must contact us to obtain our consent. Our consent may be subject to conditions, including conditions requiring the repayment of all or part of the grant.

[Back to contents](#)

### 3. The project

- 3.1 This Grant Agreement has been entered into within the COVID-19 period. We reserve the right to introduce any new requirements and/ or additional conditions based on any further guidance given and/ or announcements made by the UK Government and any changing circumstances in relation to COVID-19.
- 3.2 Where the Project includes participatory work or public engagement, you must comply with all current UK Government guidance on COVID-19 and should carry out a risk assessment. You must be able to evidence that all risks have been addressed prior to the commencement of the Project.
- 3.3 You must get our written permission before making any changes to the Project or to its aims, structure, delivery, outcomes, duration or ownership.
- 3.4 If we agree that you can make changes to the Project, we may ask you to agree to additional conditions. Any agreed changes and/or additional conditions will be set out in a separate legal agreement between us and you; you should not start any new or changed activity until that agreement has been signed by both us and you.
- 3.5 You must start the Project within one month of receiving the first grant payment from us.
- 3.6 You must tell us if your plans to complete the Project, or your own ability to complete it, changes.
- 3.7 You must ensure that all records, including financial records, relating to the Project are accurate and up to date. You must keep these records for at least seven years after the Project has finished.
- 3.8 Where it is required, you must maintain adequate insurance at all times and we may ask you to send us copies of these policies. This includes employee and public liability insurance and insurance that covers the full replacement value of any assets you have purchased using the grant.
- 3.9 You must give us, or any person nominated by us, access to all records relating to the Project or other projects funded by us upon demand, including (but not limited to) accounts and any other financial records, VAT and any other tax records. We can ask for access to these records for up to seven years after the Project has finished.
- 3.10 You must send us any information and records that we reasonably require to monitor your Project and how the grant is being used.
- 3.11 If it is requested as part of your Monitoring Schedule and Payment Conditions, you must provide us with a brief report on the Project within one month of completing it, using our standard activity report form which is held in your online account.
- 3.12 Where requested you must provide us with clear and accurate accounts that cover the period of the Project. These accounts must follow any relevant legal requirements for accounts, audit or examination of accounts, annual reports or annual returns and must clearly show income and expenditure. We may ask for proof of expenditure.
- 3.13 If the grant is for more than £50,000, a qualified and independent accountant must certify a Statement of Income and Expenditure.
- 3.14 In carrying out your Project, you must operate in a way which complies with all relevant laws and government requirements. This includes, but is not limited to, legislation or regulations governing the way you operate, the

- work you carry out, the staff you employ, or the goods and services you buy. For example, you are responsible for obtaining any licences, permissions and insurances that are required by law or ensure best practice.
- 3.15 You must have appropriate policies and procedures in place and act in accordance with them at all times to help you comply with any relevant law, government requirements and best practice. This may include, but is not limited to:
- 3.15.1 Data Protection Legislation (i.e; including, but not limited to: (i) the United Kingdom General Data Protection Regulation and (ii) the Data Protection Act 2018 together with all other applicable UK laws whether currently existing, yet to be implemented, or to act as successor legislation, that regulate the collection, processing and privacy of personal data;
- 3.15.2 Equal opportunities including discrimination on the basis of race, age, gender, disability, religion and/or sexuality;
- 3.15.3 Employment law;
- 3.15.4 Harassment and bullying.
- 3.16 The following conditions apply if you or your employees, business partners, contractors or volunteers will supervise, care for or have significant direct contact (which, for the avoidance of doubt, includes contact by electronic and/or digital means) with a vulnerable person during the Project:
- 3.16.1 A 'vulnerable person' means:
- a. anyone under the age of 18; and/or
  - b. anyone who needs (or may need) community care services because of mental disability, other disability, age or illness, and who is (or may be) unable to take care of themselves or unable to protect themselves against significant harm or exploitation.
- 3.16.2 you must consider all the risks that may arise from your contact with the vulnerable person and take all reasonable steps to ensure their safety. Before having any significant direct contact with the vulnerable person, you must get the written agreement of the legal carer or guardian of the vulnerable person.
- 3.16.3 As well as your responsibilities in clause 3.16.2, you must have and carry out a written policy and set of procedures to safeguard vulnerable people if during the Project, your employees, business partners, contractors or volunteers supervise, care for or have significant direct contact with vulnerable people.
- 3.16.4 As part of these procedures you must check with the Disclosure and Barring Service (DBS) the backgrounds and disclosures of those employees, business partners, contractors or volunteers who will, during their Project, supervise, care for or otherwise have significant direct contact with vulnerable people.
- 3.16.5 If you are the person having significant direct contact with the vulnerable person, you must have your background checked by the Disclosure and Barring Service (DBS) and have a clear and valid certificate readily available to provide on request.
- 3.16.6 You must comply with this clause 3.16 even if you are not required to do so under any child protection or care standards legislation, and whether the work is formal, informal, voluntary or salaried.

---

3.16.7 We cannot advise you of your legal responsibilities in your dealings with vulnerable people, and these conditions are not legal advice. If you have any queries about your obligations, we strongly advise that

you seek your own independent legal advice and also contact the National Society for Prevention of Cruelty to Children.

**[www.nspcc.org.uk/inform](http://www.nspcc.org.uk/inform)**

---

## 4. Information, marketing and publicity

- 4.1. You must acknowledge the grant publicly as appropriate and as practical.
- 4.2. Where you are delivering project work, you must follow our branding and publicity guidelines at all times. You will acknowledge our support and the support of the National Lottery (if your grant is from National Lottery sources) in any published documents that refer to the Project, including any advertisements, accounts and public annual reports, or in written or spoken public presentations about the Project.
- 4.3. You must acknowledge our grant by following the guidelines we will provide. If your grant is from National Lottery sources and you are delivering project work, you should feature the appropriate Grant award logo/National Lottery grant award logo on all information, marketing and publicity materials relating to the activity we have agreed to fund, including printed and online material. You should also incorporate verbal and written acknowledgment of our support into your communications. You can download the Grant award logo/National Lottery grant award logo and access full details of how to acknowledge our support at [www.artscouncil.org.uk/grantawardlogo](http://www.artscouncil.org.uk/grantawardlogo) Alternatively you can email [grantawardlogo@artscouncil.org.uk](mailto:grantawardlogo@artscouncil.org.uk) or phone 0161 934 4317 for further information.
- 4.4. The National Lottery grant award logo, other 'Crossed fingers' logos and the words 'The National Lottery' are owned by the Gambling Commission ('the Commission'). The Commission is responsible for licensing and regulating the National Lottery. It aims to ensure the integrity of the National Lottery, to protect players and to maximise the funds that can be paid out in grants. The Commission has granted Camelot UK Lotteries Limited ('Camelot') a licence to operate the National Lottery until January 2023. Under the terms of the licence it is a single- purpose company, dedicated to the operation of the National Lottery and is regulated by the Commission.
- 4.5. We hereby give you the permission to use the Grant award logo/National Lottery grant award logo to acknowledge and celebrate your grant award. In using the logo you must comply with the guidelines available at [www.artscouncil.org.uk/grantawardlogo](http://www.artscouncil.org.uk/grantawardlogo), or any future versions that we notify you of.
- 4.6. Please note that with regard to the National Lottery grant award logo:
  - 4.6.1. this permission is specific to any National Lottery-funded activity and you may not transfer any of these rights to another project or organisation;
  - 4.6.2. we will share information about your project with the Commission and Camelot to enable it to monitor your compliance with the National Lottery grant award guidelines and to take appropriate action should you breach its terms.
  - 4.6.3. we will have the right to end your permission to use the National Lottery grant award logo if our own permission from the Commission and/or Camelot is terminated or if you do not comply with the National Lottery grant award guidelines or if your grant

---

from the National Lottery funds is withdrawn, suspended or terminated. If this permission ends, you must stop using the National Lottery grant award logo immediately.

- 4.7. We acknowledge that you will own all rights in any materials produced for or relating to the Project and in the Project Proposal, including any intellectual property rights. You hereby grant us a non-exclusive, worldwide, royalty-free perpetual licence to reproduce any materials relating to the Project and the Project Proposal as we reasonably require for marketing and publicity purposes. We may also share information with other funders, government departments, regulatory agencies, partners and others with a legitimate interest in public funding.



---

## 5. Additional Conditions for organisations

- 5.1 You will ensure that you are at all times correctly constituted and that you can deliver the Project under the terms of your constitution.
- 5.2 You must get our written agreement before:
- 5.2.1 changing your governing document, (unless you are a statutory organisation) concerning your aims, payments to members and members of your governing body, the sharing out of your assets (whether your organisation is dissolved or not), or the admission of any new members; or
  - 5.2.2 transferring your assets to, or merging or amalgamating with, any other body, including a company set up by you.
- 5.3 You must write to us as soon as possible if any legal claims are made or threatened against you and/or which would adversely affect the Project during the period of the grant (including any claims made against members of your governing body or staff concerning the organisation).
- 5.4 If you are an unincorporated group, the person accepting the grant must have the authority of the group to enter into the Grant Agreement on behalf of all the members of the group. All members of the group will be jointly and severally liable under the Grant Agreement.
- 5.5 You must tell us in writing as soon as possible of any investigation concerning your organisation, trustees, directors, employees or volunteers carried out by the Police, Charity Commission, the Office of the Scottish Charity Regulator, HM Revenue & Customs or any other regulatory body.
- 5.6 You acknowledge that the grant comes from public funds and confirm that the support provided is compliant with the Subsidy Control rules. Where applicable, you agree that we will publish information relating to the grant and that you will keep reasonably detailed records to demonstrate compliance with the Subsidy Control rules and shall provide a copy of such records to us upon reasonable request. In the event that it is deemed to be non-compliant with the Subsidy Control rules, you will repay the entire grant (and any other sums due) immediately.

---

## 6. General conditions

- 6.1 If you breach any term and/or condition of the Grant Agreement and we do not enforce one or more of our rights straight away, this does not mean that we will not do so in the future. We will give up our right to enforce the Grant Agreement only if we tell you in writing.
- 6.2 If you breach any term and/or condition of the Grant Agreement, we can choose to treat that as you breaching any other grant agreements we have with you. This will allow us to take the same actions under those agreements that we may take under this agreement, including making you pay back the grant and stopping any future payments.
- 6.3 Our staff, council members and advisers cannot give you professional advice and will not take part in carrying out your business. We cannot be held responsible for any action you take, any action you fail to take, or for your debts or liabilities. Even though we may give you funding and talk to you about your activities, you are still fully responsible for every part of the Project, your business and the decisions about it. We will not be responsible to anyone else who may take, or threaten to take, proceedings against you.
- 6.4 You are responsible for getting your own management, business and artistic advice. This includes considering whether you need to get financial, accounting, tax, solvency, legal, insurance or other types of professional advice. You must not assume that your business is financially stable or solvent (this means your business is able to meet its financial responsibilities), even if we continue to support you.
- 6.5 You must ensure that you do not work with organisations proscribed under the Terrorism Act 2000 <https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2/proscribed-terrorist-groups-or-organisations-accessible-version>
- 6.6 Your grant comes from public money, so if you are planning to buy goods or services with your grant, you should always buy them in a way that will give value for money and avoids any conflicts of interest. If you are an organisation and the funding that you receive from us accounts for 50 per cent or more of your annual income then you must ensure that when you purchase goods or services you do so in line with your obligations under the Public Contracts Regulations 2015 (as amended or replaced from time to time) (“PCR”). For contracts within the scope of Regulation 13 of the PCR you must procure in a manner compliant with the PCR and for all other contracts, procure in a manner which ensures that suppliers are treated equally, without discrimination and that any procurement process is conducted in a transparent and proportionate manner. You should seek legal advice where appropriate.
- 6.7 We get the funding we give to you from different places, including National Lottery. We do not expect this funding to be reduced or stopped but, if it is, we may reduce or stop your grant before we have paid you the full amount.
- 6.8 Following on from clause 3.2 above, you must act in a manner

---

to ensure the safety and wellbeing of all participants in the delivery of the Project.

6.9 We are not obliged to provide, and nor should you assume that we will, any further funding for the Project after this grant agreement comes to an end.

6.10 The Freedom of Information Act 2000 ('the Act') applies to us. This means that any information you give us could be released to any person who asks for it under the Act. You can tell us if

you think any of the requested information should be confidential under any exemptions of the Act, but we will make the final decision in accordance with our responsibilities under the Act.

Visit our publication scheme at **[www.artscouncil.org.uk/freedom-information](http://www.artscouncil.org.uk/freedom-information)** for more information on how we apply the Act and our data protection policy.

We encourage you to visit **[www.ico.gov.uk](http://www.ico.gov.uk)** for information on the Act.

---

## 7. VAT

- 7.1 You acknowledge that the grant is not consideration for any taxable supply for VAT purposes. You acknowledge that our obligation does not extend to paying you any amounts in respect of VAT in addition to the grant.
- 7.2 If you are registered for VAT, or subsequently become liable to register for VAT, you must keep proper and up to date records and you must make those records available to us and give us copies when requested.
- 7.3 If we have agreed to fund any or all of the VAT costs associated with your Project and you subsequently recover any VAT, you must pay us back immediately any of the VAT that has been paid for with the grant.

---

## 8. Conditions relating to assets or goods purchased with the grant

- 8.1 During the period covered by the Grant Agreement, you must not sell any assets or goods that have been totally or partly bought, restored, conserved (maintained or protected from damage) or improved with our grants without our prior written consent. If consent is given and you sell or dispose of the funded assets or enter into a rent review arrangement, you may have to repay us all or part of the grant received from us. The amount you must repay will be in direct proportion to the share of the project costs that came from us. If, with our consent, you sell the funded assets wholly or partly bought with the grant, it will be at full market value and we may impose conditions upon the transfer or disposition.
- 8.2 If the grant has contributed (or will contribute) to the costs of buying, restoring, conserving or improving land, buildings or any other asset, you must not apply for a mortgage over that asset or use it as security without our prior written approval.
- 8.3 We may insist on third party rights being given to us (and in a form approved by us) under any contract that you have with contractors and consultants on most building projects.

- 8.4 If your Project involves the purchase of leasehold and/ or freehold property, we will take security on the freehold and/or leasehold interest for your responsibilities under the terms of the Grant Agreement. We will also consider past capital projects funded by us in reaching a decision as to our requirements. If we have asked for security, you understand that no payments of the grant will be made until we have received the requested documents completed to our satisfaction.
- 8.5 It is anticipated that for this funding programme, the security required will be a deed of covenant (for a term aligned with this Grant Agreement) in standard form along with an undertaking from your solicitor to register a restriction at the Land Registry within 28 days of completion of the deed. If the property is unregistered, a deed of undertaking to effect first registration of the restriction thereafter will be required. In addition, we will also require confirmation (by way of a Certificate of Title, in our standard form) from your solicitors that you are the freehold owner or a lessee under a registered and assignable lease on terms acceptable to us, of the funded assets to which the Grant relates and that the funded assets will be used for creative and/ or cultural purposes. Where the funded asset is a leasehold interest, the lease will need to be for a term no less than the duration of this Grant Agreement, without a break clause and no forfeiture on insolvency provision and a permitted user provision that is compliant with creative and/ or cultural use. You may be required to give us copies of all relevant documents affecting the title to the property (for example, all mortgages, conveyances, leases and so on that affect the legal rights to the property). The type of security required for the Project will be set out in the Offer Letter.
- 8.6 Where the funded asset is a leasehold interest, you must ensure that the funding does not enable your landlord to charge a higher rent as a result of the grant. This shall apply for the duration of this Grant Agreement.
- 8.7 If any part of the grant is to buy land (whether freehold land or leasehold land), you are to send us when asked the following documents:
- 8.7.1 a surveyor's report on the condition of the property, its value for the purpose of the Project and continued use for creative and/ or cultural purposes;
  - 8.7.2 confirmation by your solicitors that all necessary consents for the use of the property for the purposes of the grant have been obtained;
  - 8.7.3 for the purchase of leasehold land, a copy of the future lease and/ or agreement for lease;
  - 8.7.4 an undertaking to satisfy all other requirements as set out in clause 8.5 upon completion of the purchase of the freehold or leasehold interest; and,
  - 8.7.5 any other documents or requirements that we may request in order to meet the legal requirements.

## 9. Breach of these terms and conditions, and suspending or repaying the grant

- 9.1 If you fail to meet any of these terms and conditions or breach the Grant Agreement in any way, we may, in our absolute discretion:
- 9.1.1 require you to pay back all or part of the grant (regardless of how much you may have already spent); and/or
  - 9.1.2 stop any future payments; and/ or
  - 9.1.3 terminate the Grant Agreement immediately; and/or
  - 9.1.4 take any of these actions in connection with any other grant that you may have with us.
- 9.2 We may recover the grant in our absolute discretion, if any of the following events occurs:
- 9.2.1 you close down your business (unless it joins with, or is replaced by, another business that can carry out the Project and we have provided our prior written permission);
  - 9.2.2 you make any changes to the Project without first getting our written permission;
  - 9.2.3 you use the grant for anything other than the Project;
  - 9.2.4 you do not follow our reasonable instructions;
  - 9.2.5 you do not complete the Project on time;
  - 9.2.6 you do not carry out the Project with reasonable care, thoroughness, competence and to a standard that would be expected for your level of experience in your artistic practice, profession or line of work;
  - 9.2.7 you receive funding for the Project, or any specific element of the Project from another source (for example, from the Government) that duplicates the funding we have awarded;
  - 9.2.8 you have supplied us with any information that is wrong or misleading, either by mistake or because you were trying to mislead us;
  - 9.2.9 you are declared bankrupt or become insolvent, any order is made, or resolution is passed, for you to go into administration, be wound up or dissolved; an administrator or other receiver, manager, liquidator, trustee or similar officer is appointed over all or a considerable amount of your assets; or you enter into or propose any arrangement with the people you owe money to;
  - 9.2.10 you act illegally or negligently at any time, and we believe it has significantly affected the Project, or is likely to harm our or your reputation;
  - 9.2.11 you fail to comply with the UK Government's guidance on COVID-19 in the planning and/ or delivery of the Project;
  - 9.2.12 without first getting our approval in writing, you sell or in some other way transfer the grant, your business or the Project to someone else; and/or
  - 9.2.13 we deem it unlikely that the grant will fulfil the purpose for which we made it.

---

## 10. Termination of the Grant Agreement

- 10.1 The Grant Agreement remain in force for whichever of these is the longest time:
- for one year following the payment of the last instalment of the grant;
  - for building projects (freehold and leasehold purchase as well as refurbishment projects) five years following the payment of the last instalment of the grant;
  - as long as any part of the grant remains unspent;
  - the expiry of the maximum period required under the Grant Agreement for asset monitoring;
  - as long as you do not carry out any of the terms and conditions of the Grant Agreement or any breach of them continues (this includes any outstanding reporting on grant expenditure or Project delivery).

---

[Back to contents](#)



---

Arts Council England  
The Hive  
49 Lever Street  
Manchester  
M1 1FN

Website: [www.artscouncil.org.uk](http://www.artscouncil.org.uk)  
Phone: 0161 934 4317  
Email: [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)

Arts Council England is the trading name of The Arts Council of England. Charity registration number 1036733.

You can get this document in Braille, in large print, on audio CD, and in various electronic formats. Please contact us if you need any of these.

We are committed to being open and accessible.  
We welcome all comments on our work. Please send these comments to our Customer Services Team at The Hive, 49 Lever Street, Manchester, M1 1FN or via the contact form on our website at: <http://www.artscouncil.org.uk/contact-us>

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank



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

Document is Restricted

This page is intentionally left blank