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25 June 2021

EXECUTIVE

A meeting of the **Executive** will be held on **Monday, 5th July, 2021** in the **Council Chamber, Forde House, Brunel Road, Newton Abbot, TQ12 4XX** at **10.00 am**

PHIL SHEARS
Managing Director

Membership:

Councillors Connett (Leader), Dewhirst (Deputy Leader), J Hook, Keeling, Jeffries, MacGregor, Purser, Taylor and Wrigley

Please Note: The public can view the live streaming of the meeting at [Teignbridge District Council Webcasting \(public-i.tv\)](#) with the exception where there are confidential or exempt items, which may need to be considered in the absence of the press and public.

A G E N D A

Part I

1. **Apologies for absence**
2. **Minutes** (Pages 3 - 6)
To approve and sign the minutes of the meeting held on 1 June 2021.
3. **Declarations of Interest (if any)**
4. **Executive Forward Plan**
To note forthcoming decisions anticipated [on the Executive Forward Plan](#)

5. **Public Questions (if any)**

Members of the Public may ask questions of the Leader or an Executive Member. A maximum period of 15 minutes will be allowed with a maximum of period of three minutes per questioner.

The deadline for questions is no later than 12 noon two working days before the date of the meeting.

6. **Budget Monitoring – Revenue and Capital, Treasury Management Lending List** (Pages 7 - 30)

7. **Empty Homes Policy** (Pages 31 - 56)

To consider the recommendation of [Overview and Scrutiny Committee 1 on Tuesday, 22nd June, 2021](#)

The Executive is recommended to adopt the Empty Homes Policy as set out in Appendix A to the agenda report.

Part II: Item suggested for discussion with the press and public excluded

8. **Local Government (Access to Information) Act 1985 - Exclusion of Press and Public**

RECOMMENDED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

9. **Teignbridge affordable housing development proposals.** (Pages 57 - 70)

To consider the recommendation of [Overview and Scrutiny Committee 1 on Tuesday, 22nd June, 2021](#)

The Executive is recommended to approve the following:

- (1) The “Teignbridge 100” housing development project is progressed to increase the delivery of social and affordable housing across Teignbridge to meet the evidenced housing need of the district, including within the Dartmoor National Park.
- (2) That the Governance arrangements outlined in the report are adopted to ensure an expedient and transparent delivery of the pipeline.

If you would like this information in another format, please telephone 01626 361101 or e-mail info@teignbridge.gov.uk

EXECUTIVE

TUESDAY, 1 JUNE 2021

Present:

Councillors Dewhurst (Deputy Leader), J Hook, Keeling, Jeffries, MacGregor, Purser, Taylor and Wrigley

Apologies:

Councillors Connett

Officers in Attendance:

Christopher Morgan, Trainee Democratic Services Officer
Sarah Selway, Democratic Services Team Leader & Deputy Monitoring Officer
Neil Blaney, Head of Place & Commercial Services
Alex Lessware, Spatial Planning Officer
Fergus Pate, Principal Delivery Officer
Phil Shears, Managing Director

**These decisions will take effect from 10.00 a.m. on Tuesday 8 June 2021
unless called-in or identified as urgent in the minute**

40. MINUTES

The minutes of the meeting held on 13 May 2021 were agreed as a correct record and signed by the Deputy Chair.

41. DECLARATIONS OF INTEREST (IF ANY)

None.

42. EXECUTIVE FORWARD PLAN

RESOLVED that the Forward Plan be noted.

43. PUBLIC QUESTIONS

The public questions and responses are attached to the minutes.

44. LOCAL PLAN 2020-2040: 'CREATING QUALITY PLACES - SITE OPTIONS' - DRAFT PLAN CONSULTATION

The Executive Member for Planning presented the report that resolved to publish the *Draft Local Plan (Part 2) 2020-2040* and its associated documents for public consultation. He thanked officers for the work that they had put into this Local Plan consultation and recognised the contribution of the members of the Local Plan Working Group. He proposed an amendment to recommendation 3 to add in “*delegated authority be granted to the Head of Place and Commercial Services and the Executive Member for Planning*”. This was agreed by the Executive.

During discussion Members raised the issue of the high housing numbers imposed on the council by Central Government and the need for low cost affordable housing in the district.

RESOLVED that:-

- (1) The consultation the ‘Draft Local Plan (Part 2) 2020-2040: Creating Quality Places – Site Options’ and associated documents (a – c below), be published and to be made available for an eight week period of public consultation in accordance with the Statement of Community Involvement 2019 (and 2020 update):-
 - A. Strategic Environmental Assessment/Sustainability Appraisal Stage B (Appendix B);
 - B. Habitat Regulations Assessment Screening (Appendix C);
 - C. Consultation Statement (Appendix D);
- (2) Make a ‘Call for Gypsy and Traveller Sites’ alongside the Draft Local Plan consultation; and
- (3) Delegated authority be granted to the Head of Place and Commercial Services and the Executive Member for Planning to make minor amendments to the above documents and associated mapping in preparation for publication.

45. TEIGNBRIDGE JOBS PLAN

The Executive Member for Economy and Jobs presented the report to approve the Jobs Plan that would be used to set Teignbridge’s COVID 19 economic recovery priorities.

RESOLVED that the Jobs Plan at Appendix 1 be approved as a guide for how the council would help to support economic recovery and job growth across Teignbridge.

Chair

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Teignbridge District Council

Executive

5 July 2021

Part i

BUDGET MONITORING – REVENUE & CAPITAL, TREASURY MANAGEMENT LENDING LIST

Purpose of Report

To update Members on the principal areas where there are likely to be departures from the 2021/22 budget and summarise those variations to the end of May 2021, to update Members on progress with the capital programme and funding and any amendments to the lending list for treasury management purposes.

Recommendation(s)

The Executive Committee RESOLVES to:

- (1) approve the revenue budget variations as shown at appendix 1**
- (2) approve the updated capital programme as shown at appendix 2**
- (3) note the updated lending list as shown at appendix 3**

Financial Implications

The financial implications are contained throughout the report. The main implication is the favourable variance of £86,570 at the end of May on the revenue budget

Martin Flitcroft – Chief Finance Officer

Tel: 01626 215246 Email: martin.flitcroft@teignbridge.gov.uk

Legal Implications

The Council is required to secure a balanced budget and also to provide certain services. Regular financial monitoring by the Executive helps ensure that the Council is able to meet these statutory obligations.

Karen Trickey – Solicitor to the Council & Monitoring Officer

Tel: 01626 215119 Email: Karen.trickey@teignbridge.gov.uk

Risk Assessment

Major risks are identified in 4.13 and summarised in section 9. The most significant of these is the level of future funding from Central Government

Martin Flitcroft – Chief Finance Officer

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Environmental/ Climate Change Implications

Impacts are summarised in section 10. The revenue budget supports the funding of a Climate Change Officer and capital projects are highlighted which contribute towards our climate change objectives

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Report Author

Martin Flitcroft – Chief Finance Officer
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Executive Member

Councillor Richard Keeling – Executive Member for Resources

Appendices/Background Papers

Appendix 1 – Revenue variations
Appendix 2 – Capital programme
Appendix 3 – Treasury management lending list
Current year budget monitoring files: capital files:

1. PURPOSE

- To identify the principal areas where there are likely to be departures from the approved 2021/22 budget and summarise the likely overall variation based on the information available to the end of May 2021. Also to inform Members of progress that has been made with achieving savings and efficiencies. All shown at Appendix 1.
- To update Members on progress with the capital programme and funding and bring the latest details for members' approval as shown in Appendix 2.
- To update Members on the lending list for treasury management purposes as shown in Appendix 3.

2. SUMMARY

- 2.1** The closing of the ledger for 2020/21 is currently being finalized with anticipated general reserves for the year to be maintained at £2.0 million plus earmarked reserves for specific grants, contributions and carry forwards including the various Covid grants for business rates etc. The 2020/21

external audit is due to commence in August. There is a net surplus of £86,570 forecast for 2021/22 arising from variations to the original budget.

- 2.2** A summary of revenue budget variations by service identified to the end of May for the current year is shown below with favourable variations indicated by a minus sign as per the details shown in Appendix 1.

Service	Variance £
Development management including land charges	0
Corporate services	-204,970
Economy & assets	71,350
Environment/climate change	31,000
Leisure/green spaces	16,050
General	0
TOTAL FAVOURABLE BUDGET VARIATION TO DATE	-86,570

- 2.3** Budgeted contributions to capital were eliminated as part of the budget process last year with new homes bonus receipts likely to reduce again next year as the bonus is phased out. There is still no clarity as to what will take its place. Estimated rates retention above the baseline and pooling gain is assumed to be reset next year as part of the review into fair funding which will eliminate most of the gains made. There is still uncertainty as to whether this will actually take place next year as planned. We await clarification on this which may be made clearer when full details of the next settlement are provided for 2022/23 in December. The business rates retention reserve holds funds to assist with this eventuality initially. Likely shortfalls for future years after 2021/22 will need to be addressed as part of the budget setting and monitoring process this year and next year. Work is ongoing through service plan reviews and modified business plans to determine savings to meet the gaps identified in the final budget papers from February 2021.

3. BACKGROUND

- 3.1** The Covid 19 pandemic created a massive financial uncertainty for all Local Authorities. As a result the detailed financial reports for 2020/21 were replaced by more frequent updates on the overall financial position taking account of updates from Central Government on their financial support and the various lockdowns suffered. A budget realignment took place in September 2020 which was subsequently updated as part of the annual budget process as approved in February 2021. Reporting this year will revert to more detailed variance analysis by service area.

4. VARIATIONS BY SERVICE (revenue shown in appendix 1 and capital in appendix 2)

4.1 Building control

- At the end of May fee income is forecast to be 10% above the target budget of £380,000. Any variation at the year end will be charged to the building control

reserve so will not affect Teignbridge's general reserve. Income received to date is up on that at the same time last year.

- Teignbridge became the Lead Authority fully hosting The Devon Building Control Partnership with South Hams and West Devon councils from 1 April 2017 and holds the partnership earmarked reserves on behalf of the partners.

4.2 Development management including land charges

- At the end of May net planning application income is forecast to be in line with the original budget of £844,300. Planning application numbers are 22% up at the end of May as compared with last year.
- The Executive of 30 May 2017 agreed the introduction of charges for pre-application planning advice from 1 July 2017. At the end of May 2021 we were in line with the estimated income of £45,000 for the year.
- Planning appeal costs are currently estimated at £10,000 to £20,000 this financial year.
- Land charges income is forecast to be £20,000 higher than the projected budget of £204,000. The number of searches is 281% up on last year. A search can be a full or part search or individual questions.

4.3 Strategic leadership team & corporate services

The 2019 revised strategic leadership team structure has permanent appointments to the relevant positions. The new structure will ultimately deliver ongoing savings in excess of £150,000. These savings have already been incorporated into the budget for 2021/22 and thereafter.

Finance

- Forecast net interest receivable at £6,167 is forecast to be up £41,137 on the base net interest (payable) budget of £34,970 as we have not had to undertake long term borrowing. There is currently no forecast external borrowing for the year. Call account rates continue at record lows. Our average lending rate to the end of May is 0.02% which is above the average benchmark 7 day London Interbank Bid Rate to date of -0.07%.
- As at the end of 2020-21, the draft capital financing requirement (CFR) (underlying need to borrow) is £19.6 million. By using existing balances to fund this internally rather than borrowing externally, the Council saves £306,471 per annum. This is based on the cost of borrowing 50% of CFR at the PWLB's 10-year certainty rate and 50% at the 25-year certainty rate, less potential interest earned at the current average rate of 0.02%.

In April we arranged lending as follows:

BORROWER	RATE	AMOUNT	START DATE	END DATE	TOTAL DAYS	INTEREST
DMO	0.010	5,000,000	01/04/2021	19/04/2021	18	24.66
DMO	0.010	1,000,000	06/04/2021	12/04/2021	6	1.64
DMO	0.010	4,000,000	06/04/2021	19/04/2021	13	14.25
DMO	0.010	2,000,000	06/04/2021	28/04/2021	22	12.05
DMO	0.010	1,000,000	06/04/2021	21/05/2021	45	12.33
DMO	0.010	7,000,000	06/04/2021	26/05/2021	50	95.89
DMO	0.010	2,000,000	07/04/2021	26/05/2021	49	26.85
DMO	0.010	1,000,000	07/04/2021	02/07/2021	86	23.56
DMO	0.010	500,000	15/04/2021	28/04/2021	13	1.78
DMO	0.010	1,000,000	15/04/2021	19/05/2021	34	9.32
DMO	0.010	1,000,000	15/04/2021	21/06/2021	67	18.36
DMO	0.010	1,000,000	15/04/2021	23/06/2021	69	18.90
DMO	0.010	3,000,000	15/04/2021	02/07/2021	78	64.11
DMO	0.010	1,000,000	16/04/2021	26/04/2021	10	2.74

and we had £26.4 million lent out or in call accounts at the end of the month.

In May we arranged lending as follows:

BORROWER	RATE	AMOUNT	START DATE	END DATE	TOTAL DAYS	INTEREST
DMO	0.010	1,000,000	17/05/2021	19/05/2021	2	0.55
DMO	0.010	2,000,000	17/05/2021	24/05/2021	7	3.84
DMO	0.010	1,000,000	18/05/2021	07/06/2021	20	5.48
DMO	0.010	2,000,000	18/05/2021	21/06/2021	34	18.63
Nationwide	0.050	1,000,000	19/05/2021	19/08/2021	92	126.03
DMO	0.010	1,500,000	27/05/2021	02/07/2021	36	14.79

and we had £22.4 million lent out or in call accounts at the end of the month.

- Municipal Mutual Insurance (MMI) provided insurance for the Council until early 1993 when policies were transferred to Zurich Municipal. MMI experienced financial difficulties in 1992 and a scheme of arrangement was agreed by local authority creditors to facilitate the solvent run-off of the company. The scheme has been triggered and we have to pay a percentage of our potential liability of £341,000.

In 2013/14 a provision was made for the first levy notice of 15% or £51,000 which the administrator issued in April 2013 and was billed and paid early in 2014. A further reserve of 35% or £119,000 for likely claims in future years was also set up. Together these allowed for a total 50% of the potential

liability as recommended by the broker. MMI's accounts to 30 June 2015 were published and we paid a second levy of 10% or £34,000 in April 2016. We were not required to pay any more after publication of the accounts since 2016. We still have £85,000 in reserve for the potential remaining 25%.

Human resources, legal, democratic services, audit and procurement

Resources have been diverted to assist with distribution of business grants. This additional support provided by internal audit will be back filled by Devon Audit Partnership. £30,000 is required to be funded by new burdens monies received as detailed in 4.9.

4.4 Economy & assets

- Repairs and maintenance are on target to be within the budget of £916,730. Actual spend to the end of May is £229,129.
- Income from car parking is currently in line with the original budget of £2.8 million (net of Covid provision) at the end of May.
- General rental income has reduced over the last 12 months. There is likely to be a further reduction this year resulting in an adverse variance of £30,000 to date. Market income is forecast to be down by £41,350. The total property income budget is £2.8 million.

Capital

- The capital programme is shown at appendix 2. It continues to include significant provisions for investment in town centres and employment land. This includes a provision for Future High Street Fund projects, which will revitalise the centre of Newton Abbot, creating a central, flexible mixed use space for community, artistic and cultural activities, alongside a revitalised market, food hall and Market Square. With the upgrades to Queen Street and the National Cycle Network Route, as well as the building of a new state-of-the-art cinema, the regeneration will help transform the town centre into a vibrant and welcoming place to visit, boosting footfall and local spend and creating a premier market destination for the wider area. Government funding of £9 million was confirmed in May 2021.
- In 2019, Council resolved to progress plans to develop a hotel, including car park re-provisioning as part of the town centre regeneration outlined in the Newton Abbot master-plan. It also granted the necessary authority to advance regeneration with the purchase of Sherborne House, which is anticipated to provide accommodation for Health services. Both projects are funded mainly from prudential borrowing.
- Council of 29 July 2019 granted authority to enable progression of the regeneration in the Brunswick Street area of Teignmouth town centre. This project is funded mainly from prudential borrowing.

- There is a £2 million provision for employment sites, funded from borrowing. It is anticipated this will be spent on schemes on council owned land, either to invest in new assets or to enhance and make best use of those already available. This will encourage new and existing businesses to set up, move in and stay in the area. The aim is to create better paid jobs and business expansion for a more resilient local economy. Where people can both work and spend leisure time locally, carbon emissions are also reduced. Individual projects will come back to committee as appropriate as business cases are developed
- Council of 6 June 2016 resolved to commit funding to the Superfast Broadband Connecting Devon and Somerset phase 2 programme. An investment of £250,000 financed from capital receipts was confirmed and the collaboration agreement signed. It is anticipated to be paid in 2022/23.

Capital - coastal & drainage

- The South West Regional Coastal Monitoring Programme (SWRCMP) completed its 3rd phase in 2020-21 and entered a new 6 year phase on 1 April 2021. This is 100% funded by grant from the Environment Agency – up to £10.5 million over 6 years. The latest phase includes coastal asset data in addition to topographic beach survey data, bathymetric data, LiDAR, aerial photography and habitat mapping, providing a long term dataset showing changes to the beaches and coastline of the South West. It ensures that all Coastal Protection Authorities have the evidence to better understand the processes affecting the coast ensuring that coastal defence schemes are designed based on reliable information.

4.5 Environment

- A waste savings sharing agreement exists with Devon County Council. Additional savings which might arise can help to contribute towards the costs of implementing and on-going costs of extra waste and recycling rounds and improvements. This is anticipated to be £50,000 less than budgeted for 2021/22.
- Fuel costs are currently in line with the budget set.
- Income from recycling sales is up on the original budget by £19,000 – mainly due to the price for cardboard and paper collected.

Capital

- On 4 May 2021, Council approved decarbonisation works at Forde House offices. This includes £0.672 million grant funding secured under the Public Sector Decarbonisation Scheme. The delivery of projects covered by grant

funding at Forde House is dependent on the Authority further investing in building upgrade and renovation works to enable compatibility with low-carbon technologies and to future-proof the site for flexible working. A further £2.4 million for these supporting works, funded from prudential borrowing and capital receipts, was also approved. Works include upgrading heating and ventilation systems, installing thermal fabric improvements and upgrading the incoming electricity supply. The flexible working project seeks to optimise and modernise staff provisions to support Council services, by redistributing desks and freeing up ground floor space to enable the potential to rent out the space and generate a new income stream.

- The Authority also worked with a leisure energy specialist to develop a grant application under the Public Sector Decarbonisation Scheme covering Newton Abbot Leisure Centre, Broadmeadow Sports Centre and Teignmouth Lido. The bid was successful, resulting in receipt of £2.3 million of grant funding to replace existing gas-fired heating systems with low-carbon air source heat pumps. Further provisions covered by the grant vary on a site-by-site basis but broadly involve electricity system upgrades, air handling unit works, solar photovoltaics and energy management system upgrades.

4.6 Housing

- For a fourth consecutive year Teignbridge have successfully bid jointly with South Hams and West Devon for the Rough Sleeper Initiative. The £249,346 grant will continue to fund staff and delivery specifically for rough sleepers, from first contact through the pathway system to settled accommodation.
- Teignbridge have also received £60,000 emergency accommodation support towards costs incurred due to the Covid 19 pandemic and £32,264 new burdens funding towards the statutory duty to support victims of domestic abuse within safe accommodation.

Capital

- The indicative anticipated 2021-22 Better Care government grant, received via Devon County Council is £1.2 million, with a further £1 million carried over from 2020-21. £0.58 million of this is budgeted towards supporting the Warm Homes fund grant scheme, with the remainder towards statutory disabled facilities and other discretionary grants, to meet anticipated increased demand.
- To date in 2021-22, no previously paid renovation grants have so far been recovered.
- The Council successfully bid for Warm Homes funding streams covering provision of both air source heat pumps and first-time gas central heating to residents. £212,000 is included for park home grants and £1.7m for Category 1 (Gas) and Category 2 (Air Source Heat Pumps).

- In addition, £1.1 million was received from the Green Homes Fund and is budgeted for grants towards energy efficiency measures.
- A provision of £6.6 million over three years relates to the first half of the Teignbridge 100 housing scheme for affordable and social housing. This work has already commenced as the programme covers the previously approved capital schemes. Two homes at Drake Road, Newton Abbot are approaching completion with construction of a further 5 units also underway at Carlisle St (East St), Newton Abbot. The pipeline covers a range accommodation types, the intention being to deliver a rented programme across urban and rural locations on Teignbridge land.

Figures and timing are currently indicative only and represent the initial estimate for the first 50% of the Teignbridge 100 projects less the amounts relating to previously approved projects. Funding is assumed to be a combination of Homes England grant, capital receipts (including right to buy receipts estimated at £0.6 million per annum until payments cease in 2024) section 106 for affordable housing and borrowing. Discussions continue with housing providers over the method of delivery and pipeline projects will be brought forward for approval in due course.

- A shared equity scheme funded from £0.7 million of external planning contributions as approved at Full Council in November 2019 is also included.

4.7 Leisure / Green spaces

- Leisure has experienced significant loss of income due to various lockdowns in 2020/21. The single biggest income stream is memberships which have been deferred whilst lockdowns have occurred. Leisure commenced re-opening on 12 April with restrictions. Exercise classes were unable to resume until 17 May. Actual income is down on the base budget (adjusted for the Covid provision) for 2021/22 with a loss of £55,830 at the end of May (after offset of furlough) – mainly due to memberships and swimming income and being unable to reopen until 12 April.
- The losses to the end of May are partly recoverable from the Governments sales, fees and charges compensation scheme (which ends on 30 June) leaving a net loss of £16,050.
- We currently have £8.7 million available in S106 receipts. These are over many services and parishes but the majority is for leisure including open spaces, sports provision and play facilities.

Capital

The improvements to Bakers Park are approaching practical completion, having delivered a new pavilion together with improved car parking, footpath and tennis court refurbishment.

Decoy play area improvements have started on site.

Newton Abbot Leisure Centre, Broadmeadow Sports Centre and Teignmouth Lido will benefit from the £2.3 million decarbonisation project outlined in 4.5

4.8 Licensing

Licensing income looks to be on target to achieve the budget of £214,680.

4.9 Revenue & benefits plus customer services

- Covid 19 has created significant pressure on revenue and benefits in distributing the business grant support monies to various businesses and increased workload from council tax support. Government have provided support and a new burdens grant was received this year of £228,800.

4.10 Spatial planning

We received the first payments of community infrastructure levy (CIL) in 2015/16. The money is being coded by town/parish and any payments due to them are made half-yearly. Teignbridge has recognised £14.4 million of usable CIL to date after payments due to parishes (£1.8 million paid to the end of 2020-21). £4.0 million has been spent on infrastructure, with the remainder committed to existing approved projects including provisions for local transport, education and sports. £0.1 million has been allocated towards administration costs since inception. As CIL may be paid in instalments, the actual cash balance after parish payments and expenditure is £3.2 million.

- Teignbridge has been successful in bidding for £150,000 of capacity funding to support the delivery of Newton Abbot as a garden town from the Garden Communities Programme. The Programme is to transform local communities focused on sustainability and supported by the right infrastructure.

Capital

- At Council on 25 September 2017, the acquisition of approximately 38 hectares of land at South West Exeter for the creation of SANGS was approved. This is occurring in phases, with instatement works taking place in line with the acquisition phasing. It is intended that future management of this site will pass to the Land Trust following instatement, together with Dawlish Countryside Park.

4.11 General revenue

- Council tax support cost has increased and was just over £11.1 million at the end of May which is £621,000 above the original estimate of £10.5 million. Council tax support falls directly to Teignbridge including parishes (12.5% together), county, fire and police and is being monitored monthly.
- Our business rateable value (RV) has increased slightly and stands at just under £86.0 million. The number of assessed businesses has increased from 5,521 to 5,548. These are the end of May 2021 figures as compared to the beginning of the current year. We still seem to be on target to achieve the total budget of £4.7 million business rates retention income for the year.

4.12 General savings progress

- Strata Service Solutions Ltd - the current year budget included a savings target of £164,230 which it is anticipated will be achieved.
- Salary vacancy savings at the end of May look to be in line with the required budget target of £275,000. There are no other material variances on other salary costs at the end of May. There is an initial offer in relation to the pay award for 2021/22 of 1.5% which is the assumed increase set at budget time in February. This initial offer has been rejected by Union representatives. If the offer is increased there would be a pressure on the revenue budget of approximately £90,000 for every additional 0.5%.
- Utility costs for gas, electricity and water are in line with existing budgets as at the end of May.
- The Better 2022 review of service business plans is in progress and any identified savings will be fed into the annual budget process.

4.13 Future years

- Council tax is currently being closed down and balanced for 2020/21 and a surplus/deficit ultimately declared will be shared with county, fire and police in 2022/23.
- The number of dwellings in Teignbridge on the valuation list is monitored monthly and the data feeds into the new homes bonus (NHB) calculation if NHB is retained next year and not replaced with an alternative form of funding. At the end of May there were 63,576 dwellings which is 332 more towards any potential NHB payment for 2022/23. We will need to wait until the next provisional settlement announcement to be clear on the overall budget impact of loss of NHB and any replacement or perhaps further modification of the existing scheme for a further year.

- Business rates baseline funding was due to be reset in 2020/21. This has been delayed by 12 months at each spending review and is now supposed to be introduced in 2022/23. It is still not clear whether this will take place next year. When the reset takes place it is considered likely that we will lose the majority of the business rate growth retention income we have received in recent years as a result of this reset. These losses will be significant for future budget setting and financial planning. We hold funds within the business rates/funding reserve to help cushion the impact of any initial losses of income as a result of the baseline reset.
- The overall impacts of the Brexit outcomes between the UK and the EU is still difficult to determine and have been overshadowed by the events from the Covid 19 pandemic. Therefore drawing any conclusions about its impact for local government is not possible at this stage. We will continue to monitor any information we receive in relation to this as part of our risk and financial management.

5. TREASURY MANAGEMENT

5.1 Lending list (appendix 3)

The authorised treasury management list was approved at the 2021 February budget meeting. Since then ratings have been updated and Clydesdale Bank was removed due to the account being switched to Virgin Money following the merger. Virgin Money does not meet minimum ratings requirements.

6. MAIN IMPLICATION

The main implication members need to be aware of is as follows:

Resources

The report notes an overall favourable revenue variation of £86,570 identified this year to the end of May. Cash flow is forecast to be positive over the next twelve months apart from any borrowing for significant new projects. Revenue reserves are considered to be sufficient to sustain the council for the current financial year however the February 2021 budget identified a budget gap next year of £1.2 million and £2.6 million for 2022/23. Service reviews are exploring further savings that can be made this year and in the future. Consideration will need to be made of any future developments regarding funding changes from business rates retention and changes to New Homes Bonus. Capital is funded over the medium term.

7. TIME-SCALE

This report covers the year 2021/22 but also refers to the accounts for 2020/21 and the financial plan for 2021/22 to 2023/24.

8. LEGAL

Regular budget monitoring is required by the Council's Constitution and Financial Rules.

9. RISKS

The major risks in examining and projecting financial forecasts are predicting future trends and variances. This has been heightened by the Covid 19 pandemic. This is mitigated through monthly monitoring and discussions with service managers. The Government is also supporting losses from sales, fees and charges for April to June 2021. The most significant concerns are detailed in 4.13 above and mainly relate to future financial planning, only currently having a one year settlement, predicted changes to business rates retention and the abolition of New Homes Bonus and what it may be replaced with and how our funding from these sources will change as a result. The long term impacts of leaving the European Union and the economic impacts are difficult to determine and any further impacts on business rates, council tax support, debt recovery etc.

10. ENVIRONMENTAL/CLIMATE CHANGE IMPACT

The revenue budget supports the funding of a climate change officer and the capital programme identifies projects which have an impact on climate change denoted with a green leaf in appendix 2.

11. DATE OF IMPLEMENTATION (CONFIRMATION OF DECISION SUBJECT TO CALL-IN)












10.00 a.m. on 12 July 2021

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Description	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24
UPDATED BUDGET 22.2.21	15,294,980	15,229,330	17,123,440
Major budget variations :			
Development management pre-planning application charging	0	0	0
- increase in planning income	0	0	0
Planning appeal costs	20,000	0	0
Land charges increased income at end of May	-20,000	-20,000	-20,000
Audit resources	30,000	0	0
Finance- net finance investment extra income projected at end of May	-6,170	0	0
New burdens funding	-228,800	0	0
Economy & assets - general rental income shortfall in income forecast at end of May	30,000	30,000	30,000
- markets shortfall in income forecast at end of May	41,350	41,350	41,350
Increase in car parking income at end of May	0	0	0
Environmental - fuel increase in costs	0	0	0
- waste savings sharing agreement with county from 1 April 2017 - reduced income	50,000	50,000	50,000
- other income variations - recycling/sales	-19,000	-19,000	-19,000
Leisure - reduction in memberships/swimming/general income - end of May	16,050	0	0
Strata savings from 1 April 2021 compared to budget	0	0	0
Estimated salary vacancy savings/pressures	0	0	0
Agreed Better 2022 savings	0	0	0
Council tax surplus 2020/21 Teignbridge share for 2022/23	0	0	0
Use previous year extra reserves to reduce shortfall/increase surplus	0	0	0
ESTIMATED -SURPLUS/SHORTFALL	-86,570	82,350	82,350

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TEIGNBRIDGE DISTRICT COUNCIL
CAPITAL PROGRAMME 2020-21 TO 2023-24

						32,632	17,182	6,247	38,477	48,425	32,176	13,811	
Code /bid no.	Asset/Service Area		Description	Bid/ Complete?	C/f ?	ORIGINAL	LATEST	ACTUAL	ORIGINAL	LATEST	LATEST	LATEST	Council Strategy
						BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	
						2020-21	2020-21	2020-21	2021-22	2021-22	2022-23	2023-24	
						£'000	£'000	£'000	£'000	£'000	£'000	£'000	
						(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	
KG1	Bakers Park		Bakers Park development (S106)		√	402	718	552		180			8. Out and about and active
KL1	Broadband		Contribution to Superfast Broadband subject to procurement arrangements (RS) (2022/23) subject to satisfactory assurances of funds being spent within Teignbridge area.								250		6. Investing in prosperity
Provision	Broadmeadow Sports Centre		Provision for Broadmeadow Sports Centre Improvement Plan (S106/BC).	*		1,765			1,675	1,675			8. Out and about and active
KY3	Broadmeadow Sports Centre		Hot water boiler replacement (RS)	C			20	17		-			8. Out and about and active
KM4	Car parks		Replacement of pay on foot with pay and display machines (CR)	*			70			63			3. Going to town
KM6	Car parks		Machines for new sites and replacement machines where required. (CR)				34	27		7			3. Going to town
KJ8	Chudleigh		Pump track (S106)				76			76			8. Out and about and active
Provision	Churchyards		Provision for Churchyards (CR)	*	√		43			43			4. Great places to live & work
KY5	Climate Change		Carbon reduction projects (CR)		√	132	232			232			10. Action on climate
Provision	Climate Change		Provision for heating and fabric improvements at Forde House (PB)	*		340	-		815	-			10. Action on climate
KY6	Climate Change		Forde House Decarbonisation and Flexible Working Arrangements (GG,CR,PB)					15		3,025			10. Action on climate
Provision	Climate Change		Provision for Solar PV (PB)	*					75	75			10. Action on climate
Provision	Climate Change		Provision for Carbon Action Plan (PB)	*					310	-	826	826	10. Action on climate
KY7	Climate Change		Leisure Site Measures (GG)					124	3,000	2,203			10. Action on climate
KR3	Coastal Monitoring		SW Regional Coastal Monitoring Programme. (GG,EC)		√	724	1,532	1,091					9. Strong communities
KR1	Coastal Monitoring		SW Regional Coastal Monitoring Programme. (GG,EC)						1,126	1,597	1,998	1,880	9. Strong communities
KR5	Coastal Monitoring		Coastal asset review: project management support (GG)		√		77	38		39			9. Strong communities
KR6	Coastal Monitoring		Coastal asset review (GG)		√		210	-		210			9. Strong communities
KG8	Cycle paths		Teign Estuary Trail (CIL)			100	100			100			7. Moving up a gear
Provision	Cycle paths		Provision for Other cycling (CIL)	*		280			280	280	170	250	7. Moving up a gear
Provision	Cycle paths		Dawlish/Teignmouth Cycle Schemes (CIL)	*		65			205	205	200		7. Moving up a gear
Provision	Cycle paths		Heart of Teignbridge Cycle Provision (CIL)	*		90			90	90			7. Moving up a gear



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							BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	
							2020-21	2020-21	2020-21	2021-22	2021-22	2022-23	2023-24	
							£'000	£'000	£'000	£'000	£'000	£'000	£'000	
							(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	
KX7	Dawlish		Dawlish link road and bridge (GG)		√		-	-		3,344	3,344	1,433		7. Moving up a gear
Provision	Dawlish Leisure Centre		Provision for Dawlish Leisure Centre Improvement Plan (S106,BC).	*			-	-		1,321	1,321			8. Out and about and active
KB6	Dawlish Warren		Dawlish Warren Boardwalk (S106)				107	107	97		-			4. Great places to live & work
-	Energy Company		Energy Company (CIL)				177	-			-			9. Strong communities
-	Heart of Teignbridge: Employment		Provision for Heart of Teignbridge Employment Sites (BC: Prudential Borrowing)				425				-			6. Investing in prosperity
Provision	Heart of Teignbridge: Employment		Provision for employment sites (BC: Prudential Borrowing)	*			2,000			2,000	500	1,500		6. Investing in prosperity
KL2	Heart of Teignbridge: Employment		Newton Abbot employment land feasibility (BC: Prudential Borrowing)		√			17			17			6. Investing in prosperity
KX8	Heart of Teignbridge		A382 Improvements (CIL) (£5.1 m by 2022-23)					1,000	1,000	1,500	1,500	2,600		7. Moving up a gear
KW2	Heart of Teignbridge		Houghton Barton Link Rd (Prudential temporary internal Borrowing)					810		440	440			7. Moving up a gear
KW8	Heart of Teignbridge		Houghton Barton land (EC)		√			146	84		62			4. Great places to live & work
KW4	Heart of Teignbridge		Mineral Rights								85			
JW/JV	Housing		Discretionary - Disrepair Loans & Grants (CR)				24	24	10	24	24	50	50	1. A roof over our heads
JW/JV	Housing		Better Care-funded grants re: Housing loans and grants policy, including Disabled Facilities (GG)		√		1,030	1,562	1,111	1,000	1,640	1,000	1,000	1. A roof over our heads
JV7	Housing		Warm Homes Fund (Park Homes) (GG)		√		234	43	-	383	212			1. A roof over our heads
JV3	Housing		Warm Homes Fund (Category 1 Gas and Category 2 Air Source Heat Pumps) (GG)				1,655	166	-	1,490	1,656			1. A roof over our heads
JV2	Housing		Green Homes Fund (GG)								1,148			
JY3	Housing		Broadhempston Community Land Trust (CR,RS)	C	√			5	3		3			1. A roof over our heads
JY3	Housing		Exception site Starcross (CR)				65		-	-	-			1. A roof over our heads
JY3	Housing		Teign Housing: Widecombe in the Moor (CR)						-	65	65			
JY3	Housing		Additional Social Housing in Newton Abbot (East St) (CR, RS,GG, BC: Prudential Borrowing,S106)		√		890	909	155		761			1. A roof over our heads
JY3	Housing		Additional Social Housing in Newton Abbot (Drake Road) (CR,RS,GG,BC: Prudential Borrowing,S106)		√		509	517	227		282			1. A roof over our heads
JY3	Housing		Longstone Cross Ashburton (CR)		√			100	-		100			1. A roof over our heads
JY3	Housing		Aller Road Kingsteignton (CR)					20	-		20			1. A roof over our heads
JY8	Housing		Shared Equity Scheme (S106)				667	668	-		668			1. A roof over our heads
Provision	Housing		Provision for Shared Equity Scheme (CR)	*			158	158	-		158			1. A roof over our heads
JY3	Housing		Affordable Housing unallocated (CR)				200	-	-		-			1. A roof over our heads
JY5	Housing		Additional plots Haldon (S106,CR)	C	√			4	8		-			1. A roof over our heads


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						BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	
						2020-21	2020-21	2020-21	2021-22	2021-22	2022-23	2023-24	
						£'000	£'000	£'000	£'000	£'000	£'000	£'000	
						(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	
Provision	Housing		Teignbridge 100: Social/Affordable housing (GG; CR; PB; S106)	*					2,197	2,197	2,197	2,197	1. A roof over our heads
Provision	Habitat Regulations		Provision for Habitat Regulations infrastructure measures (CIL)	*		179	179		70	70	88	88	4. Great places to live & work
KV3	IT - provision for Mobile Working		Mobile Working (CR)	C	√	84	86	80		6			10. Vital, Viable Council
KV4	IT - Customer Services		Customer Portal (CR)				32	33	34	34	6		10. Vital, Viable Council
KV6	IT 17-18 Strata projects		Grounds, Street, Public Realm (CR)		√		16			16			10. Vital, Viable Council
KV6	IT 17-18 Strata projects		Environmental Health: Idox (CR)		√		13			13			10. Vital, Viable Council
KW3	IT - Corporate		Idox update (CR)				-	14		-			
KV7	IT - Planning		Planning system improvements (CR)				18	-	18	18			10. Vital, Viable Council
KV8	IT - Capital contribution		Ongoing contributions towards Strata (CR)			41	41	41	41	41	41	41	10. Vital, Viable Council
Provision	IT - Capital contribution		SAN replacement (CR)	*					137	137			10. Vital, Viable Council
Provision	IT - Capital contribution		Data Centre Relocation (CR)	*					27	27			10. Vital, Viable Council
Provision	IT - Capital contribution		NCSC Zero Trust (CR)	*					41	41			10. Vital, Viable Council
KX6	IT - Legal Services		Legal Case Management (CR)		√		11			-			10. Vital, Viable Council
KV1	IT - Finance		Adelante upgrade (CR)	C			16	16		-			10. Vital, Viable Council
Provision	IT - Finance		Provision for Finance Convergence (CR)	*		100	-		167	167	100		10. Vital, Viable Council
KV6	IT - Finance/HR		Winnix replacement (CR)			13	13			-			10. Vital, Viable Council
Provision	IT - Property and Assets		Provision for Street Cleansing, Grounds Maintenance and Asset Management (CR)	*		103			-	-			10. Vital, Viable Council
Provision	IT - Property and Assets		SaM improvements (CR)	*					25	25			10. Vital, Viable Council
KV5	IT - Corporate: Strata Business Plan 2020-21		Windows 10/ infrastructure resilience measures (CR)				47	45		-			10. Vital, Viable Council
KV2	IT - Revenue & Benefits		Civica upgrade (CR)				41	35		6			10. Vital, Viable Council
KB3	Kingskerswell		Purchase of land for open space (S106)				17	17		-			4. Great places to live & work
KG2	Leisure		Playing Pitch Improvement Plan (S106)				23	13		-			8. Out and about and active
KX9	Marsh Barton		Marsh Barton Station (CIL)			1,300	1,300			1,300			7. Moving up a gear
KG4	Newton Abbot		3G artificial playing pitch, Coach Road, Newton Abbot (CR)		√		120	86		34			8. Out and about and active
Provision	Newton Abbot Leisure Centre		Provision for Newton Abbot Leisure Centre Improvement Plan (S106;CR)	*					350	350			8. Out and about and active
KF5	Newton Abbot Leisure Centre		Newton Abbot Leisure Centre Gym Equipment (CR,S106)		√	56	96		40	136	40	40	8. Out and about and active
Provision	Newton Abbot Town Centre Regeneration		Provision for Newton Abbot Town Centre Improvements (GG)	*		400			400	400			3. Going to town
KX1	Newton Abbot Town Centre Regeneration		Halcyon Rd (BC:Prudential Borrowing)		√	3,381	585	82	3,000	3,389	3,000		3. Going to town
KL9	Newton Abbot Town Centre Regeneration		Cattle Market Enabling Works (CR)		√				200	200			3. Going to town
KL7	Newton Abbot Town Centre Regeneration		Bradley Lane Enabling Works (CR)		√		32			32			3. Going to town


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						BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	
						2020-21	2020-21	2020-21	2021-22	2021-22	2022-23	2023-24	
						£'000	£'000	£'000	£'000	£'000	£'000	£'000	
						(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	
KW9	Newton Abbot Town Centre Regeneration		Cinema (CR)		√		18			18			3. Going to town
KX2	Newton Abbot Town Centre Regeneration		Sherborne House: town centre regeneration/Social Housing (BC: Prudential Borrowing)		√	2,282	309	164	2,400	2,545			3. Going to town
Provision	Newton Abbot Town Centre		Provision for Future High Street Fund projects (GG, CIL, EC, BC: Prudential Borrowing)	*		4,087	230		2,043	1,341	6,196	2,751	3. Going to town
KW5	Open Spaces		Cirl bunting land (S106)			250	154	154	146	146	146	146	4. Great places to live & work
KB5	Open Spaces		Rangers' tractor (RS,EC)							22			
Provision	Play area equipment/refurb		Provision for Dawlish play space flagship provision (S106)	*		75	75			75			8. Out and about and active
Provision	Play area equipment/refurb		Provision for Powderham Newton Abbot play space equipment (S106)	*		30			30	30			8. Out and about and active
Provision	Play area equipment/refurb		Provision for Newton Abbot Play Area (S106)	*		74	74			74			8. Out and about and active
KJ2	Play area equipment/refurb		Ogwell Play Area (S106)		C		33	33		-			8. Out and about and active
KJ4	Play area equipment/refurb		Decoy refurb (S106/CIL)			300	300			300			8. Out and about and active
Provision	Play area equipment/refurb		Provision for Den, Teignmouth play area overhaul (S106/CIL)	*					200	200			8. Out and about and active
KJ3	Play area equipment/refurb		Higher Woodway, Teignmouth play area refurb (S106)			30	30	15		-			8. Out and about and active
Provision	Play area equipment/refurb		Provision for Meadow Centre Teignmouth play area major refurb (S106)	*					30	30			8. Out and about and active
Provision	Play area equipment/refurb		Provision for Palace Meadow, Chudleigh play space overhaul (S106)	*		15			15	15			8. Out and about and active
KJ6	Play area equipment/refurb		Furlong Close, Buckfastleigh (CR)			28	28			28			8. Out and about and active
Provision	Play area equipment/refurb		Provision for Teignbridge-funded play area refurb/equipment (CR)	*		86	-		86	86			8. Out and about and active
KB1	SANGS/Open Spaces		SANGS land purchase (GG)		√			30	611	596			4. Great places to live & work
KB1	SANGS/Open Spaces		SANGS instatement (GG)		√		68	108	95	194		405	4. Great places to live & work
KB1	SANGS/Open Spaces		SANGS endowment (GG)						1,602	1,602		1,073	4. Great places to live & work
KB7	SANGS/Open Spaces		SANGS endowment (CIL,S106,Habitat Regulations planning obligations)				1,315			1,315			4. Great places to live & work
Provision	South West Exeter		Provision for South West Exeter Transport (2024-29) (CIL)	*						-			7. Moving up a gear
KW6	South West Exeter		SW Exeter Education (CIL)							-	1,000	1,950	4. Great places to live & work
KY1	South West Exeter		District Heating (CIL)	*		3,000	50			-			9. Strong communities
Provision	Sport & Leisure		Provision for Sports Provision (CIL)	*		664							8. Out and about and active
-	Sport & Leisure		Provision for Outdoor sport facility to serve Newton Abbot area (S106)	*		230	-						8. Out and about and active
Provision	Teignbridge		Provision for Education (CIL)	*					350	350	650	1,000	4. Great places to live & work
-	Teignmouth Lido		Provision for Teignmouth Lido boiler replacement (CR)			100			-				8. Out and about and active
KX3	Teignmouth Town Centre		Teignmouth Town Centre Regeneration (includes feasibility budget) (BC: Prudential Borrowing)		√	3,531	2,240	583	4,784	6,441			6. Investing in prosperity
Provision	Teignmouth		Provision for Teignmouth open space (S106)	*					50	50			4. Great places to live & work
KR1	Teignmouth		Beach Management Plan (GG)		√		77		38	115			9. Strong communities

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						BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	
						2020-21	2020-21	2020-21	2021-22	2021-22	2022-23	2023-24	
						£'000	£'000	£'000	£'000	£'000	£'000	£'000	
							(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	
KR2	Teignmouth		Eastcliff flood remediation feasibility (CR)				3			-			9. Strong communities
Provision	Waste Management		Provision for Bulking Station - replace telehandlers 2024-29 (RS)	*		50	-			-			2. Clean scene
Provision	Waste Management		Provision for Bulking Station - replace Sortline (CR)	*							175		2. Clean scene
Provision	Waste Management		Provision for additional Waste vehicles (PB)	*							200		2. Clean scene
Provision	Waste Management		Provision for Waste vehicles (PB)	*							8,200		2. Clean scene
Provision	Waste Management		Provision for replacement card baler (2026) (CR)	*									2. Clean scene
KS0	Waste Management		Purchase of Wheeled Bins (CR;RS)			104	124	139	107	107	110	114	2. Clean scene
						32,632	17,182	6,247	38,477	48,425	32,176	13,811	

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						BUDGET	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET			
						2020-21	2020-21	2020-21	2021-22	2021-22	2022-23	2023-24			
						£'000	£'000	£'000	£'000	£'000	£'000	£'000			
						(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)	(Inc Fees)			
<div>FUNDING GENERAL</div>						(44)									
						(252)									
						Capital Receipts Unapplied - Brought forward			(3,290)	(3,519)	(3,519)	(2,872)	(3,391)	(1,297)	(865)
						Capital Receipts - Anticipated			(1,700)	(362)	(362)	-	-	-	-
						Budgeted Revenue Contribution plus additional for specific schemes			(271)	(94)	(85)	-	-	-	-
						Use of Revenue Contributions Reserve			(26)	-	-	-	(25)	(250)	-
						Government Grants			(2,507)	(2,193)	(1,457)	(11,714)	(12,303)	(8,436)	(6,109)
						S106			(1,413)	(1,683)	(1,168)	(758)	(1,625)	(186)	(146)
						Other External Contributions			(803)	(892)	(18)	-	(768)	(158)	-
						Community Infrastructure Levy			(6,115)	(3,216)	(849)	(2,740)	(4,727)	(4,750)	(3,288)
						Internal Borrowing			(235)	-	(666)	-	-	-	-
						Capital Receipts Unapplied - Carried forward			3,776	2,872	3,391	1,269	1,297	865	670
						Business cases: Prudential borrowing			(13,614)	(3,619)	-	(16,003)	(16,954)	(14,717)	(826)
						HOUSING									
						Capital Receipts Unapplied - Brought forward			(2,235)	(2,325)	(2,325)	(1,772)	(3,035)	(1,321)	(1,590)
						Capital Receipts - Anticipated			(50)	(50)	(13)	(50)	(50)	(50)	(171)
						Capital Receipts - Right to Buy			(700)	(450)	(795)	(600)	(600)	(600)	-
						Better Care Funding and other government grants.			(3,374)	(2,500)	(1,363)	(2,752)	(5,203)	(1,330)	(1,330)
						S106			(667)	(672)	(8)	-	(667)	-	-
						Other External Contributions			-	-	-	-	-		-
						Internal or Prudential Borrowing			(801)	(203)		(1,916)	(1,695)	(1,536)	(1,536)
Budgeted Revenue Contribution plus additional for specific schemes.			-	-		-	-								
Use of Revenue Contributions Reserve			(34)	(48)	(45)										
Capital Receipts Unapplied - Carried forward			1,427	1,772	3,035	1,431	1,321	1,590	1,380						
TOTAL FUNDING						(32,632)	(17,182)	(6,247)	(38,477)	(48,425)	(32,176)	(13,811)			
							-		-	-	-	-			
Programme Funding															
Budgeted and additional Revenue Contribution						(271)	(94)	(85)	-	-	-	-			
Revenue Contributions earmarked reserve.						(60)	(48)	(45)	-	(25)	(250)	-			
Capital Receipts						(2,772)	(2,062)	(588)	(2,594)	(4,458)	(813)	(576)	(8,441)		
Section 106						(2,080)	(2,355)	(1,176)	(758)	(2,292)	(186)	(146)	(3,382)		
Other External Contribution						(803)	(892)	(18)	-	(768)	(158)	-	(926)		
Grant						(5,881)	(4,693)	(2,820)	(14,466)	(17,506)	(9,766)	(7,439)	(49,177)		
Community Infrastructure Levy						(6,115)	(3,216)	(849)	(2,740)	(4,727)	(4,750)	(3,288)	(15,505)		
Internal borrowing						(235)	-	(666)	-	-	-	-	-		
Business cases: Prudential borrowing						(14,415)	(3,822)	-	(17,919)	(18,649)	(16,253)	(2,362)	(55,183)		
Total						(32,632)	(17,182)	(6,247)	(38,477)	(48,425)	(32,176)	(13,811)			
Balance of capital receipts						(5,203)	(4,649)	(6,427)	(2,700)	(2,623)	(2,455)	(2,050)			
Key:															
EC - External Contributions															
GG - Government Grant															
CR - Capital Receipt															
RS - Revenue Savings															
BC - Business Case															
PB - Prudential Borrowing															
C - project complete. Where this relates to payment of a contribution, indicates contribution has been paid.															
* - Provisional scheme, pending full approval															
<div> Climate Change project</div>															
Denotes a change in the programme															

TEIGNBRIDGE DISTRICT COUNCIL TREASURY MANAGEMENT: AUTHORISED LENDING LIST FROM 5 JULY 2021

Lending list

The current authorised lending list has been updated to take account of changes in ratings and banks and is shown below for approval.

Specified Investments

Type of Lender	Details	
1. Current Banker	Lloyds Bank	£3,000,000 limit
2. Local Authorities	All	No limit
3. UK Debt Management Office Deposit Facility (UK government AA-/Aa3/AA rated) no limit.		
4. UK Treasury Bills (UK government AA-/Aa3/AA rated) no limit.		
5. Money market funds, subject to maintenance of AAmmf rating.		
CCLA Public Sector Deposit Fund	AAmmf	£3,000,000 limit
Aberdeen Liquidity Fund	AAmmf	£3,000,000 limit
Blackrock Liquidity Fund	AAmmf	£3,000,000 limit
LGIM Liquidity Fund	AAmmf	£3,000,000 limit
Morgan Stanley Liquidity Fund	AAmmf	£3,000,000 limit
7. Top UK-registered Banks and Building Societies, subject to satisfactory ratings. Updated below to reflect information provided by treasury advisors.		
8. Non-specified: CCLA Property and Diversified Income Funds - £2,000,000 limit		

Institution	Tier	90 day limit	180 day limit	364 day limit	Overall limit
		£	£	£	£
Goldman Sachs International Bank	1	3,000,000	2,000,000	1,000,000	3,000,000
Handelsbanken plc	1	3,000,000	2,000,000	1,000,000	3,000,000
HSBC Bank plc	1	3,000,000	2,000,000	1,000,000	3,000,000
Lloyds Bank plc and Bank of Scotland plc	1	3,000,000	2,000,000	1,000,000	3,000,000
Santander UK plc	1	3,000,000	2,000,000	1,000,000	3,000,000
Sumitomo Mitsui Banking Corporation Europe Ltd	1	3,000,000	2,000,000	1,000,000	3,000,000
Close Brothers Ltd	2	2,000,000	1,000,000		2,000,000
Coventry Building Society	2	2,000,000	1,000,000		2,000,000
Nationwide Building Society	2	2,000,000	1,000,000		2,000,000
NatWest Bank	2	2,000,000	1,000,000		2,000,000
Royal Bank of Scotland	2	2,000,000	1,000,000		2,000,000
Standard Chartered Bank	2	2,000,000	1,000,000		2,000,000
Leeds Building Society	3	1,000,000			1,000,000
Nottingham Building Society	3	1,000,000			1,000,000
Principality Building Society	3	1,000,000			1,000,000
Skipton Building Society	3	1,000,000			1,000,000
Yorkshire Building Society	3	1,000,000			1,000,000

TEIGNBRIDGE DISTRICT COUNCIL TREASURY MANAGEMENT:
AUTHORISED LENDING LIST FROM 5 JULY 2021

Bank regulations force banks to maintain “capital buffers”, classifying their deposits according to duration. Instant access accounts and short deposits are not attractive to banks as they cannot be counted towards those buffers. For this reason, in addition to current economic factors, interest rates on most “call” accounts remain low.

Other Non-specified investments

These will be considered on a case-by case basis, using the decision-making framework laid out in the Commercial Strategy.

Investments which may be considered include

- Renewable energy/social impact investments

- On-lending to key partners/stakeholders in relation to jointly beneficial projects

- Lending in instances where doing so would protect the local economy

Teignbridge District Council

Committee name Overview and Scrutiny and Executive

Meeting date 22nd June 2021 and 5 July 2021

Part i

Report Title EMPTY HOMES POLICY

Purpose of Report

To advise the committee of the work being carried out by the Authority on Empty homes and to consider the draft Empty homes policy (Appendix A) and make comment on issues, or actions that have been proposed as part of this work.

Recommendation(s)

The Committee RECOMMENDS to the Executive that the Empty homes policy (Appendix A) is adopted.

Financial Implications

Please refer to Section 3.1 of the report

Martin Flitcroft Chief Finance Officer & Head of Corporate Services

Email: martin.flitcroft@teignbridge.gov.uk

Legal Implications

The policy has been updated to ensure compatibility with the public rights to enjoyment of private property and to meet the policy objectives (i.e. the protection of residential amenity and encouraging the residential occupation of otherwise vacant homes particularly in areas of housing need).

Karen Trickey Solicitor to the Council and Monitoring Officer

Karen.Trickey@teignbridge.gov.uk

Risk Assessment

See attached Equality Impact Assessment (Appendix B)

Environmental/ Climate Change Implications

Environmental implications associated with developing policies to reduce empty homes in Teignbridge may be influenced by a number of factors including: the impact of empty homes on the demand for new accommodation, the impacts of building neglect on increased maintenance requirements, carbon emissions arising from enforcement (increased travel etc.) and whether or not homes continue to consume energy when empty.

William Elliott – Climate Change Officer

Email: William.Elliott@teignbridge.gov.uk

Report Author

Alison Dolley Private Sector Housing Manager

Email: alison.dolley@teignbridge.gov.uk

Executive Member

Cllr Martin Wrigley

Email: Martin.Wrigley@teignbridge.gov.uk

Appendices/Background Papers

1. Introduction

- 1.1 The Council recognises the importance of returning empty homes back into use through its contribution to the Councils Teignbridge Ten programme "A roof over our head" and it's recently adopted Housing Strategy 2021-2026. It also recognises the importance of reducing the number of empty homes to maximise income from New Homes Bonus (NHB). Performance is reported on the number of empty homes impacting on NHB and the number of long term empty homes brought back into use through the Councils intervention.
- 1.2 The Empty homes policy deals with homes that have been empty and details the aims and objectives to reduce long term empty homes and an action plan of how these objectives will be met.
- 1.3 Working collaboratively, several departments, including Council Tax, Environmental Health, Planning, Building Control all play a role in bringing empty homes back into use.

2. REPORT DETAIL

- 2.1 Homes may become empty for a number of reasons and in most cases this is a short term or temporary situation, for example awaiting sale or letting or to be renovated prior to occupation. The financial and personal circumstances of owners influences whether the property is brought back into use in a timely fashion. However empty homes are a waste of valuable resource and sometimes can be a source of serious nuisance to those who live near them.
- 2.2 Empty homes are classified by Council Tax depending on why and how long they have been left empty. This includes for example, owners in hospital or receiving care, unresolved ownership matters (usually following the death of the owner), financial matters such as bankruptcy etc. and may be exempt from paying council tax. Appendix 1 of the empty homes policy demonstrates the categories of dwellings which are exempt from Council tax payment.
- 2.3 Owners of unoccupied and substantially unfurnished empty properties receive a discount of 100% for 1 month, followed by 100% Council tax charge.

2.4 Premiums are applied to annual Council Tax charges once properties, falling outside of exemption categories, have been empty for 2 years plus to encourage owners to bring properties back into use sooner, as follows:

- 2 years or more – 100% premium (i.e. twice the annual charge)
- 5 years or more – 200% premium (i.e. three times the annual charge)
- 10 years or more 300% premium (i.e. four times the annual charge)

2.5 It is important to recognise that empty homes work falls broadly within two categories:

- a. “True” empty homes work
- b. New homes bonus work

An empty homes/landlord liaison officer is employed by the Council with 0.5FTE concentrating on empty homes work.

2.6 “True” empty homes work

This work primarily involves dealing with longer term empty homes (more than 2 years). They may not be registered on the Council tax database as they may have been deleted by the valuation office or they may be sufficiently furnished that they do appear on the list for NHB (see below).

There are currently 72 homes that have been empty for 2 years or more, 39 for 5 years or more and 20 that have been empty for 10 years or more; 131 in total. This represents 0.2% of the total housing stock.

Empty homes may be reported from various sources such as neighbours etc. and through a risk based approach the empty homes officers prioritises a “top 20” empty homes to deal with.

Normally these properties require more input from the Council to help bring them back into use and adopting a zero tolerance policy, formal action is pursued, dovetailed with any appropriate incentives.

Complex, and vulnerable owners, as well as complicated legal ownership normally cause difficulty in securing reoccupation in a timely fashion and a variety of enforcement action is required to be taken. The policy details what action can be taken to support reoccupation.

In the last 2 years, the Council has pursued the following formal interventions

- 16 notices served under the Housing Act to gain entry to an empty home
- 19 – owners assisted with loans/grants to help improve the home for reoccupation
- 8 Liability Orders / Charging Orders pursued through Council tax for unpaid Council tax debts.
- 12 improvements or prohibition notices

- 4 notices served under Town & Country Planning Act for untidy land.

2.7 A variety of formal and informal methods has achieved reoccupation without having to resort to more lengthy, time consuming and costly options such as Compulsory Purchase Order, Empty Dwelling Management order and Enforced sale but the threat of these options in some cases have secured reoccupation.

2.8 New Homes Bonus (NHB)

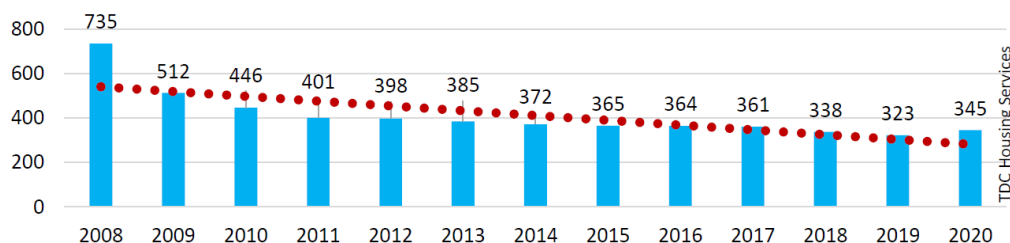
The number of empty homes in Teignbridge impacts on the income that Teignbridge receive from NHB. This involves an extensive exercise of “cleansing” Council tax data so the number of certain classes of empty homes (C, CPremis & CPremis5 classes – unfurnished and empty for 6 months or more) are at its lowest at a certain time of the year, usually the first week in October.

2.9 There is a natural churn of properties that move from un-occupation to occupation through, for example the sale or letting of a property. NHB work requires ongoing contact with owners, estate agents/letting agents, valuation office etc. to ensure only those that are physically empty on that date are recorded. Where appropriate Council Tax class changes will be implemented. Because of the importance of the income that this generates for Teignbridge District Council, all empty homes resources within the Housing and Council tax Department are concentrated on this work from July to October to ensure that this number is as low as possible.

2.10 As this is a “data cleansing” exercise it does not necessarily deal with those properties which are “true” empty homes but the importance of this work is recognised as an income generator for the Council.

2.11 Since 2008 the number of empty homes in Teignbridge has steadily reduced from 735 to 345. A slight increase occurred in 2020 due to the impact of the pandemic and house sales/rent movements.

Total empty homes, Teignbridge



Going forward a government consultation has recently sought the views on the future of the New Homes Bonus, from 2022/23 onwards, including whether the number of empty homes should influence this funding stream.

3. Implications and Risk Management

3.1 Financial - Whilst it is acknowledged that new homes bonus work is a data cleansing exercise the importance of this work to maximise income for the Council is recognised. This work will continue in 2021/22 and will be reviewed following any Government announcement of any changes to this funding.

3.2 Legal - Whilst there are many tools that are available to assist with indirectly bringing a home back into use, it is recognised that options such as compulsory purchase, empty dwelling management order etc. may have a financial implication for the authority on bring these properties back into use. Where all other avenues have been explored a Member decision may be required to pursue these options if there is a cost implication for the authority.

3.3 Risks – The risk involved in not having a clear empty homes policy is that the number of empty homes in Teignbridge would increase impacting on income generated through new homes bonus. Long term empty homes would remain empty reducing the number of homes available in Teignbridge and complaints to the Council would increase.

4. Conclusion

4.1 Whilst it is recognised that most empty homes can be brought back into use through assistance and direction from the Council it is acknowledged that there are several long term empty homes that require more formal intervention from the authority and through the Councils empty homes policy and working collaboratively across Council departments appropriate action will be taken to secure reoccupation.

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Empty homes policy

The purpose of this policy is to support the Teignbridge Ten programme “A roof over our head” in the Council Strategy. The policy aims to reduce empty homes through a range of measures, including support and enforcement and compliments the existing housing strategy by supporting other housing objectives including meeting housing needs, supporting homelessness and improving housing conditions. The policy also supports other corporate projects such as clean scene, strong communities and action on climate.

Why are empty homes important?

Homes may become empty for a number of reasons and in most cases this is a short term or a temporary situation, for example awaiting sale or letting or to be renovated prior to occupation. The financial and personal circumstances of owners influences whether the property is brought back into use in a timely fashion.

However empty homes are a waste of valuable resource and sometimes can be a source of serious nuisance to those who live near them.

Bringing long term empty homes back into use helps the Council address the needs of the district as well as attracting grant funding from central government – New Homes Bonus (NHB). In Teignbridge £27.6M NHB has been raised over a 12 year period.

Empty homes are classified by Council Tax depending on why and how long they have been left empty. This classification includes owners in hospital or receiving care, unresolved ownership matters (usually following the death of the owner), financial matters such as bankruptcy etc. and dependent on the circumstances an owner of an empty property may be exempt from paying council tax.

Appendix 1 demonstrates the categories of dwellings which are exempt from Council tax payment.

Owners of unoccupied and substantially unfurnished empty properties receive a discount of 100% for **1 month**, followed by 100% Council tax charge.

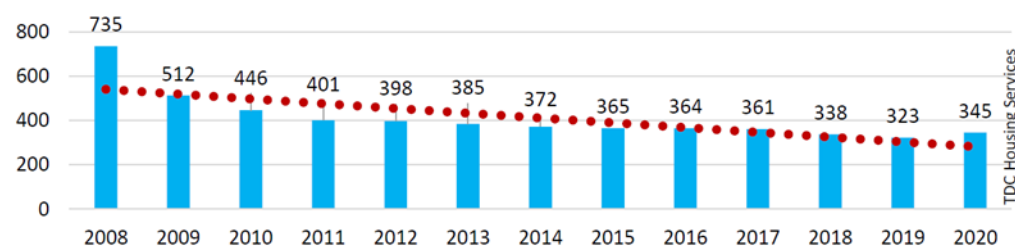
Premiums are applied to annual Council Tax charges once properties, falling outside of exemption categories, have been empty for 2 years plus to encourage owners to bring properties back into use sooner, as follows:

- 2 years or more – 100% premium (i.e. twice the annual charge)
- 5 years or more – 200% premium (i.e. three times the annual charge)
- 10 years or more 300% premium (i.e. four times the annual charge)

Empty homes in Teignbridge

Properties which have been empty for 6 months or more and are substantially unfurnished (Class C) have a negative impact on the amount of New Homes Bonus the Council receives and need to be kept to the minimum. In Teignbridge this number has decreased year on year since 2008 although the impact of Covid 19 has seen an increase in 2020 due to the initial slow-down in the housing market, owners shielding, lack of tradesman and materials etc. This is illustrated in in graph 1.

Total empty homes, Teignbridge



Number for empty homes in Teignbridge as at October each Year

The number of Class C properties in Teignbridge as of the 6th October 2020 was 345 which equates to approximately 0.54% of the housing stock in Teignbridge.

These properties are further categorised as 214 properties that have been empty for between 6 months and 2 years and 131 properties that have been empty for 2 years or more. Whilst the majority of these properties have been vacant for less than 2 years, over a third have been empty for more than 2 years.

Targeting those properties which have been empty between 6 months and 2 years is more likely to have an impact on NHB and increase income for Teignbridge District Council, whilst properties which have been empty for 2 years or more are more likely to have a detrimental impact on neighbours and their surrounding area.

Aims and objective of the policy

The aim of the empty homes policy is to reduce the number of long term empty homes in Teignbridge by returning homes back into use and discouraging owners from leaving properties empty, ensuring the effective use of the housing stock in Teignbridge and negating the negative impact on a local area.

The objectives of empty homes policy are as follows:

1. Through a targeted approach bring empty homes back into use.
2. Adopt a zero tolerance policy for homes empty for 2 years or more, and take enforcement action across all services within the Council, where necessary, to ensure properties are brought back into use.

3. Where appropriate provide assistance to help bring empty homes back into use.

Action Plan to meet our objectives

In bringing empty homes back into use it is recognised that there is a need to work both on a proactive and reactive basis. A coordinated approach across all departments within the Authority is paramount in the success in bringing empty homes back into use and it is recognised that there is no single solution which will resolve problems associated with empty properties.

1. Through a targeted approach bring empty homes back into use..

The Council will work directly and assertively with owners of unfurnished properties empty between 6 months and 2 years (Class C) by encouraging them and providing tools and mechanisms to bring their property back into use. Due to limited resources, the Council will prioritise those in areas of high housing need within the district:

- Newton Abbot, including Kingskerswell and Kingsteignton
- Dawlish
- Teignmouth

Where a housing need has been identified in other areas of the District through our housing options team we will adapt this policy to help meet this identified need.

Empty properties identified within these areas will be risk assessed (Appendix 2 – Empty Property Risk Assessment form) and prioritised for action using the following criteria:

- Length of time empty
- Priority area
- High profile location
- Social impact
- Poor housing conditions
- Structural issues
- Potential nuisance
- Security of property
- Impact on New homes bonus and
- Willingness of owner to cooperate to bring property back into use
- Likely to be brought back into use without assistance/enforcement
- Council Tax debts

Across all targeted work, owners will receive frequent contact from the Council. Standard letters including a link to our website for help available from will include information on VAT relief, loans and grants, advice for those considering letting, legislative requirements and referral to Support for People Renting in Teignbridge

(SPRINT) who offer free tenant finding. A proforma is also sent for owners to complete to inform what action is being taking to bring the property back into use, likely timescales for occupation and reasons for delays.

From the information received and the risk assessment it will be determined whether assistance is required or whether to escalate a particular case for enforcement. (See below)

Where owners do not respond to attempts to communicate with them and there is no evidence that they are taking action to bring about reoccupation, or where the property has been identified as 'high risk' using the empty property risk assessment, a zero tolerance approach will be adopted and the most appropriate enforcement action considered to bring the property back into use.

2. Zero tolerance enforcement policy

Based on the risk assessment a zero tolerance policy will be adopted across properties within the priority areas that have been empty for 2 years or more. The following enforcement options will be considered and implemented where necessary to ensure that the property is brought back into use:

- a. Securing empty property – Notice to secure a property that is open to access, where it is evident that intruders are gaining access.
- b. Improving housing conditions –Improvement notice, Prohibition Order or a Hazard Awareness Notice to remove hazards.
- c. Eradication of vermin- notice to clear any land of vermin and remove waste/deposits/accumulations likely to attract vermin.
- d. Abatement of a nuisance – Notice to abate a statutory nuisance such as an accumulation or deposit that is prejudicial to health or a nuisance.
- e. Safety of empty homes –Notice to make a property safe or allow emergency action to be taken to make it safe. Notice to make satisfactory provision for drainage where it is not currently in place, including sewers, drains and rain water pipes that are currently in disrepair or missing.
- f. Unsightly condition of empty home and adjoining land – notice to address unsightly land or external appearance of a property.
- g. Compulsory purchase order and where appropriate to sell it on to allow it to be reoccupied.

- h. Enforced sale – enforced the sale of a property to recover debts incurred relating to carrying out works in default or to recover outstanding Council Tax debts to the property. Where debts are in excess of £4k Council Tax will begin the formal proceedings of applying for a liability order/charging orders.
- i. Empty Dwelling Management order to take control of the management of an empty property, carry out necessary works in order to secure its occupation and to let to tenants for a set period.

For each property, the range of enforcement actions will be considered and in some cases several enforcement actions will be considered working collaboratively across departments. Where appropriate regard will be made to the Council's Housing Enforcement Policy

<https://www.teignbridge.gov.uk/media/6066/171101-housing-enforcement-policy-2017-master-v4.pdf>

Where enforcement action has been taken that allows for works to be carried out in default the Council may carry out any necessary works and recharge the owner, including any charges as detailed in the Housing Enforcement Policy. Where monies are not paid accordingly, the Council will enforce the sale of the property to recover their costs.

Details of the Council's procedure including timescales for action for all work on empty homes can be found in Appendix 4.

Reporting of Empty properties

Members of the public can advise the Council of properties which are empty.

The Council will determine why the property is empty using the Council Tax information available and will carry out a risk assessment to determine if action will be taken by the Local Authority. In some cases these properties do not appear on Council Tax as an empty home and are challenging in securing occupation.

Financial assistance

The Council will work proactively with a range of partners to deliver the Empty Homes policy and ensure funding is maximised to bring empty properties back into use. Working in partnership with Lendology CIC (formally Wessex Resolution CIC) low costs loans may be offered to assist owners of empty homes carry out any necessary repairs/improvements to enable the property to be let, occupied or sold. Grants may be available where a loan cannot be provided. Details of the Council's grants and loans policy can be found [here](#).

Properties that are exempt from paying council tax.

Class B	A property owned by a charitable body which has been unoccupied for less than six months.
Class D	An unoccupied property where the liable person is held in detention.
Class E	An unoccupied property where the liable person has gone to live in a care home.
Class F	An unoccupied property where a person is acting as a personal representative of someone who has died and either no grant of Probate or Letter of Administration has been made or less than six months have passed since the day on which such a grant was made.
Class G	An unoccupied property where occupation is prohibited by law.
Class H	An unoccupied property awaiting occupation by a Minister of Religion from which to perform his/her duties.
Class I	An unoccupied property where the liable person has his/her sole or main residence in another place to receive personal care because of old age, disablement, illness, past or present alcohol or drug dependence or past or present mental disorder.
Class J	An unoccupied property where the liable person is now solely or mainly resident elsewhere to provide personal care for the reasons mentioned in Class I.
Class K	An unoccupied property where the liable person is a student and this was his/her previous sole or main residence.
Class L	An unoccupied property where the liable person is the mortgagor (borrower) and the property has been repossessed by the mortgagee (lender).
Class M	Halls of Residence providing accommodation for students.

Class N	A property wholly occupied by students or school leavers.
Class O	A property owned by the Secretary of State for Defence and is held for the purposes of Armed Forces accommodation.
Class P	A property where the liable person is a member of visiting forces.
Class Q	An unoccupied property where the liable person is acting in a capacity of a Trustee in Bankruptcy.
Class R	An unoccupied caravan pitch or boat mooring.
Class S	A property occupied only by a person or persons aged under 18.
Class T	An unoccupied annexe to an occupied property which may not be let separately without a breach of Planning Control within the meaning of Section 171A of the Town and Country Planning Act 1990.
Class U	A property occupied only by person(s) who are severely mentally impaired, or by student(s) who are living with severely impaired person(s) and who would (under normal circumstances) be liable to pay the council tax.
Class V	Main UK residence of a visiting diplomat.
Class W	An annexe or similar self-contained part of a property occupied by a relative of the other occupants who is over the age of 65 or severely mentally impaired or substantially and permanently disabled. (Effective 1 April 1997).

Empty homes priority risk assessment

Length of time vacant	Under 6 months	0
	6 months – 12 months	5
	12 months to 2 years	10
	2 years plus	20
Priority Area	Yes	20
	No	0
High profile location	No	0
	Yes	10
Have complaints been received from neighbours	No	0
	Yes	10
Would intervention result in additional NHB	Yes – 1 unit	10
	Yes – 2 or more units	20
	No	0
Social Impact <ul style="list-style-type: none"> • Appearance (including garden) • Vermin • Fly tipping • Anti Social Behaviour • Squatters 	Score per impact	
		10
		10
		10
		10
Poor housing conditions (likely to have a category 1 hazards)	No	0
	Yes	10
Structural issues	No	0
	Yes	10
Property to cause a statutory nuisance	No	0
	Yes	10
Property secure	No	10
	Yes	0
Owner co-operative	No	10
	Yes	0
Likely to be brought back into use without assistance / enforcement	No	10
	Yes	0
Council Tax debts	No	0
	Yes	10
	No liability	10

Incentives for owners of Empty homes

1. Financial Assistance

Please refer to the Council Grants and loans policy for up to date information on what financial assistance is available

<https://www.teignbridge.gov.uk/media/7317/housing-grant-and-loan-policy-v4.pdf>

2. VAT reduction

VAT is chargeable at a reduced rate for works to bring long term empty properties back into use, see <https://www.gov.uk/guidance/buildings-and-construction-vat-notice-708> The Councils' empty homes officer can provide a letter confirming the relevant date which is acceptable by HMRC.

Unoccupied	VAT chargeable
2 years +	5%
10 years+	0%

3. Landlord Training Courses

Teignbridge District Council may offer training courses to both new and experienced landlords to provide landlords with the skills required to set up, manage and end a tenancy, ensuring that all legal requirements are met.

4. SPRINT - Tenant finding and rent support service

This provides a free service to help landlords prepare properties for let including an inspection to ensure that they are free from hazards under the Housing Act 2004, collating relevant legal certification/documentation, and introducing tenancy ready families to landlords. Tenants are assisted with benefit applications and support is provided to both tenants and landlords to ensure that tenancies are sustainable.

Empty homes procedure

Action	Priority and Non Priority Group			Timescales
Initial letter	Advice letter outlining importance of bringing empty homes back into use, support Council can provide and request to complete occupation status proforma to ascertain intentions and timescale.			
Letter 2	Reminder letter to complete the occupation status proforma			3-4 weeks
Visit	Visit made and risk assessment carried out			2 weeks
	High Priority	Time scale	Non Priority	Time scale
Letter 3 – initial enforcement letter	If no response stronger letter requiring urgent attention identifying enforcement powers available to the Council. A requisition for information will be served with the letter to confirm details of ownership requiring information within 15 days. Where a visit has not been previously made a risk assessment, carried out.	4 weeks	Letter identifying need to bring empty home back into use	8 weeks
Letter 4	If still no response, case reviewed with other relevant departments to determine relevant course of action and owner advised. If unable to gain access to property notice served and/or warrant obtained to gain entry.	5-6 weeks after letter 2		
Enforcement action	Following an inspection of the property, if the owner has made no attempt to carry out any works or has not	Time scales for enforcement action will be		

	<p>indicated a reasonable timescale whereby the works will be completed the Council will determine the most appropriate enforcement action to take as detailed above and including</p> <ol style="list-style-type: none"> 1. Securing the property where access can be easily gained 2. Improving the housing conditions where a category 1 hazard has been identified, to stop further deterioration, reduce impact on neighbours. 3. Eradicating vermin where there is evidence. 4. Making the property safe where there is an imminent risk to health. 5. Addressing unsightly external appearance 6. Enforced sale 7. Compulsory purchase order 8. Empty Dwelling Management order <p>This will be in consultation with other departments within the Council to ensure that the most appropriate and, if necessary, a range of enforcement action is taken.</p>	determined in accordance with the requirements of the legislation.		
Commencement of works	Where an owner has commenced			

	<p>refurbishment works a reasonable timescale will be given for these works to be completed. Regard will be given to the works being carried out but where works are minor then 12 weeks maximum would be deemed reasonable. Where works have commenced but there is no clear progression of works to completion or reasons for delays are unreasonable it will be necessary to explore the legal options available, having regard to other statutory obligations, to ensure the completion of the works using the necessary enforcement tools. Regard will be made to the Council's Housing Enforcement policy.</p>			
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Equality Impact Assessment



Assessment Of:	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Strategy <input type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other [please state]	<input type="checkbox"/> New <input checked="" type="checkbox"/> Already exists / review <input type="checkbox"/> Changing
Directorate: Directorate of Community Service and Improvement	Assessment carried out by: Alison Dolley
Service Area: Housing	Job Role: Private Sector Housing Manager
Version / Date Of Sign Off By Director:	

Step 1: What do we want to do?

This assessment should be started at the beginning of the process by someone with a good knowledge of the proposal and service area, and sufficient influence over the proposal. It is good practice to take a team approach to completing the equality impact assessment. Please contact the Policy Officer early for advice.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Describe who it is aimed at and the intended aims / outcomes. Where known also summarise the key actions you plan to undertake. Please use plain English, avoiding jargon and acronyms. Equality Impact Assessments are viewed by a wide range of people including decision-makers and the wider public.

Review of the Councils empty homes policy on reducing the number of empty homes in the District and to maximise New Homes Bonus income

1.2 Who will the proposal have the potential to affect?

<input type="checkbox"/> Service users	<input checked="" type="checkbox"/> The wider community	<input type="checkbox"/> Teignbridge workforce
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1.3 Will the proposal have an equality impact?

Could the proposal affect access levels of representation or participation in a service, or does it have the potential to change e.g. quality of life: health, education, or standard of living etc.?

If 'No' explain why you are sure there will be no equality impact, then skip steps 2-4 and request review by your manager.

If 'Yes' complete the rest of this assessment.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No [please select]
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Step 2: What information do we have?

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

Please use this section to demonstrate an understanding of who could be affected by the proposal. Include general population data where appropriate, and information about people who will be affected with particular reference to protected and other relevant characteristics (listed in 2.2).

Use one row for each evidence source and say which characteristic(s) it relates to. You can include a mix of qualitative and quantitative data - from national research, local data or previous consultations and engagement activities.

Outline whether there are any over or under representation of equality groups within your service - don't forget to benchmark to local population where appropriate.

For workforce / management of change proposals you will need to look at the diversity of the affected team(s) using available evidence such as the employee profile data. Identify any under/over-representation compared with Teignbridge's economically active citizens for age, disability, ethnicity, gender, religion/belief and sexual orientation.

Data / Evidence Source <i>[Include a reference where known]</i>	Summary of what this tells us
Council Tax data	This provides details of empty homes and reasons why they are empty (Council Tax classification)
Additional comments:	

2.2 Do you currently monitor relevant activity by the following protected characteristics?

<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Gender Reassignment
<input type="checkbox"/> Marriage and Civil Partnership	<input type="checkbox"/> Pregnancy/Maternity	<input type="checkbox"/> Race
<input type="checkbox"/> Religion or Belief	<input type="checkbox"/> Sex	<input type="checkbox"/> Sexual Orientation

2.3 Are there any gaps in the evidence base?

Where there are gaps in the evidence, or you don't have enough information about some equality groups, include an equality action to find out in section 4.2 below. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later. If you are unable to fill in the gaps please state this clearly with a justification.

For workforce related proposals all relevant information on characteristics may need to be sought from HR (e.g. pregnancy/maternity). For smaller teams diversity data may be redacted. A high proportion of not known/not disclosed may require action to address and identify the information needed.

No

2.4 How have you involved communities and groups that could be affected?

You will nearly always need to involve and consult with internal and external stakeholders during your assessment. The extent of the engagement will depend on the nature of the proposal or change. This should usually include individuals and groups representing different relevant protected characteristics. Please include details of any completed engagement and consultation and how representative this has been of Teignbridge's diverse communities.

Include the main findings of any engagement and consultation in Section 2.1 above.

If you are managing a workforce change process or restructure please refer to HR for advice on how to consult and engage with employees. Relevant stakeholders for engagement about workforce changes may include e.g. staff-led groups, trades unions as well as affected staff.

A consultation on the Housing strategy took place in early 2021 that included the Council's objective of bringing empty homes back into use. Comments made during this consultation have been taken into consideration in the review of the policy.

2.5 How will engagement with stakeholders continue?

Explain how you will continue to engage with stakeholders throughout the course of planning and delivery. Please describe where more engagement and consultation is required and set out how you intend to undertake it. Include any targeted work to seek the views of under-represented groups. If you do not intend to undertake it, please set out your justification. You can ask the Consultation Officer for help in targeting particular groups.

As per 2.4

Step 3: Who might the proposal impact?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered above and the characteristics protected by the Equality Act 2010. Also include details of existing issues for particular groups that you are aware of and are seeking to address or mitigate through this proposal.

3.1 Does the proposal have any potentially adverse impacts on people on the basis of their protected or other relevant characteristics?

Consider sub-categories (different kinds of disability, ethnic background etc.) and how people with combined characteristics (e.g. young women) might have particular needs or experience particular kinds of disadvantage.

Where mitigations indicate a follow-on action, include this in the 'Action Plan' Section 4.2 below.

GENERAL COMMENTS (highlight any potential issues that might impact all or many groups)	
PROTECTED CHARACTERISTICS	
Age: Young People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Age: Older People	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Disability	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	

Mitigations:	
Sex	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Sexual orientation	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Pregnancy / Maternity	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Gender reassignment	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Race	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Religion or Belief	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Marriage & civil partnership	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
OTHER RELEVANT CHARACTERISTICS	
Socio-Economic (deprivation)	Does your analysis indicate a disproportionate impact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Potential impacts:	
Mitigations:	
Other group(s) Please add additional rows below to detail the impact for other relevant groups as appropriate e.g. Asylums and Refugees; Rural/Urban Communities, Homelessness, Digital Exclusion, Access To Transport	
Potential impacts:	
Mitigations:	

3.2 Does the proposal create any benefits for people on the basis of their protected or other relevant characteristics?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our Public Sector Equality Duty to:

- ✓ Eliminate unlawful discrimination for a protected group
- ✓ Advance equality of opportunity between people who share a protected characteristic and those who don't
- ✓ Foster good relations between people who share a protected characteristic and those who don't

The reoccupation of empty homes increase housing stock availability potentially for homeless households

Step 4: Impact

4.1 How has the equality impact assessment informed or changed the proposal?

What are the main conclusions of this assessment? Use this section to provide an overview of your findings. This content should be used as a summary in reports, where this full assessment is included as an appendix.

If you have identified any significant negative impacts which cannot be mitigated, provide a justification showing how the proposal is proportionate, necessary and appropriate despite this.

Summary of significant negative impacts and how they can be mitigated or justified:
Summary of positive impacts / opportunities to promote the Public Sector Equality Duty:

4.2 Action Plan

Use this section to set out any actions you have identified to improve data, mitigate issues, or maximise opportunities etc. If an action is to meet the needs of a particular protected group please specify this.

Improvement / action required	Responsible Officer	Timescale

4.3 How will the impact of your proposal and actions be measured?

How will you know if have been successful? Once the activity has been implemented this equality impact assessment should be periodically reviewed to make sure your changes have been effective and your approach is still appropriate. Include the timescale for review in your action plan above.

Performance is reported quarterly on a) the number of empty homes impacting on NHB and b) the number of long term empty homes brought back into use through the Council's intervention. (Council Strategy – Roof Over Our Heads)
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Step 5: Review & Sign-Off

EIAs should only be marked as reviewed when they provide sufficient information for decision-makers on the equalities impact of the proposal. Please seek review and feedback from management before requesting it to be signed off. All working drafts of EIAs and final signed-off EIAs should be saved in G:\GLOBAL\EIA Once signed-off please add the details to the 'Corporate Register' of all council EIAs saved in the same directory.

Reviewed by Service Manager: Yes <input type="checkbox"/> No <input type="checkbox"/> Instead was reviewed by:	Strategic Leadership Team Sign-Off:
Date:	Date:

Version 1 – March 2021

Voters	8	For	8	Against	0	Abstain	0
Cllr Clarence-Shaldon & S-t-head							
Cllr H Cox-Ashburton Buckfast							
Cllr Hocking-NA Bradley							
Cllr Jenks-Buckland Milber							
Cllr Nutley-Ashburton Buck'leigh							
Cllr Orme-Teignmouth Central							
Cllr Parker-Khan-Ashburton-Buckf							
Cllr Parker-NA Buckland & Milber							

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