


## HOUSING REVENUE ACCOUNT

## Business Plan Assumptions

	2015-2016
<b>WAVERLEY ASSUMPTIONS</b>	
Estimated housing stock	4,835
Inflation	
Contracts	1.6%
Rents( <i>Sept RPI +0.5%</i> )	2.8%
2016/17 onwards (assumed)	3.0%
Includes Rental income Growth	0.5%
Management	1.6%
Stock growth through new homes programme Over remaining life of Business Plan	283
Average interest rate on borrowing	3.0%
Stock Loss through right-to-buys over remaining life of Business Plan	218
Percentage of voids assumed	2.125%
Provision for bad debts	£25k/year
Investment Contributions for 15/16 and 16/17 To New Affordable Homes. To be reviewed	100%
Minimal anticipated impact of new depreciation accounting	
Responsive maintenance budget realigned to reflect current demand	£200k
Revenue void work realigned	£100k

## WAVERLEY HOUSING REVENUE ACCOUNT - NEXT 5 YEARS BUSINESS PLAN

£'000	LATEST					
	2014-15	2015-16	2016-17	2017	2018	2019
		(1)	(2)	(3)	(4)	(5)
<b>INCOME</b>						
1 Gross Dwelling Rent income (net of subsidy penalty)	28,571	<b>29,413</b>	30,471	31,767	33,113	35,031
Less Voids @2.125%	-587	<b>-629</b>	-686	-635	-662	-701
<b>Net rents to Revenue Account</b>	<b>27,984</b>	<b>28,784</b>	<b>29,785</b>	<b>31,131</b>	<b>32,451</b>	<b>34,331</b>
2 Gross Garage rents	380	<b>366</b>	375	385	394	404
Less Voids @ 20%	-94	<b>-73</b>	-75	-77	-79	-81
<b>Net rents to Revenue Account</b>	<b>286</b>	<b>293</b>	<b>300</b>	<b>308</b>	<b>315</b>	<b>323</b>
3 Service Charges	253	<b>261</b>	268	274	281	288
4 Costs recovered	278	<b>269</b>	276	283	290	297
5 Other Income	364	<b>348</b>	357	366	375	384
<b>COSTS</b>						
6 Housing Management	-5,105	<b>-5,306</b>	-5,391	-5,479	-5,599	-5,697
7 Maintenance	-3,977	<b>-4,348</b>	-4,418	-4,488	-4,560	-4,633
8 Contribution to HRA Revenue Reserve	-6,577	<b>-6,770</b>	-6,932	-7,138	-7,350	-7,568
9 Other Costs	-597	<b>-570</b>	-570	-624	-636	-649
10 Excess of income over running costs	12,909	<b>12,961</b>	13,674	14,633	15,567	17,076
11 Interest	5,827	<b>5,827</b>	5,827	5,796	5,742	5,672
12 Transfer to Stock Improvement	3,534	<b>0</b>	0	2,691	3,046	3,555
13 Transfer to New Build	3,534	<b>7,068</b>	7,790	2,691	3,046	3,555
14 Principal repayment				3,487	3,708	4,223
15 Debt management	50	<b>30</b>	30	50	50	50
16 Rent Equalisation Reserve/Working Balance	-36	<b>36</b>	27	-82	-24	21
	12,909	<b>12,961</b>	13,674	14,633	15,567	17,076
17 Loan brought forward	192,035	<b>192,035</b>	192,035	192,035	188,548	184,840
18 Loan carried forward	192,035	<b>192,035</b>	192,035	188,548	184,840	180,617
19 HRA Working Balance brought forward	2,000	<b>1,964</b>	2,000	2,000	2,000	2,000
20 HRA Working Balance carried forward	1,964	<b>2,000</b>	2,000	2,000	2,000	2,000

 <b>Star Chamber Findings - Growth</b>	2015-2016 Growth  £
<b>Housing Revenue Account</b>	
<b>Staff Growth:</b>	
Quality Assurance/Control Officer	42,775
Data Analyst	42,775
<b>Repairs &amp; Maintenance:</b>	
Day to day repairs	200,000
Voids	100,000
<b>Total Housing Revenue Account</b>	<b>£385,550</b>

## Landlord Services

Ref. No.	2013/2014 Actual (1)	2014/2015 Estimate (2)	Details	2015/2016 Estimate (3)	Direct Costs	Indirect Costs
<b>Housing Revenue Account Summary</b>						
	£	£		£		
			<b>Expenditure</b>			
			<b>Premises</b>			
1	5,494,781	4,728,200	Contribution to R & M Fund	5,104,620	4,877,593	227,027
			<b>Administration</b>			
			Supervision and Management			
2	2,723,873	3,047,490	- General	3,300,700	1,785,754	1,514,946
3	513,568	518,000	- Special	496,420	361,472	134,948
4	89,645	94,520	Waverley Families	131,430	92,951	38,479
5		4,260	Restructure refinement			
6	444,662	549,560	'Back-Funded' pension contributions	549,560	549,560	
			<b>Capital Charges</b>			
7	5,764,245	5,891,000	Depreciation	6,104,000	6,104,000	
8	38,211	42,280	Capital Work Expenses	71,790	14,826	56,964
			<b>Special Items</b>			
9	-	4,080	Inflation Provision	0	0	
10	25,000	25,000	Bad Debts Provision	0	0	
11	50,000	0	Uninsured Loss Reserve	0	0	
12	28,207		Emergency Flooding costs (extra ordinary)	0	0	
13	0		Revenue Cost of IT Improvements	0	0	
14	15,172,191	14,904,390	<b>Total Expenditure</b>	15,758,520	13,786,156	1,972,364
			<b>Income</b>			
15	27,702,409	28,256,110	Gross Rents	28,965,860	28,965,860	
16	286,336	304,310	Garage Rents	292,690	292,690	
17	118,917	117,200	Other Income	103,200	103,200	
18	28,107,662	28,677,620	<b>Total Income</b>	29,361,750	29,361,750	0
19	0	50,000	Target Reduction - Vacancy factor	50,000	50,000	
20	(12,935,471)	(13,823,230)	<b>Net Cost of Services</b>	(13,653,230)	(15,625,594)	1,972,364
21	5,817,637	5,877,230	Capital Finance	5,857,230	5,857,230	
22	(73,787)	(135,000)	Interest receivable	(135,000)	(135,000)	
23	(7,191,621)	(8,081,000)	<b>Net Operating Expenditure</b>	(7,931,000)	(9,903,364)	1,972,364
			<b>Appropriations</b>			
24	(139,245)	(120,000)	From major repairs reserve additional depc'n	(140,000)	(140,000)	
25	20,755	27,000	Transitional Funding of Support Costs	20,000	20,000	
26	405,703	300,000	Negative housing subsidy/Rebates Cont'n.	177,000	177,000	
27	3,455,000	3,534,000	Transfer to Stock Improvement	0	0	
28	3,455,000	3,534,000	Transfer to New Build	7,068,000	7,068,000	
29	0	-	Transfer to rent Equalisation Reserve	0	0	
30	0	770,000	Contribution to Capital Expenditure	770,000	770,000	
31		36,000	Energy saving Initiatives	36,000	36,000	
32	£5,592	(£36,000)	<b>(Surplus)/Deficit in Year</b>	(36,000)	(2,008,364)	1,972,364
<b>Statement of Working Balance</b>						
33	2,301,554	2,000,004	Balance Brought Forward	1,964,004		
34	(5,592)	(36,000)	Contribution (to)/from Revenue Expenditure	36,000		
35	£2,295,962	£1,964,004	<b>Balance Carried Forward</b>	£2,000,004		

## EXPLANATORY NOTES

- Line 6** This payment represents the cost of backfunded pensions for HRA staff. The total Council payment to Surrey County Council is shown on page 81 in the Non-Distributed Costs budget Line 4. The ongoing cost of pensions arising from current service is contained within the employee budgets for each element of the service.
- Line 7** Includes £5,824,000 contribution to capital expenditure. Under self-financing this has been allowed in the Regulations on a transitional basis to allow local authorities time to develop a component-based approach to depreciation.
- Line 15** Includes rent increase of 2.8% plus up to £2 if below target rent

## Landlord Services

Ref. No.	2013/2014 Actual (1)	2014/2015 Estimate (2)	Codes	Details	2015/2016 Estimate (3)	Direct Costs	Indirect Costs
<b>Repairs and Maintenance Fund</b>							
<b>Main Code H2000</b>							
	£	£			£		
			<b>1000s</b>	<b>Employees</b>			
1	<b>654,160</b>	581,680		Housing - Operations	613,090	478,210	134,880
2		35,890		Housing - Strategic	36,580	28,532	8,048
3	-			Planning	-		-
4	-	2,330		Policy & Governance	4,660		4,660
5	<b>22,600</b>	29,190		Civic & Monitoring	8,410		8,410
6	<b>23,530</b>	24,020		Finance	26,580		26,580
7	<b>700,290</b>	673,110		Total Staff Recharges	<b>689,320</b>	<b>506,743</b>	<b>182,577</b>
8	<b>4,677</b>			Continuing Professional development	-		
			<b>1100s</b>	<b>Premises</b>			
9	<b>3,611,171</b>	2,272,110	1104	Responsive Repairs and Voids	<b>2,608,480</b>	<b>2,608,480</b>	
10	<b>1,037,393</b>	1,704,680	1104	Cyclical Maintenance	<b>1,731,950</b>	<b>1,731,950</b>	
11	<b>9,230</b>		1163-91	Void properties	<b>7,400</b>	<b>7,400</b>	
12	<b>65,328</b>	-	1340	Management Surveys	-	-	
			<b>1300s</b>	<b>Supplies and Services</b>			
13	<b>2,834</b>	5,050	1302-12	Equipment, Tools and Materials	<b>5,050</b>	<b>5,050</b>	
14	<b>2,009</b>	4,500	1332	Printing	<b>4,500</b>	<b>4,500</b>	
15	<b>1,485</b>	2,250	1337	Books and Publications	<b>2,250</b>	<b>2,250</b>	
16	<b>3,945</b>		1341	Legal Fees	-	-	
17	<b>5,660</b>	18,500	1344	Consultants Fees	<b>8,500</b>	<b>8,500</b>	
18	<b>5,419</b>	4,500	1345	Out of Hours Emergency Service	<b>5,600</b>	<b>5,600</b>	
19	<b>3,338</b>	2,570	1351-3	Telephones	<b>2,970</b>	<b>2,970</b>	
20	-	3,000	1386	Advertising	-	-	
21	-		1387	Subscriptions	-	-	
22	<b>2,844</b>	3,000	1393	Health and Safety	<b>3,000</b>	<b>3,000</b>	
23	-	1,000	1399	Company Searches	<b>1,000</b>	<b>1,000</b>	
24	-	150	1399	Sundry	<b>150</b>	<b>150</b>	
			<b>1600s</b>	<b>Support Costs</b>			
25	<b>45,140</b>	43,780	1600	Computer Cost Recharge	<b>44,450</b>		<b>44,450</b>
26	<b>5,500,761</b>	<b>4,738,200</b>		<b>Gross Service Expenditure</b>	<b>5,114,620</b>	<b>4,887,593</b>	<b>227,027</b>
27	<b>5,500,761</b>	<b>4,738,200</b>		<b>Total Gross Expenditure</b>	<b>5,114,620</b>	<b>4,887,593</b>	<b>227,027</b>
			<b>2000s</b>	<b>Income</b>			
28	<b>5,981</b>	10,000	2300	Contributions from Tenants	<b>10,000</b>	<b>10,000</b>	
29	-			Contribution from Stock Imp Reserve	-	-	
30	-			Contribution from New Aff Homes Reserve	-	-	
31	<b>5,494,781</b>	4,728,200		Contribution from HRA	<b>5,104,620</b>	<b>4,877,593</b>	<b>227,027</b>
32	<b>5,500,761</b>	<b>4,738,200</b>		<b>Total Income</b>	<b>5,114,620</b>	<b>4,887,593</b>	<b>227,027</b>
33				Contribution (to)/from balances			
34	<b>£0</b>	<b>£0</b>		<b>Net Cost</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>Memorandum Statement of R &amp; M Working Balance</b>							
35	<b>363,062</b>	363,062		Balance Brought Forward	<b>213,062</b>		
36		(150,000)		Contribution (to)/from Revenue Exp	<b>(100,000)</b>		
37				Contribution to GF Capital programme	<b>(78,000)</b>		
38	<b>£363,062</b>	<b>£213,062</b>		<b>Balance Carried Forward</b>	<b>£35,062</b>		

## Landlord Services

Ref. No.	2013/2014 Actual (1)	2014/2015 Estimate (2)	Codes	Details	2015/2016 Estimate (3)	Direct Costs	Indirect Costs
<b>Supervision and Management General</b>							
<b>Main Code H4001</b>							
	£	£			£		
			<b>1000s</b>	<b>Employees</b>			
1	1,463,720	1,140,950		Housing - Operations	1,195,810	932,732	263,078
2	-	424,190		Housing - Strategic	423,900	330,642	93,258
3	52,300	39,100		Policy & Governance	30,340		30,340
4		21,410		Civic & Monitoring	29,300		29,300
5	3,570	5,290		Planning	5,220		5,220
6	130,000	154,760		Finance	151,980		151,980
7	66,930	76,790		Office and IT	77,030		77,030
8	1,290	1,770		Environment	1,830		1,830
9	630	540		Community Services	540		540
10	1,718,440	1,864,800		Total Staff Recharges	1,915,950	1,263,374	652,576
11	10,579			Other staff costs	202,550	106,000	96,550
12	44,708	51,960	<b>1050s</b>	Former Employee Costs	45,950		45,950
			<b>1100s</b>	<b>Premises</b>			
13	35,445	29,580	<b>1131-2</b>	Hired and Contracted Services	40,140	40,140	
14	1,405		<b>1163-87</b>	Property Costs	-	-	
15	63,580	65,870	<b>1176</b>	Council Tax/Business Rates	66,920	66,920	
16	126,344	128,710	<b>1191</b>	Insurances	148,770	148,770	
			<b>1300s</b>	<b>Supplies and Services</b>			
17	33,224	4,000	<b>1302-5</b>	Equipment and Furniture	4,000	4,000	
18	11,805	14,500	<b>1332</b>	Printing	14,500	14,500	
19	-	250	<b>1337</b>	Books and Publications	250	250	
20	14,927	10,000	<b>1341</b>	Legal Expenses	10,000	10,000	
21	4,291		<b>1343</b>	Property Fees	-	-	
22	51,789	15,100	<b>1344</b>	Consultants Fees	12,100	12,100	
23	17,492	9,200	<b>1345</b>	Hired and Contracted Services	9,200	9,200	
24	6,000	6,000	<b>1345</b>	Annual stock valuation Fee	6,000	6,000	
25	3,681	2,050	<b>1351-3</b>	Telephones	3,100	3,100	
26	4,793	14,700	<b>1354</b>	Postages	8,700	8,700	
27	29,300	30,000	<b>1371</b>	Transfer Grants	40,000	40,000	
28	2,525	2,500	<b>1387</b>	Subscriptions	5,000	5,000	
25	2,322	3,450	<b>1393</b>	Health & Safety	3,450	3,450	
26	238	1,000	<b>1395</b>	Other Supplies	1,000	1,000	
27	38,373	7,500	<b>1398</b>	Assisted removals and decants	7,500	7,500	
28	4,295	33,000	<b>1398</b>	Compensation(including home loss)	28,000	28,000	
29	425	9,500	<b>1398</b>	Vulnerable Tenant Support	5,000	5,000	
30			<b>1399</b>	Miscellaneous Expenses	9,500	9,500	
				<b>Special Items</b>			
31	19,151	17,500	<b>H4005</b>	Tenants' Panel Expenses:	17,500	17,500	
32	2	8,000	<b>H4006</b>	Social Inclusion	7,500	7,500	
33	24,289	25,000	<b>H4007</b>	Tenant Participation	25,000	25,000	
34	23,599	41,080	<b>H2112</b>	Community Safety/Estate Man'g't	40,000	40,000	
35	-	30,000	<b>H4001</b>	Management Projects	-	-	
36	10,212	11,000	<b>H4008</b>	Benchmarking costs	11,000	11,000	
37	9,596	10,000	<b>H9120</b>	IT upgrades	10,000	10,000	

## Landlord Services

Ref. No.	2013/2014 Actual (1)	2014/2015 Estimate (2)	Codes	Details	2015/2016 Estimate (3)	Direct Costs	Indirect Costs
<b>Supervision and Management General (Continued)</b>							
<b>Main Code H4001</b>							
	£	£			£		
			<b>1600s</b>	<b>Support Costs</b>			
37	28,720	181,910	1600	Democratic Representation	183,860		183,860
38	105,850	108,500	1600	Computer Cost Recharge	110,100		110,100
39	411,380	402,470	1600	Corporate Costs	400,630		400,630
				Recharge from:-			
40	22,840	25,280	R1011	Financial Expenses	25,280		25,280
41	2,876,567	3,164,410		<b>Gross Expenditure</b>	3,418,450	1,903,504	1,514,946
			<b>2000s</b>	<b>Income</b>			
42	3,713	-	2300	Services supplied	-	-	
43	54,178	46,000	2350	Service Charges	46,000	46,000	
44	53,477	58,750	2704	Rents	58,750	58,750	
45	15,537	6,000	2903	Re-imbursments	8,000	8,000	
46	25,789	5,000	2906	Contributions	5,000	5,000	
47	152,694	115,750		<b>Total Income</b>	117,750	117,750	-
48	£2,723,873	£3,048,660		<b>Net Cost to Revenue Account</b>	£3,300,700	£1,785,754	£1,514,946

## Waverley Families

<b>Main Code H4999</b>							
	£	£			£		
			<b>1000s</b>	<b>Employees</b>			
1	147,580	160,580		Housing - Operations	172,540	134,581	37,959
2	140	570		Finance	520		520
3	147,720	161,150		Total Staff Recharges	173,060	134,581	38,479
			<b>1300s</b>	<b>Supplies and Services</b>			
4	-	100	1302-12	Equipment, Tools and Materials	100	100	
5	292	550	1332	Printing	550	550	
6	1,375	1,920	1351-3	Telephones	1,920	1,920	
7	-	4,000	1371	Grants and Donations	4,000	4,000	
8	1,296	1,800	1393	Health and Safety	1,800	1,800	
9	41		1383-139	Meeting Expenses	-	-	
10	150,724	169,520		<b>Gross Service Expenditure</b>	181,430	142,951	38,479
11	150,724	169,520		<b>Total Gross Expenditure</b>	181,430	142,951	38,479
			<b>2000s</b>	<b>Income</b>			
12	61,079	75,000	2100	Contributions and Grants	50,000	50,000	
13	61,079	75,000		<b>Total Income</b>	50,000	50,000	-
14	£89,645	£94,520		<b>Net Cost</b>	£131,430	£92,951	£38,479



## Landlord Services

Ref. No.	2013/2014 Actual (1)	2014/2015 Estimate (2)	Codes	Details	2015/2016 Estimate (3)	Direct Costs	Indirect Costs
<b>Supervision and Management Special Main Code H5001</b>							
	£	£			£		
			<b>1000s</b>	<b>Employees</b>			
1	245,180	169,680		Housing - Operations	145,940	113,833	32,107
2	-	8,970		Housing - Strategic	9,140	7,129	2,011
3	9,270	22,630		Finance	21,550		21,550
4	2,100	-		Organisational Development	-	-	-
5	-	-		Democratic & Legal Services	-	-	-
6	1,460	1,770		Environment	1,830		1,830
7	71,890	77,640		Community	76,300		76,300
8	329,900	280,690		Total Staff Recharges	254,760	120,962	133,798
9	69,845	80,000	<i>H5601</i>	Cleaners Wages	80,000	80,000	
			<b>1100s</b>	<b>Premises</b>			
10	-	3,000	<i>1121</i>	Fixtures and Fittings	3,000	3,000	
11	170,743	180,410	<i>1131-2</i>	Hired and Contracted Services	183,290	183,290	
12	83,317	127,060	<i>1163</i>	Electricity	129,090	129,090	
13	35,231	37,130	<i>1163</i>	Landlord's lighting	37,720	37,720	
14	127,465	151,470	<i>1164</i>	Gas	153,900	153,900	
15	80,621	46,090	<i>1176</i>	Council Tax	46,830	46,830	
16	4,616	3,000	<i>1178</i>	Water Services	3,050	3,050	
17	5,786	6,000	<i>1182</i>	Cleaning Materials	6,090	6,090	
18	18,632	22,180	<i>1184</i>	Contract Cleaning	22,540	22,540	
19	6,296	7,610	<i>1185</i>	Window Cleaning	7,540	7,540	
20	3,931	2,500	<i>1188</i>	Cesspool Emptying	2,540	2,540	
21	10,527	12,540	<i>1191</i>	Insurances	12,220	12,220	
			<b>1300s</b>	<b>Supplies and Services</b>			
22	27,055	27,000	<i>1302-5</i>	Equipment and Furniture	32,000	32,000	
23	-	200	<i>1332</i>	Printing	200	200	
24	-		<i>1333</i>	Stationery	-	-	
25	45		<i>1341</i>	Legal fees	-	-	
26	4,975	6,000	<i>1345</i>	Contracted Services	-	-	
27	7,371	9,830	<i>1351-3</i>	Telephones	9,830	9,830	
28	1,164	1,250	<i>1389</i>	Television Services	1,250	1,250	
29	-	170	<i>1391</i>	Insurances	170	170	
30	3,116	1,250	<i>1399</i>	Miscellaneous Expenses	1,250	1,250	
31	-	-	<i>1503</i>	Supporting People contingency			
			<b>1600s</b>	<b>Support Costs</b>			
32	1,860	1,640	<i>1600</i>	Computer Cost Recharge	1,150		1,150
33	<b>992,495</b>	<b>1,007,020</b>		<b>Gross Expenditure</b>	<b>988,420</b>	<b>853,472</b>	<b>134,948</b>
			<b>2000s</b>	<b>Income</b>			
34	4,398	7,900	<i>2300</i>	Fees and Charges	7,900	7,900	
35	-	-	<i>2320</i>	Facilities Supplied	-	-	
36	8,600	-	<i>2705</i>	Rents	-	-	
37	245,362	288,280	<i>2903</i>	Central Heating	269,340	269,340	
38	220,567	192,840	<i>2,350</i>	Service Charges	214,760	214,760	
39	<b>478,927</b>	<b>489,020</b>		<b>Total Income</b>	<b>492,000</b>	<b>492,000</b>	<b>-</b>
40	<b>£513,568</b>	<b>£518,000</b>		<b>Net Cost to Revenue Account</b>	<b>£496,420</b>	<b>£361,472</b>	<b>£134,948</b>

## Landlord Services

Ref. No.	2013/2014 Actual (1)	2014/2015 Estimate (2)	Codes	Details	2015/2016 Estimate (3)	Direct Costs	Indirect Costs
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### Capital Work Expenses Main Code H1010

	£	£			£		
			<b>1000s</b>	<b>Employees</b>			
1	17,020	14,490		Housing - Operations	14,520	11,326	3,194
2				Civic & Monitoring	12,540		12,540
3	11,570	5,120		Policy & Governance	18,820		18,820
3	4,700	6,170		Finance	6,150		6,150
4	33,290	25,780		Total Staff Recharges	52,030	11,326	40,704
			<b>1300s</b>	<b>Supplies and Services</b>			
5		13,000	1345	Contracted Services - sustainability	16,260		16,260
6	4,921	3,500	1391	Insurances	3,500	3,500	
7	38,211	42,280		<b>Gross Expenditure</b>	71,790	14,826	56,964
8	£38,211	£42,280		<b>Net Cost to Revenue Account</b>	£71,790	£14,826	£56,964

### Other Income Main Code H1000

	£	£			£		
			<b>1300s</b>	<b>Supplies and Services</b>			
1			1345	Fraud initiative	20,000	20,000	
2				Gross Expenditure	20,000	20,000	0
			<b>2000s</b>	<b>Income</b>			
3	35,405	36,000	2705	Solar Panel Roof Rental	36,000	36,000	
4	84,129	81,000	2905	Water Rate Commission	87,000	87,000	
5	700			Miscellaneous Income	-	-	
6				<b>Interest</b>			
7	84	200	2410	Mortgagors	200	200	
8				Total Income	123,200	123,200	-
9	£118,917	£117,200		<b>Net Cost to Revenue Account</b>	(£103,200)	(£103,200)	£0

### Exchequer Subsidies Main Code H1000

	£	£			£		
			<b>2000s</b>	<b>Income</b>			
1	405,703	300,000		Housing Subsidy/Rebates contribution	186,000	186,000	
2	£405,703	£300,000		<b>Net Cost to Revenue Account</b>	£186,000	£186,000	£0

# ANNEXE 5

## Analysis of Property Proximity to Target Rent After Proposed Rent Increase

Properties within	2013-14	2014-15	2015-16
At or above target rent	4461	4479	4572
£1 below target rent	10	60	32
£2 below target rent	24	33	38
£3 below target rent	56	18	38
£4 below target rent	39	33	19
£4-£10 of target rent	168	128	49
£10 - £20 of target rent	65	54	43
£20 - £40 of target rent	7	5	3
<b>Total Properties</b>	<b>4830</b>	<b>4810</b>	<b>4794</b>

### NOTE

Breakdown of the proposed 2015-16 Dwelling Rent Increase

2.8% only 4515

£2 or less adjustment 279

4794

**Housing Services**  
**Schedule of Fees and Charges for 2015/2016**

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	
			£	£	
<b>General Fund Housing</b>					
<b>Houses in Multiple Occupation (HMO)</b>					
1	Five yearly - per property (new application)	OO	550.00	<b>550.00</b>	
2	Five yearly - per property (renewal)	OO	400.00	<b>400.00</b>	Charge for renewal of HMO licence (commences April 2013)
3	Licence Variation	OO	300.00	<b>300.00</b>	Material variation of existing licence. Charge to relate to amount of work involved
<b>Property Inspections</b>					
5	Property Inspections for Immigration/ Foreign Office/Visa Application purposes	OS	160.00	<b>160.00</b>	This is a non-mandatory service where a report is required to support an application.
6	Officer time for works in default (Subject to Statutory maximum charge of £300 )	Per Hour OO	60.00	<b>60.00</b>	Statutory - where notice recipient fails to do the work and the Council does the work and recharges it.
7	Officer time for Housing Act enforcement (Subject to Statutory maximum charge of £300 )	Per Hour OO	60.00	<b>60.00</b>	Statutory - where the Council takes enforcement action following a preliminary notice of intent

## Housing Services

### Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge	
			£	£	
<b>Housing Revenue Account</b>					
<b>Supervision and Management Special</b>					
4	Guest Rooms - E P Units - Single	Per Night	OS	13.00	15.00 } }
5	Guest Rooms - E P Units - Double	Per Night	OS	18.00	20.00 } }
6	Community Rooms - Residents	Session	OE	15.00	15.00 } Sessions 10am - 1pm }
7	Community Rooms - Non Resident	Session	OE	33.00	33.00 } ) 2pm - 5pm } ) 7pm - 10pm
<b>Leaseholder Charges</b>					
<b>The following charges replace the flat rate charge currently in place</b>					
Annual practical notes and information to leaseholder. Check of leaseholder account to ensure there are no problems and ground rent invoicing with supporting documentation.					
	Annual	OO		25.00	
Annual practical notes and information to shared owners. Check of account to ensure there are no problems, check to see if ground rent payable					
	Annual	OO		22.50	No ground rent payable
Annual practical notes and information to shared owners. Check of account to ensure there are no problems, check to see if ground rent payable					
	Annual	OO		25.00	Ground Rent payable
Service charge invoicing and supporting documentation non-shared ownership.					
	Quarterly	OO		2.50	Only if repairs/maintenance during quarter
Service charge invoicing and supporting documentation non-shared ownership.					
	Annual	OO		10.00	Only if repairs/maintenance during year
Service charge invoicing and supporting documentation shared ownership.					
		OO		25.00	
Consent to alter					
		OS		55.00	
Retrospective/ Complex consent to alter					
		OS		75.00	
Consent to underlet					
		OS		30.00	
Consent to keep pets					
		OS		30.00	
Letter to lenders and other third parties					
		OS		25.00	
Reminder in relation to arrears with full printout of account					
		OE		25.00	

## Housing Services

### Schedule of Fees and Charges for 2015/2016

Ref. No.	Unit of Charge	VAT Indicator	Existing Charge	Proposed Charge
			£	£
Section 20 management		OE		<b>35.00</b>
Obtaining Land Registry document as requested by leaseholder		OS		<b>10.00</b> Plus Land Registry cost
Provision of duplicate invoices		OS		<b>2.50</b>
Contacting or responding to you in relation to a problem with your flat. Non-complex replies by email will be free		OS		<b>5.50</b>
Written contact and liaison with you in relation to statutory requirements, such as fire and asbestos risk assessments		OE		<b>2.50</b>
Preliminary telephone advice for non-complex issues relating to your leasehold property				<b>FREE</b>
Changing leaseholder records, leaseholder responsible for advising changes in writing				<b>FREE</b>