



Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

## FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

FINANCE & PERFORMANCE SCRUTINY 30 JANUARY 2017  
COUNCIL 23 FEBRUARY 2017

WARDS AFFECTED: ALL WARDS

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### HOUSING REVENUE ACCOUNT BUDGET 2017/18

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#### Report of Head of Finance

1. PURPOSE OF REPORT

1.1 To seek approval of the 2017/18 Housing Revenue Account (HRA) budget, including the Housing Repairs Account.

2. RECOMMENDATION

2.1 That Council approve the Rent Policy for 2017/18 as set out in paragraph 3.9 to 3.11.

2.2 That Council approve:

- The revised Housing Revenue and Housing Repairs Account budgets for 2016/17 shown in Appendix 1 and Appendix 2
- The Housing Revenue and Housing Repairs Account budgets for 2017/18 shown in Appendix 1 and Appendix 2
- The proposed movement in reserves shown in Appendix 3

3. BACKGROUND TO THE REPORT

3.1 The budgets covered by this report relate to the Council's responsibilities as the landlord of around 3,300 dwellings. The Housing Revenue Account is the ring fenced account which presents financial performance for the following activities:

- Income from dwelling rents and associated charges, e.g. utilities
- Supervision & Management (General), e.g. lettings, waiting list, rent collection, tenant consultation
- Supervision & Management (Special) e.g. sheltered schemes, hostel, roads, paths, fences and grounds, which are not part of an individual property
- Housing Repairs & Maintenance, which has a separate account and deals with the maintenance of individual properties.

- 3.2 The Council, as landlord to properties within the Housing Revenue Account is required to review rent levels and advise tenants of their rent for the forthcoming year ahead as part of the budget setting process.
- 3.3 The introduction of the Housing and Planning Act and Welfare Reform Act, plus policy changes announced by Government have introduced a requirement for local authorities to sell high value voids to pay toward the extension of the right to buy scheme to housing associations. This is expected to have a significant impact on the HRA finances. However, to date we do not have details on how this will impact on the Council as DCLG have deferred the scheme until 2018/19 at the earliest. The Scheme is likely to require an upfront payment from the Council calculated by reference to the market value of their "high value" housing stock, rather than just paying over the proceeds of the actual sales, raising the possibility that should insufficient properties be sold, the HRA will have to fund the levy through other resources. This may also impact on the council's ability to meet the capital repayment of HRA loans as forecast in the HRA capital programme. This 2017/18 budget covers the revenue position for 2017/18 and does not include the impact of the high value voids issues, which will be included in the HRA business plan when finalised.

### **Rent setting**

#### Policy from 2016/17

- 3.4 On the 8 July 2015, as part of the summer budget, the Government announced a revised rent policy which would apply for 4 years from 2016/17. The objective of this policy was to assist the public with their rent bills.
- 3.5 The new policy is to reduce social housing rent by 1% for the next 4 years and then increase by 1% plus Consumer Price Index (CPI).
- 3.6 The policy also states that for a period of 1 year supported housing will be excepted from the above reduction and will be limited to an increase of CPI Plus 1%.
- 3.7 Based on the 2016/17 policy the rents have been calculated on the following:
- Social housing rent will reduce by 1%
  - Supported housing element will be kept at its current rate
  - Void loss assumption of 2%
  - Garage rent increase of 1.1%
  - Sheltered scheme charges increase by 1.1%, capped at £15
- 3.8 After factoring in the above the forecast rental income for 2016/17 is £13,080,636.

#### Policy from 2017/18

- 3.9 On the 8 July 2015, as part of the summer budget, the Government announced a revised rent policy which would apply for 3 years from 2017/18. The objective of this policy was to assist the public with their rent bills.
- 3.10 The new policy is to reduce social housing rent by 1% for the next 3 years and then increase by 1% plus Consumer Price Index (CPI).
- 3.11 Based on the current policy rents have been calculated on the following:
- Social housing and supported housing rent will reduce by 1%
  - Void loss assumption of 2%

- Garage rent increase of 2.1%
- Sheltered scheme charges increase by 2.1%, capped at £15

3.12 After factoring in the above the forecast rental income for 2017/18 is £12,941,480.

### **Budget summary**

3.13 The original Housing Revenue Account budget for 2016/17, revised budget for 2016/17 (based on November 2016 outturn) and the proposed budget for 2017/18 is set out in Appendix 1.

3.14 The original Housing Repairs Account budget for 2016/17, revised budgets for 2016/17 (based on November 2016 outturn) and the proposed budget for 2017/18 is set out in Appendix 2

### **Revised 2016/17 Budget**

3.15 The original budgets for 2016/17 have, in accordance with the Council's Financial Procedures, been revised during the year to take account of approved supplementary budgets and virements.

3.16 Appendix 1 identifies £30,861 of additional costs on the Housing Revenue Account to year end. This is due to additional costs relating to the sale of HRA land and tenant association support and savings made in support service charges in the year. No other significant changes are currently forecast. Additionally the contribution to the regeneration reserve has been increased by £145,210 to ensure the 2016/17 HRA balance is at £250 per property.

3.17 In addition, Appendix 2 summarises the Housing Repairs Account to year end. After allowing for in year budget movements It is estimated that the repairs balance will be £359,683 compared against an original budgeted balance of £347,003.

### **2017/18 Budget**

#### **Service Priorities and links to other documents**

3.18 The 2017/18 budget has been created with clear links to the Council's strategic and service objectives.

3.19 In addition to the Corporate Plan, the overarching strategic document for the HRA is the HRA Investment Plan which was approved by Council in July 2013. The key objectives for future housing provision outlined in this document were taken into account in producing both the revenue and capital HRA budgets. These are as follows:

- Continue to invest in existing stock to maintain good quality homes
- Invest in new build schemes/acquire affordable housing to increase the amount of affordable housing available.
- Refurbishment/regeneration of stock which no longer meets needs.
- Environmental improvements to estates to ensure they are clean and safe.
- Invest in service delivery
- Develop and maintain effective engagement with tenants

## Budget Assumptions and the Budget Strategy

- 3.20 The 2017/18 Housing Revenue Budget has been prepared following a robust process outlined in the 2017/18 Budget Strategy.
- 3.21 In order to drive efficiency savings within the cost of supplies and services, a rate of 0% has been applied to non-contract related expenditure. As the Retail Price Index (RPI) stood at 2.1% in November 2016, the application of 0% represents an effective saving on running costs. For contracts, an inflation rate of 2.1% has been used, unless otherwise specified within the terms of the specific contract.
- 3.22 The salaries and wages budgets form one of the most significant elements of the revenue budget. For pay costs, the 2017/18 estimates includes the agreed 1% pay increase as outlined by the NJC in November 2014. The Council operates a disciplined process of challenging recruitment and filling of posts and therefore a salary saving rate of 5% (£81,435 for the HRA) has been applied to posts to reflect the savings which will result from this challenge. This rate is unchanged from that used in 2014/15.
- 3.23 Service costs totalling £1,830 endorsed by the Strategic Leadership Team have been included in the draft budget. Of this amount:
- £1,480 relating to IT costs
  - £350 due to an increase in NNDR

## Housing Repairs budgets

- 3.24 The housing repairs operational budgets (Planned and Responsive repairs) have been prepared taking into account forecast need and the capacity for this to be delivered in 2017/18.
- 3.25 On the basis of these costs and the efficiencies identified in year, the housing repairs account is forecast to achieve an operating surplus (i.e. before transfer to reserves) of £421,688 and £558,001 in 2016/17 and 2017/18 respectively.

## Working balances

- 3.26 The Council has the following policies relating to levels of balances and reserves in the HRA:
- Maintain HRA balances (non earmarked) of £250 per property. For 2017/18, this equates to minimum balance of £830,500 based on 3,322 properties at the point of rent setting
  - Maintain a breakeven position within the Housing Repairs Account with all surpluses transferred to earmarked reserves
  - Where possible, all actual service under-spends and excess balances should be transferred to earmarked reserves to plan for specific future costs or financial risks.
  - There should be no direct contribution from revenue to capital except for specific identified projects.
- 3.27 The projected movement of the Housing Revenue Account balance is detailed below and indicates that sufficient balances are forecast as at 31<sup>st</sup> March 2018 based on the minimum balance thresholds outlined in 3.26. Required transactions to achieve minimum balances for 2017/18 will be considered as part of the outturn process. <sup>1</sup>

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<sup>1</sup> ( x) Relates to credit/positive balances

	2016/17	2016/17	2017/18
	ORIGINAL	LATEST	ORIGINAL
	ESTIMATE	ESTIMATE	ESTIMATE
	£	£	£
Opening Balance at 1st April	(829,000)	(990,638)	(841,995)
Closing Balance at 31st March	(856,983)	(841,995)	(832,924)

3.28 The Housing Repairs Account balance is forecast as follows:

	2016/17	2016/17	2017/18
	ORIGINAL	LATEST	ORIGINAL
	ESTIMATE	ESTIMATE	ESTIMATE
	£	£	£
Opening Balance at 1st April	(571,766)	(677,995)	(359,683)
Closing Balance at 31st March	(347,003)	(359,683)	(192,684)

### Reserves

3.29 Appendix 3 provides a summary of earmarked HRA reserves, together with estimated movements during 2016/17 and 2017/18. Based on these calculations, it is estimated that the Council will hold £9,833,986 in earmarked HRA reserves as at 31<sup>st</sup> March 2017 and £8,596,576 at 31<sup>st</sup> March 2018. This amount excludes any “unapplied grants and contributions” which are treated as earmarked reserves in accordance with accounting regulations but relate to specific grants where conditions have not yet been met.

3.30 The following transfers to reserves require approval by Council:

Reserve	Transfer £	Use
2016/17		
Piper Alarm Reserve	10,400	Reserve set aside for additional costs that may be incurred on provision of the Control Centre service.
Regeneration Reserve	2,915,000	This reserve has been set up to fund the implementation of the Housing Investment Plan. The transfer to reserves has been funded by both the HRA and the Housing Repairs Account

2017/18		
Piper Alarm Reserve	10,400	Reserve set aside for additional costs that may be incurred on provision of the Piper Alarm service. This service is currently under review by the Council
Regeneration Reserve	2,565,000	This reserve has been set up to fund the implementation of the Housing Investment Plan. The transfer to reserves has been funded by both the HRA and the Housing Repairs Account
Pension Reserve	3,520	This reserve has been set aside to fund any future pension liability for the HRA
Major Repairs Reserve	£1,458,550	This amount together with the depreciation budget will be set aside to fund capital expenditure. (This entry is now required to a change in accounting regulations)

- 3.31 It is proposed that HRA reserves will only be used for capital purposes in 2016/17. Full details are included in the Capital Programme.

#### HRA Business Plan

- 3.32 The HRA Business and Investment plan outlines how the HRA business will deliver services and capital projects over a 30 year period. The plan has been updated to reflect the budget for 2017/18 and the current affordable housing programme which is included within the capital programme report.

#### 4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

- 4.1 This report will be taken in open session.

#### 5. FINANCIAL IMPLICATIONS [TF]

- 5.1 Contained in the body of the report

#### 6. LEGAL IMPLICATIONS [AR]

- 6.1 This budget is drawn up and approved in accordance with the Statutory requirements as to the keeping of a Housing Revenue Account (HRA), as contained in the Local Government and Housing Act 1989 ('the Act'). It is a duty of each local authority to approve its HRA budget in the January and February immediately before the commencement of the financial year to which it relates.

- 6.2 The provisions include a duty, under Section 76 of the Act, to budget to prevent a debit balance on the HRA and to implement and review the budget. The Account must relate to the income of the authority for the year from rents and other charges in respect of houses and other property within their Housing Revenue Account and the expenditure of the authority for the year in respect of the repair, maintenance, supervision and management of such property and any other requirements of the Secretary of State.

7. CORPORATE PLAN IMPLICATIONS

7.1 The proposed budgets will allocate resources to enable the Council to achieve its objectives for its own housing stock.

8. CONSULTATION

8.1 Relevant council officers have been consulted in the preparation of the budgets.

8.2 A full consultation exercise on priorities for Housing Investment was conducted in 2013/2014, the results of which were considered in preparation of the Housing Investment Plan

9. RISK IMPLICATIONS

It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
That the Council has insufficient resources to meet its aspirations and cannot set a balanced budget	<p>A budget strategy is produced to ensure that the objectives of the budget exercise are known throughout the organisation.</p> <p>The budget is scrutinised on an ongoing basis to ensure that assumptions are robust and reflective of financial performance.</p> <p>Sufficient levels of reserves and balances are maintained to ensure financial resilience</p>	A. Wilson

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 The budget will allow management and maintenance of properties throughout the Borough in accordance with the HRA Investment Plan.

11. CORPORATE IMPLICATIONS

11.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
  - Environmental implications
  - ICT implications
  - Asset Management implications
  - Procurement implications
  - Human Resources implications
  - Planning implications
  - Data Protection implications
  - Voluntary Sector
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Background papers: Civica reports

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Executive Member: Councillor M Hall



## Appendix 1

<b>HOUSING REVENUE ACCOUNT</b>	<b>2016/17 ORIGINAL ESTIMATE £</b>	<b>2016/17 LATEST ESTIMATE £</b>	<b>2017/18 ORIGINAL ESTIMATE £</b>
<b>INCOME</b>			
Dwelling Rents	(13,080,636)	(13,080,636)	(12,941,480)
Non Dwelling Rents (garages & land)	(81,490)	(81,490)	(83,200)
Contributions to Expenditure	(17,020)	(17,020)	(17,020)
	<b>(13,179,146)</b>	<b>(13,179,146)</b>	<b>(13,041,700)</b>
<b>EXPENDITURE</b>			
Supervision & Management (General)	2,073,180	2,103,601	2,085,482
Supervision & Management (Special)	626,953	627,393	588,844
Contribution to Housing Repairs A/C	3,192,165	3,192,165	3,192,165
Depreciation (Item 8 Debit)	3,018,550	3,018,550	1,582,000
Capital Charges : Debt Management	4,220	4,220	4,200
Increase in Provision for Bad Debts	120,000	120,000	160,000
Lump sum Pension Contribution	72,680	72,680	25,030
Interest on Borrowing	2,095,800	2,095,800	2,098,800
Further net pressures identified in year	-	-	-
	<b>11,203,548</b>	<b>11,234,409</b>	<b>9,736,521</b>
<b>Net (Income)/Cost of Services</b>	<b>(1,975,598)</b>	<b>(1,944,737)</b>	<b>(3,305,179)</b>
Transfer from Major Repairs Reserve	(822,130)	(822,130)	-
Interest Receivable	(67,000)	(67,000)	(13,350)
IAS19 Adjustment	(50,540)	(50,540)	(59,870)
<b>Net Operating (Income)/Cost</b>	<b>(2,915,268)</b>	<b>(2,884,407)</b>	<b>(3,378,399)</b>
<b>CONTRIBUTIONS</b>			
Contribution to/(from) Piper Alarm Reserve	10,400	10,400	10,400
Contribution to/(from) Service Improvement Reserve	-	-	-
Contribution to Pension Reserve	3,520	3,520	3,520
Transfer to Major Repairs Reserve	844,130	844,130	1,458,550
Contribution to Regeneration Reserve	2,029,235	2,175,000	1,915,000
<b>(Surplus) / Deficit</b>	<b>(27,983)</b>	<b>148,643</b>	<b>9,071</b>
<b>Relevant Year Opening Balance at 1st April</b>	<b>(829,000)</b>	<b>(990,638)</b>	<b>(841,995)</b>
<b>Relevant Year Closing Balance at 31st March</b>	<b>(856,983)</b>	<b>(841,995)</b>	<b>(832,924)</b>

	2016/17 ORIGINAL ESTIMATE £	2016/17 LATEST ESTIMATE £	2017/18 ORIGINAL ESTIMATE £
<b>SUPERVISION &amp; MANAGEMENT (GENERAL)</b>			
Employees	862,962	865,841	932,352
Premises Related Expenditure	146,170	146,170	150,940
Transport Related Expenditure	17,448	17,448	16,830
Supplies & Services	211,180	257,242	221,860
Central & Administrative Expenses	909,050	892,330	837,330
<b>Gross Expenditure</b>	<b>2,146,810</b>	<b>2,179,031</b>	<b>2,159,312</b>
Revenue Income	(73,630)	(75,430)	(73,830)
Recharges			
<b>Total Income</b>	<b>(73,630)</b>	<b>(75,430)</b>	<b>(73,830)</b>
<b>Net Expenditure to HRA</b>	<b>2,073,180</b>	<b>2,103,601</b>	<b>2,085,482</b>
<b>SUPERVISION &amp; MANAGEMENT (SPECIAL)</b>			
Employees	591,495	585,551	564,720
Premises Related Expenditure	404,032	409,976	389,198
Transport Related Expenditure	11,847	11,847	15,340
Supplies & Services	147,030	147,030	146,380
Central & Administrative Expenses	124,580	125,020	129,950
<b>Gross Expenditure</b>	<b>1,278,984</b>	<b>1,279,424</b>	<b>1,245,588</b>
Revenue Income	(598,111)	(598,111)	(602,824)
Recharges	(53,920)	(53,920)	(53,920)
<b>Total Income</b>	<b>(652,031)</b>	<b>(652,031)</b>	<b>(656,744)</b>
<b>Net Expenditure to HRA</b>	<b>626,953</b>	<b>627,393</b>	<b>588,844</b>

## Appendix 2

	2016-17 ORIGINAL ESTIMATE	2016-17 LATEST ESTIMATE	2017-18 ORIGINAL ESTIMATE
	£	£	£
<b>HOUSING REPAIRS ACCOUNT</b>			
<b>Administration</b>			
Employee Costs	416,882	396,882	375,100
Transport Related Expenditure	5,960	5,960	8,000
Supplies & Services	266,011	317,011	280,570
Central Administrative Expenses	240,170	239,130	237,100
<b>Total Housing Repairs Administration</b>	<b>929,023</b>	<b>958,983</b>	<b>900,770</b>
<b>Programmed Repairs</b>	<b>560,230</b>	<b>625,169</b>	<b>629,704</b>
<b>Responsive Repairs</b>	<b>1,202,655</b>	<b>1,202,655</b>	<b>1,202,660</b>
<b>GROSS EXPENDITURE</b>	<b>2,691,908</b>	<b>2,786,807</b>	<b>2,733,134</b>
Contribution from HRA	(3,192,165)	(3,192,165)	(3,192,165)
Other Income		(1,350)	(8,000)
IAS19 Adjustment	(14,980)	(14,980)	(15,970)
<b>TOTAL INCOME</b>	<b>(3,207,145)</b>	<b>(3,208,495)</b>	<b>(3,216,135)</b>
Contribution to HRA Reserves	740,000	740,000	650,000
Contribution from Reserves	0	0	0
Estimated in year Savings	0	0	0
<b>NET EXPENDITURE</b>	<b>224,763</b>	<b>318,312</b>	<b>166,999</b>
<b>Opening Balance at 1st April</b>	<b>(571,766)</b>	<b>(677,995)</b>	<b>(359,683)</b>
<b>Closing Balance at 31st March</b>	<b>(347,003)</b>	<b>(359,683)</b>	<b>(192,684)</b>

### Appendix 3

	Opening balance - 1st April 2016	Transfer to reserves	Revenue spend	Capital spend	Revised Balance - 31st March 2017	Transfer to reserves	Revenue spend	Capital spend	Forecast Balance 31st March 2018
		2016/2017	2016/2017	2016/2017		2017/2018	2017/2018	2017/2018	
	£	£	£	£	£	£	£	£	£
Piper Alarm Reserve	(151,939)	(10,400)	0	0	(162,339)	(10,400)	0	0	(172,739)
Communal Furniture Reserve	(4,913)	0	0	0	(4,913)	0	0	0	(4,913)
Regeneration Reserve	(10,075,730)	(2,915,000)	0	3,613,325	(9,377,405)	(2,565,000)	0	3,816,330	(8,126,075)
Repayment Reserve	0	0	0	0	0	0	0	0	0
Service Improvement Reserve	(50,000)	0	0	0	(50,000)	0	0	0	(50,000)
Pension Contribution Reserve	(28,820)	(3,520)	0	0	(32,340)	(3,520)	0	0	(35,860)
Major Repairs Reserve	(206,989)	0	0	0	(206,989)	(1,458,550)	0	1,458,550	(206,989)
<b>Total</b>	<b>(10,518,391)</b>	<b>(2,928,920)</b>	<b>0</b>	<b>3,613,325</b>	<b>(9,833,986)</b>	<b>(4,037,470)</b>	<b>0</b>	<b>5,274,880</b>	<b>(8,596,576)</b>