

Borough Council of  
**King's Lynn &  
West Norfolk**



# **Environment and Community Panel**

## **Agenda**

Thursday, 2nd February, 2023  
at 3.00 pm

in the

**Assembly Room, Town Hall and available  
for the public to view on [WestNorfolkBC on  
You Tube](#)**



**King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX**  
**Telephone: 01553 616200**

Wednesday, 25 January 2023

Dear Member

**Environment and Community Panel**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Thursday, 2nd February, 2023 at 3.00 pm** in the **Assembly Room, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

**AGENDA**

**1. Appointment of Vice Chair for the meeting**

**2. Apologies for absence**

To receive any apologies for absence.

**3. Minutes (Pages 4 - 9)**

To approve the minutes of the previous meeting.

**4. Declarations of interest**

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

Those declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

**5. Urgent Business**

To consider any business which, by reason of special circumstances, the Chair proposed to accept as urgent under Section 100(b)(4)(b) of the Local Government Act, 1972.

**6. Members Present Pursuant to Standing Order 34**

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and what items they wish to be heard before a decision on that item is taken.

**7. Chair's Correspondence**

If any.

**8. Cabinet Report - Local Authority Housing Fund (Pages 10 - 38)**

To consider the report and make any appropriate recommendations to Cabinet.

**9. Work Programme and Forward Decision List (Pages 39 - 45)**

**10. Date of the next meeting**

To note that the next meeting of the Environment and Community Panel is scheduled to take place on 21<sup>st</sup> February 2023 at 4.30pm in the Town Hall, King's Lynn.

To:

**Environment and Community Panel:** C Bower (Vice-Chair), A Bubb, A Bullen, S Collop, M de Whalley, I Devereux, G Hipperson, J Kirk, T Parish, C Sampson (Chair) and M Wilkinson

**Portfolio Holders:**

Councillor Sandell – Portfolio Holder for People and Communities

**Officers:**

Duncan Hall – Assistant Director

Nikki Patton – Housing Strategy Manager

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK****ENVIRONMENT AND COMMUNITY PANEL**

**Minutes from the Meeting of the Environment and Community Panel held on Tuesday, 3rd January, 2023 at 4.30 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillors C Sampson (Chair), C Bower, A Bubb, A Bullen, S Collop, M de Whalley, T Parish and M Wilkinson.

**PRESENT UNDER STANDING ORDER 34:** Councillor Kemp

**PORTFOLIO HOLDER:** Councillor Kunes – Portfolio Holder for Environment and Community

**OFFICERS:**

Martin Chisholm – Assistant Director

Duncan Hall – Assistant Director

Jemma Curtis – Regeneration Programmes Manager

Nicola Cooper – Place Based Investment Programme Officer

**BY INVITATION:**

Captain Jary – King's Lynn Conservancy Board

**EC41: APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Devereux and Kirk.

**EC42: MINUTES**

[Click here to view the recording of this item on You Tube.](#)

Councillor Parish raised a concern relating to Councillor Devereux's update provided at the previous meeting in which he stated that he had been appointed Chair of the Wash Shoreline Management Plan Elected Members Forum. Councillor Parish commented Councillor Devereux was also acting as a consultant for the Wash Barrier PLC and that this presented a conflict of interest. Councillor Parish commented that he had taken the issue up with the Leader of the Council.

**RESOLVED:** The Minutes from the previous meeting were agreed as a correct record and signed by the Chair.

**EC43: DECLARATIONS OF INTEREST**

[Click here to view the recording of this item on You Tube.](#)

The Chair, Councillor Sampson and Portfolio Holder Councillor Kunes declared an interest in item EC47: Update on the Work of King's Lynn Conservancy Board as they were both Council appointed Members of the Board.

EC44: **URGENT BUSINESS**

There was none.

EC45: **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillor Kemp.

EC46: **CHAIR'S CORRESPONDENCE**

There was none.

EC47: **UPDATE ON THE WORK OF KING'S LYNN CONSERVANCY BOARD**

[Click here to view the recording of this item on You Tube.](#)

Captain Jary from the King's Lynn Conservancy Board attended the meeting and provided the Panel with an update on the work of the Conservancy Board, as attached.

The Chair thanked Captain Jary for the update and invited questions and comments from the Panel, as summarised below.

Councillor Kemp addressed the Panel under Standing Order 34 and asked about the state of pollution in and around The Wash and for the Conservancy Board's thoughts on the proposal for the Wash Barrier. Captain Jary explained that the Conservancy Board had a pollution plan in place, support from a national body, response equipment and monitoring was also undertaken by IFCA. It was explained that over the past two to three years levels had been good and clean. Captain Jary explained that sewage spills were not within the remit of the Conservancy Board and small spills often did not show up on the monitoring equipment as they did not affect the pollution levels.

In relation to the Wash Barrier Project, Captain Jary explained that it was concerning that the Conservancy Board and other port authorities that would be affected by the proposals had not yet been consulted. He explained that there were concerns, but he awaited the detail and that the proposals would have an impact on the natural environment of the Wash.

Councillor Bullen asked questions relating to visiting crafts and Captain Jary explained that he worked closely with the Council on the operation

of the pontoons and provided navigational assistance to visiting pleasure craft. He supported plans for the improvement of the facilities available at the pontoons.

Councillor de Whalley asked questions about the accessibility of the Ferry and what work the Conservancy Board was doing to tackle climate change. Captain Jary explained that the Conservancy Board was not responsible for the Ferry, but commented that there was not an easy solution to improve access.

With regards to Climate Change, Captain Jary explained that sea level rises were discussed at Conservancy Board meetings and the Board had a duty to safeguard craft and offices. Siltation was also managed through byelaws to ensure that the cut was deep enough for ships to pass through, and this year some dredging would be required to take silt and sand out of the system.

In response to a question from Councillor Parish, Captain Jary explained that the Conservancy Board's Annual General Meeting was open to the public and papers from meetings were available from the Conservancy Board upon request.

In response to a further question from Councillor Parish relating to sea water quality which had resulted in a shellfish ban and flow from rivers, Captain Jary explained that the ban on shellfish was due to natural pollutants which could not be controlled. He also explained that there were many factors that could affect the flow from rivers including the amount of inland rainwater and how much water had been diverted.

Councillor Bubb commented that the Ferry was not fit for purpose and Captain Jary explained that it was not an option to use Common Stathe Square as a Ferry landing stage as it was used for ship traffic and turning into the docks and would be dangerous.

**RESOLVED:** The update was noted.

EC48: **UK SHARED PROSPERITY FUND (UKSPF) AND RURAL ENGLAND PROSPERITY FUND (REPF) UPDATE**

[Click here to view the recording of this item on You Tube.](#)

The Assistant Director explained that this report was a follow on from the Cabinet report of 21<sup>st</sup> July 2022 and provided an overview of the UK Shared Prosperity Fund and Rural England Prosperity Fund funding allocations and how they would be administered. A copy of the presentation is attached.

Officers firstly presented information on the UK Shared Prosperity Fund and invited questions and comments from the Panel.

Councillor Bubb referred to the Markets Task Group which had made a list of recommendations to enhance the Market offer and it was confirmed that this could be considered.

Councillor Kemp addressed the Panel under Standing Order 34 and stated that she supported the Ferry feasibility study. She commented that active travel, public transport, increasing footfall in the town centre and improvements to coastal footpaths especially in West Lynn should be a priority for this funding.

Councillor de Whalley asked for the Norfolk Greenways Project, projects to reduce air pollution, Kick the Dust project, expansion of the school of nursing and the Carnegie Library to be considered for this funding. The Regeneration Programmes Manager informed Members that at the Regeneration and Development Panel meeting on 10<sup>th</sup> January would be receiving information on the Norfolk wide Local Cycling and Walking Infrastructure Plan which would cover elements of the Norfolk Greenways Project.

In response to a question from Councillor de Whalley, the Assistant Director explained that it hoped that this was long term funding, but the future was always uncertain. He also reminded the Panel of the Tourism Informal Working Group who were looking at a high-level strategy for West Norfolk.

Councillor Bullen made a plea that the funding was not just King's Lynn focussed and it was vital that Downham Market and the Southern part of the Borough be included. Councillor Bower agreed that it needed to be Borough wide and that Hunstanton also be included.

The Assistant Director explained that an equitable approach would need to be ensured and there would be a role for Councillors to promote the funding within their local communities.

Councillor Kunes, Portfolio Holder for Environment and Climate Change endorsed comments made by Councillor Kemp in that he supported improvement works to the West Lynn Footpath.

Members were reminded that there were two different funds available, one of which was focussed on Rural Prosperity and officers provided information on the Rural England Prosperity Fund.

Officers explained that as this was a specialist field it was anticipated that administration of the scheme would be outsourced to an organisation that had experience in administering grants. Once funding allocations had been confirmed, then work would be carried out with delivery partners to identify the application process. It was also clarified that the scheme would be complementary to CIL and would not duplicate Parish Partnership Schemes.

Members were provided with information on the Partnership Board and Programme Management Board.

Councillor Parish commented that other industries needed to be considered over and above Tourism and commented that it should not just be about increasing Tourism, but ensuring that it is managed, and the infrastructure is there to support it.

**RESOLVED:** That the Environment and Community Panel recommends Cabinet approval for the progression of Officer work to expediate spend of the UKSPF funding for 2022/2023 and support for preparatory work to facilitate delivery of both the UKSPF and REPF programmes into 2023/24 as set out in the presentation.

EC49: **UPDATE ON THE OPERATION OF THE HOMELESSNESS AND HOUSING DELIVERY TASK GROUP FROM TASK GROUP MEMBERS**

[Click here to view the recording of this item on You Tube.](#)

Councillor Collop who was a Member of the Task Group raised concerns that the Terms of Reference for this Task Group stated that it would meet on a monthly basis, but currently this was not the case.

Councillor Bubb who was a Member of the Task Group explained that it was important for the Task Group to meet monthly over the winter period and that there should be a schedule of monthly meetings between October and April.

**RESOLVED:** The Chair agreed to meet with officers and Members of the Task Group and bring an update back to the Panel at the next meeting.

EC50: **WORK PROGRAMME AND FORWARD DECISION LIST**

[Click here to view the recording of this item on You Tube:](#)

The following items were identified for consideration for addition to the Work Programme:

- Friends of Horsey Seals update.
- Norfolk Rivers Trust update on what they were doing to improve river quality.
- Wash Barrier Proposal.
- Anglian Water and Water Extraction.
- Opportunities for Young People – Employment and Aspiration.
- Councillor Collop asked for an update on Gayton Road Cemetery and the Assistant Director explained that future site options were being looked at and then an update would be presented to the Panel.



- Councillor Bubb asked for an update on footpath maintenance and schemes and was advised by the Chair to take up specific issues with Norfolk County Council.

**RESOLVED:** The Panel's Work Programme was noted.

EC51: **DATE OF THE NEXT MEETING**

The next meeting of the Environment and Community Panel was scheduled to take place on 21<sup>st</sup> February 2023 at 4.30pm in the Town Hall, King's Lynn.

A Joint Panel meeting has also been arranged for 2<sup>nd</sup> February 2023 at 4.30pm in the Town Hall, King's Lynn.

**The meeting closed at 6.47 pm**

**REPORT TO CABINET**

<b>Open</b>		Would any decisions proposed :			
<b>Any especially affected Wards</b>	Discretionary	Be entirely within Cabinet's powers to decide		Yes	
		Need to be recommendations to Council		Yes	
		Is it a Key Decision		Yes	
Lead Member: Cllr Sam Sandell E-mail:		Other Cabinet Members consulted:			
		Other Members consulted:			
Lead Officer: Nikki Patton E-mail: Nikki.patton@west-norfolk.gov.uk Direct Dial:		Other Officers consulted: Michelle Drewery, S151 Officer Alexa Baker, Assistant Director for Legal & Licensing (Monitoring Officer)			
Financial Implications YES	Policy/ Personnel Implications YES	Statutory Implications YES	Equal Impact Assessment YES If YES: Pre-screening/ Full Assessment	Risk Management Implications YES	Environmental Considerations Yes

Date of meeting: 8<sup>th</sup> February 2023

**LOCAL AUTHORITY HOUSING FUND**

**Summary**

This report provides information on the funding offered to BCKLWN in December 2022 through Local Authority Housing Fund (LAHF). The programme has been established by the Department for Levelling Up, Housing and Communities (DLUHC) to support Local Authorities to acquire homes to accommodate households with housing needs who have arrived in the UK via Ukrainian and Afghan resettlement and relocation schemes.

The Council has been offered grant to acquire 14 homes for Ukrainian households and 2 larger properties for Afghan households. This is subject to acceptance of terms by the Council through a Memorandum of Understanding. The purpose of the report is to seek approval to accept the grant and inform the Cabinet of the requirements of the grant funding and potential delivery options.

**Recommendation**

It is recommended that:-

1. The Council will enter a Memorandum of Understanding with DLUHC based on the attached prospectus for the Local Authority Housing Fund (see appendix 2). Authority is delegated to the Chief Executive in consultation with the Portfolio Holder for Housing People and Communities to agree the final terms of the Memorandum of Understanding with DLUHC.
2. The Council will accept the total sum of £1,719,141 offered to the Council by DLUHC under the Local Authority Housing Fund to deliver the programme understanding the match funding requirements as set

out in the report and attached prospectus.

3. Cabinet agrees that, subject to agreement from West Norfolk Housing Company, the properties will be acquired by West Norfolk Housing Company, funded by the grant, debt financing and other available funding
4. The Council requests that West Norfolk Housing Company works with the Council to deliver the properties through the fund.
5. Cabinet agrees to the principle of allocating properties acquired through the fund to eligible Ukrainian and Afghan households. A further report setting out a policy approach will follow separately.
6. Authority is delegated to the Assistant Director Programme & Project Delivery to
  - a. alter the proposed NORA 4 tenure mix, originally agreed by Cabinet on the 4th February 2020 (CAB 106), where necessary, to facilitate the disposal of properties previously identified as Private Rent and/or Open Market Sale, to West Norfolk Housing Company (WNHC) as affordable housing
  - b. negotiate the terms of any disposal with West Norfolk Housing Company.

### **Reason for Decision**

The recommendations will ensure that the opportunity presented by the Local Authority Housing Fund to deliver affordable housing in the borough will be fully realised and will help to relieve pressures on the council's homelessness services.

## **1 Background**

1.1 The Department for Levelling Up, Housing and Communities announced the Local Authority Housing Fund in December 2022. The funding is designed to support selected local authorities to obtain and refurbish (where necessary) property in order to provide sustainable housing for those unable to secure their own accommodation who are here under the following schemes:

- Afghan Citizen Resettlement Scheme (ACRS),
- Afghan Relocations and Assistance Policy (ARAP),
- Ukraine Family Scheme,
- Homes for Ukraine and the
- Ukraine Extension Scheme

1.2 The fund will ensure these schemes that offer sanctuary to those fleeing conflict provide sufficient longer-term accommodation to those they support and support areas with housing pressures which have welcomed substantial numbers of Ukrainian refugees so that these areas are not disadvantaged by increased pressures from these arrivals on the existing housing and homelessness systems particularly as sponsorship/family placements/bridging accommodation arrangements come to an end.

- 1.3 The fund will also enable effective resettlement and economic integration of the eligible households and deliver accommodation which can be used to support wider local authority housing and homelessness responsibilities to UK nationals after usage by these households.
- 1.4 Funding has been allocated to local authorities based on a formula taking into account the number of Ukrainian arrivals per 1000 population and the level of housing pressure. BCKLWN have been allocated £1,344,000 to provide a minimum of 14 homes for households on the Ukrainian schemes and £375,141 to provide a minimum of 2 larger 4+ bed homes to be allocated to households on the Afghan schemes. This amounts to a total allocation of £1,719,141 to deliver a minimum of 16 homes. Local authorities accepting the funding are expected to deliver on both elements of the funding.
- 1.5 This fund will complement the existing Afghan resettlement scheme delivered by Norfolk County Council.
- 1.6 To date, 193 households have arrived in West Norfolk as part of the Homes for Ukraine scheme. The majority of these households remain with sponsors/hosts with many nearing the end of a 12-month host period and will therefore require alternative housing options. The expectation is that many of these households will have their housing needs met through the private rented sector. However, a proportion are likely to require housing assistance from the Council. This modest number of additional affordable homes will help to accommodate those in the highest need. The number of arrivals through the Family Scheme is unknown.
- 1.7 The 4+ bed homes will be provided to larger Afghan families currently in Home Office bridging accommodation who are being resettled via the Afghan Resettlement schemes mentioned above. There are around 9,200 people currently living in this type of accommodation although none currently in this borough. The provisional funding allocation is dependent on a commitment to provide two 4+ bed homes for eligible Afghan households currently residing in bridging accommodation.
- 1.8 The target date for delivery of homes is 30<sup>th</sup> November 2023. There is an expectation that contracts to acquire homes will be exchanged by this date. Funding will be honoured as long as delivery is by March 2024. Due to the timescales, the expectation is that most homes will be delivered through acquiring existing private stock or homes on new developments currently under construction. Whilst these timescales are challenging, it will ensure that the homes can respond to the needs of eligible households.
- 1.9 The homes will be of a type and price to ensure they can be delivered as affordable housing. In order to meet the housing needs of those eligible, the homes should be within the borough's towns. Properties for eligible Ukrainians will be a mix of 1-4 bedrooms homes taking into

account the family make-up of households that have arrived through the Homes for Ukraine scheme and property availability. The aspirations of the Fund in relation to future longer-term use of the homes is for them to become part of the wider affordable housing stock. The type and locations therefore need to be suitable to meet the wider housing needs of the borough. Consideration also needs to be given to the condition, ongoing maintenance costs and energy efficiency of properties.

- 1.10 The approach will be to assess the suitability of properties available on the open market taking into account the above factors. This approach will add an additional 16 properties to the affordable housing stock.
- 1.11 The Council has the opportunity to use the funding to provide homes via its own developments. This includes the NORA 4 development on which 23 homes remain under construction and will be completed prior to November 23. This includes properties earmarked to be let at private rents by West Norfolk Property Ltd. There is a possibility that rather than this, some of these homes could be acquired as affordable housing through the fund. This option mitigates the risk of not meeting the delivery timescales of the fund i.e. 30<sup>th</sup> November 2023.
- 1.12 In order to accept the funding, the Council is required to sign a Memorandum of Understanding (MOU) prior to 15<sup>th</sup> March 2023. The 1<sup>st</sup> tranche of funding (30% of the allocation) will be released shortly after entering into the MOU with the remaining allocation paid once 60% of the initial tranche has been spent. Failure to sign the MOU by 15<sup>th</sup> March 2023 may result in part or all of the council's allocation being re-allocated.
- 1.13 There may be opportunities for the council to obtain additional funding for the delivery of additional homes. In this event, a further report will be presented to Cabinet.

## **2. Tenure**

- 2.1 It is expected that all homes delivered through this fund will be affordable/low-cost housing to support wider local authority housing and homelessness responsibilities for the remainder of their lifetime.
- 2.2 Tenancies could be either assured (lifetime) tenancies or fixed term tenancies. Refer to Policy Implications section of the report (section 4).
- 2.3 Whilst the homes could be delivered as private rented housing at reduced rents, the above requirements are more aligned with social housing and there may be subsidy control issues if the funding is used by an organisation other than a Registered Provider of Social Housing. Further if properties are disposed of, the funding will continue to be required to be used for affordable housing.

- 2.4 Whilst there are a number of Registered Providers operating in the borough through which the properties could be delivered, working with West Norfolk Housing Company provides a high level of certainty and control over delivery of homes and meeting funding timescales along with control over future use of the homes.
- 2.5 Therefore, it is recommended that the homes are provided through the Council's wholly owned Registered Provider of Social Housing, West Norfolk Housing Company. Subject to the agreement of West Norfolk Housing Company, homes will be acquired using grant funding from this fund along with debt financing and any other appropriate funding streams.
- 2.6 The fund provides the opportunity to deliver additional affordable housing to assist with housing pressures. The Council will need to address the housing needs of arrivals from Ukraine with or without this funding.
- 2.7 Although the properties will have to be used for the defined cohort, in the long run they could be used by the wider community. The funding will increase the stock of affordable housing in the borough. The properties will provide an income which can cover any borrowing requirements.

### **3. Options Considered**

- 3.1 The Council can choose to accept the grant from DLUHC and provide the 16 homes under the terms set out above or reject the grant.
- 3.2 If the Council chose to reject the funding due to the required terms including the timescales, it could endeavour to provide additional accommodation without this funding to respond to the increased housing pressures that are being experienced. This would have capital funding implications for the Council. The Council's option to use an alternative Registered Provider of Social Housing to West Norfolk Housing Company is dealt with in section 2 of the report.
- 3.3 Whilst the timescales required are challenging, the potential to acquire homes from the Council's developments leads to a high level of confidence that they can be met. Therefore, it is recommended that the Council accepts the funding and deliver them via West Norfolk Housing Company.

#### **4. Policy Implications**

- 4.1 Due to the eligibility criteria for the fund, there are implications in relation to the council's existing allocations policy. An additional policy for the allocation of homes provided through the fund will be prepared and will be presented at a later date. This policy will also cover the type of tenancy to be granted including the tenancy term.
- 4.2 Households eligible for homes provided through the scheme are those on the schemes listed in paragraph 1.1 who are homeless, at risk of homelessness or who live in unsuitable temporary accommodation (including bridging accommodation). Consideration will also need to be given to prioritise households based on who is most in need when matching eligible households with properties.

#### **5. Financial Implications**

- 5.1 The grant funding can amount to up to an average of 40% of capital costs (50% for homes for the Afghan scheme) plus £20k per property. This means there is a requirement for match funding.
- 5.2 The grant allocation is based on an average purchase price of £190,000 (£335,141 for homes for the Afghan scheme). Based on these averages, match funding of £1,611,141 would be required to provide the 16 homes. However, if the average purchase prices exceeded these amounts, the match funding required would be greater.
- 5.3 Match funding could come from various sources including the following
- Borrowing by West Norfolk Housing Company covered by the rental income from the properties
  - Other available sources of capital funding
  - Other funding sources related to Ukraine resettlement
- 5.4 The options under consideration will not have a negative financial impact on the council's capital programme. However, an amendment will need to be made to the capital programme to reflect the capital requirements of the scheme.
- 5.5 There are no additional revenue expenditure implications for the Council.

#### **6. Personnel Implications**

- 6.1 None

## **7. Environmental Considerations**

- 7.1 Due to forthcoming regulations relating to energy efficiency, it is essential that homes acquired have EPC rating of C or above.

## **8. Statutory Considerations**

- 8.1 The fund will provide accommodation which will assist the Council to meet its statutory homelessness duties.

## **9. Equality Impact Assessment (EIA)**

- 9.1 Pre-screening report attached. Full EIA to follow.

## **10. Risk Management Implications**

- 10.1 The potential risks and implications associated with the grant are discussed below:

10.1.1 The target date for completion is challenging and failure to deliver homes within the 2023/24 financial year may lead to funding being clawed back. This can be mitigated by delivered homes through the councils' developments.

- 10.2 The following are risks of not taking the funding

10.1.2 Risk of losing opportunity to add to affordable housing stock

10.1.3 Risk of not meeting the housing needs of the funds eligible households and fulfilling statutory functions.

10.1.4 Risk of not meeting wider housing and homelessness pressures

10.1.5 These would risk the increasing use of inappropriate and expensive temporary accommodation in particular bed and breakfast.

## **11. Declarations of Interest / Dispensations Granted**

Cllr Blunt – Director of West Norfolk Housing Company

Duncan Hall - Director of West Norfolk Housing Company

Lorraine Gore – Company Secretary for West Norfolk Housing Company

## **12. Background Papers**



**Appendix 1 - Pre-Screening Equality Impact Assessment**

Borough Council of  
**King's Lynn &  
West Norfolk**



Name of policy/service/function	Delivery of homes through Local Authority Housing Fund				
Is this a new or existing policy/service/function?	New				
<p>Brief summary/description of the main aims of the policy/service/function being screened.</p> <p>Please state if this policy/service is rigidly constrained by statutory obligations</p>	<p>Delivery of 16 homes using grant allocation from Local Authority Housing Fund to provide accommodation for eligible Ukrainian and Afghan households in line with eligibility criteria set by fund.</p> <p>The homes will help the council respond to increased pressures as a result of these arrivals and will be used to meet the wider housing needs of the borough in the longer-term</p> <p>Delivery of homes must be in accordance with the prospectus for the fund (see appendix 2)</p>				
<b>Question</b>	<b>Answer</b>				
<p><b>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</b></p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>		Positive	Negative	Neutral	Unsure
Age				Y	
Disability				Y	
Gender				Y	
Gender Re-assignment				Y	
Marriage/civil partnership				Y	
Pregnancy & maternity				Y	
Race	Y				
Religion or belief				Y	
Sexual orientation				Y	
Other (eg low income)	Y				

Question	Answer	Comments
<p><b>2.</b> Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?</p>	Yes	The delivery of homes through the fund could be seen as favouring eligible households from Ukraine and Afghanistan over established local communities.
<p><b>3.</b> Could this policy/service be perceived as impacting on communities differently?</p>	Yes	Perception that this could negatively impact on established communities although not the case as homes would be delivered as affordable housing without the funding
<p><b>4.</b> Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?</p>	Yes	Aims to tackle disadvantage faced by Ukrainian and Afghan households that have arrived in UK via resettlement schemes. Households may be at disadvantage when accessing housing due to difficulties in obtaining references and guarantors
<p><b>5.</b> Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions?</p> <p>If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	No	<p><b>Actions:</b> N/A</p>
		<p><b>Actions agreed by EWG member:</b></p> <p>.....</p>
<p><b>If 'yes' to questions 2 - 4 a full impact assessment will be required unless comments are provided to explain why this is not felt necessary:</b></p> <p>Agreed that full impact assessment is required.</p> <p><b>Decision agreed by EWG member:</b> ..... <i>B. Box</i> .....</p>		
<p><b>Assessment completed by:</b></p> <p><b>Name</b></p>	<p><b>Nikki Patton</b></p>	
<p><b>Job title</b></p>	<p><b>Housing Strategy Manager</b></p>	
<p><b>Date</b></p>	<p><b>25/1/23</b></p>	

## **Appendix 2 – Local Authority Housing Fund Prospectus**



# Department for Levelling Up, Housing & Communities

Local Authority Housing Fund

Prospectus and Guidance

December 2022  
Department for Levelling Up, Housing and Communities

## **1. Introduction**

Earlier this year the United Kingdom took the historic decision to welcome tens of thousands of Ukrainians fleeing the invasion of their homeland. Since then, and thanks to the generosity of the British public, more than 150,000 Ukrainians have been welcomed into homes and communities under the Homes for Ukraine and Ukraine Family schemes. We have also welcomed around 23,000 Afghans who worked alongside the UK Government and risked their lives alongside our Armed Forces, as well as people who assisted UK efforts in Afghanistan.

Local authorities play a vital and integral role in welcoming and integrating recent visa-scheme arrivals to the UK. It is thanks to the hard work of so many in local government, and the wider public sector, across all parts of our country that we have been able to welcome so many people to safety. The Government is introducing further support to help our guests from Ukraine and those who arrived from Afghanistan to find their feet, including local help to find suitable private rented accommodation; assistance via the Department of Work and Pensions to access benefits, skills training and gain employment; and signposting and access to charities and mental health providers. This is backed up by the tariff that authorities receive for each Homes for Ukraine guest arriving in their area; the Afghan Resettlement Schemes to support integration; and additional funding specifically for education and healthcare in the first year of arrival on the Homes for Ukraine scheme.

To assist local authorities further, the Department for Levelling Up, Housing and Communities (DLUHC) is introducing a £500 million capital fund – the Local Authority Housing Fund (LAHF) – for local authorities in England to provide accommodation to families with housing needs who have arrived in the UK via Ukrainian and Afghan resettlement and relocation schemes. Local authorities who have welcomed arrivals are facing challenges in securing settled accommodation for these households, which unless alleviated will further impact existing housing pressures. LAHF will help them to address these immediate pressures as well as build a sustainable stock of affordable housing for the future.

This prospectus sets out the objectives for the fund, what local authorities can spend the grant on, defines the cohort eligible, and the process we will follow for allocating grants to local authorities.

## **2. Purpose of the fund**

The Local Authority Housing Fund is a £500m capital grant fund in financial years 2022/2023 and 2023/2024 to support selected local authorities in England to obtain and refurbish property in order to provide sustainable housing for those unable to secure their own accommodation who are here under the following schemes: Afghan Citizen Resettlement Scheme (ACRS), Afghan Relocations and Assistance Policy (ARAP) (collectively referred to as the Afghan Schemes), Ukraine Family Scheme, the Homes for Ukraine and the Ukraine Extension Scheme (collectively referred to as Ukraine schemes ). A full definition of the eligible cohort is at section 3.2.

As well as helping to fulfil the UK's humanitarian duties to assist those fleeing war, this fund will reduce the impact of new arrivals on existing housing pressures and ultimately create a lasting legacy for domestic households by providing a new and permanent supply of accommodation for local authorities to help address local housing and homelessness pressures. We expect up to 4,000 properties would be provided through this fund.

Local authorities will be allocated capital funding under section 31 of the Local Government Act 2003 on the basis of a formula. Delivery targets will be based upon this funding allocation, estimated by a blended grant per property model. Local authorities will determine the most effective means to deliver the fund objectives in their area.

The grants will be non-ringfenced and we will sign Memoranda of Understanding with all local authorities receiving funding to set out our shared expectations for how the fund should be delivered.

Local authorities in scope of the funding formula for this fund will be contacted with their indicative allocation and asked to return a proposal on how they would deliver this accommodation in line with fund objectives outlined below.

## **2.1 Fund Objectives**

The fund aims to alleviate housing pressures on local authorities arising from recent and unforeseen conflicts in Afghanistan and Ukraine. As part of this government's humanitarian response to these crises, we have welcomed over 170,000 people to the United Kingdom. This act of generosity has unavoidably created additional demand for housing at a time when local authorities are already under strain.

The objectives of the fund are to:

- Ensure recent humanitarian schemes (Afghan and Ukraine schemes) which offer sanctuary, via an organised safe and legal entry route, to those fleeing conflict, provide sufficient longer term accommodation to those they support.
- Support areas with housing pressures which have generously welcomed substantial numbers of Ukrainian refugees so that these areas are not disadvantaged by increased pressures from these arrivals on the existing housing and homelessness systems.
- Mitigate the expected increased pressures on local authority homelessness and social housing resources which arise from the eligible cohort (as defined at section 3.2 of the fund's prospectus) as sponsorship/family placements/bridging accommodation arrangements come to an end by increasing the provision of affordable housing available to local authorities to support those in the cohort who are homeless, at risk of homelessness, or in bridging accommodation;
- Reduce emergency, temporary and bridging accommodation costs;

- Deliver accommodation that as far as possible allows for the future conversion of housing units to support wider local authority housing and homelessness responsibilities to UK nationals (i.e. after usage by this cohort ends);
- Utilise accommodation solutions to enable effective resettlement and economic integration of the eligible cohort.
- Reduce impacts on the existing housing and homelessness systems and those waiting for social housing.

### **3. What the funding can be used for**

Within the framework of the purpose and objectives of the fund set out above, we want to provide local authorities with as much flexibility as possible to shape local delivery according to circumstances in each area. The guidance provided in this document is intended to support this. Local authorities will need to be satisfied that their specific plans are lawful and deliverable.

This fund will pay capital funding in two tranches, to be spent in financial years 2022/23 and 2023/24. Local authorities cannot combine this fund with the Affordable Homes Programme or Right to Buy receipts. There is no revenue funding available. Local authorities will have their own processes in place to determine the accounting treatment of revenue costs directly attributable to capital works. It is for local authorities to determine whether it is appropriate to capitalise any revenue costs and their accounting teams should ensure that the accounting treatment adopted is deemed compliant with the code of Practice for Local Authority Accounting.

The basic model assumes stock acquisition. In practice this could include, but is not limited to:

- Refurbishing and/or converting local authority-owned residential or non-residential buildings, including defunct sheltered accommodation;
- Acquiring, refurbishing and/or converting non-local authority owned residential or non-residential buildings, including bringing empty or dilapidated properties back into use;
- Acquiring new build properties 'off-the-shelf', including acquiring and converting shared ownership properties;
- Developing new properties, including developing modular housing on council-owned sites, and;
- Working with and supporting other organisations who want to offer accommodation for this cohort.

Ultimately, local authorities may choose the most appropriate delivery mechanism to achieve the fund's objectives, and to bring on stream the accommodation as quickly as possible.

While local authorities will take the lead in their areas, this does not mean the above activities must be all be undertaken by local authorities. We expect local authorities to work closely with their housing association partners who stand ready to assist and, in

some cases, may be the most appropriate delivery vehicle to achieve the fund objectives. Housing association stock, development, and disposals pipelines could be instrumental in assisting local authorities to deliver this fund, as could their expertise and capacity for stock purchase, management and wraparound support.

Local authorities may choose to acquire properties in their own area or work with neighbouring authorities to acquire properties in their region; it is left to each local authorities' discretion whether collaboration of this kind would be an appropriate route although we would encourage collaboration where possible.

Local authorities should consider the needs of the cohort in their area when determining the size of properties to acquire. Our expectation is that the vast majority of properties acquired will be family sized homes (2-4+ bedrooms).

There are 182 local authorities, plus the Greater London Authority (GLA), eligible for funding. Eligible local authorities will receive an allocation email, which will set out the funding amount and the minimum number of units the LA needs to deliver with this funding. Local authorities or their partners are expected to fund the remainder of the costs, examples include but are not limited to funding from capital receipts, revenue, borrowing or funding by a partner.

Local authorities will be expected to manage this fund within their normal budgetary guidelines, with confidence that any budgeting decisions can be justified to their auditors. We will ask Section 151 officers to agree this with the department via a Memorandum of Understanding (MOU); further details can be found at section 4.

It is expected that all homes delivered through this fund will be affordable/low-cost housing to support wider local authority housing and homelessness responsibilities for the remainder of their lifetime. If properties are disposed of, they will be subject to the Recycled Capital Grant regulations. Funding provided under this fund is for whole-life housing costs and local authorities are expected to use the funding in line with the fund objectives outlined in 2.1. It is up to local authorities to determine the precise rent level and tenure of homes in line with the fund objectives. This could include social rent, Affordable Rent, or a discounted private rent.

### **3.1 Ambition for housing those in bridging accommodation**

There are around 9,200 people currently living in Home Office bridging accommodation who are being resettled via the Afghan Relocations and Assistance Policy and the Afghan Citizens Resettlement Scheme. This fund aims to support local authorities to help move more households out of bridging accommodation. Each of the 182 local authorities, plus the Greater London Authority on behalf of London boroughs, in scope for grant funding will be expected to increase their number of pledges to support people under the Afghan resettlement schemes through the usual process (by notifying their Strategic Migration Partnerships) and will be set an ambition for the number of homes to acquire specifically for housing those currently in bridging accommodation. This will be for larger homes (four or more bedrooms), given the average family size of those in bridging accommodation, and the number of properties will be determined by the population size of the local authority. The funding allocation



includes a specific element for the acquisition of larger properties for this cohort. However, local authorities can also use the main element of their funding allocation to move smaller families out of bridging accommodation into smaller homes with fewer than 4 bedrooms in addition to their allotted target for larger homes.

For this fund, we expect all local authorities in scope for funding to deliver their allocation of 4+ bedroom homes for those in bridging accommodation, and local authorities will be asked as part of the validation process whether they are able to deliver those additional units.

If local authorities do not increase their pledges and do not commit to provide sufficient larger homes to this cohort (or if the GLA commits to provide fewer than its targeted amount within London), then their provisional allocation (both the bridging and main element) will be reallocated.

### **3.2 Cohort Definition and Eligibility**

Given the objectives of the fund, those eligible for the housing are those who are homeless, at risk of homelessness or who live in unsuitable Temporary Accommodation (including bridging accommodation) and who also meet the below definition.

Those on the:

- Afghan Citizen Resettlement Scheme (including eligible British Nationals under this scheme) (ACRS),
- Afghan Relocations and Assistance Policy (ARAP)
- Ukraine Family Scheme (UFS),
- Homes for Ukraine (HFU),
- Ukraine Extension Scheme (UES)

For those not in bridging accommodation, the local authority does not have to have accepted a Housing Act 1996 Part 7 homelessness duty in respect of the household for the household to be eligible, but the local authority should satisfy themselves that the household is already or would otherwise be homeless or at risk of homelessness if this accommodation was not available.

### **3.3 Matching households with properties**

It will be up to local authorities to decide how to deliver and manage this fund locally. The accommodation funded through this fund should increase the housing available for the cohort outlined in section 3.2.

In addition to the eligibility criteria above, the local authority should make reasonable endeavours to prioritise households based on who is most in need when matching eligible households with properties. Beyond this, local authorities may use any lawful route that allows them to deliver this fund to cater for the needs of their area. They may wish to use their experience from the Rough Sleepers Accommodation Fund or use the same assessment and prioritisation process as for mainstream social housing stock.

Some examples of options for matching eligible households to properties include:

- Using, amending or putting in place a Local Lettings Policy to allow homes to be allocated by local authorities, or nominated to housing associations, to eligible applicants of a particular description. This is allowed under the Housing Act 1996 (section 166A(6)(b))
- Letting accommodation through a local authority owned housing company.

This is not exhaustive and depending on how local authorities are delivering the fund, they may identify other legal ways for matching households with properties.

For the larger homes acquired to enable households to move out of Home Office bridging accommodation, we would encourage local authorities to use their relationships with each other, their Strategic Migration Partnerships and with staff in bridging hotels to identify and match families to suitable properties. This is to increase the chances of successful matches, as we recognise that local resettlement leads are well-placed to use local intelligence on households in their regions to identify suitable matches and reduce the chances of refusals as much as possible. Local authorities can indicate a preference for a specific family to be matched to a property they have acquired on the ARAP/ACRS property offer form. Alternatively, if a local authority is unable to identify a specific family in a bridging hotel, the local authority can put forward properties (via their Strategic Migration Partnership) to be centrally matched by the Home Office. As mentioned above, we expect local authorities to increase their pledges for the Afghan resettlement schemes beyond their existing pledge amount to reflect the acquisition of these new properties.

### **3.4 Tenancy Duration and social housing legacy**

Given this fund aims to create a lasting supply of affordable housing for the general population (see fund objectives at section 2.1), we expect this stock to become available to support wider local authority general housing and homelessness responsibilities after the immediate needs of the eligible cohort have been addressed.

As the housing landscape in each area and the circumstances of eligible households vary, we will not mandate local authorities to apply a fixed tenancy duration for housing funded through the fund, though in many cases this may be appropriate.

## **4. Funding Allocations and Delivery**

### **4.1 Initial allocation of funding**

The initial funding offer will be determined and offered to the 182 local authorities and Greater London Authority in England, who are deemed to have the greatest need for this funding based on a formula. A formula will be used to identify the total allocation to those local authorities in scope for funding across the duration of the fund.

Local authorities are given an overall ranking based on several sets of data. This combines their relative ranking in terms of the number of Ukrainian arrivals per 1000 population and their relative ranking in terms of the level of housing pressure (which includes Private Rented Sector rents in relation to income, unemployment rate, number of households in Temporary Accommodation (TA) per 1000 households and

number of households on local authority waiting lists per 1000). This data is used because in the areas of highest housing pressure, it will be most difficult for refugees/arrivals to find housing, and therefore the risk of homelessness will be higher. The capacity of local authorities to respond in these areas will also be more limited because of the shortage of housing and associated higher housing costs. The Ukrainian arrivals data is used in this ranking to reflect the sudden and additional pressure from a rapid increase in the number of arrivals of people fleeing war, which is a different magnitude to the number of refugee arrivals in recent years. Numbers in bridging accommodation in each local authority is not used because of the policy objective to move Afghans out of bridging accommodation into local authorities across the country.

An initial indicative allocation will then be offered to each local authority, working from the most pressured local authority down, on the basis of:

- A fair share requirement to accommodate families in bridging accommodation, based on a per capita distribution for those local authorities in scope of funding and a grant per property set at 50% of the estimated average lower quartile 4+ bed property price plus an allocation of £20k per property (to allow for refurbishment/other costs)
- Distributing the remaining budget based on a ratio of 1 home per 20 Ukrainian arrivals, which is then costed at a grant per property of 40% of the estimated average lower quartile property price (plus £20k per property for refurbishment/other costs)
- The model distributes funding down the list of local authorities (ranked based on Ukrainian arrivals and housing pressure) until the budget is expended, resulting in 182 local authorities (plus the GLA) being in scope for funding.

In addition, several caps are put in place for the initial allocation to help support deliverability, to minimise inflationary impacts and to ensure all parts of the country receive some support. These are:

- a. constraining the initial London allocation to reflect an achievable delivery target in the capital's highly constrained housing market;
- b. capping the allocation per region at 25% of the total fund spend; and
- c. capping the allocation to any single local authority at 30 homes.

## **4.2 Funding split between financial years**

The local authorities who are identified by the formula as eligible for funding will be contacted directly with an indicative offer of their total allocation. Authorities will be asked whether they will be able to spend this allocation to deliver the outlined number of homes, in accordance with the details set out in this prospectus (and if not, what they could deliver). Local authorities will also be asked whether they can deliver more than the allocation using the same grant per property (detailed at 4.3).

Funding will be paid in two tranches representing 30% and 70% of the local authority's allocation agreed in the MOU. We expect that the first tranche of funding will be paid in February/March 2023 – depending on when the MoU is agreed.

The second tranche of funding will pay 'the balance' of the local authority's allocation. There will be two predetermined tranche payment dates; the first at three months and the second at five months from the tranche one payment. Dates will be confirmed as part of the MOU process. To receive the second tranche payment the local authority must have spent at least 60% of the tranche one payment delivering on the objectives of the fund, which we will ask the local authority to declare to us at progress 'checkpoints'. Local authorities do not need to wait until receiving the second tranche of payment before spending more than their tranche one payment given 'the balance' will be paid following the checkpoint when they have spent 60% of their tranche one payment.

We will also ask local authorities about the number of property purchase offers they have made, how many of those offers have been accepted, and how many contracts they have exchanged, for example. To monitor delivery, we will ask for these progress updates at each funding checkpoint, regardless of whether the local authority has reached the 60% spending threshold.

We anticipate that any additional funding agreed via the reallocations process will be paid at the same time as the second tranche payment, with an update to the MOU following the reallocations process to reflect this additional funding. Where there is no direct allocation already in place (eg London councils) new MoU arrangements may be created.

### **4.3 Grant Rate and Eligible Spend**

**Allocations to each council have been calculated as follows:**

- For the "main element", the amount of grant per property is calculated as 40% of the average lower quartile property price in the council area (or for London, 40% of the average lower quartile property price in Greater London). A further £20k per property is then added to account for other costs (including refurbishment).
- For the "bridging element" (i.e. 4+ bedroom houses) the amount of grant per property is calculated as 50% of the estimated lower quartile property price for a 4+ bedroom property in the council area (or for London, 50% of the estimated lower quartile property price for a 4+ bedroom property in Greater London). A further £20k per property is then added to account for other costs, including refurbishment.

### **Grant rates and Eligible Expenditure for Main and Bridging Elements**

It is expected that councils will use their best endeavours to acquire the target number of units and to achieve value for money. The average grant per property rate should not exceed the maximum described below but the grant per property for individual

purchases can be higher. It is recognised that the grant will not meet all of the acquisition costs and so there is an expectation that the council, or its partners, will provide the remainder of the funding required.

The maximum average grant per property rate (for the portfolio of properties, not individual purchases) for the “main element” is 40% of the costs the council charges to its capital budget plus £20k per property. Eligible costs funded by the 40% and the 20k per property could include the purchase price, stamp duty, surveying, legal and other fees, refurbishments, energy efficiency measures, decoration, furnishings, or otherwise preparing the property for rent and potentially irrecoverable VAT incurred on these items. Councils should ensure they comply with the Code of Practice for Local Authority Accounting when deciding eligible costs.

The maximum average grant per property rate (for the portfolio of properties, not individual purchases) for the “bridging element” is 50% of the costs the council charges to its capital budget plus £20k per property. Eligible costs funded by the 50% and the 20k per property could include the purchase price, stamp duty, surveying, legal and other fees, refurbishments, energy efficiency measures, decoration, furnishings, or otherwise preparing the property for rent and potentially irrecoverable VAT incurred on these items. Councils should ensure they comply with the Code of Practice for Local Authority Accounting.

In some cases, the amount of money provided by the grant per property may equate to an intervention rate higher than the maximum set out above - for example if the local authority is focussing on smaller homes, such as 2 bedrooms, because these better suit the needs of the eligible cohort in the area or constitute the majority of the available stock to purchase. If this means the grant rate equates to more than the maximum, the local authority is expected to acquire more units with this funding than the estimated minimum (or outline in the MOU process that less funding is needed to deliver the number of units outlined in their allocation) in order to ensure value for money and not exceed the maximum grant rate.

During the validation process, if local authorities ask to deliver fewer units than allocated, then their funding allocation will be reduced, maintaining the same grant per property rate.

### **Eligible Expenditure for Improvement Budget**

The costs of obtaining a property are not the only costs councils may incur. They may also need to fund things like refurbishments, energy efficiency measures, legal costs, decoration, furnishings, or otherwise preparing the property for rent. We have included an un-ringfenced capital budget of £20,000 per property to account for this. This is a notional amount for the purposes of allowing for these costs in our formula. Councils can choose how much of the grant is to be spent on each individual property. For instance, it may choose to spend £10,000 on one property and £30,000 on another.

#### **Example “main element” allocation**

A local authority is allocated £380,000 to deliver 5 main element units plus £20k per unit nominally for refurbishment costs. In total it receives £480,000.

The local authority identifies 5 properties and the costs of obtaining and preparing them for rent:  
Property 1: £220,000 capital cost  
Property 2: £220,000 capital cost  
Property 3: £240,000 capital cost  
Property 4: £190,000 capital cost  
Property 5: £230,000 capital cost  
Total price: £1,100,000  
The local authority uses the £100,000 it received nominally for refurbishment costs, leaving £1,000,000.  
The £380,000 main element allocation equates to 38% of the remaining capital cost and is therefore within the 40% maximum average grant rate.  
The council funds the remaining costs from other sources.

#### 4.4 Validation forms

Eligible local authorities will have been emailed an indicative allocation offer email, a draft MOU, and a validation form. This email outlines the local authority's indicative allocation. Receipt of the initial indicative allocation email and completion the validation form is not a commitment to providing funding or a commitment by a local authority to receive and spend funding. Final allocations will be confirmed in writing following the department's review of the form(s) as outlined in this section. This does not prejudice a local authorities' right to not sign a Memorandum of Understanding.

We will ask all local authorities to submit the validation form no later than 25 January 2023 to confirm if they are willing and able to participate. This helps us understand which local authorities do not wish to take up this funding, how many units local authorities are willing to deliver and allows us to begin reallocating funding.

The validation form will ask local authorities to cover the key details of their delivery proposal; this will then be assessed and validated by the department.

In the validation form we will ask for information on:

- The number of homes that the local authority plans to acquire as part of this fund including the number of 4+ bedroom homes for families in bridging accommodation
- Delivery approach
- Project milestones
- Risks and barriers to delivery

A copy of the validation form questions is attached at Annex A. Validation forms must be submitted via [this page](#) no later than midday 25 January 2023. These will be reviewed and responded to as they are received, and we intend to respond to all forms by 15 February 2023.

After submitting your validation form, please send your completed and signed Memorandum of Understanding by email to the Local Authority Housing Fund Team via LAHF@levellingup.gov.uk <mailto:LAHF@levellingup.gov.uk>. The template MOU is [here](#), which are the standard terms that will be agreed with every local authority, and

the text of which is non-negotiable. If you are delivering the full allocation, complete the MOU using the numbers from your allocation email. If you are agreeing to deliver a lower number of units than your allocation, to complete your MOU, calculate the funding amount for your specified number of units, using the grant per property rate set out in your allocation email – further detail is included in the blank MOU.

We encourage local authorities to return their validation form and MOU as soon as they can as we may be able to work faster with those who agree to the terms of the programme and return their validation forms and MOU earlier. Any reallocations will be calculated and communicated by the end of March 2023.

Given that this is not a bid-based fund, proposals will be assessed acknowledging that accountability for delivery rests with the local authority. The questions have been designed to identify local authorities who would be unwilling or unable to deliver the fund. The assessed section of the validation form will consider responses regarding:

- The proposed scale of delivery relative to the indicative allocation
- Whether delivery plans meet fund objectives
- Confirmation that the local authority is content with formal reporting requests every 2 months
- Confirmation that the Section 151 Officer or Deputy Section 151 Officer has signed off the proposal

We will confirm by end of March 2023 any additional funding available to the local authority following a reallocations process based on validation form data.

If we have any queries on the answers provided in the validation form, we will contact the local authority directly.

#### **4.5 Reallocation**

During the validation process, local authorities will be asked whether they can deliver more than their initial allocation.

If in the validation form stage local authorities state they are unable to deliver the units allocated to them across the duration of the fund, the funding for the units they say they will be unable to deliver will be reallocated to other local authorities (including directly to London councils). This reallocation will be based on a process aligned with the fund objectives in 2.1, taking into account need and deliverability. If additional funding is available for local authorities who have told us they can deliver more than their initial allocation, we will contact them to confirm any further funding offer and to agree an update to the MOU to reflect this additional funding.

If a local authority misses the deadline for submitting their validation forms, they are unlikely to receive funding at tranche one. Whether it is still possible to provide them with any funding will depend on when we receive the necessary details from them and the progress of the reallocations process (including the amount of money left to reallocate). We ask that local authorities who foresee a difficulty in working to the

communicated deadlines get in touch with the Local Authority Housing Fund Team as soon as possible.

If money remains after allocating additional funding to the local authorities that have said they can deliver more across the two years of the fund, then the list of local authorities may be expanded beyond those in receipt of initial allocations.

If a local authority is allocated additional funding as part of the reallocation process, this will be paid together with the baseline funding amount for year two (agreed as in the original signed Memorandum of Understanding). As with the tranche two payment, this additional funding will be subject to the local authority having spent at least 60% of their tranche one payment at the 'checkpoint' before the tranche two payment. Where there is no pre-existing direct agreement (as would be the case with individual London councils), new agreements would be made.

The allocations for the "main element" and "bridging element" will be treated separately for reallocations, and so "bridging element" funding will not be reallocated to deliver more 'main element' properties. This is to avoid undermining the number of properties delivered for those in bridging accommodation.

#### **4.6 How grants will be delivered**

This fund will operate only in England and funding will be allocated direct to local authorities under section 31 of the Local Government Act 2003.

The funding will be allocated to the appropriate district council or unitary authority. Initial allocations for London will be made via the Greater London Authority. Further allocations may be made directly to London councils.

We will contact local authorities directly with their indicative allocation based on the formula outlined above.

#### **4.7 Payment process**

Payments will be made in the form of grants under Section 31 of the Local Government Act 2003 and paid as two instalments, on agreement of an MOU between the local authority and the Department for Levelling Up, Housing and Communities.

Once we have contacted local authorities to confirm their final allocation, we expect local authorities to obtain any further necessary clearances to enter into a MOU with the Department based on the information they provided in the validation form. Funding will then be distributed to the local authority following the signing of the MOU.

For local authorities allocated any additional funding via the reallocations process, prior to payment of any additional funding there will be an update to the MOU agreed to reflect this additional amount, and this will be paid alongside the tranche two funding.



Tranche one payments will be made in February/March 2023 depending on the date the MOU is agreed. Payments for tranche two will be paid in May and July 2023 respectively, dependent on when the local authority's spending on this fund surpasses 60% of their tranche one payment.

Given the urgency of delivery we expect all local authorities to show flexibility in how they apply their approvals processes in order to participate in this fund. All MOUs should be signed ahead of the first tranche of payments. Local authorities will ultimately be responsible for delivery and ensuring value for money of the allocation they have received.

#### **4.8 Fraud Risk Assessments**

Local authorities shall be responsible for ensuring that fraud is a key consideration in all spend activity and that the following minimum standards are met:

- Follow the [Grants Functional Standards on Fraud Risk Assessment](#) (FRA) – pages 15-19;
- Undertake FRAs at an appropriate level to each individual project dependent on risk;
- Ensure that this spend is undertaken in accordance with effective authority fraud prevention policy and procedure, and via engagement with your organisations' specialists in this area;
- Ensure that relevant evidence and data to prevent fraud is gathered as part of due diligence undertaken ahead of releasing funds;
- Implement reporting and monitoring requirements that will identify irregularities or issues in use of funds which can be investigated further;
- Store and file all work undertaken on FRA in the event of any issues or audit requirements.

#### **4.9 Due Diligence**

Local authorities shall be responsible for ensuring that proportional due diligence is applied to all this fund spend and that the following minimum standards are met:

- Follow the [Grants Functional Standards on Due Diligence](#) – pages 20-24;
- Undertake due diligence at an appropriate level to each individual project dependent on risk;
- Ensure that due diligence is undertaken in accordance with effective authority rules and procedures through authorities' teams specialising in this area;
- Ensure that key areas of due diligence identified for projects in which local authorities invest are reported on and monitored throughout the term of delivery;
- Store and file all work undertaken on due diligence in the event of any issues or audit requirements.

#### **4.10 How we will monitor performance and delivery**

Key Performance Indicators (KPIs) will be detailed in MOUs with local authorities and will be based on the fund objectives outlined at section 2.1.

Every two months, local authorities will provide a mix of quantitative and qualitative summary updates to the Department for Levelling Up, Housing and Communities to track against agreed delivery milestones. The reports will be due every two months until delivery is completed, with the dates specified in the MOU.

We will ask for the following information either as part of ongoing monitoring and/or as part of evaluation of the fund:

- Offers accepted, including bedroom size and whether these are part of the “main” or “bridging” element of the funding;
- Number of properties where contracts exchanged, including bedroom size;
- Number of properties occupied, including bedroom size;
- Number of families housed, including which resettlement programme they belong to;
- Number of individuals housed, including which resettlement programme they belong to;
- Total expenditure (including grant and other funding);
- Total committed spend (including grant and other funding);
- Government grant used;
- Overall assessment (RAG rated) of whether delivery is on track.

#### Future evaluation requests

We will conduct an evaluation of the fund near the end of the monitoring period. To understand how the fund is being delivered in further detail, we will ask local authorities for the following information:

- How properties have been sourced (e.g. through stock acquisition or another delivery route);
- Breakdown of households housed by previous housing situation, e.g. emergency accommodation/temporary accommodation;
- Tenancy duration;
- Rent levels;
- Number of additional pledges made to provide housing for those in bridging accommodation;
- Number of properties obtained outside the local authority’s area, if applicable, and where these are located.

We expect that local authorities will respond to any reasonable additional requests from the Department for Levelling Up, Housing and Communities to support any retrospective assessment or evaluation as to the impact or value for money of the fund. We will expect the authority to, at minimum, monitor spend, outputs and outcomes against agreed indicators and keep this information for at least 5 years.

We may also ask for details about how the acquired properties are being used, for example if they are still publicly owned and if they have become part of the social housing or affordable stock. This will require local authorities to maintain address-level data. This is for us to examine the legacy impacts of the fund.

#### 4.11 Next steps and important dates

- Local authorities who have been identified as eligible for funding will be sent a link to a validation form, to confirm their interest in participating, and to set out how they intend to deliver this fund. Submissions will be reviewed as they are received and therefore forms submitted earlier may receive an earlier response.
- Local authorities must submit their validation form by 25 January 2023 via this [link](#). Forms will only be accepted submitted by the link above. After submitting their validation forms, we encourage local authorities to email their signed MOU as soon as possible.
- In the event we have any clarification questions about the contents of a validation form, we will contact the local authority directly for further detail.
- If a validation form is accepted, we will make best endeavours to contact the local authority to confirm their allocation by 15 February 2023. We will be prepared to sign a Memorandum of Understanding with local authorities as soon as they have received the appropriate internal clearances. We expect local authorities to have signed this no later than 1 March 2023 but will work flexibly with local authorities.
- Tranche one of funding is due to happen in February/March 2023 (depending on the date the MOU is agreed), tranche two is due to happen in May or July 2023, dependent on when the local authority's spending on this fund surpasses 60% of their tranche one payment as reported during the monitoring and evaluation windows.
- Local authorities will be asked to complete a monitoring return every two months on the basis as set out in the Memorandum of Understanding and we will discuss any concerns about delivery with local authorities directly. The final monitoring return is scheduled to take place in November 2023, however we will expect monitoring returns to be completed until delivery is complete. We expect to carry out an evaluation from December 2023.
- For any questions about this fund please contact LAHF@levellingup.gov.uk.

## **Annex A – Validation Questions**

### Overview

The Local Authority Housing Fund will provide up to £500 million in capital grants to help councils obtain additional housing to accommodate the defined eligible cohort at risk of homelessness or living in bridging accommodation.

Councils' funding offer has been allocated on the basis of a formula, taking into account housing pressures and the number of recent Ukrainian arrivals.

This form applies to eligible councils in England only.

The validation form will be split into two parts, assessed and non assessed additional questions.

If you need to edit or revisit any sections of the validation form you will need to use the browser back button. Be aware that if you use the browser back button, the screen that you are currently viewing will not be saved.

Once you have submitted your validation form you will not be able to edit your response.

Please keep a copy of your answers for future reference.

After submitting your validation form, please send your completed and signed Memorandum of Understanding by email to the Local Authority Housing Fund Team via LAHF@levellingup.gov.uk.

### Validation Questions

1. Are you willing and able to participate in the Local Authority Housing Fund programme?
  - Yes (form proceeds to question 3)
  - No (form proceeds to question 2)
2. Please provide further details of why you are not willing or able to participate in the programme (form proceeds to end).
3. Does the proposal you outline in this form meet the fund objectives outlined below? (Please note this is requirement of the fund and if not agreed you will not be able to participate in the fund.)
4. For the "main element" of the fund, how many homes can you acquire by 30th November 2023 (this is a target date, payments will be honoured assuming delivery within financial years 2022/23 and 2023/24)?

Note: if you can deliver fewer than your initial allocation, your funding will be scaled down proportionally to reflect the number of homes, based on the grant per property outlined in your allocation email. If you state you can deliver more homes at this grant rate than your initial allocation, we will progress with the MoU using your initial allocation and following reallocation process, we will

confirm whether any additional funding is available to enable you to deliver more than your initial allocation.

All delivery proposals in this section should be based on the policy in section 2.1 of the prospectus and the grant per property set out in your allocation email.

5. For the "bridging element" of the fund, how many 4+ bedroom homes can you acquire by 30th November 2023 (this is a target date, payments will be honoured assuming delivery within financial years 2022/23 and 2023/24)?

Note: if you can deliver fewer than your initial allocation, your funding will be scaled down proportionally to reflect the number of homes, based on the grant per property outlined in your allocation email. If you state you can deliver more homes at this grant rate than your initial allocation, we will progress with the MoU using your initial allocation and following reallocation process, we will confirm whether any additional funding is available to enable you to deliver more than your initial allocation.

All delivery proposals in this section should be based on the policy in section 2.1 of the prospectus and the grant per property set out in your allocation email.

6. Do you agree to provide progress reports every 2 months until delivery is completed including Management Information (MI) and reporting against Key Performance Indicators (KPIs) as detailed in the prospectus?

(Please note this is requirement of the fund and if not agreed you will not be able to participate in the fund.)

7. Has your Section 151 Officer or Deputy S151 Officer approved this submission?

(Please note this is requirement of the fund and if not agreed you will not be able to participate in the fund.)

### **Additional non-assessed questions**

The next set of questions are not assessed and will be used by the department to aid policy development and evaluation design only.

1. If the number of "main element" properties you can deliver is fewer than your allocated number, please outline the reasons for this.
2. If the number of 4+ bedroom "bridging element" properties you can deliver is fewer than your allocated number, please outline the reasons for this.

3. How do you plan on delivering your proposed/target number of homes?  
Please provide details of the type of stock you plan to acquire, noting the non-exhaustive list of examples provided in section 3 of the programme prospectus.
4. If your chosen delivery plan will add to existing housing in your area, please provide an estimate of the number of new homes.
5. Please provide your key milestones for delivery, including decision making timelines.
6. Based on the indicative approach(es) identified in your delivery plan above, please provide a brief overview that shows a financial projection of how and when the budget will be spent versus the timescales / number of homes to be acquired.
7. How do you intend to fund your contributory share required to secure your proposed/target number of homes? (e.g. from capital receipts, revenue, borrowing or funded by a partner?)
8. What are the key risks for delivery and how do you intend to mitigate them?
9. If this programme continued into future years using the same or a similar approach, (e.g. assuming launch in late 2023 and running for the following 12 months), how many homes could you deliver in this time period?

## ENVIRONMENT AND COMMUNITY PANEL WORK PROGRAMME 2022/2023

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER/ ATTENDEE	OBJECTIVES AND DESIRED OUTCOMES
<b>7<sup>th</sup> June 2022</b>	Appointment of Vice Chair for the Municipal Year	Operational		
	Appointments to Task Groups and Informal Working Groups	Operational	Democratic Services Officer	To appoint Members to the Task Groups and IWG's as appropriate
	Appointments to Outside Bodies	Operational	Democratic Services Officer	To ensure continued representation on the Outside Bodies
	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Cabinet Report Contaminated Land Strategy	Cabinet Report	Dave Robson	To consider the report and make any appropriate recommendations to Cabinet.
	Presentation from Water Management Alliance – Internal Drainage Boards for King's Lynn and Norfolk Rivers		Water Management Alliance	To receive an update on the work of the IDB
	Updated Terms of Reference of the Homelessness and Housing Delivery Task Group	Operational	Duncan Hall and Nikki Patton	Panel to consider amended Terms of Reference
	21/22 Review of the Councillor Community Grants Scheme	Monitoring	Debbie Ess	To provide feedback on the scheme.
<b>19<sup>th</sup> July 2022 MEETING CANCELLED</b>	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Presentation from Ely Drainage Boards on Internal Drainage Boards for East of Ouse, Polver and the Nar, Downham and Stow Bardolph, Littleport and		Representatives from Ely Drainage	To receive an update on the work of the IDBS

	Downham, Southery and District, Stringsides and Stoke Ferry		Boards	
	Tourism Development Plan 2022-2026		Philip Eke	
	West Norfolk Investment Plan for Shared Prosperity Fund	Cabinet Report	Jemma Curtis	To consider the report and make any appropriate recommendations to Cabinet
	EXEMPT Cabinet Report – MRF Contract	Cabinet Report	Barry Brandford and Alexa Baker	To consider the report and make any appropriate recommendations to Cabinet.
<b>6<sup>th</sup> September 2022</b>	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Update Reports from Members on Outside Bodies nominated by the Environment and Community Panel	Annual Updates		To receive updates on the work of Outside Bodies
	Tourism Development Plan 2022-2026		Philip Eke	
<b>1<sup>st</sup> November 2022</b>	LGA Coastal SIG – Motion for the Ocean	As requested by Councillor Devereux	LGA Coastal SIG	To receive information.
	Cabinet Report – Kasset	Cabinet Report	H Howell and N Gromett	To consider the report and make any appropriate recommendations to Cabinet
	EXEMPT - Cabinet Report – NEWS Contract	Cabinet Report	B Brandford	To consider the report and make any appropriate recommendations to Cabinet.
<b>3<sup>rd</sup> January 2023</b>	Rural Prosperity Fund	Future Cabinet Report	D Hall and N Cooper	To consider the report and make any appropriate recommendations to Cabinet.



	Update on the work of King's Lynn Conservancy Board	As requested by the Panel	Representatives from the Conservancy Board	To receive an update on the work of the Conservancy Board.
	Update on the operation of the Homelessness and Housing Delivery Task Group	Requested by Members of the Task Group	Update from Task Group Members	To receive an update on the operation of the Task Group
<b>2<sup>nd</sup> February 2023 – Additional Meeting</b>	Cabinet Report – Local Authority Housing Fund	Cabinet Report	D Hall	To consider the report and make any appropriate recommendations to Cabinet.
<b>21<sup>st</sup> February 2023</b>	Roadmap for the National Flood and Coastal Erosion Risk Management Strategy for England	Request from Councillor Devereux	Update from the Environment Agency	Representatives from the Environment Agency will be attending the meeting.
	Update on the Levelling Up Fund and Oasis		D Ousby	To receive an update and comment on proposals
	Presentation from Ely Drainage Boards on Internal Drainage Boards for East of Ouse, Polver and the Nar, Downham and Stow Bardolph, Littleport and Downham, Southery and District, Stringside and Stoke Ferry		Representatives from Ely Drainage Boards	To receive an update on the work of the IDBS
	Update on the operation of the Homelessness and Housing Delivery Task Group	Follow up from previous meeting	Chair and Members of the Task Group	To receive an update following actions from the previous meeting.
<b>4<sup>th</sup> April 2023</b>	Portfolio Holder Q&A Session			Questions to be submitted in advance of the meeting
	Update from Borough Council's representative on King's Lynn Football Club	Outside Body update	Council's representative	To receive an update.

**To be scheduled**

- Gayton Road Cemetery – to come back once alternative locations had been identified.
- Peat Bogs and CO2 emissions
- Together for Rivers Campaign
- Wild East Nature Recovery Programme
- Seals and Flying Rings – update from Friends of Horsey Seals
- Alive West Norfolk Full Year Update – June/July 2023
- Wash Barrier Proposal
- Anglian Water and Water Extraction
- Opportunities for Young People – Employment and Aspiration

**FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
7 February 2023						
	Budget	Key	Council	Finance Asst Director – M Drewery		Public
	Capital Programme	Key	Council	Finance Asst Director – M Drewery		Public
	Treasury Management Policy update	Key	Council	Finance Asst Dir M Drewery		Public
	Capital Strategy	Key	Council	Finance Asst Dir M Drewery		Public
43	West Norfolk Investment Plan - Shared Prosperity Fund Update	Non	Cabinet	Business, Culture and Heritage Housing Strategy Manager		Public

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
Additional Meeting 8 February 2023						
	Call in of officers decisions	Non	Council	Leader Monitoring officer		Public
	Hunstanton Multi User Hub and Transport Exchange	Key	Cabinet	Development & Regeneration Asst Dir – D Ousby		Public
	Revenues and Benefits Officer Delegations	Non	Council	Leader Asst Dir – M Drewery		Public
	Meetings Arrangements	Non	Council	Leader Chief Executive		Public

	Local Authority Housing Fund	Key	Council	Community Asst Dir – D Hall		Public
--	------------------------------	-----	---------	-----------------------------	--	--------

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
7 March 2023						
	Review of Unreasonable complaints Policy	Non	Council	Leader Monitoring Officer		Public
	Changes to Council Tax Charges for Long Term Empty Properties and Second Homes for 2024/2025	Key	Council	Finance Asst Dir – M Drewery		Public
	LGA Model Code of Conduct	Non	Council	Leader Asst Dir – A Baker		Public
14	Notice of Motion 16/22 – Peer Review	Non	Cabinet	Leader Chief Executive		Public
	Southgates Regeneration Area Development Brief and Next Steps	Key	Council	Development and Regeneration Asst Dir – D Hall		Public
	Governance Review Task Group	Non	Cabinet	Leader Chief Executive		Public
	Members Allowances Scheme 2021-25	Non	Council	Finance Chief Executive		Public
	Guildhall CIO Governing Document	Non	Cabinet	Business Culture & Heritage Asst Dir - D Hall		Public
	Levelling up Government response and actions	Key	Council	Business Culture & Heritage Asst Director – D Hall		Public
	Towns Fund Local Assurance Framework	Non	Cabinet	Business Culture & Heritage Asst Director – D Hall		Public

	Freedom of the Borough - amendments	Non	Council	Leader Chief Executive		Public
--	-------------------------------------	-----	---------	---------------------------	--	--------

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
18 April 2023	West Winch Collaboration Agreement	Non	Cabinet	Development and Regeneration Exec Dir – G Hall		Public
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public
45	Asset Management – Land and Property	Key	Cabinet	Property Asst Dir Property and Projects		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Southend Road Hunstanton	Key	Cabinet	Development and Regeneration Asst Dir – D Ousby		Public

**Items to be scheduled**

	Notice of Motion 7-21 – Councillor Kemp – Equalities	Non	Council	Leader Asst Dir B Box		Public
	Procurement Strategy	Non	Cabinet	Finance Asst Dir – D Ousby		Public
	Review of Planning Scheme of Delegation (summer 23)	Non	Council	Development and Regeneration Asst Dir – S Ashworth		Public
	Lynnsport One (summer 23)	Key	Council	Regeneration & Development Asst Dir Companies & Housing Delivery – D Ousby		Public