

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

DECISION

meeting date: 29 AUGUST 2024
 title: CAPITAL MONITORING 2024/25
 submitted by: DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE
 principal author: JEAN WADDINGTON

1 PURPOSE

1.1 To report the progress on this Committee's 2024/25 capital programme for the period to the end of June 2024.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – none identified.
- Corporate Priorities – to continue to be a well-managed council, providing efficient services based on identified customer need.
- Other considerations – none identified.

2 2024/25 CAPITAL PROGRAMME BACKGROUND

2.1 There were 6 capital schemes that were originally approved for this committee totalling £3,166,080 (including budget and schemes moved from 2023/24). These were approved by the Policy and Finance Committee and Full Council at their meetings in February 2024 and March 2024 respectively.

2.2 At the 2023/24 year-end, it was identified that there were 6 schemes that had not been completed. The balance of budget for these schemes was £438,160, and the transfer of this budget to the 2024/25 financial year is known as slippage and was approved by this committee at the meeting held on 6 June 2024.

2.3 Furthermore, there has been additional budget approved for an existing scheme, and a transfer between two existing schemes. This additional approval totalled £85,930.

2.4 As a result of the above, the total approved budget for this Committee's capital programme of 8 schemes is £3,690,170. This is provided in detail at Annex 1.

3 CAPITAL MONITORING 2024/25

3.1 The table below summarises the position on the capital programme for this committee.

	Scheme Count	£
Original Estimate 2024/25	3	513,500
Schemes and Budget moved from 2023/24	3	2,652,580
Total Original Estimate as per Budget Book	6	3,166,080
Slippage from 2023/24	2	438,160
Additional Approvals in year 2024/25	0	85,930
Current Total Approved Budget 2024/25	8	3,690,170
Actual Spend and Commitments – April to June		287,932
Remaining Budget as at the end of June 2024		3,402,238

- 3.2 At the end of the first quarter of 2024/25, £287,932 had been spent or committed. This is 7.8% of the full year approved capital programme budget for this Committee of £3,690,170.
- 3.3 Shown at Annex 1 is a table showing a breakdown of the financial position at the end of the first quarter by scheme.
- 3.4 Annex 2 provides a summary of each of the schemes and the current position on progress.
- 4 VIREMENT BETWEEN SCHEMES
- 4.1 As mentioned in the detailed scheme status reports at Annex 2, additional resources are needed to support the Clitheroe Affordable Housing scheme (CLIAH).
- 4.2 The property had been used as emergency temporary accommodation but is now vacant in preparation to hand over as an affordable rental unit. Some repairs and maintenance have been requested by Onward Homes before the council moves into an agreement with them to lease the property. These works are expected to be completed within the next few months and the property used for its intended purpose as affordable housing.
- 4.3 Estimates for the repairs are being collated, and it has been identified that the cost of the works will be £13,000 which is greater than the available budget of £8,370.
- 4.4 It is proposed to vire £4,630 of budget from the Temporary Housing Scheme (TEMPH) as it has been identified that the remaining costs under that scheme will leave an underspend. Committee are asked to consider this proposal. Approval of Policy and Finance committee will also be required under the Financial Regulations.
- 5 CONCLUSION
- 5.1 At the end of June 2024 £287,932 had been spent or committed. This is 7.8% of the full year approved capital programme budget for this Committee of £3,690,170.
- 5.2 The position on the 8 schemes at the end of the first quarter can be summarised as shown below:

Current Position	Current Status	Scheme Count	Full Year Budget £	Spend and Commitments to end of June £	Remaining Budget as at end of June £
Scheme is underway but unlikely to be completed within the financial year.	RED	1	422,130	0	422,130
Scheme will/has missed some key targets but the overall end date within the financial year will be met.	AMBER	3	1,393,960	197,645	1,196,315
Scheme on track with targets and will be completed within the financial year.	GREEN	1	1,874,080	90,287	1,783,793
Scheme fully completed.	BLUE				

Current Position	Current Status	Scheme Count	Full Year Budget £	Spend and Commitments to end of June £	Remaining Budget as at end of June £
Scheme is unable to be started in year or no longer needed in this financial year.	BLACK				
Total		8	3,690,170	287,932	3,402,238

5.3 Additional resources of £4,630 are needed on the Clitheroe Affordable Housing scheme (CLIAH), and committee are asked to consider the request for a virement from the Temporary Housing Scheme (TEMPH) in order to fund this.

6 RISK ASSESSMENT

6.1 The approval of this report may have the following implications

- Resources – The requested virement will have no direct financial impact as the capital programme is already fully funded, and this represents a switching of funding between schemes.
- Technical, Environmental and Legal – None identified
- Political – None identified
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

7 RECOMMENDED THAT COMMITTEE

7.1 Approve the requested virement of £4,630 between the Clitheroe Affordable Housing scheme (CLIAH) and the Temporary Housing Scheme (TEMPH).

7.2 Request approval from Policy and Finance Committee for the above virement.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES AND DEPUTY CHIEF EXECUTIVE

HH8-24/JW/AC
22 AUGUST 2024

For further background information please ask for Jean Waddington.
BACKGROUND PAPERS – None

Health and Housing Committee – Capital Programme 2024/25

Cost Centre	Cost Centre Name	Original Estimate 2024/25	Budget Moved From 2023/24	Slippage from 2023/24	Additional Approvals 2024/25	Current Total Approved Budget 2024/25	Total Actual and Commitments April to June 2024/25	Remaining Budget as at 30 June 2024	Percentage of Budget Spent/ Committed as at 30 June 2024	Current Status
AHLON	Affordable Housing - Longridge		1,625,950			1,625,950		1,625,950	0.0%	GREEN
CLCED	Clitheroe Cemetery Drainage Scheme	70,500				70,500	14,532	55,968	20.6%	GREEN
CLIAH	Clitheroe Affordable Housing Scheme			8,370		8,370		8,370	0.0%	GREEN
DISCP	Disabled Facilities Grants	393,000	517,430	158,590	85,930	1,154,950	189,371	965,579	16.4%	AMBER
EQSOS	Assisted Purchase Scheme		297,130	125,000		422,130		422,130	0.0%	RED
FTBGR	First Time Buyers Grant			26,570	100,000	126,570	8,274	118,296	6.5%	AMBER
LANGR	Landlord & Tennant Grants	50,000	112,490	49,950	-100,000	112,440		112,440	0.0%	AMBER
TEMPH	Temporary Housing Scheme		99,580	69,680		169,260	75,755	93,505	44.8%	GREEN
		513,500	2,652,580	438,160	85,930	3,690,170	287,932	3,402,238	7.8%	GREEN

Health and Housing Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
AHLON: Affordable Housing - Longridge	Head of Strategic Planning and Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Health and Housing Committee	GREEN

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

Bimonthly meetings are scheduled with Onward to monitor the scheme progress and this will continue throughout the project. The project will need to meet Subsidy Control Act requirements. To meet the requirements of the act, detailed information about the scheme needs to be published. A deadline for receipt of this information has been set for the end of August and failure to meet this deadline will result in the first tranche of the grant being considered for an alternative scheme. The approved alternative scheme is the purchase of properties in Longridge on the open market.

Health and Housing Committee – Capital Programme 2024/25

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Heads of terms approved by both parties	1 April 2024	75%		Director of Economic Development and Planning	Heads of Terms approved. Awaiting a final plan from Onward identifying the grant units to be attached.
Meet Subsidy Control Act requirements, financial information required from Onward.	31 st August	25%		Housing Strategy Officer, Head of Legal and Director of Economic Development and Planning	Met with Onward in July and set out the information needed to meet the SCA.
Accommodation schedule and affordable housing plan approved	31 st August	75%		Director of Economic Development and Planning	House type, tenure and % split of units has been approved. Plan is still required.
First tranche of monies paid	March 2025	0%		P/T Housing Strategy Officer, Director of Economic Development and Planning, PT Lawyer Property & Commercial	
1 st phase of properties delivered on site	To be determined	0%		P/T Housing Strategy Officer	Site visit to be arranged with Chair of H & H
Second tranche of monies paid	To be determined	0%		P/T Housing Strategy Officer, Director of Economic Development and Planning, PT Lawyer Property & Commercial	

Health and Housing Committee – Capital Programme 2024/25

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Second phase of properties delivered.	To be determined	0%		P/T Housing Strategy Officer	
Third and final tranche of monies paid	To be determined	0%		P/T Housing Strategy Officer, Director of Economic Development and Planning, PT Lawyer Property & Commercial	Site visit to be arranged and press release

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
SCA information is not provided	P/T Housing Strategy Officer	18 July 2024	Consider alternative scheme for the first tranche of grant monies.	
Potential Build delays	P/T Housing Strategy Officer	21 February 2024	Not an issue at the moment, but if it were to be then we would monitor the scheme progress bimonthly	
Potential Weather delays progress and access onto the site	P/T Housing Strategy Officer	21 February 2024	Not an issue at the moment, but if it were to be then we would carry out regular monitoring	
Potential Planning permission issues	P/T Housing Strategy Officer	21 February 2024	Not an issue at the moment, but if it were to be then we would carry out regular monitoring	

Health and Housing Committee – Capital Programme 2024/25

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

Health and Housing Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
CLCED: Clitheroe Cemetery Drainage Scheme	Head of Environmental Health (Andrew Dent)	Chief Executive (Marshal Scott)	Health and Housing Committee	GREEN

Status Key

BLACK: Scheme is unable to be started in year	BLUE: Scheme Fully Closed/Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed in year
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REASONS FOR CURRENT PROGRESS STATUS

Phase 1 works (new road and associated drainage in existing cemetery) were undertaken in April 2024 and were successfully completed in May 2024.

Phase 2 (ground testing and reporting for the proposed new cemetery) has now commenced, with the first key milestones on track to meet their target completion dates.

Health and Housing Committee – Capital Programme 2024/25

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Agree specification for works that are needed.	November 2023	100%	November 2023	Head of Environmental Health and Engineering Assistant	Phase 1 (Existing Area)
Request quotes for the works that are needed	February 2024	100%	February 2024	Head of Environmental Health	Phase 1
Consideration of quotations and appointment of contractor.	March 2024	100%	March 2024	Head of Environmental Health	Phase 1
Execution of works	July 2024	100%	April 2024	Head of Environmental Health	Phase 1
Completion and sign off of works	August 2024	100%	May 2024	Head of Environmental Health and Engineering Assistant	Phase 1
Establish what ground testing and reports are required as part of the planning process	August 2024	100%	August 2024	Head of Environmental Health	Phase 2 (New Proposed Development)
Request quotes for the works that are needed	September 2024	66%		Head of Environmental Health	Phase 2
Consideration of quotations and appointment of contractor	November 2024	0%		Head of Environmental Health	Phase 2

Health and Housing Committee – Capital Programme 2024/25

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Execution of works (Testing over a 12 month period may be required)	December 2024	0%	December 2025	Head of Environmental Health	Phase 2

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential for delays due to inclement weather	Head of Environmental Health	7 March 2024	Not an issue at this current time, but works would be rescheduled if this were to be an issue	
Potential for disruption to scheme due to interments taking place	Head of Environmental Health	7 March 2024	Not an issue at this current time, but works would be rescheduled if this were to be an issue	
Potential for unforeseen issues during groundworks	Head of Environmental Health and Engineering Assistant	7 March 2024	Scheme allows a contingency for any unforeseen issues should they arise.	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED
n/a at this stage			

Health and Housing Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
CLIAH: Clitheroe Affordable Housing Scheme	Head of Strategic Planning and Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Health and Housing Committee	GREEN

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

Property had been used as emergency temporary accommodation but is now vacant in preparation to hand over as an affordable rental unit. Some repairs and maintenance have been requested by Onward Homes before RVBC moves into an agreement with them to lease the property, but these works are expected to be completed within the next few months and the property used for its intended purpose as affordable housing.

Estimates for the repairs are being collated, additional works due to wear and tear have been identified including the kitchen units which now need replacing. After 3 years as a temporary accommodation unit this has impacted on the overall standard of the property.

It is anticipated that the cost of the works will be £13,000, which is more than the available budget for the scheme. A virement between this scheme and the Temporary Housing Scheme (TEMPH) of £4,630 is proposed in the body of the report.

Health and Housing Committee – Capital Programme 2024/25

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Property leased and managed by Onward	Nov 2024	0%		Housing Strategy Officer	
Renovations Completed	Oct 2024	0%		Housing Strategy Officer	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Unforeseen works or delay to property renovation	Principal Surveyor and Housing Strategy Officer	August 2024	Monitor progress and the works undertaken	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
N/A			

Health and Housing Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
DISCP: Disabled Facility Grants	Head of Strategic Planning and Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Health and Housing Committee	AMBER

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

Disabled Facility Grants (DFGs) are monitored in bimonthly meetings with the Director and all aspects of the grant process has been assessed to ensure the service is as efficient as possible. A private Occupational Therapist (OT) was commissioned to carry out assessments to reduce / remove any wait time for assessments. This has been successful and there is a much quicker turn around for applicants. There is currently consideration of including a Home Improvement Agency increased offer for residents, this is being investigated.

Health and Housing Committee – Capital Programme 2024/25

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Commission private OT to clear any waiting list for an assessment.	3 June 2024	100%	March 24	Housing Officer, P/T Housing Strategy Officer	Well received and progressing well.
Include Home Improvement Agency offer within the policy.	Dependent on Committee approval	0%	Oct 24	Director of Economic Development and Planning, P/T Housing Strategy Officer	A discussion and presentation to the SHWG has taken place, further investigations will follow.
Report approval of spend to H & H Committee	Every H & H Committee	0%		P/T Housing Strategy Officer	

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Contractors slow to provide quotes /too busy.	Housing Officer	21 February 2024	Seek new contractors and maintain up to date list.	
Technical services are fully committed and therefore cannot provide service	Housing Officer	21 February 2024	Monitor workloads and keep private technical service providers aware of possible need.	Private technical services used to ensure continuing progress.

Health and Housing Committee – Capital Programme 2024/25

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

Health and Housing Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
EQSOS: Assisted Purchase Scheme	Head of Strategic Planning and Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Health and Housing Committee	RED

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

A report to January Health and Housing Committee set out legal advice received from Trowers which did not support delivering the model of assisting first time buyers with a deposit but suggested investigating a shared equity model. Members approved further investigation of this model. As the first commuted sum monies were received from Chipping and Chatburn, we are seeking alternative commitment of these two commuted sum allocations.

Health and Housing Committee – Capital Programme 2024/25

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Approach Chipping CLT to discuss option of providing additional affordable units	31 August 24	50%			Chipping CLT have suggested they would be keen to look at options and make a proposal for spend.
Purchase a property in Chatburn or surrounding area.	March 25	0%		Housing Strategy Officer, Director of Economic Development and Planning	Not many properties on the market within the price range of the commuted sum available. Offers made on 2 properties but neither successful.
Seek further legal advice.	31 March 2024	0%		Head of Legal & Democratic Services	To discuss the shared equity option
Decide as to whether to continue with shared equity or to go with house purchases.	8 April 2024	0%		Director of Economic Development and Planning	Approval of either scheme is delegated to Director of Economic Development and Planning
Progress with either scheme.	30 April 2024	0%		P/T Housing Strategy Officer	Once approved by Director then can progress with either scheme
Deliver scheme and commit all commuted sum monies.	1 November 2024	0%		P/T Housing Strategy Officer	Commit all the commuted sum monies
Report to H & H Committee	June 2024	0%		P/T Housing Strategy Officer	

Health and Housing Committee – Capital Programme 2024/25

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
No management agreement in place	P/T Housing Strategy Officer	21 February 2024	Not an issue currently, but if it were to be then we would need to ensure that we secure a Service Level Agreement with an alternative Registered Provider to manage the affordable property	Onward have agreed to manage 2 additional units, 1 Clitheroe and 1 Chatburn.
Reliance on Chipping CLT accepting the grant and delivering the additional unit	Housing Strategy Officer	August 2024	Keep the Director informed of progress and any suggestion there may be a change.	Meeting arranged with CLT to agree progress dates.

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

Health and Housing Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
FTBGR: First Time Buyers Grant	Head of Strategic Planning and Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Health and Housing Committee	AMBER

Status Key

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

Interest in the scheme continues to be steady. With 2 grants approved this year and 3 approved in the previous financial year and still in progress. There has been additional promotion of the scheme with local estate agents to encourage greater take up.

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Grant budget committed	March 2025	25%		Housing Strategy Officer and Communications Officer	Ensure the scheme is well promoted.

Health and Housing Committee – Capital Programme 2024/25

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Low grant uptake and grant not committed	Housing Strategy Officer	August 2024	Promote the scheme with local estate agents and continue to do press releases	

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

Health and Housing Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
LANGR: Landlord/Tenant Grants	Head of Strategic Planning and Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Health and Housing Committee	AMBER

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

We have approved 2 applications and received a further application for a scheme of 3 flats in the town centre. The changes to the policy have encouraged landlords to apply for the scheme. We will continue to promote the scheme's availability.

Health and Housing Committee – Capital Programme 2024/25

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Promote new LHA rent levels.	8 April 2024	100%	8 April 2024	P/T Housing Strategy Officer and Principal Communications Officer	Press release and posts on social media.
Utilise some of LT grant monies in the delivery of First Time Buyers Energy Efficiency Grants	21 March 2024	100%	21 March 2024	P/T Housing Strategy Officer	Funding transferred to FTBGR
Report approvals to H & H Committee	6 June 2024	100%	6 June 2024	P/T Housing Strategy Officer	Committee approved transfer.

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential for landlord uptake to remain slow	P/T Housing Strategy Officer	21 February 2024	Not an issue at the moment, but if it were to be then a revision of the Landlord Tenant Grant Policy may need to be considered	

Health and Housing Committee – Capital Programme 2024/25

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			

Health and Housing Committee – Capital Programme 2024/25

CAPITAL SCHEME STATUS REPORT

CAPITAL SCHEME SUMMARY

CAPITAL SCHEME COST CENTRE AND NAME	RESPONSIBLE HEAD OF SERVICE	RESPONSIBLE DIRECTOR	RESPONSIBLE COMMITTEE	CURRENT PROGRESS STATUS
TEMPH: Temporary Housing Scheme	Head of Strategic Planning and Housing (Rea Psillidou)	Director of Economic Development and Planning (Nicola Hopkins)	Health and Housing Committee	GREEN

BLACK: Scheme is unable to be started in year or no longer needed in this financial year	BLUE: Scheme Fully Completed	RED: Scheme is underway but unlikely to be completed within the financial year-end	AMBER: Scheme will/has missed some key targets but the overall end date within the financial year will be met.	GREEN: Scheme on track with targets and will be completed within the financial year
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REASONS FOR CURRENT PROGRESS STATUS

The two additional temporary accommodation units have both been secured, one in Longridge and one in Clitheroe. Both require adaptation to ensure they are fit for purpose and low access. Both units are being occupied as temporary accommodation, as there was high demand at the point the units were secured.

Technical drawings and quotes for the work have been prepared whilst the current tenants remain, and works will start as they move into settled accommodation.

Health and Housing Committee – Capital Programme 2024/25

SCHEME STATUS AND OVERVIEW

KEY TASKS/MILESTONES	DUE DATE	% DONE	DATE COMPLETED	KEY STAFF	NOTES
Secure the 2 nd property	30 June 2024	100%	24 th June 2024	PT Lawyer Property & Commercial	Property secured
Draw up plans to adapt the 1 st property and seek quotes.	31 May 2024	50%		Principal Surveyor	Plans are complete , no quotes until the tenant leaves
Completed adaptation works in 1 st property.	31 October 2024	0%		P/T Housing Strategy Officer	
Draw up plans to renovate and adapt the 2 nd property and seek quotes.	1 August 2024	0%		Principal Surveyor	
Works completed on 2 nd property and ready to occupy.	1 December 2024	0%		Principal Surveyor	

Health and Housing Committee – Capital Programme 2024/25

RISK AND ISSUE HISTORY

RISK/ISSUE	ASSIGNED TO	DATE RAISED	ACTION TO BE TAKEN	RESOLUTION DATE AND NARRATIVE
Potential difficulty securing contractor	Principal Surveyor	21 February 2024	Not an issue at the moment, but if it were to be then alternative contractors may need to be sourced or tender the works for both properties together.	October 2024
Potential for probate to be delayed and offer withdrawn from 2 nd property	P/T Housing Strategy Officer	21 February 2024	Not an issue at the moment, but if it were to be then may need to secure another suitable property in Longridge	Property secured – resolved.

KEY ACTIONS NEEDED TO MOVE SCHEME BACK ON TRACK

ACTION	ASSIGNED TO	DUE DATE	DATE COMPLETED AND NARRATIVE
n/a at this stage			