

Guildhall Gainsborough
Lincolnshire DN21 2NA
Tel: 01427 676676 Fax: 01427 675170

AGENDA

This meeting will be webcast live and the video archive published on our website

**Prosperous Communities Committee
Tuesday, 28th January, 2025 at 6.30 pm
Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA**

Members:

- Councillor Mrs Lesley Rollings (Chairman)
- Councillor Emma Bailey (Vice-Chairman)
- Councillor Trevor Young (Vice-Chairman)
- Councillor Owen Bierley
- Councillor Frazer Brown
- Councillor Stephen Bunney
- Councillor Karen Carless
- Councillor Christopher Darcel
- Councillor Jacob Flear
- Councillor Paul Lee
- Councillor Peter Morris
- Councillor Roger Patterson

NB: Membership to be confirmed at the Meeting of Full Council to be held on Monday, 27 January 2025

1. **Apologies for Absence**
2. **Public Participation**
Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.
3. **Minutes of Previous Meeting** (PAGES 3 - 8)
To confirm and sign as a correct record the Minutes of the Meeting of the Prosperous Communities Committee held on Tuesday, 3 December 2024
4. **Members' Declarations of Interest**
Members may make any declarations at this point but may also make them at any time during the course of the meeting.

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

5. **Matters Arising Schedule** (PAGES 9 - 10)
Setting out current position of previously agreed actions as at 20
January 2025

6. **Public Reports**

i) West Lindsey Housing Register & Nomination Policy (PAGES 11 - 75)

ii) Prosperous Communities Committee Draft Budget (PAGES 76 - 98)
2025/2026 and estimates to 2029/2030.

iii) Workplan (PAGE 99)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Monday, 20 January 2025

Prosperous Communities Committee – 3 December 2024
Subject to Call-in. Call-in will expire at 5pm on 6 January 2025

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Prosperous Communities Committee held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 3 December 2024 commencing at 6.30 pm.

Present: Councillor Mrs Lesley Rollings (Chairman)
Councillor Emma Bailey (Vice-Chairman)
Councillor Trevor Young (Vice-Chairman)

Councillor Owen Bierley
Councillor Frazer Brown
Councillor Stephen Bunney
Councillor Karen Carless
Councillor Christopher Darcel
Councillor Paul Lee
Councillor Roger Patterson
Councillor John Barrett

In Attendance:
Sally Grindrod-Smith Director Planning, Regeneration & Communities
Grant White Communities Manager
Robert Gilliot Operational Services Manager
Ele Snow Senior Democratic and Civic Officer

Apologies: Councillor Jacob Flear
Councillor Peter Morris

Membership: Councillor J. Barrett was appointed substitute for Councillor P. Morris

41 PUBLIC PARTICIPATION

There was no public participation.

42 MINUTES OF PREVIOUS MEETING

RESOLVED that the Minutes of the Meeting of the Prosperous Communities Committee held on 12 November 2024 be confirmed and signed as a correct record.

43 MEMBERS' DECLARATIONS OF INTEREST

Councillor C. Darcel declared a personal interest in agenda item 6a, the Wellbeing Lincs Service, and noted he would not vote on the item.

44 MATTERS ARISING SCHEDULE

With no comments, questions or requirement for a vote, the Matters Arising Schedule, setting out the current position of previously agreed actions as at 25 November 2024, was **DULY NOTED**.

45 WELLBEING LINCS SERVICE

The Committee heard from the Director of Planning, Regeneration & Communities seeking to inform Members of the revised delivery arrangements for the new Wellbeing Lincs Service and gain approval for signing of the new Collaboration Agreement. It was noted that a decision was made by the Corporate Policy and Resources Committee on 11 April 2024 to submit a partnership bid for the new Wellbeing Service contract with East Lindsey as host organisation and North Kesteven and City of Lincoln also making up the partnership. A bid was submitted to Lincolnshire County Council for the new contracted Wellbeing Service on 15 July 2024, and, after a number of delays through the system, a decision was received on 24 August 2024 that the partnership had been successful in obtaining the new Wellbeing Service contract. The contract was due to start on 13 January 2025 and would run for a period of five years with potential extensions thereafter of up to a further five years.

Members were provided with a summary of the new contract arrangements, including the transfer of staff members to West Lindsey District Council, the updated collaboration agreement and the budgetary implications. It was highlighted that a report was also being presented to the Corporate Policy and Resources Committee at the 12 December meeting, in order to approve the establishment of the revenue budget.

In response to financial queries raised by Members of the Committee, it was explained that, if the council had not been involved in the provision of the service, there would have been a budget deficit. Based on the proposals, there was instead a small net gain. Representation on the board of management was allocated within the council according to who was best placed to understand the requirements of the role, that being the Homes, Health and Wellbeing Team Manager as opposed to a Director.

Members expressed their support for the service, highlighting the benefits which had been seen over the years the service had been in place, and commending the ongoing involvement of the council. It was recognised that ongoing financial concerns would have an impact on the structure and provision of the service, with support given for the new proposals. It was noted that it would be useful for Members to be provided with the most recent annual review of the service, and for there to be an information session for all Councillors in order to explain the amended delivery of the service and highlight the purpose of it, especially for those who may not be aware of the full scope. It was agreed for these actions to be noted and arranged.

In response to concerns raised regarding the commitment of TUPE'ing across the staff members to West Lindsey District Council and the potential risks involved, it was highlighted that, in the event of redundancies, those costs would be covered by the service and not fall on West Lindsey District Council. Members were offered a breakdown of the budget, and it was noted this would also be of assistance to Members of the Corporate Policy and Resources Committee.

A Member of the Committee enquired as to what would happen in the event of the Corporate Policy and Resources Committee not approving the establishment of the revenue budget, if the Committee was not content with the financial implications. It was noted that the Committee would be advised of any risks arising from their decision, if that situation came to pass.

The Chairman thanked Members for their comments, and, having been moved, seconded, and voted upon, with one abstention it was

RESOLVED that the revised delivery arrangements under the new contract be noted, and authority for signing of the final Collaboration Agreement be delegated to the Director of Planning, Regeneration and Communities in consultation with the Chairman of the Prosperous Communities Committee.

46 VOLUNTARY & COMMUNITY SECTOR FUNDING

Members gave consideration to a report from the Communities Manager seeking to provide an update on the Voluntary & Community Sector (VCS) funding review, and present recommendations on future funding awards. Members heard that the Community Grants Panel, with support from the Communities Team, had conducted a review of Voluntary and Community Sector core funding, as requested by the Prosperous Communities Committee on 19 March 2024. It was noted that West Lindsey District Council was currently one of the most active core funders of voluntary, community and social enterprise organisations in comparison with other surrounding local authorities. Based on the rationalisation of the purpose and principles of core funding and the evidence gathered, future eligibility of grantees for core funding had been discussed by the Panel, particularly in the context of potential financial pressures in future years for the council.

It was explained that the Community Grants Panel recommended supporting core funding for all current grantees until March 2026. This was deemed important to ensure sufficient time for planning, fundraising, beneficiary support and effective communication by grantees, partners and the council. It was highlighted that some grantees may benefit from support from, and partnership with, other possible partners including local authorities such as town, parish or county council. At the time of doing the review work, there was continued uncertainty around future finances from Central Government for Local Authorities. This had an impact on the ability to make decisions about future financial commitments to VCS core funding. Discussions with Councillors had highlighted the need for additional engagement with organisations core funded by the council as part of the VCS Core funding review work. This would include additional meetings, interviews and site visits for Councillors to fully understand the role and impact of core funded organisations. A report with future core funding recommendations would be presented to the Prosperous Communities Committee by September 2025.

The Chairman thanked the Communities Manager and extended thanks to the Members of the Community Grants Panel. She noted that the ongoing review would involve invites to meet with different organisations and encouraged Members to be a part of those conversations.

The Committee voiced their collective thanks for the work undertaken, and that of the organisations who provided much needed support and facilities in the communities around the district. The approach for ongoing review was welcomed, with a request that thanks to the Communities Team be put on record. It was also recognised that much of the work funded through the council had wider, immeasurable benefits, for example the tourism pull of the Churches Festival, which saw visitors come to the district from all round the country.

The financial challenges facing these organisations were acknowledged, with Members advocating for additional support to identify savings, efficiencies and alternative funding streams, especially in light of increased budget restrictions within Local Authorities.

Having been moved and seconded, the Chairman took the vote, and it was unanimously

RESOLVED that

- a) the Voluntary & Community Sector funding grants for 2025/26 be approved as follows:
 - Call Connect - £30,000
 - Citizens Advice Lincoln & Lindsey - £60,200
 - Gainsborough Adventure Playground Association - £15,000
 - Lincoln Area Dial-a-Ride - £13,000
 - Live & Local - £3,500
 - The Conservation Volunteers - £30,000
 - Voluntary Centre Services - £25,000
 - West Lindsey Churches Festival - £8,000
- b) the work of the VCS Funding Review be continued as set out in Section 6 of the report and a report be presented to the Prosperous Communities Committee by September 2025.

47 RESPONSE TO MOTION - INCREASED STREET SWEEPING CAPACITY

The Committee heard from Operational Services Manager setting out information in response to a Motion presented to Full Council on 4 March 2024 regarding exploring the financial implications and feasibility of increasing road sweeping capability. The report detailed potential options, allowing the Committee to consider what may be possible, and determine whether a change to the Road Sweeping Policy should be applied. It was noted that options with financial implications would require a recommendation from the Prosperous Communities Committee to the Corporate Policy and Resources Committee for approval of the appropriate funding.

It was explained that the current arrangements included one HGV road sweeper on a hire maintenance contract at the cost of £36,000 (plus £8.3k fuel) per annum. The road sweeper was required to be operated by a Class 2 HGV driver at the cost of £37,200 per annum. The road sweeper covered every village in the district at least once a year, while towns were visited more frequently. The sweeper was operated Monday to Friday, with Thursday as a day off, and was in Gainsborough town centre most Sundays as overtime. The HGV sweeper had a schedule of works but may also be required to attend to ad hoc requests or

private work at any time, such as occasional building site sweeps. During the months of November and December the Council hired another HGV sweeper and driver to undertake seasonal sweeping for leaf fall at a cost of £14,500 for the 2 months.

Three options were included in the report, however it was explained that these were indicative of how the service may be changed, with Members invited to consider their own alternatives if wished. The first option was to carry on with the current arrangements, which, whilst not having any financial impact, would not increase road sweeping capacity. The second option was to hire another sweeper vehicle and driver. This would increase the capacity, remove the need to hire in a second vehicle in November and December, however there was an additional cost of £53,000 for 2025/26. The third option contained within the report was to employ an additional HGV driver to work on rotation with the existing driver on the one HGV road sweeper. This would increase capacity and also lead to a reduction in annual costs of £1600 for 2025/26 due to the reduction in overtime hours.

Councillor F. Brown, as the author of the original Motion, thanked the Operational Services Manager for the report. He noted that, following a run of storms, there had been a significant amount of cleaning up required and it was that which had prompted him to request a review of the Council's approach to road sweeping. He sought additional information regarding the frequency of road sweeping in Nettleham, amongst other villages in his area. It was confirmed that whilst there was a rota for the road sweeper visiting named towns and villages, this was often impacted by ad hoc requests and demand in other areas of the district. It was requested whether the indicative rota could be shared with town and parish councils, it was explained this would be possible, however there would remain the need for flexibility.

Members of the Committee voiced their thanks for the report and support for option three to be implemented. A Member of the Committee took the opportunity to highlight that, for the third year in a row, the West Lindsey refuse collection service and street cleansing service had been shortlisted for the APSE Performance Network Awards, with the winners to be announced shortly.

With a proposal to instigate option three within the report having been moved and seconded, the Chairman called the vote and it was

RESOLVED that

- a) having considered the information provided in response to the Motion to Council, the Motion be supported and road sweeping capacity be increased and;
- b) option three, to employ an additional HGV Driver to work a four day on, four day off rota with the current sweeper driver, be recommended to the Corporate Policy and Resources Committee for approval.

48 WORKPLAN

With no questions or comments, the work plan was **DULY NOTED**.

The meeting concluded at 7.38 pm.

Chairman

Prosperous Communities Matters Arising Schedule

Purpose: To consider progress on the matters arising from previous Prosperous Communities Committee meetings.

Recommendation: That Members note progress on the matters arising and request corrective action if necessary.

Matters Arising Schedule

Status	Title	Action Required	Comments	Due Date	Allocated To
Black	Signage for Fly-tipping Hotspots	Signage to be put up in areas known for fly-tipping by way of deterrent and to assist members of the public with the reporting of fly-tips.	<p>29.10.24 PC Cttee: Members enquired as to whether it was possible to have increased signage in those areas known for frequent instances of fly-tipping, both to inform fly-tippers of the penalties they faced and to assist members of the public with how to report an instance of fly-tipping. Officers confirmed this could be arranged and undertook to have signs made up.</p> <p>20.11.24 - AG: Officers tasked with creating new signage for fly-tipping. Current "Owl Eyes" signage is in use in hotspots. New signage will be more focused on reporting and raising awareness.</p>	31/12/24	Andy Gray
Black	Communications re Use of West Lindsey District Council Website to Report Fly-Tipping / Littering / Graffiti	Use of WLDC website to report eg fly-tipping to be publicised.	<p>29.10.24 PC Cttee: Members discussed the use of the 'Fix My Street' reporting portal as well as the West Lindsey District Council reporting system, with praise for the ease of use, efficiency of reporting, and speed of Operative response when using the West Lindsey website. It was enquired as to whether there could be comms undertaken in order to remind members of the public of how to report, for example, instances of fly-tipping, as well as highlighting the West Lindsey website.</p> <p>20.01.25: reporting process highlighted through social media campaign</p>	31/12/24	Julie Heath
Green	Membership of the Sport & Physical Activity Task and Finish Group	Contact to be made with Group Leaders seeking representatives for the task & finish group.	<p>29.10.24 PC Cttee: RESOLVED that Membership of the Sport and Physical Activity Task and Finish Group, to comprise of six cross-party and cross-district Member representatives, be delegated to the Director of Planning, Regenerations and Communities, in consultation with the Chairman of the Prosperous Communities Committee, and to be confirmed within 14 days.</p> <p>Update: awaiting named nominations to be received</p>	28/01/25	Grant White

Green	Success Rate of Fixed Penalty Notices in Neighbouring Areas	To inform Members of the Prosperous Communities Committee of the success rate of FPNs in other areas of the County	29.10.24 PC Cttee: Members enquired as to the success rate of FPNs in other areas. It was explained that this data was not routinely gathered or shared however Officers could make enquiries and feedback responses to the Committee.	28/02/25	Andy Gray
Green	Breakdown of Environment & Sustainability Actions by Ward	A breakdown of Environment & Sustainability actions by Ward to be included in the State of the District report.	12.11.24 Prosperous Communities Cttee: [it was requested] ... "that Members be provided with a breakdown of initiatives in their ward areas. It was confirmed that the State of the District report was being digitised and could include this breakdown of actions per area."	31/03/25	Rachael Hughes
Green	Wellbeing Lincs - All Member Information Session	All Member information session to be arranged regarding the updated Wellbeing Lincs service. Annual report to be circulated in advance.	PC cttee 03.12.24: "It was noted that it would be useful for Members to be provided with the most recent annual review of the service, and for there to be an information session for all Councillors in order to explain the amended delivery of the service and highlight the purpose of it, especially for those who may not be aware of the full scope. It was agreed for these actions to be noted and arranged."	30/04/25	Sarah Elvin
Green	Parking Strategy - Future Considerations AND	Following discussions at PC Cttee meeting 19 July 2022, considerations for the refresh of the Parking Strategy should include details on opportunities to "green" the strategy as well as reconsidering options for motorhome and caravan parking, in relation to the visitor economy. Further details in minutes of meeting.		01/07/25	Sally Grindrod-Smith
	Value for Money Review of Car Park Enforcement	PC Cttee 26/10/23: resolved that Officers carry out a value for money review of the existing car park enforcement contract and report the findings to the Prosperous Communities Committee by 31 May 2024. Review to be undertaken & item to be added to the forward plan please.	Update: date extended pending further discussions regarding the review of the car parking strategy as a whole Item has been discussed at Leaders' Panel with subsequent actions through Committee to be confirmed.		



**Prosperous Communities
Committee**

Tuesday 28th January 2025

Subject: West Lindsey Housing Register & Nomination Policy

Report by:	Director of Planning, Regeneration & Communities
Contact Officer:	Sarah Elvin Homes, Health & Wellbeing Team Manager sarah.elvin@west-lindsey.gov.uk
Purpose / Summary:	To adopt the new West Lindsey Housing Register and Nomination Policy

RECOMMENDATION(S):

- 1 Members agree to adopt the Housing Register and Nomination Policy**
- 2. Members delegate authority for minor amendments to the policy to be approved by the Director for Planning, Regeneration and Communities**
- 3. Members note the introduction of a Home Choices Customer Charter which will set expectations for customers when accessing West Lindsey's housing register.**

IMPLICATIONS

Legal:

This policy is the allocation scheme (as required by the Housing Act 1996, as amended by the Homelessness Act 2012 and Localism Act 2011) for West Lindsey District Council. It sets out the framework within which West Lindsey operate in the assessment of housing need on the common housing register and the nomination from that register to social rented properties.

(N.B.) Where there are legal implications the report MUST be seen by the MO

Financial : FIN/132/25/MT/SL

There are no direct financial implications as a result of adopting this policy.

(N.B.) All committee reports MUST have a Fin Ref

Staffing :

There are no direct staffing implications as a result of adopting this policy.

(N.B.) Where there are staffing implications the report MUST have a HR Ref

Equality and Diversity including Human Rights :

An Equality Impact Assessment has been undertaken and is included at appendix 3.

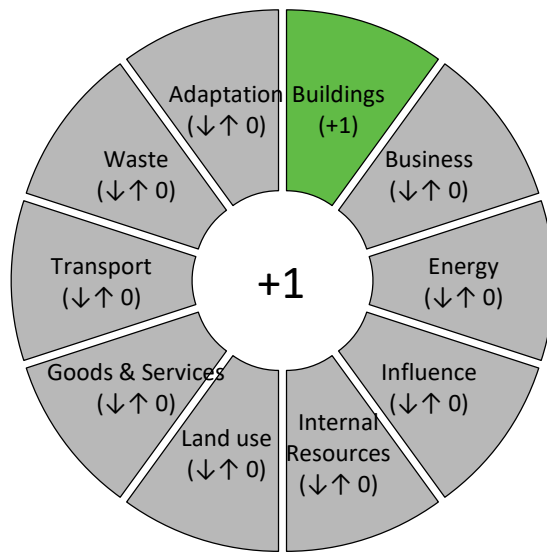
Data Protection Implications :

West Lindsey Data Protection Officer has reviewed the policy and made any necessary amendments to ensure the policy meets the Data Protection requirements,.

Under this policy, a lot of sensitive and personal data is collected, this has been reviewed to ensure all data collected is relevant and required to undertake the process of delivering these services.

This policy has been reviewed by the Data Protection officer and amendments made accordingly.

Climate Related Risks and Opportunities :



Generated
30/12/24 v1.36

West Lindsey District Council will be net zero by 2050 (25 years and 0 months)

Best use is made of properties let under this policy. This means that priority is given for people who are under occupying a home which could lead to waste in energy etc. The policy ensures that properties can only be let where there is a requirement for all bedrooms to be utilised.

Section 17 Crime and Disorder Considerations :

None in relation to adoption of this policy

Health Implications:

Ensuring that West Lindsey have a compliant and up to date policy in relation to the housing register and nomination to social housing is imperative to deliver on our health and wellbeing strategy. Having an affordable and safe roof over your head is one of the biggest factors in a person's health and wellbeing and this policy will ensure that priority is given to those who are most in need while being open and transparent about the process for applying for social housing in West Lindsey.

The simultaneous adoption of our customer charter will ensure that West Lindsey are always delivering high quality customer service to our residents who are in need of housing and will set expectation for people who are accessing our services.

Title and Location of any Background Papers used in the preparation of this report:

Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.

Risk Assessment :

N/A

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Introduction

- 1.1 West Lindsey are required by the Housing Act 1996, as amended by the Homelessness Act 2012 and Localism Act 2011) to have an adopted “allocation scheme.”
- 1.2 Previously known as the Lettings Policy, the new West Lindsey Housing register and nomination policy sets out the framework within which we operate in the assessment of housing need on the housing register and the nomination from that register to social rented properties.
- 1.3 This policy details how we determine eligibility for accessing the housing register and sets out clear parameters for how we band housing register applications and award priority. The policy then goes on to explain how we nominate to registered providers and the process for those nominations.
- 1.4 The main objectives of the Policy are to:
 - Provide a fair, open and accountable framework in which everyone has equality of access when seeking an affordable home
 - Prevent homelessness and reduce the use of temporary accommodation
 - Assist applicants in the greatest housing needs, whilst ensuring the best use of limited housing resources and that balanced and stable communities are maintained
 - Ensure quality and accessible advice and assistance about the scheme is freely available, to ensure applicants understand and can participate
 - Take account of the relevant legislation and statutory guidance
 - Have due regard to the Lincolnshire Homelessness and Rough Sleeping Strategy

2. Background

- 2.1 The existing lettings policy has been in place since 2010 and although it has been reviewed annually, due to the current housing climate, it was important to review the policy in full to ensure it is still meeting the needs of our residents.
- 2.2 Currently, there are more people than ever before on West Lindsey’s housing register with over 2900 people currently waiting for housing.
- 2.3 There are a number of contributing factors to this including the cost of living crisis along with people not being able to afford private rented, landlords leaving the sector due to requirements of landlord for renting properties being brought in through the Renters Right Act and even more people wanting security in their tenure.
- 2.4 Alongside that, there are not as many properties being advertised by registered providers, we saw this decline really rapidly with covid where people were remaining in their properties, but with house prices soaring, private rent reducing in numbers and interest rates high, people are staying put in their socially rented accommodation longer than ever before.
- 2.5 These two factors mean it’s important to be as clear, open and transparent on how we manage our register and prioritise applicants and make the best use of the housing stock by ensuring a fair and equitable access to the housing register.

3. Housing register overview

- 3.1 To give some context for the policy, it's important to understand the current situation in regards to our housing register.
- 3.2 We receive on average 1100 applications to the housing register each year and numbers have been steadily increasing since 2021.
- 3.3 We currently have 2992 households registered on our housing register. To put that into context, in 2020/2021, we had 971 people registered on our housing register which is over a 300% increase in people registered since 2020.
- 3.4 For the last 50 properties advertised through our choice based lettings system, it has averaged they have had 22 bids per property, for popular locations this can be upwards of 50 bids per property.
- 3.5 On average, only 300 properties are advertised to rent each year with the majority of those (59%) being in the Gainsborough area.
- 3.6 Waiting times on the Housing register are impossible to predict for our customers. If they are in a high priority banding and are looking in a less popular location, they can be successful in securing a property in a matter of weeks. Other times, in a lower priority banding in a sought-after location, people can be waiting years or may never get offered a property. This is the reason priority bandings are so important, it ensures where a household is in the most need, they are given the best chance of securing accommodation.
- 3.7 Around 80% of applicants are able to complete the application completely independently online with the remaining 20% getting assistance from the team via email, over the phone or in the Guildhall.
- 3.8 West Lindsey Housing Register is open to all eligible households and the priority banding system ensures those in the most needs will be offered properties over those suitably housed. Having an "open" housing register ensures equity and transparency for anyone who wishes to rent a property in the district from a registered provider.

4. Policy review

- 4.1 A full review took place of our existing lettings policy and although no significant amendments have been required, it was important for us that the policy clarifies and simplifies points where we receive the most questions and challenge.
- 4.2 Based on that review, the following amendments were then undertaken.
- 4.3 The Local connection criteria was slightly amended to bring it in line with homelessness legislation. Having a different local connection criteria to the homelessness legislation could often cause issues when trying to discharge a homelessness duty into social housing through our housing register so this amendment simplifies that for our residents.

- 4.4 Out of date elements were removed to streamline the policy which included removing:
- Assisted persons list
 - ADHAC reference
 - Bypassing bids
- 4.5 We have added clarity on many areas where we receive the most questions and challenge including:
- Awarding of medical bandings
 - Nomination to S106 units
 - Timings of properties advertised
- 4.6 There has also been some additional information added to the in the policy areas include:
- Examples of exceptional circumstances
 - Lists of offences taken into account around unacceptable behaviour
 - Proofs required for housing applications
 - Worked examples of how policy has been applied
- 4.7 A copy of the new policy to be adopted can be found at appendix 1

5. Consultation

- 5.1 A consultation of the new policy took place in November and December 2024 and was directed at our registered provider partners, Members of both district and parish councils and our residents.
- 5.2 It was important that everyone who could be affected by the policy and those who support or represent those who could be affected were given adequate time to respond to the consultation.
- 5.3 Officers also held a member information session to give more information and hopefully a deeper understanding of the policy, what it is intended to achieve and why the changes were required. This member information session was attended by 8 Members and recorded to ensure all Members could access in their own time.
- 5.4 The consultation received 31 responses which were broken down as follows:

Respondents	Received
Residents	29
WL District Councillors	1
Town/Parish Councillors	1
Total	31

- 5.5 A full consultation summary is provided at appendix 2

6. Amendments to the policy based on consultation responses.

- 6.1 There were a number of amendments made to the policy based on the consultation responses received. These included the following:
- 6.2 Armed Forces section to the policy: It was clear from the consultation response that

even though the policy is in line with the Armed Forces Covenant Duty, it could go further to ensure all the information for Armed Forces personnel and veterans is clearly located in one section of the policy. A new section has been created which pulled together all of those elements which relate to the Armed Forces to give clarity for this cohort on their eligibility for housing.

- 6.3 There was a comment made that the policy has a lot of jargon included and so the glossary of terms was updated and simplified along with any other jargon removed where it could be explained in more accessible terms.
- 6.4 The eligibility table at appendix B was updated and some narrative added at to explain how to use the table as it was commented that it isn't clear or user friendly.
- 6.5 There were a couple of comments received regarding details in the policy of who is eligible and the duration of time living in an area determining priority but after reviewing the policy, it was thought this information is already included and is as clear as it can be.

7. Customer Charter

- 7.1 As part of reviewing this policy, we wanted to also introduce a Customer Charter for the service area to ensure customers know what to expect from West Lindsey when accessing our services.
- 7.2 This aligns this part of the service with our homelessness service which has a customer charter in place.
- 7.3 The customer charter details the service standards and includes response times for all methods of communication, the process for when someone applies to the housing register and sets out the customer responsibilities and expectations that we have when someone applies to our housing register or bids for a property.
- 7.4 The customer charter was adopted on 6th January 2025 at Management Team and it will be annually reviewed where required. A copy of the customer charter can be found at appendix 4.

8. Recommendations

- 8.1 Members agree to adopt the Housing register and Nomination Policy.**
- 8.2 Members delegate authority for minor amendments to the policy to be approved by the Director for Planning, Regeneration and Communities.**
- 8.3 Members note the introduction of a Home Choices Customer charter which will set expectations for customers when accessing West Lindsey's housing register.**

Housing Register and Nomination Policy

Index

Ref	Section	Page
1.	Introduction	3
2.	Statement of Choice	3
3.	Partnership working	3
4.	Equal Opportunities	4
5.	Data protection, Confidentiality and Sharing Information	4
6.	Eligibility	5
7.	Armed Forces	6
8.	Non-qualifying persons	7
9.	Processing Applications	10
10.	How we assess and prioritise Applications	13
11.	Local Connection	16
12.	Property Eligibility	18
13.	Advertising Vacancies and Bidding	19
14.	Shortlisting and offers	20
15.	Reviews and Complaints	22
Appendix A	Banding Criteria	25
Appendix B	Property Eligibility	27
Appendix C	Glossary of Terms	29
Appendix D	Proof requirements	30
Appendix E	How this policy is applied	31

1. Introduction

- 1.1 This document is the allocation scheme (as required by the Housing Act 1996, as amended by the Homelessness Act 2012 and Localism Act 2011) for West Lindsey District Council. It sets out the framework within which we operate in the assessment of housing need on the housing register and the nomination from that register to Registered Provider affordable properties that are available to rent.
- 1.2 We will work with all registered providers who manage properties within the area and utilise this policy to nominate to properties advertised through our Choice Based Lettings Scheme West Lindsey Home Choice. **This policy does not affect our statutory duties in relation to homeless applicants.**

2. Statement of Choice

- 2.1 West Lindsey District Council is fully committed to enabling applicants to play an active role in choosing where they live, whilst continuing to accommodate those in the greatest housing need in the district. This Policy aims to be open and transparent.
- 2.2 It is important that applicants are aware that the demand for accommodation is higher in some areas than in others, as is property availability and turnover. In making a decision about the choices available, applicants need to consider their housing need against the availability of properties in any given area.
- 2.3 The main objectives of the Policy are to:
 - Provide a fair, open and accountable framework in which everyone has equality of access when seeking an affordable home
 - Prevent homelessness and reduce the use of temporary accommodation
 - Assist applicants in the greatest housing needs, whilst ensuring the best use of limited housing resources and that balanced and stable communities are maintained
 - Ensure quality and accessible advice and assistance about the policy is freely available, to ensure applicants understand and can participate
 - Take account of the relevant legislation and statutory guidance
 - Have due regard to the Lincolnshire Homelessness and Rough Sleeping Strategy

3. Partnership working

- 3.1 The day-to-day administration of the housing register is the responsibility of West Lindsey District Council, and we will shortlist applicants for properties via the choice based lettings system however letting homes is the responsibility of the individual housing providers in accordance with their own lettings policies.
- 3.2 Social housing providers generally have to advertise between 50% and 75% of their vacant properties through the Choice Based Lettings scheme, however they are encouraged to exceed this percentage.

4. Equal Opportunities

- 4.1 West Lindsey District Council are committed to the promotion of equality of opportunity for all existing and potential applications. No one will be treated unfairly due to gender, race, colour, ethnic or national origin, religion, disability, marital status, age, sexuality, health or other reason. This list is not intended to be exhaustive but indicative of our intention and commitment to ensuring equality.

5. Data Protection, Confidentiality and Sharing Information

- 5.1 West Lindsey District Council is known as a 'Controller' of the data you provide and when you provide your personal information (whether on the paper and / or online application), you are consenting to us using this and any other information you provide as proof of your application, to process and consider your application. We will:
- Keep your information accurate and up to date, with your assistance
 - Retain your information only for as long as necessary (minimum of 6 years from the end of the tenancy/application and longer in certain circumstances)
 - Store your information securely in accordance with the Data Protection Act 1998 at a level appropriate for its sensitivity. For further information see the council's Data Protection Policy
- 5.2 We will not share your personal information with third parties without your consent, unless they are processing your information on our behalf, or because the law allows this, for example to check the information provided by you or about you. This includes any sensitive personal information you provide for example regarding you or your family's health, although only where it is necessary.
- 5.3 We are also under a duty to protect the public funds we administer, and to this end may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
- 5.4 The third parties may include but are not limited to, passing your information and

receiving information about you, with the agencies/services listed in the Statement and Declaration on the application form.

- 5.5 If after providing consent to process your personal information for this purpose, you decide to withdraw your consent, then you must contact us immediately to confirm this. However, the consequences of this will be that your application will not be considered. We may also have already passed on your information, as the law allows, to other departments within council and organisations.
- 5.6 If you want to know more about the information we hold about you and how we process this or you have a complaint regarding the way we have handled your personal information please ask for the Data Protection Officer at our main office at Guildhall, Marshalls Yard, Gainsborough. If you however remain unhappy, then you have a right to complain to the Information Commissioner at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 01625 545 700 Website: www.ico.org.uk

6. Eligibility

- 6.1 All applicants must be aged 16 years or over.
- 6.2 Some Registered Providers require 16/17 year olds accepted for housing to have a guarantor and they will have their own requirements for the guarantor. This will be articulated by the Registered Provider and not West Lindsey.
- 6.3 Applications from the following groups will be considered:
- 6.3.1 Persons not subject to immigration control taking account of nationality and immigration. The main customer groups to whom properties will be nominated to are:
- British nationals who are habitually resident in the Common Travel Area (CTA)
 - i.e. United Kingdom, Channel Islands, Isle of Man or Republic of Ireland.
 - Commonwealth citizens who have the right of abode and are habitually resident in the CTA.
 - European Economic Area (EEA) nationals who have the right to reside in the UK and are habitually resident in the CTA.
- 6.3.2 Persons subject to immigration control who have been granted one of the following:
- Refugee status
 - Humanitarian Protection or Discretionary Protection, provided that there is no condition that they shall not be a charge on public funds
 - Indefinite Leave to Remain, provided that they are habitually resident in the CTA and their Leave to Remain was not granted in the previous five years on the basis of sponsorship given in relation to maintenance and accommodation (or if their sponsor has died)
 - Persons subject to immigration control who are nationals of a country that has ratified the European Convention on Social and Medical

Assistance (ECSMA) or the European Social Charter (ESC) provided that they are habitually resident in the CTA and lawfully present in the UK.

- 6.3.3 In addition to European Nationals who are habitually resident in the UK, and can prove they have a current British National Insurance Number, applications from the following groups of people will also be considered: -
- A person granted refugee status when his/her request for asylum is accepted.
 - o Persons granted exceptional leave to enter or remain. This will be someone who has failed in the request for asylum, but has been given leave to remain
 - where there are compelling, compassionate circumstances.
 - Persons granted indefinite leave to remain in the UK who are regarded as having settled status. Applicants still have to establish habitual residence.

6.4 Under the Housing Act 1996, local authorities must consider whether applicants are eligible for housing assistance. This relates to some people who may have been living abroad or who do not have permanent permission to remain in the UK. Any person making an application who is identified as falling under the Asylum and Immigration Act 1996 will be assessed in accordance with the Act. We reserve the right to seek independent advice and assistance to resolve the issue of eligibility.

- 6.4 There may be cases where an ineligible person forms part of a household with others who are eligible. It is important to note that whilst the ineligible person cannot be granted a tenancy, they may be taken into account in the size of accommodation to be offered, but the tenancy will only be granted to the individual who is eligible.

7. Armed Forces

- 7.1 Armed Forces veterans or those being discharged or leaving the armed forces and their families are subject to a number of additional preferences which for ease, are all detailed within this section.
- 7.2 The law states that certain groups of people have reasonable preference within any housing allocation scheme operated by a Local Housing Authority. Reasonable preferences are given to those leaving the Armed Forces who are in housing need and the full list of reasonable preference categories can be found at section 10.3
- 7.3 Additional preference will be given to a person who is in a reasonable preference category, has an urgent housing need and who:
- is currently serving in the regular armed forces and suffers from a serious injury, illness or disability attributable (wholly or partly) to their service
 - formerly served in the regular armed forces
 - is a bereaved spouse or civil partner who has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of their spouse or civil partner whose death was attributable (wholly or partly) to service in the regular armed forces
 - is serving or has served in the reserve armed forces and suffers from a serious injury, illness or disability attributable (wholly or partly) to their service

- 7.4 A local connection with West Lindsey will prioritise bids over applicants who do not have a local connection. More information on this can be found at section 11.3. The following will be awarded a local connection within West Lindsey:
- HM Armed Forces applicants through Section 315 of the Housing and Regeneration Act (2008.)
 - All people currently serving in the UK Armed Forces and all UK Armed Forces veterans. Divorced or separated spouses or civil partners of service personnel who need to move out of accommodation provided by the Ministry of Defence.
- 7.5 In relation to the housing register eligibility, households applying to the housing register may be assessed for their ability to buy/rent a suitable property within the area or improve/adapt their own home to meet their assessed needs. This includes applicants who have been accepted under homelessness legislation to whom the Local Authority owes a duty under sections 193(2) or 195(2) of the Housing Act 1996 as well as general applications. For applicants from the Armed Forces who receive a lump sum as compensation for injury or disability sustained on active service, this settlement amount will be disregarded for the purposes of financial assessment. This is detailed in section 9.13 of the policy.
- 7.6 Applicants with a disability or other need who require an additional bedroom to accommodate a carer are required to provide supporting evidence such as a Care Plan or report from social care or occupational therapy. In order to be eligible for this additional bedroom, the person requiring care should also receive Armed Forces Independence Payment. More details on this can be found at section 12.18 of the policy.
- 7.7 The banding criteria detailed at appendix A will place anyone who has a discharge notice of leaving the Armed Forces automatically in a band 2 on the housing register. More details on banding criteria can be found at appendix A.

8 Non Qualifying Persons

- 8.1 Not everyone who is eligible to apply for housing will qualify to join the scheme.
- 8.2 The following will be considered to be non-qualifying persons, and therefore unable to join this Choice Based Lettings Scheme:
- Existing social housing tenants who have not been in their current home for 12 months. An officer will consider exceptional cases where an applicant's circumstances have significantly changed or if the applicant is at serious risk of harm in their current home (Appendix E)
 - Applicants guilty of serious unacceptable behaviour (7.3)
 - Applicants with rent arrears or other housing debt (7.4)
 - Applicants or a member of the moving household who have benefited from a Right to Buy, Disabled Facilities Grant/adaptation or Renovation Grant in the last 5 years. An officer will consider exceptional cases where an applicant's circumstances have significantly changed or if the applicant

is at serious risk of harm in their current home (Appendix E)

8.3 Serious Unacceptable Behaviour

8.3.1 We are committed to tackling anti-social behaviour and enabling our communities to become safer places to live. The behaviour of applicants will be a factor to be taken into account as part of the assessment process.

8.3.2 Unacceptable behaviour is not limited to behaviour caused by the applicant - it extends to behaviour caused by a member of the applicant's household and visitors to the applicant's home.

8.3.3 In the case of new applications, we expect applicants to provide us with some proof that they have behaved responsibly. We will ask for references for the applicant's current or most recent tenancy to ensure the applicant has behaved as a responsible tenant. We may also consider references from an employer or any other professional person. It will be the applicant's responsibility to obtain the reference.

8.3.4 A person may be excluded from the housing register as a result of unsuitable behaviour or conduct defined as anti – social within the definition of the Anti – Social Behaviour Crime and Policing Act 2014, the severity of which makes them unsuitable to hold a general needs tenancy.

8.3.5 Behaviour that can be regarded as unacceptable includes:

- conduct that has caused, or is likely to cause, harassment, alarm or distress to any person,
- conduct capable of causing nuisance or annoyance to a person in relation to that person's occupation or residential premises, or
- conduct capable of causing housing-related nuisance or annoyance to any person.
- Causing the condition of the property to deteriorate by a deliberate act, or by neglect
- Making a false statement to obtain a tenancy
- Being convicted of an offence (which carries with it a custodial sentence, whether or not custody was imposed) committed in, or in the locality of, their home, or committed elsewhere against a person with a right to reside in, or occupy housing accommodation in the locality, or was committed elsewhere against the landlord of the home, or a person employed in connection with the exercise of the council's housing functions, and that the conduct affects those functions (either directly or indirectly). Offences that we take into account are:
 - Aggravated burglary
 - Aggravated vehicle taking
 - Any offence where racial motivation has been proved
 - Arson
 - Any offense resulting in a person's death
 - Any firearms offence
 - Anti-social behaviour
 - Breach of criminal behaviour order or anti-social behaviour order
 - Burglary

- Criminal damage endangering life
- Cultivating, dealing, being concerned in the supply of or intending to supply any controlled drug
- Indecent assault
- Rape
- Offences against children including sex or violence
- Robbery
- Wounding/GBH with intent
- Wounding/GBH without intent
- Sexual or stalking offences
- False imprisonment or kidnapping
- Homicide and attempted murder

8.3.6 We will make an assessment of risk to the community of any applicant who has been convicted of a serious offence. The assessment will determine that either:

- The risk is low enough or is well managed such that the applicant will be allowed to join the housing register
- The risk is too great because the behaviour of the applicant makes them unsuitable to be a tenant therefore the applicant does not qualify to join the housing register.

8.3.7 Convictions that have been “spent” under the Rehabilitation or Offenders Act 1974 cannot be taken into account.

8.3.8 A person will be excluded from the housing register where such behaviour:

- Would likely have or did lead to a possession order (outright or suspended) being granted
- Would likely have or did lead to the tenancy being demoted
- Lead to a court granting an injunction to prevent nuisance and annoyance, a Criminal Behaviour Order, a Public Spaces Protection order or any other enforceable court order
- Lead to the local authority enforcing a noise abatement notice

Such exclusions may be made regardless of previous tenure. This list is illustrative, not exhaustive.

8.4 Rent Arrears and other Housing Related Debt

8.4.1 West Lindsey is committed to ensuring that applicants are supported to address issues of debt / rent arrears and prevent future issues occurring. West Lindsey will exclude applicants where the level of rent arrears / debt exceeds the equivalent of 8 weeks rent. The policy allows for consideration of exceptional circumstances and mitigating factors (section 7.5.)

8.4.2 Applicants will be asked to produce a rent book and/or other documentation (for example, a bank statement) to demonstrate whether or not rent payments are up to date. Failure to provide some proof of reasonable behaviour will not necessarily prevent an applicant from proceeding with an application for accommodation but the applicant would have to have a good reason for not being able to do so.

8.4.3 Applicants will be encouraged and supported to reduce their rent arrears as

much as possible to have the best chance of securing accommodation. We work with a number of Registered Providers, who may operate their own policies in respect of rent arrears and housing related debt. Applicants should be aware that these may require lower levels of debt than access to the Housing Register specifies and offers of accommodation may not be made to applicants with levels of debt in excess of those accepted by individual providers.

8.4.4 When an applicant is disqualified from the housing register, they will be notified of the reasons for disqualification, the relevant conditions and right of appeal

8.5 Mitigating circumstances

8.5.1 We will act reasonably when deciding whether to disqualify an applicant. All relevant information will be considered before a decision is made. Where we have reason to believe that poor behaviour is due to a physical, mental or learning difficulty, the person will not be determined as disqualified without first considering whether they would be able to maintain a tenancy satisfactorily with appropriate care and support. In such cases we may consult as appropriate with any relevant agencies, including Social Services and providers of support services. We will consider the interests of the applicant and their household, but consideration will also be given to the interest of the people who live and work in our communities. We will also have due regard to the Care Act (2015) when determining whether an applicant has capacity to hold a tenancy.

8.5.2 If at any time we receive information that leads us to believe that an applicant already on the housing register is ineligible, we will inform the applicant in writing. The applicant will be given 28 days to provide information showing that they are eligible, their application will be suspended for that period and unable to place bids, bids already placed may be bypassed. If they do not reply within this period, or if they reply but we remain of the view that they are ineligible, they will be removed from the housing register i.e. their application will be cancelled.

8.5.3 We will write to an applicant explaining why we have decided to disqualify them from the Housing Register. Any applicant notified that they are being treated as non-qualifying may request a review of the decision.

8.5.4 If the review confirms that the applicant is to be treated as non-qualifying, the applicant may still make a fresh application at a future date, when the applicant feels they should no longer be treated as non-qualifying. We will consider this fresh application on its merits. It will be for the applicant to show that their circumstances or behaviour have changed substantially.

8.5.5 For the purpose of rent arrears or other charges, the applicant will need to demonstrate they have reduced the amount outstanding to under 8 weeks of the rental value.

8.5.6 When an applicant is excluded due to serious unacceptable behaviour, they will need to show that they have maintained a tenancy with no issues for at

least six months or that they are engaging with support to ensure that they can successfully manage a tenancy.

9 Processing Applications

Providing Information and Documentation

- 9.1 Applicants are required to provide acceptable evidence of their identity e.g. their Driving Licence, Passport and proof of residency for themselves and anyone they wish to be rehoused with. They must also provide their National Insurance Number in order for the application to proceed. Without this information an application will not be processed. Any delay in providing the required documents may affect an application's registration date.
- 9.2 In accepting any application which includes anyone from abroad, proof of identification, nationality and immigration status will be required. Verification may be sought from the Immigration Service to safeguard the use and allocation of public funds.
- 9.3 In order to determine the priority an application receives; it is the applicant(s) responsibility to provide any and all information reasonably required. Such information may extend beyond that requested on the Application Form. Until all required information is provided the application will not be registered and/or will NOT be eligible to bid.

Dating of Applications

- 9.4 The initial registration date of an application form will be the date the application is submitted on the Home Choice website or in cases where applicants are unable to complete the online application the registration date will be the date the application is completed over the phone or in the office by the Home Choices team. All relevant documentation requested should be provided within 28 days of initial contact. Failure to provide relevant documentation may result in a later registration date, or cancellation of application.
- 9.5 Applicants will be placed within a band in date order as follows:
 - **Date of application** - the banding date will be the same as the applicant's registration date.
 - **Change in circumstances which results in a higher band assessment** - the banding date will be the date the applicant provides satisfactory evidence of the change in circumstances.
 - **Change in circumstances which result in a lower band assessment** - the banding date will revert to the original application date.

For example: birth of a child may cause a household to be lacking 1 bedroom and may therefore move up a band. The banding date is the date that the birth certificate was provided to us (leading to the re-assessment) not the child's date of birth was corrected.

Cancellation of Applications

- 9.6 We will cancel applications where:
- An applicant is housed as a result of that application
 - An applicant fails to respond to a review within the set timescale
 - An applicant has moved and failed to notify us
 - An applicant persistently fails to respond to our communication or requests for information within 14 days of last contact.
- 9.7 Should an applicant subsequently wish to re-join the register they will be required to complete a new application which will be processed based on their current circumstances and with the subsequent registration date.

Suspension or pending of Applications

- 9.8 We may suspend (put “on hold”) your housing application if, for example:
- You have been asked, in writing, by telephone or email for key information in relation to your application and we are waiting for your reply
 - We have asked another support agency or worker, to provide additional information about you and are waiting for a reply from them.
 - If we are unable to contact you following 3 attempts (details will be recorded against the applicant’s record).
 - Whilst awaiting the outcome of a referral to the Home Choices Team Leader.
 - Whilst awaiting response to annual review

Landlord References

- 9.9 We may contact an applicant’s current or former landlord(s) for information on how that tenancy was conducted. This will cover payment of monies due, condition of property, anti-social behaviour and other tenancy conditions. This information will be used to determine eligibility and banding, of which applicants will be informed.
- 9.10 In the event that an applicant disputes the contents of a reference, an officer will make a decision taking into account individual circumstances and supporting information available to them.

Financial Capacity

- 9.11 Households applying to the housing register may be assessed for their ability to buy/rent a suitable property within the area or improve/adapt their own home to meet their assessed needs. This includes applicants who have been accepted under homelessness legislation to whom the Local Authority owes a duty under sections 193(2) or 195(2) of the Housing Act 1996 as well as general applications.
- 9.12 Assets that may be taken into consideration when assessing financial capacity may include but are not limited to savings, shares, bonds, commercial property, residential property, property abroad and money apportioned through

the proceeds of a divorce settlement, inheritance or any form of cash windfall.

- 9.13 For applicants from the Armed Forces who receive a lump sum as compensation for injury or disability sustained on active service, this settlement amount will be disregarded for the purposes of financial assessment.
- 9.14 Applicants assessed as having the financial resources to resolve their own housing difficulties, may have their housing priority reduced.
- 9.15 We may also ask for financial information to allow registered providers to make affordability assessments when offering a property. Applicants may be refused for properties if it is felt they cannot afford the ongoing financial commitments needed to maintain a property.

Change of Circumstances

- 9.16 Applicants are required to inform us if their personal circumstances change and it may reasonably be expected to have an effect on their Housing Register application. This includes any change in their address or household composition or contact details. Examples of this include:
- Housing circumstances have improved
 - Recovered from an illness which previously gave medical priority
- 9.17 When a child is born and a copy of the birth certificate has been provided there will be a re-assessment of the banding and if the banding results in a higher band it will have a band date of when we received confirmation of the child's birth.
- 9.18 Changes in circumstances that lead to re-banding will be dealt with in accordance with this policy. We will re-assess an application where there has been a change of circumstances and will notify the applicant in writing that this has been done. If the change results in the applicant's priority changing this will be explained in writing to the applicant.
- 9.19 It is the applicant's responsibility to ensure they provide up to date contact details. Failure to do so may lead to their application being suspended or cancelled and could mean their bids on vacancies are bypassed, after reasonable attempts to contact them are unsuccessful.

Review of Applications

- 9.20 We will undertake a regular review of applications on the common housing register. This helps to ensure that those on the register are still interested in applying and circumstances are up to date.
- 9.21 Each applicant will be contacted to ascertain if they still wish to be registered. Should there be no response to this contact within 14 days, the application will be suspended. A letter or email will be sent to the applicant notifying them their application is suspended and should they not respond within 14 days, their application will be cancelled.
- 9.23 Applicants who subsequently decide they wish to re-join the Register will need to re-apply in the normal way.

Help to access the Housing Register

- 9.24 Some applicants may require help to ensure that they have the same opportunity to access the housing register.
- 9.25 Where possible we will enable applicants to access the housing register themselves or by a family member or other advocate.
- 9.26 For those who have no other support available to them, we can complete housing register applications in person at The Guildhall or over the phone and can advise applicants of available properties and place bids over the phone or during a visit to The Guildhall.

10 How we assess and prioritise applications

Bandings

- 10.1 This housing register uses Bandings to prioritise the housing needs of applicants, taking into account the above groups and local housing issues to ensure the policies objectives are met, these include but are not limited to physical and mental health, affordability, employment, social wellbeing etc. and whether a move to more appropriate accommodation will alleviate these housing needs.
- 10.2 There are 5 Bands, with band 1 for those with the highest priority. Applicants are placed in the band in accordance with their housing needs assessment details which can be found at Appendix A.

Reasonable Preference

- 10.3 The law states that certain groups of people have reasonable preference within any housing register operated by a Local Housing Authority, these groups are:
- People who are homeless (within Part 7 of the Housing Act 1996 as amended by the Homelessness Act 2002); this includes people who are intentionally homeless, and those who are not in priority need.
 - People who are unintentionally homeless or threatened with homelessness and who are in priority need who are owed a duty by any housing authority under section 193 (2) or 195 (2) of the Housing Act 1996 (or under Section 65 (2) or 68 (2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under Section 192 (3).
 - People occupying unsanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.
 - People who need to move on medical or welfare grounds.
 - People who need to move to a particular locality in the area, where failure to meet that need would cause hardship (to themselves or to others).
 - People leaving the Armed Forces who are in housing need
 - People currently serving in the regular armed forces and suffers from a serious

- injury, illness or disability attributable (wholly or partly) to their service
- People who formerly served in the regular armed forces or a bereaved spouse or civil partner who has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of their spouse or civil partner whose death was attributable (wholly or partly) to service in the regular armed forces
- Those who are serving or have served in the reserve armed forces and suffers from a serious injury, illness or disability attributable (wholly or partly) to their service

Medical banding

- 10.4 Medical banding is awarded to housing applicants or those to be rehoused with them who can demonstrate that their medical condition (physical or psychological) is currently being adversely affected by their housing situation AND that a change to more appropriate housing would benefit them medically.
- 10.5 An assessment of medical need is made by us after receipt of a completed medical assessment form and list of medication. Supporting evidence and reports from medical professionals will be taken into account if provided but these are not usually necessary and there might be a charge which we will not pay.
- 10.6 If the assessment places an applicant into a higher band, then the registration will be re-dated to the date of the assessment. If the assessment does not change the band into which the registration falls, the existing effective date and banding remains unchanged.
- 10.7 The officer determines medical priority based on the current housing circumstances in relation to the illness or disability of the applicant or household member (who is moving with them) as well as considering measures that could be taken to make the current home more suitable.
- 10.8 We will consider a request for a further medical assessment if it is satisfied that there has been a significant change in the medical circumstances of the applicant or their household.

Households living separately

- 10.9 Where an application is received from a household that is not currently living in the same home the assessment will be based on their circumstances if they were all to move into one home. We would base our assessment on them living together in the most suitable home available to them.

Examples include:

- Where a person living in a two-bedroom house with one child applies as a household with their partner who lives in a shared house/one bedroom flat or with family or friends we would consider it reasonable to expect the partner to move into the two-bedroom house and that they are adequately housed.

- Where a person living in a two-bedroom house with two children aged under 10 applies as a household with their partner who lives in a two-bedroom house with one child we would consider that the household overall is lacking 1 bedroom.
- Where a household moves in together into the less suitable home we will consider that they have worsened their circumstances (9.5)

Worsened Circumstances

10.10 Where we determine that an applicant has deliberately worsened their circumstances and gained additional priority, we reserve the right to reduce the priority awarded by 1 band for up to 6 months. Examples include, but not limited to:

- Giving up suitable accommodation that was available to them
- Moving into an unsatisfactory arrangement e.g. sharing facilities or overcrowded

10.11 We will take into account the current needs of the household before reducing any priority and in setting the period of time. Where priority has changed applicants will always be informed in writing stating the reasons, any time restrictions and their right to review of that decision.

Managing Risks

10.12 We recognise that all people have a right to a home that is more than just somewhere to live. However, there are occasions where people find it more difficult to integrate into mainstream housing.

10.13 It is important to manage the needs of individual applicants with the needs and rights of neighbours and the local community. In order to manage risks to individuals and communities a multi-agency approach must be taken, we will therefore work closely with the Police, Social Care, Probation, Health and voluntary agencies.

10.14 For example, securing accommodation for a high-risk offender will be done in consultation and with the approval of the appropriate agencies and special arrangements may apply in cases where an applicant is considered by the Multi Agency Public Protection Panel Arrangements (MAPPA). In order to achieve this there may be occasions when the applicant with the highest priority on the housing register may not be offered a particular property. In such cases they will be written to by us explaining the reasons why this has happened.

10.15 We actively work with the Local Community Safety Partnership in addressing a range of issues that impact upon community safety. These issues include drugs misuse, anti-social behaviour and domestic abuse amongst others. We reserve the right to liaise with the Local Community Safety Partnership when considering any exclusion, letting or other issues which have an impact upon community safety.

10.16 An integral part of managing risks is to ensure that appropriate support networks are in place and are regularly monitored and reviewed by us. Any successful bid will be declined if the relevant agencies have not provided a

relevant Care Plan/Risk Assessment to manage the risk.

Homelessness

- 10.17 In cases where we have accepted a housing duty under the relevant homelessness legislation, applicants will be placed into the appropriate band and are required to bid for suitable properties for which they are eligible.
- 10.18 Homeless cases will be monitored, and if applicants fail to make bids, we will then bid on their behalf for the next suitable property they are eligible for. If an applicant refuses a successful bid that is considered suitable and reasonable, the homelessness duty to them may be discharged. In such cases the application will be re-assessed.
- 10.19 We reserve the right to make direct matches to homeless households, where they consider a property is suitable and reasonable for the household.

11. Local Connection

- 11.1 A local connection with West Lindsey will prioritise your bids over applicants who do not have a local connection. To qualify for a local connection to West Lindsey the applicant must provide supporting evidence that demonstrates one of the following:
- They have been resident in the district for six out of the last twelve months
 - Have previously lived in the West Lindsey area for a continuous period of three years (whilst aged 18 or over) in the last five years.
 - Have family members who are currently resident in the West Lindsey area. Family members are defined as parents or guardians, adult children or brothers or sisters who have lived here continuously for the last five years,
 - Have their current main place of permanent work in the West Lindsey area. Casual work for a very short time will not count and work has to be in the district, it is not enough that a head office is located in the district.
 - You have a local connection if you're under 21 and were previously in care in Lincolnshire for at least 2 years (even if placed there by another council). You also have a local connection if you're under 25 and you get advice and support from the Lincolnshire County Council's leaving care service.
- 11.2 In exceptional cases we have the discretion to award a local connection to West Lindsey.

Other local connection circumstances

- 11.3 These circumstances include:
- Applicants who have been accepted by us under the homeless law
 - Applicants who have been accepted for priority re-housing as a reciprocal arrangement with another local council
 - HM Armed Forces applicants through Section 315 of the Housing and Regeneration Act (2008.)

- All people currently serving in the UK Armed Forces and all UK Armed Forces veterans. Divorced or separated spouses or civil partners of service personnel who need to move out of accommodation provided by the Ministry of Defence.
- Refugees who have been granted leave to remain and have been dispersed within the West Lindsey area.
- Applicants who have been accepted from outside West Lindsey as part of a Witness Protection recommendation
- Applicants from outside West Lindsey who are victims of domestic abuse or fleeing other violence and/or harassment, who cannot return to the area where they were living for fear of harm.

What does not give you a local connection?

- 11.4 People living in bail hostels or approved premises
- 11.5 Occupying a mobile home, caravan or motor caravan which is not placed on an official mobile home or caravan park
- 11.6 Hostel residents from outside West Lindsey who have not lived in the area for six months.

Local Letting Plans

- 11.7 Local Lettings Policies are usually introduced to meet a particular local need and have an overall positive effect on estates. For example, if an estate had a high level of anti-social behaviour, applicants who bid for the advertised property may have enhanced checks on their previous behaviour, or in areas of low employment status priority may be given to those in current employment, or households of a certain age.
- 11.8 There are a number of Local Lettings Policies throughout the West Lindsey area. To be considered for a property subject to local lettings criteria, applicants would need to meet the usual eligibility criteria AND the additional local lettings criteria, failure to meet both criteria may lead to the bid being bypassed.

Section 106 agreements

- 11.9 Where affordable housing units have been secured through the planning system by way of a S106 or S1 agreement the local connection cascade detailed in the relevant agreement will take precedent over the usual housing need priority criteria. Where these are applicable, the property advert will clearly display this with a link for the customer to find further information.
- 11.10 Where a S106 or S1 agreement references being born in a town or village we will accept applicants whose first address after their birth was in that town or village as meeting that criterion.

- 11.11 New properties that are subject to a S106 or S1 will be advertised for two weeks to give the best chance for those that meet the local connection criteria to place a bid.

12 Property Eligibility

- 12.1 Applicants, upon acceptance to the housing register, will be notified in writing of the property types they are eligible to bid for. Property eligibility is based upon a household's composition and their needs, See Appendix B. The policy covers the letting of a range of property types throughout the area. These properties range from bed-sitting rooms to five-bedroom houses.
- 12.2 It is important to note that property eligibility may differ between landlords, individual Registered Providers endeavour to make the best possible use of their stock in terms of size and suitability when setting the criteria for eligibility. For example, ground floor flats may be reserved for people with a physical disability. Housing Providers may also choose to exercise some discretion and invite bids from particular household compositions to contribute to sustainable communities. The advert will clearly state which applicants can bid for each property and which applicants will have priority for the vacancy.
- 12.3 We reserve the right, in exceptional circumstances, to offer applicants accommodation not usually considered for their household type or size, for example where availability of properties in a certain area are scarce or those with no medical need may be considered for level floor accommodation.

Access to children

- 12.4 For the purposes of this policy, we consider that access to children must be regularly and for at least three nights a week for property eligibility to be amended. Single people or couples with access to children may be eligible for a two-bedroom flat as opposed to a one bed flat, but we may give preference to applicants who would fully occupy the vacancy on a permanent basis.
- 12.5 Single people or couples with children living with them permanently and with access to children may be able to bid for properties with an extra bedroom. However, we may give preference to large families who would fully occupy the property permanently.
- 12.6 We will also have regard to any legal documentation that specifies residency requirements, as part of an overall assessment of the applicants housing situation and needs.
- 12.7 We may also contact carers, schools and other placements for further information on residency of children.

Carers

- 12.8 Applicants with a disability or other need who require an additional bedroom to accommodate a carer are required to provide supporting

evidence such as a Care Plan or report from social care or occupational therapy.

12.9 The person requiring care should also receive at least one of these benefits:

- Attendance Allowance
- The middle or higher rate of the care component of Disability Living Allowance
- The standard or enhanced rate of the daily living component of Personal Independence Payment
- Armed Forces Independence Payment
- The standard or enhanced rate of the daily living component of Adult Disability Payment
- The middle or highest rate of the care component of Child Disability Payment

Adapted properties

12.10 Applicants with a need for an adaptation/s will be given a priority over applicants who have a general housing need when a property with their required adaptation/s is advertised.

12.11 Housing register applicants will be expected to provide a report from an occupational therapist to show a need for adaptations.

12.12 When an applicant is homeless or at risk of homelessness we may consider other supporting information if no occupational therapist report is available.

12.13 Applicants who require a specific adaptation will normally only be allowed to bid for a property with that adaptation. If applicants consider they can manage without the adaptation, their application will be reviewed. For example, an applicant who needs a wet room who wishes to bid for a property without a wet room would either not be allowed or would have their priority for properties with wet rooms reviewed.

13. Advertising vacancies and bidding

Advertising Cycle

13.1 Once applicants are registered, they are able to start looking for a suitable vacancy across the West Lindsey area. Vacancies will be advertised on a weekly basis from 11.59pm Tuesday to 11.59pm on the following Monday (6days). Adverts will include key property attributes, local facilities and eligibility criteria. All adverts are on the West Lindsey Home Choice Website at [West Lindsey home page | West Lindsey](#)

13.2 Bid cycles affected by public holidays will usually run for two weeks. We will advertise any changes to bid cycles on the West Lindsey District Council website and on social media.

13.3 New properties that are subject to a S106 or S1 will be advertised for two weeks to give the best chance for those that meet the local connection criteria

to place a bid.

13.4 Vacancies will be advertised on the Home Choice website.

Withdrawing Adverts

- 13.5 Occasionally, we may be required to withdraw a property advert, for instance:
- If it becomes apparent that the property may be let through direct lets in accordance with this policy (see section 13.7) or
 - The property is no longer vacant.
 - Significantly incorrect information had been advertised in respect of the property or applicants' eligibility for that property.

Bidding for a Vacancy

- 13.6 Applicants are restricted to making 2 bids in each cycle. Where an applicant meets the property eligibility, bids can only be placed during the bidding cycle, and should be placed through the applicant's individual online account by themselves or their advocates, over the phone or in person at The Guildhall
- 13.7 Where a vacancy has been advertised and no bids have been received, or been successful, the vacancy may be re-advertised and may be allocated on a first come first served basis subject to the usual eligibility criteria.
- 13.8 Bids for individual vacancies are ranked by banding and banding date. If both of these are the same, this will then refer back to the original application date.

14. Shortlisting and Offers

- 14.1 At the end of the advertising cycle, applicants who have bid will be shortlisted according to their eligibility criteria and any local lettings criteria. Verification checks will be undertaken at this stage to ensure applicants still qualify and circumstances have not changed.

Bypassing Bids

- 14.2 Bids may be bypassed for several reasons. It is not possible to provide an exhaustive list, but the following are common:
- Household doesn't require ground floor property and vacancy is ground floor.
 - Household does require ground floor property and vacancy is upper floor.
 - Applicant is now under offer or first nomination to another vacancy.
 - Household has housing related debt.
 - Household has experienced a change of circumstances.
 - Unable to contact the applicant.
 - Applicant does not meet specific criteria for the vacancy i.e.: additional local letting criteria.

Making an Offer

- 14.3 The successful candidate will be contacted by an officer from the landlord whose vacancy they have bid for to be offered an accompanied viewing of the property which could then turn into an offer of a tenancy.
- 14.4 If an applicant cannot be contacted following three attempts within a reasonable timeframe, their application will be suspended pending further action in accordance with section 13.1, the next eligible person on the shortlist will then be contacted and offered the tenancy. It is important to note that all applicants ensure they are contactable as their bid may be bypassed after reasonable attempts to contact them have been unsuccessful.
- 14.5 In exceptional circumstances we may not make an offer or may withdraw an offer to a successful bidder, this may include but is not limited to:
- it is clear that an applicant is not capable of understanding the responsibilities associated with being a tenant or they do not clearly understand what they are signing.
 - the property is no longer vacant.
 - an applicant has failed to respond to three contacts from us.
 - We believe the property is unaffordable for the applicant from the onset.

Refusals

- 14.6 If an applicant refuses 2 property offers, they will be contacted to discuss their housing needs and circumstances. If we consider such refusals were made unreasonably by the applicant, we reserve the right to change the banding date to the date of the most recent unreasonable refusal. Properties being withdrawn from availability do not count towards refusal numbers.

Non-bidding

- 14.7 All applicants in Band 1 will be monitored to establish if any suitable properties have been advertised. If suitable properties have been advertised the applicant may be contacted to establish why they have not bid. This will assist us in ascertaining if any additional assistance is required to access the housing register. We reserve the right to review such applications and reduced Banding priority.
- 14.8 Bids may be placed on behalf of persons in band 1 by our officers in cases of non- bidding

Vacancies excluded from Choice based lettings

- 14.9 We reserve the right to exclude certain properties and housing schemes from this policy, but the majority of social housing vacancies in the West Lindsey area will be advertised and let through this policy. Examples of where this may occur include (but are not limited to) where a property is needed urgently to deal with an emergency or when a property has extensive adaptations. Specialist accommodation may also be let outside this policy for example extra care schemes for the elderly.
- 14.10 In exceptional circumstances properties may be withdrawn from an advertising

cycle, those applicants who may have already expressed an interest in any such property will be notified of the reasons why.

Direct Match

- 14.11 In some circumstances it may be necessary to directly match an applicant to a suitable property. This means that the applicant may not be able to bid for properties. If this applies, we will notify the applicant direct.
- 14.12 Applicants subject to a direct letting will normally be made one offer of suitable accommodation. If they do not accept the property, we may decide to make no further offers to them, reduce their Banding or discharge a homeless duty. They will be able to request a review of any decision on the suitability of a property or a decision not to make a further offer.
- 14.13 Properties let through direct lettings may not be advertised through West Lindsey's Homefinder website, but information will normally be made available to indicate that the letting took place. This may not be done if there is good reason, such as the need to re-house someone threatened with violence.

Allocations to Employees and Relations

- 14.4 The Housing register application form requires applicants to declare if they or a member of their household are either a member of staff/Councillor/Board Member or related to a member of staff/Councillor/Board Member of the council.
- 14.5 In such cases there will be stringent procedures and checks in place to ensure the application is processed in accordance with this Policy and other applications. A Senior Officer will check the processing and assessment. Prior to any offer of accommodation being made to such an applicant we will notify their appropriate Director or Head of Service for approval.

15. Reviews and Complaints

Reviews of Decision

- 15.1 Initial decisions relating to an application will be made by the Home Choices Team. Reviews of decisions or consideration of exemptions will be referred to the Home Choices Team Leader.
- 15.2 All applicants have the right to request a review of a decision if they consider this policy has not been applied correctly, for example a decision about:
- Exclusion or removal from the Housing Register
 - Type of property the applicant is eligible for
 - Band awarded
 - Application status and applicable dates
 - Reasonableness of refusals
- 15.3 If an applicant wishes to request of a review of the initial decision, they should notify us of the issue they would like to be reviewed. This will be dealt with by an officer not involved in the original decision-making process.

- 15.4 Applicants must be aware that the letting of a property will not be delayed pending a review, the outcome of the review will only be applicable for future vacancies.
- 15.5 If an applicant wishes to continue to pursue the matter following a decision by the reviewing officer, they can approach the Ombudsman (see section 14.3).
- 15.6 Where an applicant wishes to provide new information that has not previously been available to us for consideration, this will be dealt with as a 'change of circumstances' and subject to a reassessment and not considered as a review.

Complaints

- 15.7 If an applicant is dissatisfied with how they have been dealt with, and feel they have been unfairly treated, discriminated against and/or we have failed to do something we should have done, then the applicant can make a complaint.
- 15.8 Complaints will be dealt with by the council and in accordance with the Corporate Complaints Policy. This can be found on the West Lindsey District Council website.

Ombudsman

- 15.9 The Local Government Ombudsman is independent of all government departments, councils and politicians. The Ombudsman examines complaints without taking sides. In most cases the complainant must have pursued the matter through the Council's own complaints procedure before a complaint can be considered by the Ombudsman

Contact details for the Local Government Ombudsman are

Email advice@lgo.org.uk

Telephone: 0300 061 0614

Text 'call back' on 0762 480 4299.

Fax us on 024 7682 0001.

Write to **Local Government Ombudsman**, PO Box 4771, Coventry CV4 0EH.

Contact details for the Housing Ombudsman Service are:

Email info@housing-ombudsman.org.uk

Telephone: 0300 111 3000

Fax: 020 7831 1942

Write to: **Housing Ombudsman Service**, Exchange Tower, Harbour Exchange Square, London. E14 9GE

Homelessness Reviews

- 15.10 Requests for reviews of decisions made in respect of an applicant's homeless application are subject to review procedures outside this policy. Applicants should contact the local Authority responsible for their homelessness application for further information and assistance.

Policy Review

- 15.11 This policy will be reviewed annually by officers to ensure it:
- a) meets legal requirements and is consistent with related policies and strategies
 - b) meets the needs of West Lindsey District Council and addresses local housing needs
 - c) achieves its objectives
- 15.12 A full review will take place every three years where the policy will go to members for agreement on any amendments required.
- 15.12 The council is responsible for ensuring all allocations within their organisation are made in accordance with this agreed Policy. The council will monitor the overall performance and effectiveness.
- 15.13 We will consult with a wide range of stakeholders including existing and potential applicants on any proposed major changes to this policy and the implications of such changes.

Version control

Version	Approved by	Approved date
V1	WLDC Prosperous Communities Committee	XX

Appendix A - Banding Criteria

Ref	Band 1	Ref	Band 2
1.1	Homeless Households – unintentionally homeless & priority need decision by us	2.1	Homeless Households – likely to be assessed by us as unintentionally homeless but not in Priority need
1.2	Urgent Medical – permanent condition & unable to continue to reside in current home	2.2	Threatened with homelessness within 12 weeks through no fault of their own with no legal redress, working through a Personal Housing Plan with us and likely to be priority need
1.3	Urgent Welfare		
1.4	Succeeded to a tenancy but current home not suitable	2.3	Formal discharge notice of leaving the Armed Forces
1.5	Statutory overcrowding	2.4	Medical need
1.6	Lacking 2 or more bedrooms (permanent household & main residence)	2.5	Applicant(s) WITH dependent children or pregnant lacking access to essential facilities, or sharing facilities with a household not moving with applicant (if awarded 2.6 will not apply)
1.7	High level disrepair (not through willful neglect/damage)		
1.8	Those with combination of 2 x “Band2” (excluding those who have deliberately worsened their		
1.9	Social housing tenants within the West Lindsey area under- occupying by 2 bedrooms, leaving vacant possession	2.6	Applicant(s) lacking 1 bedroom (a medical need for additional bedroom, or with permanent residency of child)
1.10	Any household currently in temporary accommodation and likely to be assessed by us as unintentionally	2.7	Occupying supported accommodation with a positive notice to move on to more independent living
1.11	Any household known to have experienced repeated and enduring periods of rough sleeping	2.8	Family living separately
		2.9	Financial Difficulties – that could be alleviated by moving
		2.10	Applicants with a combination of 3 “Band 3” Needs (excluding intentionally homeless/ deliberately worsened circumstances)
		2.11	Band 1 housing needs but demonstrated unacceptable behaviour

Ref	Band 3	Ref	Band 4
3.1	Homeless Household – decision by us as intentionally homeless	4.1	Adequately housed
3.2	Threatened Homeless within 12wks through no fault of their own, no legal redress, completed a Personal Housing Plan with us & unlikely to be priority need	4.2	Financially able to resolve their own housing needs
		4.3	Band 3 housing needs but have deliberately worsened their circumstances, time limited award (up to 6 months)
3.3	Medical Need	4.4	Band 3 housing needs but demonstrated unacceptable behaviour
3.4	Welfare Need – to provide/receive support, isolation		
3.5	Households with NO dependent children lacking access to essential facilities or sharing them with household not moving (if awarded 3.6 will not apply)		Band 5
3.6	Lacking 1 bedroom – including those with regular overnight	5.1	Those applicants with no local connection to West Lindsey
3.8	Employment – to improve access to current permanent employment		
3.9	Level of disrepair – not caused by willful damage/neglect		
3.10	Band 2 housing needs but have deliberately worsened their circumstances, time limited award (up to 6 months)		
3.11	Band 2 housing needs but demonstrated unacceptable behaviour		

Appendix B - Property Eligibility

Please note that eligibility may differ between landlords, please check individual vacancy adverts for full eligibility criteria for individual properties. The below table indicates the type and size of housing you are eligible for based on your circumstances. Find your circumstance down the first column and follow cross to see which type of properties you will be eligible to bid for.

Circumstance	1					2					3					4	5	6
	Bedsit	Bungalow	Ground floor flat	Flat/Anartment	House	Bungalow	Ground floor flat	Flat/Anartment	Maisonette	House	Bungalow	Ground floor flat	Flat/Anartment	Maisonette	House	House	House	House
Bedrooms	1					2					3					4	5	6
Single person aged 18-55 with no medical need	Y			Y	Y			Y										
Single person aged 18-55 with medical need	Y	Y	Y			Y	Y											
Couple aged 18-55 with no medical need	Y			Y	Y			Y	Y	Y								
Couple aged 18-55 with medical need	Y	Y	Y			Y	Y											
Single aged 55+		Y	Y	Y		Y	Y	Y										
Couple aged 55+		Y	Y	Y		Y	Y	Y										
Single/couple pregnant								Y	Y	Y								
Single/couple no children but access to children				Y	Y			Y	Y	Y								
Household with 1 child								Y	Y	Y								
Household with 2 children of the same gender:																		
-both under 10								Y	Y	Y			Y	Y	Y			
-both aged 10-16								Y	Y	Y			Y	Y	Y			
-one under 16 and one over 16								Y	Y	Y			Y	Y	Y			
-both over 16								Y	Y	Y			Y	Y	Y			
Bedrooms	1					2					3					4	5	6

Circumstance	Bedsit	Bungalow	Ground floor flat	Flat/Anartment House	Bungalow	Ground floor flat	Flat/Anartment Maisonette	House	Bungalow	Ground floor flat	Flat/Anartment Maisonette	House	House	House	House		
Household with 2 children of different genders:																	
-both under 10							Y	Y	Y			Y	Y	Y			
-one under 10 and one over 10												Y	Y	Y			
-both over 10												Y	Y	Y			
Households with 3 children												Y	Y	Y	Y		
Households with 4 children												Y	Y	Y	Y		
Households with 5 children or more															Y	Y	Y
Sharing adults (not partners)							Y	Y				Y	Y				
2 people (2 adults or single person + adult child)							Y	Y									
3 people (couple + 1 adult child)							Y	Y				Y	Y				
3 people (single person + 2 adult children)												Y	Y				
4 people (couple + 2 adult children)												Y	Y				
4 people (single person + 3 adult children)												Y	Y				

Appendix C – Glossary of Terms

Term	Explanation
ASBO	Anti-Social Behaviour Order
Adequately Housed	Living in a property that is suitable for your needs
Applicant(s)	A person(s), submitting an application, or member of household
Application	A form to be completed which makes an application for you to be on the housing register and considered for housing.
Area	The area within the West Lindsey boundary
Banding	How applicants are prioritised on the housing register
Bid	Process of stating which property vacancy they are interested in
Choice Based Lettings or CBL	Choice based lettings gives freedom to applicants on the housing register to choose which properties they want to live in.
Complaints Procedure	What is a complaint, how to make a complaint and how it will be dealt with
The Council	West Lindsey District Council
Household	Individuals with intention of living together
Housing Related Debt	Debt for which tenants are responsible, current or former rent arrears, rent advance/deposits payments, all other repayable payments
No Fixed Abode (NFA)	You have no fixed accommodation. Applicants who claim that they are of no fixed abode have to satisfy us that they genuinely have no settled accommodation and are living at various locations for very short period of time.
Policy	This West Lindsey Housing Register and Nomination Policy
Registration	Method of applying for housing
Registered Provider	An organisation that lets social housing
Repayment Agreement	An agreement made between landlords and applicants to repay and reduce housing related debts
Rough Sleepers	Those sleeping, about to bed down or a ctually bedded down in the open air or those in buildings (or other places) not designed for habitation
Stakeholders	Other agencies/organisations with an interest or involvement in the housing register or individual applications

Appendix D – Proof requirements

Proofs checklist – these are the documents required for all housing register applications.

Proof of Identity for adults (1 required for each adult to be re-housed)

- Birth Certificate
- Passport
- NHS Medical Card
- Driving License
- Benefit book/formal notification of benefit
- National insurance card (UK)

Residency for adults (1 required for each adult to be re-housed)

- **Tenancy agreement for current address – if you are renting a property from a private landlord we must see a copy of your tenancy agreement.**
- Utility Bills (phone, gas, electricity) dated within the last 3 months
- Bank, building society, credit card statements dated within the last 3 months
- Driving license with current address
- Medical card with current address
- Benefit letters or pension books dated within the last 3 months

Proof of children's identity (1 required for each child to be re-housed)

- Birth certificate
- Medical card
- Passport

Proof of children's residency (1 required for each child to be re-housed)

- Tax credit notice dated within the last 3 months
- Medical card with current address
- Child benefit letter dated within the last 3 months
- Bank statement in child's name addressed to your current address dated within the last 3 months
- Proof that you receive Universal Credit support for the child

Proof of Pregnancy

- Maternity notes with estimated date of delivery and midwives signature

Proof of notice served

- Any documents from your landlord/mortgage lender relating to them asking you to leave your current address

Appendix E – How is this policy applied?

This appendix provides additional information and conditions in relation to how the policy is applied in practise. It will be regularly updated to include examples of where a situation has arisen which illustrates how the policy has been implemented in certain circumstances.

Existing social housing tenants who have not been in their current home for 12 months

Examples of when an application would be accepted onto the register include:

- Where there has been a change to the number of people in the household that affects their property eligibility
- Where there has been a change to the medical circumstances of the household that means they now require a ground floor or adapted property
- Where there is a risk of domestic abuse or other violence

Welfare needs

People who have an extenuating need to receive care and support. This will only be considered if the extenuating need is to provide or receive on-going and substantial care which can be evidenced and without doing so exceptional hardship would be caused to the applicant or others.

The applicant must demonstrate:

- That they or the person they are moving near to needs to be cared for and are dependent on the person who will provide the care
- The person in need of support has been assessed as eligible for carers allowance and are in receipt of personal independence payments.
- That other satisfactory arrangements cannot be made
- That the arrangement is ongoing rather than short term

Local connection

Outside of the policy for local connection, there are examples of exceptional circumstances where a local connection may be awarded which include:

- Where an applicant can evidence that they have an offer of permanent employment in the district.
- When an applicant can evidence that they are receiving support from someone in the district and that support cannot be provided by anyone else in the district where they live. This might be that someone in the district is receiving carers allowance for that person.
- Where an applicant can show that they do not have a connection with any district, but they have previously lived in West Lindsey, worked in West Lindsey or have immediate family in the district.

HOUSING REGISTER AND NOMINATION POLICY CONSULTATION 2024

Consultation Report

December 2024

Table of Contents

1	Introduction	3
1.1	Background and introduction	3
1.2	Methods.....	3
1.3	Response	4
2	Respondent data.....	5
3	Results.....	7
3.1	Proposed policy	7
3.2	Areas needing more clarity	9
3.3	General Comments	9
4	Appendices	10
	Appendix A: Questionnaire	10

Table of Charts

Chart 1: Clarification on eligibility	7
Chart 2: Detail on nominations	8
Chart 3: Assessment and Banding for applications	8
Chart 4: Fair and Equitable	9

Table of Figures

Figure 1: Breakdown of respondents.....	4
Figure 2: Age ranges.....	5

1 Introduction

1.1 Background and introduction

West Lindsey District Council are currently in the process of updating the Housing Register and Nomination Policy. This policy is the allocation scheme (as required by the Housing Act 1996, as amended by the Homelessness Act 2002 and Localism Act 2011) for West Lindsey District Council and it sets out the framework within which West Lindsey District Council operates in the assessment of housing need on the common housing register and the nomination from that register to social rented properties.

The current policy was last updated in 2020 and since then there has been an increase in people accessing the housing register but less properties are being advertised. To add to this situation we also feel there is a need to clarify some areas within the policy.

A major part of the revised policy includes amending the local connection criteria in line with homelessness legislation. This means that out of date elements such as an assisted persons list has been removed and clarification given on many areas which as awarding of medical bandings, nomination of s106 units and the timing of when properties are advertised.

To help with this policy we have also developed a Customer Charter which works in line with our current Homelessness Customer Charter. This Charter includes our service standards of which customers can expect on topics such as response times for all methods of communication and the process for when someone applies to be on the housing register.

This report summarises the views of residents that took part in this consultation. Views were gathered from West Lindsey residents, Parish Councillors and West Lindsey District Council Councillors through either a direct invite, events, through social media or by visiting the website. Social Housing Providers also were invited to take part but non took up this offer.

1.2 Methods

To undertake this work we used multiple routes to consult with our stakeholders. The consultation was undertaken using an online survey which was advertised through our Citizen Panel, social media, 3 WLDC newsletters, a press release and our website. On top of this a workshop was held with our Councillors.

The consultation was open for 6 weeks

This approach is in line with the principles detailed in the Consultation and Engagement Strategy

A copy of the survey distributed can be found at Appendix A.

1.3 Response

The survey had 31 responses received excluding the discussions within the Member workshop. The breakdown of these responses are:

	Received back
Residents	29
WL District Councillors	1
Town/Parish Councillors	1
Registered Providers	0
Total	31

Figure 1: Breakdown of respondents

2 Respondent data

Respondents were asked at the end of the survey to answer some equality questions. Whilst not mandatory, 28 respondents did give a response, and these have been broken down into gender, age, disability, ethnicity, faith/religion and sexuality.

Gender

Out of the 28 who took part, 39% of those are Female and 61% are Male and 0% were transgender, non-binary, other or preferred not to say.

Age

To take part in the consultation it is requested that they need to be 16 or over. Age data is available for the 6121 members who took part in this question and the ages are grouped as:

Age range	Percent
16-25	0%
26-35	0%
36-45	3%
46-55	7%
56-65	28%
66-75	34%
76+	28%
Prefer not to say	0%

Figure 2: Age ranges

Disability

Out of those who took part, 17% of those classify themselves as having a long term illness, health problems or a disability which limits their daily activities and 83% do not.

Ethnicity

All of the respondents class themselves as White British, Irish or other.

Religion/Faith/Belief

Which the Christian religion came up with the majority of responses with 64%, the no religion option had 36%.

Sexuality

All of the responses came from heterosexual respondents.

3 Results

3.1 Proposed policy

As part of this consultation we asked a number of questions to find out whether the new proposed policy meets the needs of those who do and may in the future use it.

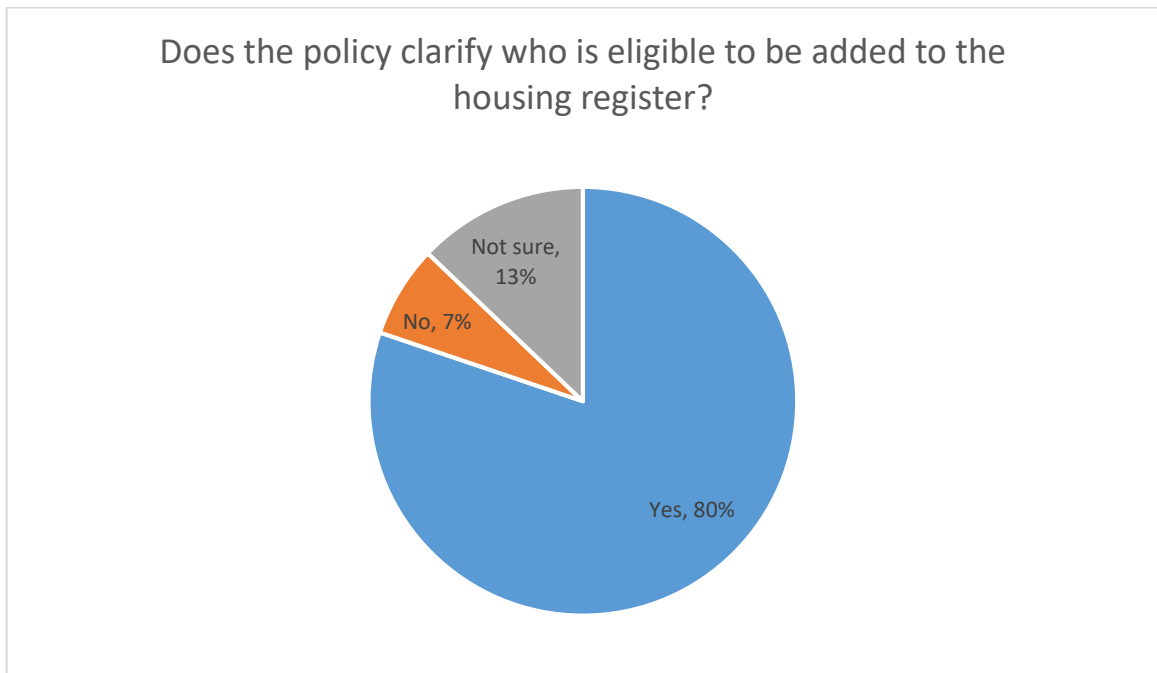


Chart 1: Clarification on eligibility

The first question was around whether the respondents feel the new revised policy clarifies who is eligible to be added to the Housing Register. The findings show that just over four fifths of the respondents feel that this is the case as seen in chart 1.

To follow on from this we asked whether the respondents feel the proposed policy explains in enough detail how the properties are nominated. From the respondents 84% felt that there was enough detail to explain how those are on the list get nominated properties as seen in chart 2.

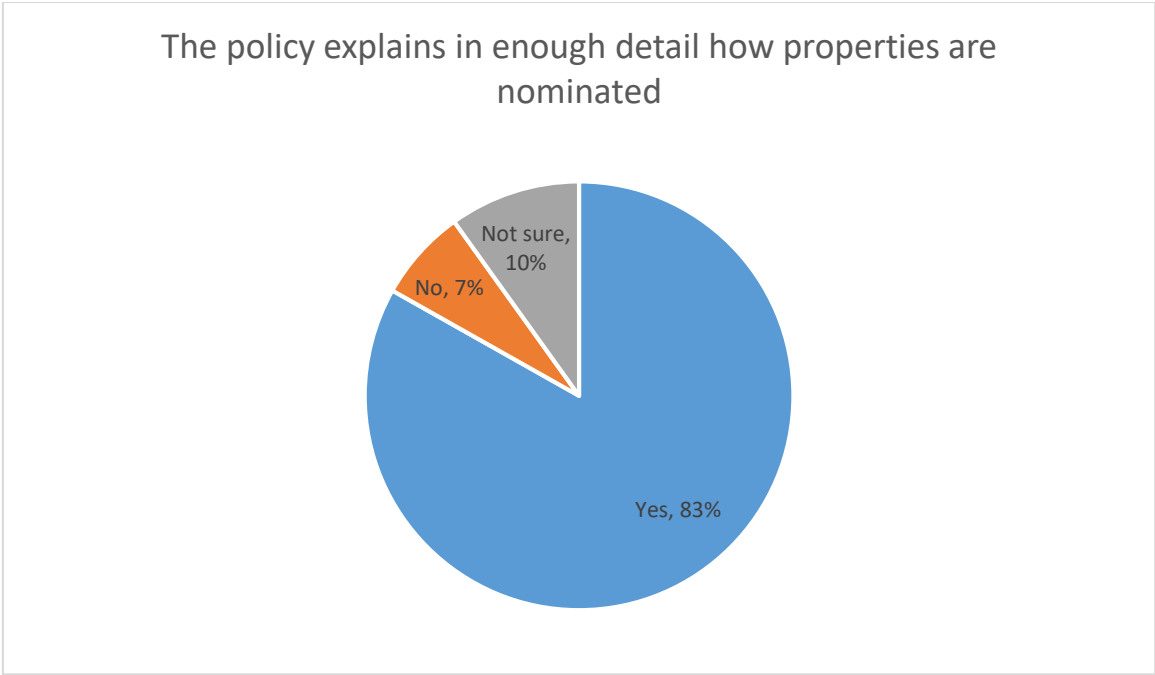


Chart 2: Detail on nominations

The third question asked if residents feel the policy outlines in enough detail how an application to join the housing register would be assessed and banded. 83% of those who took part felt that this was the case as seen in chart 3.

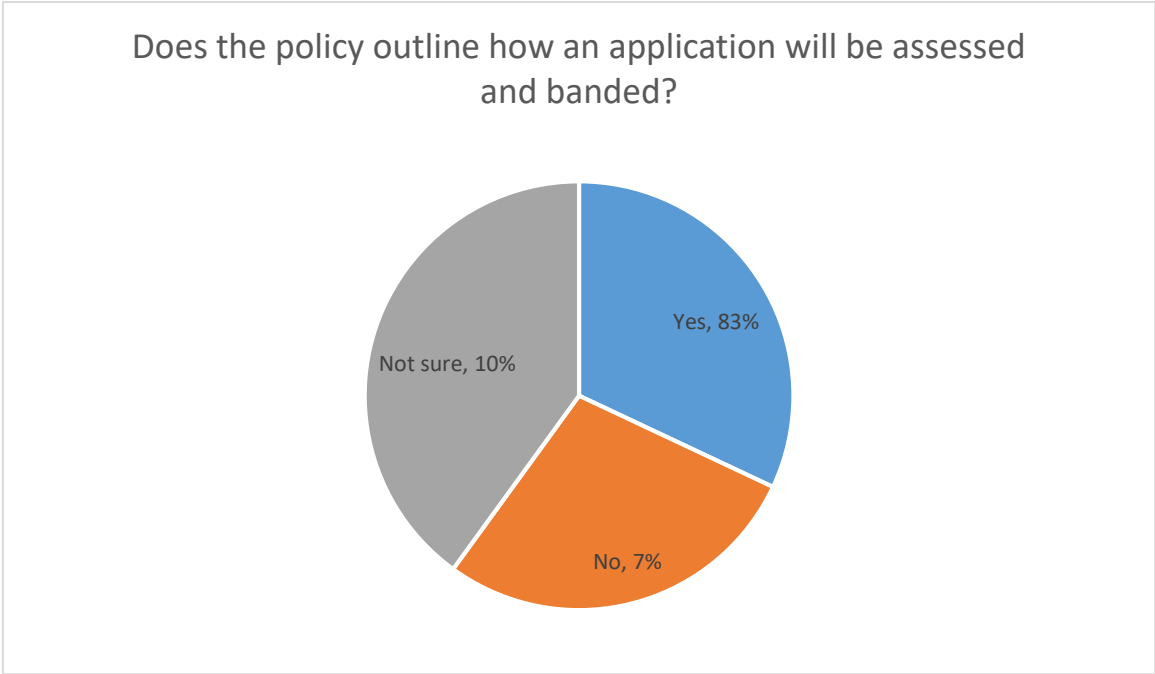


Chart 3: Assessment and Banding for applications

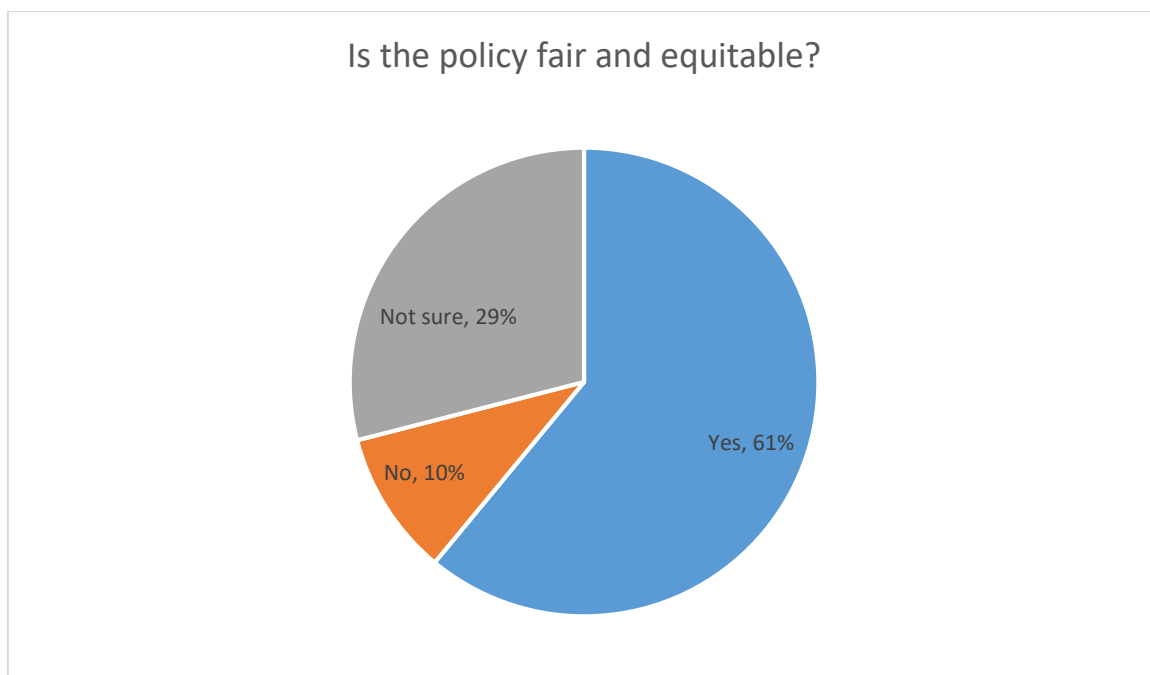


Chart 4: Fair and Equitable

Finally all respondents were asked if the policy felt fair and equitable for those wanting to apply for social housing within West Lindsey. 61% felt that it did, however 29% wasn't sure.

3.2 Areas needing more clarity

During the analysis of this consultation, the comments have been summarised but the main comments on areas needing more clarity are:

- Eligibility for members of the armed services and veterans
- Who is eligible and why
- How duration of time living in the area may count towards assessment
- Appendix B is not clear on eligibility relating to banding.

3.3 General Comments

During the analysis of this consultation, the comments have been summarised, but the main comments received are:

- It is very long and some jargon included.
- Can there be a jargon free summary with key points.

4 Appendices

Appendix A: Questionnaire



Housing Register and Nomination Policy Consultation 2024

West Lindsey District Council has developed a new draft Housing Register and Nomination Policy to replace the existing policy which was developed in 2020. The Policy sets out the framework within which we operate the assessment of housing need on the common housing register and how nominations are made from that register to social rented properties.

HELPFUL HINTS FOR COMPLETING THIS QUESTIONNAIRE

- Please read each question carefully. In most cases you will only have to tick one box but please read the questions carefully as sometimes you will need to tick more than one box, or write in a response.
- Once you have finished please take a minute to check you have answered all the questions that you should have answered.
- If you have any questions about this survey please contact the Engagement Team on engagement@west-lindsey.gov.uk.

1. Please confirm if you are completing this questionnaire as a:

- Resident
- Parish/Town Council
- Social Housing Provider
- District Councillor

Other (please specify):

2. After reading the policy does it clarify who is eligible to be added to the housing register?

- Yes
- No
- Not sure

3. Do you believe the policy explains in enough detail how the properties would be nominated to those on the housing register?

- Yes
- No
- Not sure

4. Do you feel the policy outlines how an application to the housing register will be assessed and banded?

- Yes
- No
- Not sure

5. Do you feel this policy is fair and equitable for those applying for social housing within West Lindsey?

- Yes
- No
- Not sure

6. Are there any areas within this policy which you feel requires more clarity?

7. Any comments relating to the Draft Housing Nomination and Register Policy:

Equalities questionnaire

By answering the equalities questions you will help us to understand how different groups of people from different areas feel about the budget consultation. All responses are anonymised and you do not have to answer these to take part in the budget consultation.

8. Are you willing to answer these questions?

- Yes
- No

9. Are you?
- Male
 - Female
 - Transgender
 - Non-Binary
 - Any other gender
 - Prefer not to say
10. Do you have any long term illness, health problems or disability which limits your daily activities or the work that you do?
- Yes
 - No
 - Prefer not to say
11. What age are you?
- 16-25
 - 26-35
 - 36-45
 - 46-55
 - 56-65
 - 66-75
 - 76 or over
 - Prefer not to say
12. Which of these ethnic groups do you consider you belong?
- White
 - Black, Black British, Caribbean or African
 - Asian or Asian British
 - Mixed or multiple ethnic groups
 - Any other ethnic group
 - Prefer not to say
13. Which of the following best describes your faith/religion/belief?
- No religion
 - Christian (all denominations)
 - Muslim
 - Buddhist
 - Sikh
 - Hindu
 - Jewish
 - Any other religion/faith/belief
 - Prefer not to say

14. Which of the following statements best describes your sexuality?

- Heterosexual/Straight
- Lesbian/Gay
- Bisexual
- Any other sexual orientation
- Prefer not to say

Thank you for taking part in this consultation. Please click submit and then you will be taken to our website. Once this happens your response will have been submitted.

If you would like a copy of this in large, clear print, audio, Braille or in another language, please call 01427 676676 email customer.services@west-lindsey.gov.uk

За повече информация на телефон 01427 676676

Sīkāka informācija pa tālruni 01427 676676

Daugiau informacijos telefonu 01427 676676

Więcej informacji można uzyskać pod numerem 01427 676676

Pentru mai multe informatii sunati la 01427 676676

За више информација назовите 01427 676676

Para más información llama 01427 676676

ب اتصل الاستفسارات من للمزيد 676676 01427

Para mais informações ligue 01427 676676

欲了解更多信息，请致电 01427 676676



West Lindsey District Council
Guildhall, Marshall's Yard
Gainsborough
Lincolnshire, DN21 2NA

Part 1: Equality Impact Screening/Pre-Assessment*

Name of Policy/Function/Strategy to be assessed: Housing Register and Nomination Policy	Section/Directorate: Homes and Health
Name of person responsible for assessment: Sarah Elvin	Date of Screening: 25 th October 2024

Policy Aims

What is the purpose of the policy/function/strategy? What are its intended outcomes?

This policy is the allocation scheme (as required by the Housing Act 1996, as amended by the Homelessness Act 2012 and Localism Act 2011) for West Lindsey District Council. It sets out the framework within which West Lindsey District Council operates in the assessment of housing need on the common housing register and the nomination from that register to social rented properties.

The main objectives of the Policy are to:

- Provide a fair, open and accountable framework in which everyone has equality of access when seeking an affordable home
- Prevent homelessness and reduce the use of temporary accommodation
- Assist applicants in the greatest housing needs, whilst ensuring the best use of limited housing resources and that balanced and stable communities are maintained
- Ensure quality and accessible advice and assistance about the scheme is freely available, to ensure applicants understand and can participate
- Take account of the relevant legislation and statutory guidance
- Have due regard to the Lincolnshire Homelessness and Rough Sleeping Strategy

Who are the main stakeholders in relation to the policy/function/strategy?

Registered Providers
Residents

Do the identified stakeholders stand to be positively or negatively affected by the policy/function/strategy?

Neither positive or negatively affected, this policy sets out an equitable way in which we determine housing priority across the district and does not take into account any protected characteristic when doing those assessments of need.

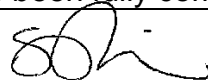
Does this policy/function/strategy support the Council’s stated equality objectives? (see overleaf.) Does it serve to impede them? Please explain.

It does support the councils equality objectives and it does not stand to impede them.

Preliminary Impact Assessment

	Yes	No	Unsure
1. Will this policy or function have an impact on: a. How services are delivered to the public?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Part 1 should be completed by the Lead Officer and signed by the Service Manager. Refer to the [Internal EIA Guidance](#) for more information on what EIAs are, why they are important, when they should be completed, who should be involved, and how they should be done.

b. Human Resources Policies?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Have any aspects of your policy/strategy already been covered by other EIAs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. If yes, please indicate which ones and the dates. Also indicate which new/additional aspects would be covered under this EIA.			
If you answered Yes or Unsure for question1 please proceed to Part 2 of the EIA, which is to be completed with a small team of people.			
Otherwise, if you are satisfied that there would be no additional benefit to completing a full impact assessment (noting that many issues with no apparent relevance may have hidden impacts) then please have your Service Manager sign and date this sheet to indicate that the EIA has been fully completed at this stage.			
Manager's Signature:			This document may be published on the website <input type="checkbox"/>

Equality Objectives

1. Review Corporate Plan and Equality objectives to ensure links are clear and objectives are evidence based
2. Ensure that all our staff, elected members and volunteers are aware of our responsibilities under the Equality Act 2010 and the Public Sector Equality Duty
3. Engage our communities to participate in the determination of our priorities and decision making
4. Ensure we are transparent in decision making

Part 2: Equality Impact Assessment†

Identifying Potential Equality Issues

Use the information in Part 1, any other supporting documents, and the questions below to aid the group's discussion on the presence of potential equality issues.

- What do you know already about equality impact or need?
- Is there any indication that particular features of this policy/function will create problems for specific groups?
- Is there any indication that particular features of this policy/function will benefit specific groups or advance equality between different groups of people?

Evidence‡

It is difficult to achieve an effective EIA without good evidence. Answer the questions below about the evidence relating to the project/policy/function.

What are the existing sources of evidence and mechanisms for gathering data?

Data is held on the housing register that includes, names, addresses, how long someone has been on the housing register and data on protected characteristics. Housing needs assessments hold data that is used to shape the S106 agreements

Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular policy or function?

There are many different reasons that someone will apply to the housing register.

The policy details who is eligible, what type of accommodation people are eligible for and how their application will be assessed and what priority will be awarded.

This policy enables us to prioritise housing applications based on different needs and household circumstances.

† Part 2 should be completed by the Policy/Project Lead with the help of a team of people invited to assist.

‡ See the "Evidence Collection and Data Use" section of the [Internal EIA Guidance](#).

Does this policy/project impact a particular area of the District? Have there been any demographic changes or trends locally?

Anyone in the district (or outside of the district) can apply to the housing register.

Availability of housing varies in different areas of the district and this affects waiting times for accommodation in those areas but does not impact on how the policy is applied.

Services are accessible regardless of location including telephone contact and face to face visits including outreach services.

Is there any informal feedback from managers, staff or voluntary organisations?

Consultation has been undertaken for the policy and some changes have been made as a result.

We held a member workshop on proposed changes which also ensured we had comments from our elected members representing their constituents.

Are there gaps in the data or our knowledge? What further evidence is needed to understand the impact upon equality?

The data that held is always under review, if there are any emerging issues identified these would be addressed.

We have included a section in the policy to show how the policy is applied for exceptional cases which will be updated as and when new circumstances arise.

Impact

Based on the identification of potential equality issues and the supporting evidence, the team can try to determine the impact of the policy/project/service/function on different groups.

Does the data show different impact upon different groups?

Yes No

If yes, which groups are affected?

Group	May particularly benefit	May adversely impact	No impact anticipated
People from different ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Women	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Men	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maternity/pregnancy impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled people or carers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People from different faith groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older or younger people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in rural locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Married people or people in civil partnerships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group cont'd	May particularly benefit	May adversely impact	No impact anticipated
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain the potential benefits or adverse impacts listed above.

Everyone is able to access support with their housing situation regardless of their protected characteristics.
 Some aspects of eligibility are set in law and some are set out in this policy.
 Pathways are set for certain groups including single people, families, those with complex or specific needs, prison leavers, care leavers and of the armed forces community.
 However, these pathways are only identified to allow access to services specific to the needs of these groups but any provision and support to tailored to individual needs regardless of any group or protected characteristics that they may fall into.

Recommendations

Please select a recommended course of action and, where appropriate, explain your choice.

- No major change needed
- Adjust the policy
- Adverse impact but continue
- Stop and remove the policy

Future actions:

None required at this time

A handwritten signature in black ink, appearing to be 'S. H.', is positioned to the right of the 'Lead Signature:' label.

Lead Signature:

Date[§]: 19/12/2024

[§] What happens next? – See the “Understanding the EIA process” section of the [Internal EIA Guidance](#).

Customer Charter – Housing Register and Nominations 2025

Service standards for housing register and nominations

- Statutory guidance on allocation of accommodation
 - In the exercise of their functions under Part 6 of the Housing Act 1996, local authorities must have regard to statutory guidance issued by the Secretary of State.
 - [Allocation of accommodation: guidance for local housing authorities](#) is available on Gov.uk.
 - The following additional statutory codes of guidance have also been published:
 - Providing social housing for local people
 - Right to move
 - Improving access to social housing for victims of domestic abuse
 - Improving access to social housing for members of the Armed Forces
- The Home Choices Team can be contacted on 01427 676 676 or by email at home.choices@west-lindsey.gov.uk during normal working hours and on 01427 613960 in emergencies outside of normal office hours (after 5pm, weekends and bank holidays).
- We aim to respond to voicemails on the same working day (or the next working day if the voicemail was left after 3.30pm).
- We aim to respond to emails within 5 working days. Your e-mail will be acknowledged immediately with an auto response which will indicate your e-mail has been received by the team.

Full resolution of reason for contact may not be achieved within the first contact but we will work to resolve any queries or issues as quickly as possible.

When someone applies to the housing register:

- We will assess all housing register applications according to our Housing Register and Nominations Policy
 - <https://www.west-lindsey.gov.uk/sites/default/files/2022-02/West%20Lindsey%20Home%20Choice%20Policy%202020.pdf>
- We will aim to contact you within 5 working days to request additional information if required to assess your application
- We will request a tenancy reference from your current or last landlord in order to assess your eligibility for the housing register. If you are in rent arrears or there have been problems with anti social behaviour, property conditions or other tenancy conduct issues then you may not be eligible for the housing register.
- We will aim to assess your application within 10 working days of receiving all information required from you and we will advise you in writing of the properties you are eligible to bid for and the band you have been placed in and why.
- If you tell us about a change of circumstances we will aim to re-assess your application and provide an update in 5 working days

Your responsibilities when accessing our services:

- In order to assist you in the best way we can, you are required to be open and honest in regards to everything we need to know to assess your housing register application
- You will be required to provide us with any information we need to be able to meet your needs to access the service – for example if you require translation services.
- It is very important that you inform us immediately if your circumstances change including if you change your telephone number or email address so we can stay in contact with you.
- We require you to provide us with all documents we ask you for to enable us to assist you and assess your application/s.
- We kindly ask that you speak to us politely and courteously, without being abusive.
- Any unacceptable behaviour will be dealt with appropriately.

West Lindsey customer service standards

In addition, the Home Choices Team work closely within the council's adopted 7-Point Customer Service Standards framework.

- Standard 1: Listen, understand and respond to our customers' needs
- Standard 2: Work with partners to support our customers
- Standard 3: Help customers to help themselves
- Standard 4: Provide services to our customers which they can rely on and trust
- Standard 5: Seek and use feedback opportunities to learn, grow and develop
- Standard 6: Communicate clearly and simply
- Standard 7: Treat customers fairly and respectfully

Review

This customer charter will be reviewed annually and approved in line with the requirement below.

Approved by	Management Team
Approval date	6 th January 2025
Next review date	6 th January 2026

This document is available in alternative formats on request by contacting customer services by email customer.services@west-lindsey.gov.uk or by phone on 01427 676676

Agenda Item 6b



**Prosperous Communities
Committee**

Tuesday, 28th January 2025

Subject: Prosperous Communities Committee Draft Budget 2025/2026 and estimates to 2029/2030.

Report by:

Director of Corporate Services

Contact Officer:

Sue Leversedge
Business Support Team Leader

sue.leversedge@west-lindsey.gov.uk

Purpose / Summary:

The report sets out details of the Committee's draft revenue budget for the period of 2025/2026 and estimates to 2029/2030.

RECOMMENDATION(S):

1. That Members recommend the Prosperous Communities Budget 2025/2026 and revenue estimates to 2029/2030 to Corporate Policy and Resources Committee for the purpose of budget setting 2025/2026 and for inclusion in the Medium-Term Financial Plan 2025/2026 to 2029/2030 (as amended by any decisions taken on this agenda).

IMPLICATIONS

Legal:

The Council has a responsibility to set a balanced and legitimate budget and Council Tax requirement in compliance with statutory deadlines.

Local Authorities (Standing Orders) (England) (Amendment) Regs 2014 (SI 165) requires that once the budget is approved the minutes of the proceedings must record the names of the persons who cast a vote for the decision, against the decision or abstained.

Financial : FIN/122/25/PC/SL

The 2025/2026 proposed budgets and variance to the 2024/2025 base budget are explained in the body of this report.

After taking a robust approach to the estimations within the budget for this Committee the total cost of services for 2025/2026 will be £6.213m (£5.431m 2024/2025).

This has resulted in base budget decreases in expenditure of £0.264m, and a reduction in income of £1.045m, resulting in a **net base budget increase of £0.781m**.

There are £0.559m of expenditure budgets which are funded from Earmarked Reserves to support one off project resources in 2025/2026 (£0.337m in 2024/2025). This is an increase of £0.222m from 2024/2025 to 2025/2026.

Services within this Committee have also contributed to Earmarked Reserves £0.104m in 2025/2026 for asset replacement programmes (no change from £0.104m in 2024/2025).

Excluding the use of earmarked reserves, there is a **net bas budget increase of £0.559m** on the base budgets for this committee, further details of which are contained within the report at section 2.

The proposed budgets within this report are included in the overall balanced position for 2025/2026.

Staffing:

The most significant budget movement from 2024/2025 to 2025/2026 for services within this committee is salary budgets which have been affected by several factors:

- 1) Salary budgets for 2024/2025 were based on a 3.5% increase. Whilst the agreed pay award is an average of 3.5% across all scale points, due to the weighting of the proposal there is an ongoing additional cost of **£0.016m** when compared to the budgeted amount.
- 2) The estimated pay award applied for 2025/2026 is 3.0%, an increase of **£0.225m**. 2.5% has been applied each year from 2026/2027.
- 3) The continuation of the 24 hours CCTV service has been built into the base budget, previously funded from a combination of General Fund Balances and UKSPF grant - **£0.100m**.
- 4) Changes to Employers National Insurance contributions announced in the Autumn 2024 budget statement, applicable from 1st April 2025, have increased employee costs for this committee by **£0.133m** in 2025/2026. The Office for Budget Responsibility suggests that the Treasury is compensating public sector employers for higher tax costs which will be confirmed in the final settlement due in February 2025. The current estimate is a contribution equal to 55% of the budgeted impact.
- 5) Other approved amendments to the establishment **£0.140m**.

The proposed Council budget for 2025/2026 also includes a 2% Vacancy Factor of £0.268m, which has been applied to salary budgets for posts which are on our organisational establishment (basic pay, superannuation and national insurance). This budget is held within Corporate Policy and Resources committee.

Equality and Diversity including Human Rights :

The Equality Act 2010 places a responsibility on Councils to assess their budget options before taking decisions on areas that could result in discrimination.

An Equality Impact Assessment is to be completed on the budget.

Data Protection Implications: None arising as a result of this report.

Climate Related Risks and Opportunities:

The Council created an Earmarked Reserve within its overall 2023/2024 budget to support investment in environmental and carbon reduction initiatives and the mitigation of climate change financial risk.

Section 17 Crime and Disorder Considerations :
CCTV service charges are set to encourage take up of the service to increase public safety in the district and reduce anti-social behaviour.
Fixed Penalty Notices are fees set by the Government to enable Local Authorities to take action against anti-social behaviour.

Health Implications: None arising as a result of this report.

Title and Location of any Background Papers used in the preparation of this report:
The Chartered Institute of Public Finance and Accountancy – The Prudential Code for Capital Finance in Local Authorities (2021 Edition)
The Corporate Plan
The Capital Investment Strategy
The Fees and Charges Policy
The Asset Management Plan
The Acquisitions and Disposal Policy
Investment Policy – Land and Buildings
All documents are held within Financial Services at the Guildhall, Marshalls Yard, Gainsborough.

Risk Assessment: The 2025/2026 Budget Risk Assessment will be presented to the Corporate Policy and Resources Committee.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e., is the report exempt from being called in due to urgency (in consultation with C&I chairman) **Yes** **No**

Key Decision:

A matter which affects two or more wards, or has significant financial implications **Yes** **No**

Introduction

1.1 This report sets out the Prosperous Communities Committee base budget position for 2025/2026 and estimates for 2026/2027 to 2029/2030, incorporating the medium-term financial planning principals:

- To focus on achieving outcomes
- To drive a robust and sustainable financial position
- To support growth and service delivery, utilising the Council's resources
- To ensure financial decision making is based on robust, risk assessed business cases that clearly match our ambitions.

The Committee are asked to consider the content of this report and recommend the 2025/2026 budget and revenue estimates to 2029/2030 to Corporate Policy and Resources Committee, for the purpose of budget setting 2025/2026 and for inclusion in the Medium-Term Financial Plan 2025/2026 to 2029/2030.

1.2 The process for the preparation of this budget has included the following:

- Meetings with Budget Managers to ensure resources align to the delivery of Corporate Priorities and to review budgets, identifying ongoing pressures, income loss, savings or income gains, and horizon scanning for future issues, including political, economic or legislative implications.
- A robust Fees and Charges review, which resulted in an increase in income budgets of £48.8k for services within this Committee against the previous estimate for 2025/2026. Full Details of proposed fees and charges were presented to Prosperous Communities Committee on the 29th of October 2024.
- Regular updates have been provided to the Management Team who have also reviewed, challenged and proposed inclusion of the pressures incorporated into this budget which have not already been approved by the Corporate Policy and Resources Committee. These are in addition to the assumptions included within the budget i.e., pay award levels, inflation on utilities, Business Rates (NNDR) growth etc.
- Regular meetings have been held with the Chairs and Vice Chairs of Committees to ensure they are fully engaged in the process.
- Inclusion of the revenue implications of the DRAFT Capital Programme 2025/2026 – 2029/2030.
- Consultation with Parish and Town Councils, residents and business ratepayers has been undertaken.

- The review of Earmarked Reserves and approved additional resources being funded from these reserves and/or external grant income.
- Consideration of other Strategies i.e., Car Parking Strategy, Housing Strategy etc.

1.3 This Budget Preparation process has achieved a High Assurance rating from our Internal Auditors in September 2018.

1.4 Where additional expenditure and unavoidable costs have been identified, Business Units try to accommodate these extra costs by working more efficiently, generating extra income or reducing base budgets in non-priority areas. These items of additional expenditure and unavoidable costs, together with budget reductions are described below and have been built in to the base budgets.

1.5 The Prosperous Communities base budgets have been developed from the forecast budgets presented to Council in March 2024.

Service budgets are aligned to the strategic focus for each of the Clusters outlined within the Corporate Plan 2023/2027, namely Our People, Our Place and Our Council.

To aid comparison capital charges and central support recharges have been omitted to present only revenue related controllable costs.

1.6 The Income and Expenditure Budget of the Committee is shown at **Appendix 1**.

1.7 The overall net Budget per Cluster (Our People, Our Place and Our Council) is attached at **Appendix 2**.

1.8 The Business Units income and expenditure budgets are included at **Appendix 3**.

1.9 A summary of the movement from the 2024/2025 original budget to the proposed 2025/2026 original budget is included at **Appendix 4**.

1.10 Assumptions/Inflationary Increases

Increases have been applied to the following budget areas:

	2025/26
Pay Award	3.00%
Vacancy Factor	2.00%
Water & Disposal	6.00%
Fees & Charges	3.50%

Employer's superannuation has been applied in line with that provided by the Actuary (23.5% 2025/2026). National Insurance rates have been applied in line with the rates published by HMRC for 2025/2026.

Where contracts include an inflationary increase this has been reflected in the proposed budgets for 2025/2026.

KEY:	
↑	Positive impact on MTFP (i.e. increased income, or reduction in expenditure)
↓	Negative impact on MTFP (i.e. decrease in income, or increase in expenditure)

2. SIGNIFICANT VARIATIONS

↓	£0.559M
---	---------

When compared to the 2024/2025 base budget, the 2025/2026 proposed budget for services within this committee shows an increase of **£0.559m**, excluding use of and contribution to Earmarked Reserves. The major variances to the 2024/2025 base budget are detailed below:

2.1 Establishment

↓	£0.613M
---	---------

The most significant budget movement from 2024/2025 to 2025/2026 for services within this committee is salary budgets which have been affected by several factors:

- 1) Salary budgets for 2024/2025 were based on a 3.5% increase. Whilst the agreed pay award is an average of 3.5% across all scale points, due to the weighting of the proposal there is an ongoing additional cost of **£0.016m** when compared to the budgeted amount.
- 2) The estimated pay award applied for 2025/2026 is 3.0%, an increase of **£0.225m**. An increase of 2.5% has been applied each year from 2026/2027.
- 3) The continuation of the 24 hours CCTV service has been built into the base budget, previously funded from a combination of General Fund Balances and UKSPF grant - **£0.100m**.
- 4) Changes to Employers National Insurance contributions announced in the Autumn 2024 budget statement, applicable from 1st April 2025, have increased employee costs for this committee by **£0.133m** in 2025/2026. The Office for Budget Responsibility suggests that the Treasury is compensating public sector employers for higher tax costs which will be confirmed in the final settlement due in February 2025. The current estimate is a contribution equal to 55% of the budgeted impact.

- 5) Other approved amendments to the establishment **£0.140m**.

The proposed Council budget for 2025/2026 also includes a 2% Vacancy Factor of £0.268m, which has been applied to salary budgets for posts which are on our organisational establishment (basic pay, superannuation and national insurance). This budget is held within Corporate Policy and Resources committee.

2.2 Central Lincolnshire Local Plan

↓ £0.039M

There has been increase of **£0.039m** in the Central Lincolnshire Local Plan Contribution for 2025/2026 approved by the Central Lincolnshire Joint Strategic Planning Committee and signed off by all S151 officers and Chief Executives for the Central Lincolnshire Partnership.

This partnership enables the Council to work in partnership with the Central Lincolnshire Local Plan Team to shape the review of the Local Plan, link with West Lindsey's strategic corporate evidence base, and other baseline data gathering.

2.3 Wellbeing Contract

↓ £0.019M

The Wellbeing contract has been in place since 1 April 2018, with a new contract effective from 13th of January 2025, for 5 years.

The contract is a gain for the Medium Term Financial Plan of £0.077m for 2025/2026 as the Council had not budgeted for the service beyond 2024/2025 but is a decrease in income from 2024/2025 of **£0.019m**.

2.4 Local Land Charges – Search Fees

↓ £0.019M

As part of the new Infrastructure Act, the responsibility of administrating LLC1 searches has migrated to HM Land Registry. West Lindsey District Council have retained liability and responsibility for information provided from the register. The migration was implemented during 2023/2024.

In previous years' Local Land Charges provided two types of searches. One search fee has a portion that is paid over to Lincolnshire County Council (LCC). Following the migration of one type of search, the Local Land Charge (LLC) search, to HM Land Registry (HMLR), we are left with only the searches containing a portion of fee to be paid over to LCC.

During the migration year a one-off New Burdens grant was received. The impact was monitored over the year following migration to establish the impact, which is an increase in base expenditure budget of **£0.019m**.

2.5 Inflation

↓ £0.015M

The inflationary increases applied, see paragraph 1.10 for assumptions in addition to contractual inflationary increases, have resulted in an increase in base budgets for 2025/2026 of **£0.015m**.

2.6 Employment and Skills Partnership

↓ £0.010M

A base budget of **£0.010m** has been established to continue to deliver the Employment and Skills Partnership delivery plan and will enable the team to expand their work into more schools and job fairs.

2.7 Fees and Charges

↑ 0.146M

The Corporate Policy and Resources Committee meeting held on the 14th of November 2024 considered the Fees and Charges recommended by this Committee and recommended them to Council for approval. The review resulted in an increase in income budgets of £0.049m for services within this Committee against the previous estimate for 2025/2026. This is an increase of **£0.146m** against the 2024/2025 base budget.

2.8 Budget Variations and Movements between Committees

↑ 0.009M

Business Unit variations and movements between committees with a value below £0.010m total **£0.009m**.

2.9 Other significant variances within individual Business Units are the result of budget movements within the Committee, and do not impact on the budget movement for the Committee overall.

3. Budget Consultation

To undertake the Budget Consultation, we used multiple routes to consult with our stakeholders.

The consultation was undertaken using an online survey, a paper survey, through stalls within the Markets at Market towns and face to face events within the district.

The objectives of the engagement were to:

- Raise awareness of the financial challenges.
- Raise awareness of the diversity of services the Council provides.

- Identify what areas of the Corporate Plan and the Business Plan should be prioritised.
- Provide some feedback following the recent Council motion to consider supporting residents in this time of increased inflation.

4. Recommendations

That Members recommend the draft Prosperous Communities budget 2025/2026 and revenue estimates to 2029/2030 to Corporate Policy and Resources Committee for the inclusion in the Medium-Term Financial Plan 2025/2026 – 2029/2030.

APPENDIX 1

Prosperous Communities Income and Expenditure Budgets (Excluding Capital Charges and Recharges)

Prosperous Communities	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(5,403,000)	(5,965,600)	(6,140,800)	(6,365,100)	(6,519,700)	(6,459,900)
Taxation and Government Grant	(2,486,000)	(878,200)	(638,600)	(635,000)	(622,000)	(629,900)
Total Income	(7,889,000)	(6,843,800)	(6,779,400)	(7,000,100)	(7,141,700)	(7,089,800)
Expenditure						
Employees	8,113,700	8,865,500	8,970,500	9,091,600	9,306,700	9,429,000
Premises	904,100	596,300	609,300	611,300	621,000	637,600
Supplies & Services	3,310,500	2,627,200	2,339,100	2,296,700	2,273,900	2,262,200
Transport	991,900	967,300	979,000	991,000	1,003,200	1,015,700
Total Expenditure	13,320,200	13,056,300	12,897,900	12,990,600	13,204,800	13,344,500
Net Total	5,431,200	6,212,500	6,118,500	5,990,500	6,063,100	6,254,700

APPENDIX 2

Prosperous Communities Base Budget – Cluster Analysis (Excluding Capital Charges and Recharges)

Cluster and Business Unit	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Our People	1,304,000	1,671,300	1,640,300	1,497,000	1,484,300	1,523,300
Community Action	348,900	416,600	414,000	425,600	460,200	474,500
Community Environment	36,000	0	0	0	0	0
Community Support	194,500	327,800	328,200	192,200	192,200	192,200
Culture and Theatres	218,300	234,600	233,600	229,400	221,600	226,600
Homelessness	402,600	406,900	394,400	403,700	413,200	424,800
Homes, Health and Wellbeing	34,600	34,900	31,500	32,000	32,400	33,100
Housing Standards	191,000	214,200	219,400	292,600	259,800	268,000
Leisure	(177,500)	(40,800)	(59,400)	(147,700)	(171,300)	(190,500)
Parks & Open Spaces	71,900	73,200	75,400	66,600	74,400	75,700
Safeguarding	7,600	8,700	9,000	9,300	9,500	9,800
Safer Communities - Parish Lighting	70,600	70,600	71,600	72,700	73,800	74,900
Wellbeing Lincs	(94,500)	(75,400)	(77,400)	(79,400)	(81,500)	(65,800)
Our Place	4,626,900	4,970,600	4,921,900	4,971,700	5,098,500	5,253,100
Building Control	177,800	195,600	206,100	220,000	232,500	247,800
Business Support	13,100	13,200	13,200	13,200	13,200	13,200
Cemeteries	75,000	67,800	71,400	73,200	75,100	81,100
Commercial Services	124,000	316,300	220,900	183,700	191,300	197,500
Community Environment	59,900	60,000	60,100	60,100	60,100	60,100
Community Safety	146,800	228,800	176,000	160,000	165,700	170,600
Culture and Theatres	21,200	0	0	0	0	0
Development Management	(74,600)	(131,500)	(135,400)	(131,200)	(127,200)	(121,500)
Economic Development	445,500	334,700	346,700	355,000	363,700	375,200
Environmental Protection	184,300	236,500	242,900	251,100	259,500	273,400
Food Safety	260,200	261,200	236,000	242,400	248,400	256,600
Housing	66,300	69,800	71,400	73,000	74,600	76,600
Licensing	5,100	7,000	4,100	3,700	3,300	4,000
Lincolnshire Show	7,700	7,700	7,700	7,700	7,700	7,700
Markets	130,800	65,300	66,300	68,500	70,700	73,400
Neighbourhood Planning	8,700	12,900	12,100	12,100	12,100	12,100
Parking Services	(90,900)	(127,400)	(124,900)	(123,100)	(120,800)	(118,300)
Planning Enforcement	114,700	128,800	134,200	137,500	140,800	145,300
Planning Policy	217,200	265,200	273,500	280,000	288,200	271,900
Property - Commercial	(40,500)	(42,500)	(42,500)	(42,500)	(42,500)	(42,500)
Property - Houses	5,400	400	400	400	400	400
Safer Communities - CCTV	132,100	238,700	248,000	254,600	261,700	269,700
Street Cleansing	795,000	833,100	853,000	871,000	889,700	913,300
Visitor Economy	56,500	58,600	60,100	61,400	62,500	64,200
Waste Management	1,785,600	1,870,400	1,920,600	1,939,900	1,967,800	2,021,300
Our Council	(499,700)	(429,400)	(443,700)	(478,200)	(519,700)	(521,700)
Commercial Waste Service	(170,600)	(101,100)	(107,400)	(115,600)	(123,800)	(120,200)
Crematorium	(73,700)	(107,500)	(136,900)	(173,700)	(209,400)	(246,800)
Land Charges	38,300	76,700	72,800	68,300	57,800	62,500
Property - Miscellaneous Property	8,000	14,600	14,700	14,800	14,900	15,000
Waste Management - Chargeable Services	(301,700)	(312,100)	(286,900)	(272,000)	(259,200)	(232,200)
Grand Total	5,431,200	6,212,500	6,118,500	5,990,500	6,063,100	6,254,700

APPENDIX 3

Prosperous Communities Committee

The following tables detail Business Unit Income and Expenditure Budgets

Building Control	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(237,100)	(244,100)	(244,100)	(244,100)	(244,100)	(244,100)
Total Income	(237,100)	(244,100)	(244,100)	(244,100)	(244,100)	(244,100)
Expenditure						
Employees	378,600	393,300	408,700	422,500	434,900	450,000
Premises	23,700	23,700	23,700	23,700	23,700	23,700
Supplies & Services	12,100	22,500	17,600	17,700	17,800	18,000
Transport	500	200	200	200	200	200
Total Expenditure	414,900	439,700	450,200	464,100	476,600	491,900
Net Total	177,800	195,600	206,100	220,000	232,500	247,800

Business Support	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Expenditure						
Premises	300	300	300	300	300	300
Supplies & Services	12,800	12,900	12,900	12,900	12,900	12,900
Total Expenditure	13,100	13,200	13,200	13,200	13,200	13,200
Net Total	13,100	13,200	13,200	13,200	13,200	13,200

Cemeteries	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(7,400)	(7,800)	(7,800)	(7,800)	(7,800)	(7,800)
Total Income	(7,400)	(7,800)	(7,800)	(7,800)	(7,800)	(7,800)
Expenditure						
Employees	11,300	12,000	12,600	12,800	13,100	13,500
Premises	70,600	63,100	66,100	67,700	69,300	74,900
Supplies & Services	500	500	500	500	500	500
Total Expenditure	82,400	75,600	79,200	81,000	82,900	88,900
Net Total	75,000	67,800	71,400	73,200	75,100	81,100

Commercial Services	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(1,700)	(2,300)	(2,300)	(2,300)	0	0
Total Income	(1,700)	(2,300)	(2,300)	(2,300)	0	0
Expenditure						
Employees	123,200	224,200	219,200	181,900	187,100	193,200
Supplies & Services	2,100	94,300	3,900	4,000	4,100	4,200
Transport	400	100	100	100	100	100
Total Expenditure	125,700	318,600	223,200	186,000	191,300	197,500
Net Total	124,000	316,300	220,900	183,700	191,300	197,500

APPENDIX 3

Prosperous Communities Committee

The following tables detail Business Unit Income and Expenditure Budgets

Commercial Waste Service	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(395,500)	(327,600)	(343,800)	(360,800)	(378,600)	(378,600)
Total Income	(395,500)	(327,600)	(343,800)	(360,800)	(378,600)	(378,600)
Expenditure						
Employees	88,200	92,400	95,800	97,500	99,500	102,700
Premises	100	0	0	0	0	0
Supplies & Services	124,200	119,200	125,500	132,400	139,800	140,000
Transport	12,400	14,900	15,100	15,300	15,500	15,700
Total Expenditure	224,900	226,500	236,400	245,200	254,800	258,400
Net Total	(170,600)	(101,100)	(107,400)	(115,600)	(123,800)	(120,200)

Community Action	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(27,300)	(29,600)	(29,600)	(29,600)	0	0
Taxation and Government Grant	(250,000)	0	0	0	0	0
Total Income	(277,300)	(29,600)	(29,600)	(29,600)	0	0
Expenditure						
Employees	363,800	421,300	418,600	430,100	440,700	454,900
Supplies & Services	262,400	24,900	25,000	25,100	19,500	19,600
Total Expenditure	626,200	446,200	443,600	455,200	460,200	474,500
Net Total	348,900	416,600	414,000	425,600	460,200	474,500

Community Environment	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Taxation and Government Grant	(320,000)	0	0	0	0	0
Total Income	(320,000)	0	0	0	0	0
Expenditure						
Supplies & Services	415,900	60,000	60,100	60,100	60,100	60,100
Total Expenditure	415,900	60,000	60,100	60,100	60,100	60,100
Net Total	95,900	60,000	60,100	60,100	60,100	60,100

Community Safety	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(2,700)	(4,700)	(4,700)	(4,700)	(4,700)	(4,700)
Total Income	(2,700)	(4,700)	(4,700)	(4,700)	(4,700)	(4,700)
Expenditure						
Employees	129,900	209,100	158,700	142,600	148,200	153,000
Supplies & Services	19,600	24,400	22,000	22,100	22,200	22,300
Total Expenditure	149,500	233,500	180,700	164,700	170,400	175,300
Net Total	146,800	228,800	176,000	160,000	165,700	170,600

APPENDIX 3

Prosperous Communities Committee

The following tables detail Business Unit Income and Expenditure Budgets

Community Support	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(11,900)	(13,800)	(14,300)	(14,700)	(15,200)	(15,200)
Total Income	(11,900)	(13,800)	(14,300)	(14,700)	(15,200)	(15,200)
Expenditure						
Supplies & Services	206,400	341,600	342,500	206,900	207,400	207,400
Total Expenditure	206,400	341,600	342,500	206,900	207,400	207,400
Net Total	194,500	327,800	328,200	192,200	192,200	192,200

Crematorium	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(511,600)	(555,200)	(598,200)	(647,600)	(694,200)	(745,200)
Total Income	(511,600)	(555,200)	(598,200)	(647,600)	(694,200)	(745,200)
Expenditure						
Employees	175,500	185,600	191,600	196,500	201,700	207,900
Premises	185,400	180,700	185,200	189,800	193,400	198,300
Supplies & Services	77,000	81,400	84,500	87,600	89,700	92,200
Total Expenditure	437,900	447,700	461,300	473,900	484,800	498,400
Net Total	(73,700)	(107,500)	(136,900)	(173,700)	(209,400)	(246,800)

Culture and Theatres	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(166,100)	(279,200)	(303,100)	(332,600)	(364,000)	(380,000)
Taxation and Government Grant	(103,300)	0	0	0	0	0
Total Income	(269,400)	(279,200)	(303,100)	(332,600)	(364,000)	(380,000)
Expenditure						
Employees	233,700	208,600	216,500	222,300	228,000	234,900
Premises	68,300	79,900	80,300	82,100	82,300	84,200
Supplies & Services	206,900	225,300	239,900	257,600	275,300	287,500
Total Expenditure	508,900	513,800	536,700	562,000	585,600	606,600
Net Total	239,500	234,600	233,600	229,400	221,600	226,600

Development Management	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(1,239,500)	(1,261,100)	(1,290,300)	(1,317,700)	(1,345,600)	(1,374,200)
Total Income	(1,239,500)	(1,261,100)	(1,290,300)	(1,317,700)	(1,345,600)	(1,374,200)
Expenditure						
Employees	1,001,500	952,600	987,300	1,015,200	1,043,100	1,076,100
Premises	1,000	500	500	500	500	500
Supplies & Services	161,600	176,200	166,800	170,500	174,500	175,800
Transport	800	300	300	300	300	300
Total Expenditure	1,164,900	1,129,600	1,154,900	1,186,500	1,218,400	1,252,700
Net Total	(74,600)	(131,500)	(135,400)	(131,200)	(127,200)	(121,500)

APPENDIX 3

Prosperous Communities Committee

The following tables detail Business Unit Income and Expenditure Budgets

Economic Development	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Taxation and Government Grant	(376,300)	(56,500)	(31,300)	0	0	0
Total Income	(376,300)	(56,500)	(31,300)	0	0	0
Expenditure						
Employees	380,600	373,900	361,800	344,200	352,900	364,400
Supplies & Services	440,700	17,200	16,100	10,700	10,700	10,700
Transport	500	100	100	100	100	100
Total Expenditure	821,800	391,200	378,000	355,000	363,700	375,200
Net Total	445,500	334,700	346,700	355,000	363,700	375,200

Environmental Protection	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Total Income	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Expenditure						
Employees	151,200	204,700	213,500	221,600	229,900	238,700
Premises	500	500	500	500	500	500
Supplies & Services	42,400	41,200	38,800	38,900	39,000	44,100
Transport	200	100	100	100	100	100
Total Expenditure	194,300	246,500	252,900	261,100	269,500	283,400
Net Total	184,300	236,500	242,900	251,100	259,500	273,400

Food Safety	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(7,300)	(7,400)	(7,400)	(7,400)	(7,400)	(7,400)
Total Income	(7,300)	(7,400)	(7,400)	(7,400)	(7,400)	(7,400)
Expenditure						
Employees	254,100	257,800	236,500	242,600	248,300	256,200
Supplies & Services	13,200	10,600	6,700	7,000	7,300	7,600
Transport	200	200	200	200	200	200
Total Expenditure	267,500	268,600	243,400	249,800	255,800	264,000
Net Total	260,200	261,200	236,000	242,400	248,400	256,600

Homelessness	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(11,900)	(11,900)	(11,900)	(11,900)	(11,900)	(11,900)
Taxation and Government Grant	(264,600)	(507,900)	(299,500)	(299,500)	(299,500)	(299,500)
Total Income	(276,500)	(519,800)	(311,400)	(311,400)	(311,400)	(311,400)
Expenditure						
Employees	411,400	368,500	333,400	342,400	351,600	362,800
Supplies & Services	267,500	558,000	372,200	372,500	372,800	373,200
Transport	200	200	200	200	200	200
Total Expenditure	679,100	926,700	705,800	715,100	724,600	736,200
Net Total	402,600	406,900	394,400	403,700	413,200	424,800

APPENDIX 3

Prosperous Communities Committee

The following tables detail Business Unit Income and Expenditure Budgets

Homes, Health and Wellbeing	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Taxation and Government Grant	(860,500)	(183,100)	(174,000)	(180,300)	(185,900)	(192,000)
Total Income	(860,500)	(183,100)	(174,000)	(180,300)	(185,900)	(192,000)
Expenditure						
Employees	358,500	201,900	192,800	199,500	205,400	212,100
Premises	298,100	0	0	0	0	0
Supplies & Services	238,400	16,000	12,600	12,700	12,800	12,900
Transport	100	100	100	100	100	100
Total Expenditure	895,100	218,000	205,500	212,300	218,300	225,100
Net Total	34,600	34,900	31,500	32,000	32,400	33,100

Housing	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Expenditure						
Employees	53,800	60,000	62,300	63,900	65,500	67,500
Supplies & Services	12,500	9,700	9,000	9,000	9,000	9,000
Transport	0	100	100	100	100	100
Total Expenditure	66,300	69,800	71,400	73,000	74,600	76,600
Net Total	66,300	69,800	71,400	73,000	74,600	76,600

Housing Standards	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(75,900)	(77,900)	(79,100)	(55,200)	(56,600)	(58,000)
Total Income	(75,900)	(77,900)	(79,100)	(55,200)	(56,600)	(58,000)
Expenditure						
Employees	249,900	270,500	281,700	291,700	299,000	308,300
Supplies & Services	16,300	20,700	15,900	55,200	16,500	16,800
Transport	700	900	900	900	900	900
Total Expenditure	266,900	292,100	298,500	347,800	316,400	326,000
Net Total	191,000	214,200	219,400	292,600	259,800	268,000

Land Charges	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(106,400)	(118,500)	(124,300)	(132,600)	(146,900)	(148,300)
Total Income	(106,400)	(118,500)	(124,300)	(132,600)	(146,900)	(148,300)
Expenditure						
Employees	123,200	131,200	135,400	138,900	142,500	147,000
Supplies & Services	21,400	64,000	61,700	62,000	62,200	63,800
Transport	100	0	0	0	0	0
Total Expenditure	144,700	195,200	197,100	200,900	204,700	210,800
Net Total	38,300	76,700	72,800	68,300	57,800	62,500

APPENDIX 3

Prosperous Communities Committee

The following tables detail Business Unit Income and Expenditure Budgets

Leisure	Base Budget 2024/25 £	Proposed Budget 2025/26 £	Forecast Budget 2026/27 £	Forecast Budget 2027/28 £	Forecast Budget 2028/29 £	Forecast Budget 2029/30 £
Income						
Income & Fees	(226,200)	(70,700)	(89,700)	(178,200)	(202,000)	(221,400)
Total Income	(226,200)	(70,700)	(89,700)	(178,200)	(202,000)	(221,400)
Expenditure						
Premises	40,600	28,300	28,700	28,900	29,100	29,300
Supplies & Services	8,100	1,600	1,600	1,600	1,600	1,600
Total Expenditure	48,700	29,900	30,300	30,500	30,700	30,900
Net Total	(177,500)	(40,800)	(59,400)	(147,700)	(171,300)	(190,500)

Licensing	Base Budget 2024/25 £	Proposed Budget 2025/26 £	Forecast Budget 2026/27 £	Forecast Budget 2027/28 £	Forecast Budget 2028/29 £	Forecast Budget 2029/30 £
Income						
Income & Fees	(142,700)	(147,100)	(150,600)	(154,200)	(157,900)	(161,700)
Total Income	(142,700)	(147,100)	(150,600)	(154,200)	(157,900)	(161,700)
Expenditure						
Employees	114,800	121,500	125,300	128,400	131,600	136,000
Supplies & Services	32,800	32,600	29,400	29,500	29,600	29,700
Transport	200	0	0	0	0	0
Total Expenditure	147,800	154,100	154,700	157,900	161,200	165,700
Net Total	5,100	7,000	4,100	3,700	3,300	4,000

Lincolnshire Show	Base Budget 2024/25 £	Proposed Budget 2025/26 £	Forecast Budget 2026/27 £	Forecast Budget 2027/28 £	Forecast Budget 2028/29 £	Forecast Budget 2029/30 £
Expenditure						
Supplies & Services	7,700	7,700	7,700	7,700	7,700	7,700
Total Expenditure	7,700	7,700	7,700	7,700	7,700	7,700
Net Total	7,700	7,700	7,700	7,700	7,700	7,700

Markets	Base Budget 2024/25 £	Proposed Budget 2025/26 £	Forecast Budget 2026/27 £	Forecast Budget 2027/28 £	Forecast Budget 2028/29 £	Forecast Budget 2029/30 £
Income						
Income & Fees	(28,900)	(30,400)	(31,900)	(31,900)	(31,900)	(31,900)
Taxation and Government Grant	(48,300)	0	0	0	0	0
Total Income	(77,200)	(30,400)	(31,900)	(31,900)	(31,900)	(31,900)
Expenditure						
Employees	128,000	84,800	87,300	89,500	91,700	94,400
Premises	1,500	800	800	800	800	800
Supplies & Services	72,000	5,800	5,800	5,800	5,800	5,800
Transport	6,500	4,300	4,300	4,300	4,300	4,300
Total Expenditure	208,000	95,700	98,200	100,400	102,600	105,300
Net Total	130,800	65,300	66,300	68,500	70,700	73,400

APPENDIX 3

Prosperous Communities Committee

The following tables detail Business Unit Income and Expenditure Budgets

Neighbourhood Planning	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Taxation and Government Grant	(57,700)	(80,000)	(80,000)	(100,000)	(80,000)	(80,000)
Total Income	(57,700)	(80,000)	(80,000)	(100,000)	(80,000)	(80,000)
Expenditure						
Employees	59,400	61,600	63,600	65,200	66,900	69,000
Supplies & Services	7,000	31,300	28,500	46,900	25,200	23,100
Total Expenditure	66,400	92,900	92,100	112,100	92,100	92,100
Net Total	8,700	12,900	12,100	12,100	12,100	12,100

Parking Services	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(279,800)	(284,300)	(284,300)	(284,300)	(284,300)	(284,300)
Total Income	(279,800)	(284,300)	(284,300)	(284,300)	(284,300)	(284,300)
Expenditure						
Employees	52,000	21,200	22,100	22,300	23,000	23,800
Premises	54,500	54,100	55,400	56,700	58,000	59,400
Supplies & Services	82,400	81,600	81,900	82,200	82,500	82,800
Total Expenditure	188,900	156,900	159,400	161,200	163,500	166,000
Net Total	(90,900)	(127,400)	(124,900)	(123,100)	(120,800)	(118,300)

Parks & Open Spaces	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(6,500)	(6,300)	(6,300)	(6,300)	0	0
Taxation and Government Grant	(58,300)	0	0	0	0	0
Total Income	(64,800)	(6,300)	(6,300)	(6,300)	0	0
Expenditure						
Employees	43,400	0	0	0	0	0
Premises	66,100	67,600	69,800	61,000	62,500	63,800
Supplies & Services	27,200	11,900	11,900	11,900	11,900	11,900
Total Expenditure	136,700	79,500	81,700	72,900	74,400	75,700
Net Total	71,900	73,200	75,400	66,600	74,400	75,700

Planning Enforcement	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Expenditure						
Employees	111,200	121,900	128,900	132,100	135,300	139,700
Supplies & Services	3,300	6,600	5,000	5,100	5,200	5,300
Transport	200	300	300	300	300	300
Total Expenditure	114,700	128,800	134,200	137,500	140,800	145,300
Net Total	114,700	128,800	134,200	137,500	140,800	145,300

APPENDIX 3

Prosperous Communities Committee

The following tables detail Business Unit Income and Expenditure Budgets

Planning Policy	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Taxation and Government Grant	(47,000)	(50,700)	(53,800)	(55,200)	(56,600)	(58,400)
Total Income	(47,000)	(50,700)	(53,800)	(55,200)	(56,600)	(58,400)
Expenditure						
Employees	162,300	171,400	178,200	182,900	187,300	193,500
Supplies & Services	101,900	144,500	149,100	152,300	157,500	136,800
Total Expenditure	264,200	315,900	327,300	335,200	344,800	330,300
Net Total	217,200	265,200	273,500	280,000	288,200	271,900

Property - Commercial	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(50,800)	(50,800)	(50,800)	(50,800)	(50,800)	(50,800)
Total Income	(50,800)	(50,800)	(50,800)	(50,800)	(50,800)	(50,800)
Expenditure						
Premises	500	1,500	1,500	1,500	1,500	1,500
Supplies & Services	9,800	6,800	6,800	6,800	6,800	6,800
Total Expenditure	10,300	8,300	8,300	8,300	8,300	8,300
Net Total	(40,500)	(42,500)	(42,500)	(42,500)	(42,500)	(42,500)

Property - Houses	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(2,000)	(8,400)	(8,400)	(8,400)	(8,400)	(8,400)
Total Income	(2,000)	(8,400)	(8,400)	(8,400)	(8,400)	(8,400)
Expenditure						
Premises	7,400	4,700	4,700	4,700	4,700	4,700
Supplies & Services	0	4,100	4,100	4,100	4,100	4,100
Total Expenditure	7,400	8,800	8,800	8,800	8,800	8,800
Net Total	5,400	400	400	400	400	400

Property - Miscellaneous Property	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(3,100)	(3,200)	(3,300)	(3,400)	(3,500)	(3,600)
Total Income	(3,100)	(3,200)	(3,300)	(3,400)	(3,500)	(3,600)
Expenditure						
Premises	11,100	17,800	18,000	18,200	18,400	18,600
Total Expenditure	11,100	17,800	18,000	18,200	18,400	18,600
Net Total	8,000	14,600	14,700	14,800	14,900	15,000

APPENDIX 3

Prosperous Communities Committee

The following tables detail Business Unit Income and Expenditure Budgets

Safeguarding	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Expenditure						
Supplies & Services	7,600	8,700	9,000	9,300	9,500	9,800
Total Expenditure	7,600	8,700	9,000	9,300	9,500	9,800
Net Total	7,600	8,700	9,000	9,300	9,500	9,800

Safer Communities - CCTV	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(12,100)	(11,100)	(11,100)	(11,100)	(11,100)	(11,100)
Taxation and Government Grant	(85,000)	0	0	0	0	0
Total Income	(97,100)	(11,100)	(11,100)	(11,100)	(11,100)	(11,100)
Expenditure						
Employees	194,200	216,300	225,000	231,000	237,500	244,900
Premises	3,500	1,800	1,800	1,800	1,800	1,800
Supplies & Services	31,500	31,700	32,300	32,900	33,500	34,100
Total Expenditure	229,200	249,800	259,100	265,700	272,800	280,800
Net Total	132,100	238,700	248,000	254,600	261,700	269,700

Safer Communities - Parish Lighting	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Expenditure						
Premises	70,600	70,600	71,600	72,700	73,800	74,900
Total Expenditure	70,600	70,600	71,600	72,700	73,800	74,900
Net Total	70,600	70,600	71,600	72,700	73,800	74,900

Street Cleansing	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(60,400)	(61,400)	(61,400)	(61,400)	(60,500)	(60,500)
Total Income	(60,400)	(61,400)	(61,400)	(61,400)	(60,500)	(60,500)
Expenditure						
Employees	564,400	609,300	629,700	645,700	661,400	682,900
Premises	300	400	400	400	400	400
Supplies & Services	50,800	51,500	49,200	49,400	49,600	49,800
Transport	239,900	233,300	235,100	236,900	238,800	240,700
Total Expenditure	855,400	894,500	914,400	932,400	950,200	973,800
Net Total	795,000	833,100	853,000	871,000	889,700	913,300

APPENDIX 3

Prosperous Communities Committee

The following tables detail Business Unit Income and Expenditure Budgets

Visitor Economy	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Taxation and Government Grant	(15,000)	0	0	0	0	0
Total Income	(15,000)	0	0	0	0	0
Expenditure						
Employees	43,700	45,800	47,300	48,600	49,700	51,400
Supplies & Services	27,800	12,800	12,800	12,800	12,800	12,800
Total Expenditure	71,500	58,600	60,100	61,400	62,500	64,200
Net Total	56,500	58,600	60,100	61,400	62,500	64,200

Waste Management	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(61,800)	(90,100)	(94,000)	(98,200)	(102,600)	(102,600)
Total Income	(61,800)	(90,100)	(94,000)	(98,200)	(102,600)	(102,600)
Expenditure						
Employees	1,322,900	1,444,900	1,492,000	1,508,300	1,533,100	1,579,100
Supplies & Services	65,900	60,400	61,200	62,000	63,000	63,800
Transport	458,600	455,200	461,400	467,800	474,300	481,000
Total Expenditure	1,847,400	1,960,500	2,014,600	2,038,100	2,070,400	2,123,900
Net Total	1,785,600	1,870,400	1,920,600	1,939,900	1,967,800	2,021,300

Waste Management - Chargeable Services	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(1,319,400)	(1,374,000)	(1,374,000)	(1,374,000)	(1,374,000)	(1,374,000)
Total Income	(1,319,400)	(1,374,000)	(1,374,000)	(1,374,000)	(1,374,000)	(1,374,000)
Expenditure						
Employees	626,300	677,200	699,400	710,400	719,300	742,200
Supplies & Services	121,000	127,700	127,200	127,500	127,800	128,200
Transport	270,400	257,000	260,500	264,100	267,700	271,400
Total Expenditure	1,017,700	1,061,900	1,087,100	1,102,000	1,114,800	1,141,800
Net Total	(301,700)	(312,100)	(286,900)	(272,000)	(259,200)	(232,200)

Wellbeing Lincs	Base Budget 2024/25	Proposed Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Income						
Income & Fees	(397,000)	(876,700)	(904,100)	(923,900)	(945,700)	(764,200)
Total Income	(397,000)	(876,700)	(904,100)	(923,900)	(945,700)	(764,200)
Expenditure						
Employees	202,700	722,000	745,300	761,000	778,500	628,900
Supplies & Services	99,800	79,300	81,400	83,500	85,700	69,500
Total Expenditure	302,500	801,300	826,700	844,500	864,200	698,400
Net Total	(94,500)	(75,400)	(77,400)	(79,400)	(81,500)	(65,800)

APPENDIX 4

**PROSPEROUS COMMUNITIES COMMITTEE
SUMMARY OF BUDGET MOVEMENT FROM 2024/2025 TO 2025/2026
(Excluding Capital Charges and Recharges)**

		£
Base Budget 2024/2025		5,431,200
Increase in use of Reserves		221,700
Expenditure Increases		
Establishment	↓	612,800
Central Lincolnshire Local Plan Partner Contribution	↓	39,100
Local Land Charges - Search Fees	↓	18,600
Inflation	↓	14,600
Employment & Skills Partnership	↓	10,000
Income Gain		
Fees and Charges Review	↑	(145,600)
Income Reduction		
Wellbeing Contract	↓	19,100
Small budget variations and movements between Committees	↑	(9,000)
Proposed Budget 2025/2026		6,212,500
Total Increase / (Decrease) in Base Budget		781,300

Prosperous Communities Commiee Work Plan (as at 20 January 2025)

Purpose:

This report provides a summary of items of business due at upcoming meetings.

Recommendation:

1. That Members note the contents of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
28 JANUARY 2025				
28 Jan 2025	Prosperous Communities Committee Draft Budget 2025/2026 and estimates to 2029/2030.	Sue Leversedge, Business Support Team Leader	The report sets out details of the Committee's draft revenue budget for the period of 2025/2026 and estimates to 2029/2030.	01 July 2024
28 Jan 2025	West Lindsey Housing Register & Nomination Policy	Sarah Elvin, Homes, Health & Wellbeing Team Manager	Paper to adopt an updated policy for the Housing Register and nominations into Registered Provider properties	21 October 2024
18 MARCH 2025				
18 Mar 2025	STEP: Progress Update and Future Activity	James Makinson-Sanders, Economic Growth Team Manager	An update on programme activity and future work focus.	25 November 2024
18 Mar 2025	Humber 2100+ Step 1 Endorsement	Rachael Hughes, Head of Policy and Strategy	To update members on the progress of the Humber 2100+ project and timeline, including the endorsement of Step 1, Understand the Risk	
29 APRIL 2025				