

General Fund Revenue Account Outturn 2011-12

Guidance notes for completing form RO4: HOUSING SERVICES (excluding Housing Revenue Account)

*These notes should be read in conjunction with RO General Guidance 2011-12
and CIPFA's Service Reporting Code of Practice (SeRCOP) 2011-12.*

SPECIFIC LINE GUIDANCE FOR COMPLETING FORM RO4: HOUSING SERVICES – GFRA only (excluding HRA) 2011-12

These notes should be read in conjunction with RO general guidance 2011-12 and CIPFA's Service Reporting Code of Practice (SeRCOP) 2011-12, noting the RO4 is exclusive of all transactions within the Housing Revenue Account (HRA); and exclusive of all general and specific grants – see RS & RG guidance.

These notes list what to include within each line. *Exclusions are in italics.*
All lines in bold equate to SeRCOP service divisions or subdivisions.

No negative entries are expected anywhere on this form, except in columns 7 & 9.

Line 10 **Housing strategy, advice and enabling**

- **Housing strategy**

- Review of housing needs, eg Housing Investment Programme (AHIP), housing conditions survey;
- Preparation of strategic plans;
- Government initiative bids, eg Housing Market Renewal;
- Preparing joint ventures;
- Liaison with external bodies;
- Costs incurred as a consequence of a LSVT (large scale voluntary transfer), *except the costs of the statutory duty to consult.*

*A share of housing strategy costs should also be charged to the **HRA**.*

*Record environmental health housing standards on **RO5 line 228***

- **Housing advice**

Advisory service provided to people housed privately (non-HRA).

- **Enabling**

Costs associated with the enabling function of the authority including Registered Social Landlords:

- Day-to-day liaison costs;
- Nomination fees paid, except where related to homelessness.

Line 20 **Housing advances**

- Advances under the Housing & Small Dwellings Acquisitions Acts, etc;
- Administration of advances to individuals to purchase their property;
- Amortised deferred charges – record in the capital charges column.

Group 30 **Private sector housing renewal**

Line 31 **Administration of financial support for repairs and improvements, including:**

- Home improvement grants;
- Home insulation grants;
- Housing renovation grants including home repair and minor works assistance (see **line 38** – *renewal activity, for group repair schemes*);
- Houses in multiple occupancy (HMO) grant;
- Grants Agency arrangements;
- Issuing deferred action notices.

Line 38 **Other private sector housing renewal**

- **Renewal activity**
 - Renewal areas;
 - Housing action areas
 - General improvement areas;
 - Group repair schemes
 - Compulsory purchase orders.
- **Management orders**
- **Prohibition and improvement notices**
- **Empty homes and dwellings**
- **Slum clearance**
Including the cost of demolition orders and compulsory purchase activities.
- **Other neighbourhood regeneration**
Include any other costs associated with neighbourhood regeneration and other initiatives not accounted for under slum clearance.
- **Home improvement agencies – revenue costs**
- **Licensing of private sector landlords**
 - Licensing of houses in multiple occupation (HMOs);
 - Selective licensing of other private rented properties.

Group 40 **Homelessness**

Include associated costs such as the provision of furniture, property maintenance, rent guarantees, nomination fees, and payment of housing benefits to homeless people.

Line 39 **Other nightly paid, privately managed accommodation**

Shared facilities ‘annexes’ also typically involve the use of units and annexes associated with privately managed hotels, or such establishments, where households share at least some basic facilities. Meals may or may not be provided. *Do not include supported lodgings as shared facilities annexes.*

Line 40 **Private managed accommodation leased by the authority**

Covers dwellings leased on short-term arrangements from the private sector by your authority. Include accommodation leased and managed by

local authorities or leased by the authority but managed by another organisation such as an RSL.

Line 41 Hostels (non-HRA support)

Only include hostels used mainly to house the homeless, including women's refuges. **Exclude** any other hostel, although the cost of housing a homeless person in other types of hostel should, if significant, be identified and included as 'Other temporary accommodation', below.

Line 42 Bed and breakfast accommodation

Include privately owned/managed hotels or guest houses with some shared facilities. Exclude hotel annexes with self-contained units and where meals are not provided.

Line 43 Private managed accommodation leased by RSLs

Covers dwellings leased on short-term arrangements from the private sector by an RSL. Include accommodation leased by an RSL under a housing association leasing scheme (HALS).

Line 44 Directly with a private sector landlord

Covers those households which are referred to, and enter into an agreement with, a private landlord, but only where this accommodation is provided as temporary accommodation to discharge a homelessness duty. This section should not be used to record cases where the accommodation is not provided as temporary accommodation to discharge a homelessness duty (eg where people have been assisted to obtain accommodation for themselves, perhaps through rent deposit, rent in advance, or rent direct schemes).

Line 45 Accommodation within the authority's own stock (non-HRA)

Covers households placed in your own authority's stock.

Line 46 Other temporary accommodation

Include any other expenditure on housing for homeless people including payments to/for:

- Caravans
- Demountables
- Portacabins
- Transportables
- Supported lodgings placements.

Line 47 Homelessness administration

The costs of administering the homeless function, i.e. receipt of requests for help and allocation of spaces.

Administration cost should include legal costs, direct employee costs plus proportion of office expenses, i.e. office costs, IT, finance, central recharges and administration support services, pro rata to the number of employees.

Line 48 Accommodation within RSL stock
Covers households placed in RSL stock (as RSL tenants) as temporary accommodation.

Line 49 Homelessness: Prevention
Homelessness prevention is where a local authority takes positive action to provide housing assistance to someone who considers him or herself to be at risk of homelessness in the near future, and as a result the person is able to either remain in his or her existing accommodation or obtain alternative accommodation providing a solution for at least the next six months.

Line 50 Homelessness: Support
Support costs should include floating support of people in temporary accommodation.

Group 50 Housing benefits payments

Line 51 Rent allowances – discretionary payments
Discretionary rent allowances paid to the tenants of private landlords and registered social landlords.
*Record mandatory payments of rent allowances on **RS line 711**.*

Line 52 Non-HRA rent rebates – discretionary payments
Discretionary rent rebates paid to council tenants living in non-HRA dwellings.
*Record mandatory payments of non-HRA rent rebates on **RS line 712**.*
*Record housing benefit paid to the homeless on the appropriate line of **group 40**.*

Line 53 Rent rebates to HRA tenants – discretionary payments
Discretionary enhancements to statutory rent rebates, eg: for war widows.
*Record mandatory payments of rent rebates to HRA tenants on **RS line 713**.*

- **Discretionary housing payments.**
- **Subsidy limitation transfers from HRA**
*Record such transfers between the HRA and GFRA on **RS line 714**.*

Line 57 Housing benefits administration
Administration costs of assessing and paying housing benefits (rent allowances and rent rebates), regardless of whether benefits were accounted within the HRA or GFRA.
*Authorities administering housing benefit and council tax benefit together, should allocate an appropriate estimate of gross expenditure (inclusive of Fraud Incentive Scheme costs) to both this line, and to **RO6 line 425**.*
*Record income from the housing benefit administration grant on **RG line 405**.*

- **Contribution to the HRA re items shared by the whole community**

*Record such contributions and other GFRA/HRA transfers on **RS line 718**.*

Line 60 Other council property

Council property held under powers other than s74 of the Local Government & Housing Act 1989, and used for non-HRA housing purposes.

- **Travellers' sites** – accommodation and associated costs.
- **Non-HRA council property.**

Group 70 Housing welfare

Line 75 Supporting people

Housing welfare services provided under the Supporting People programme.

Refer to **2011-12 SeRCOP**, and to **Department for Communities and Local Government RO Guidance: Supporting People: Identifying Support Service Cost and the Amount of Pooled Rent Income Financing Support Services**.

- Supporting people welfare services to vulnerable service users include:
 - Preventative housing-related support;
 - Tenancy or housing-related support to tenants or householders;
 - The housing-related support services element of services funded by certain legacy funding streams.
- Supporting people services are provided for the following purposes:
 - Developing a person's capacity to live independently in the community, or sustaining their capacity to do so;
 - Expanding tenure choices for persons who might remain in institutional care, or become homeless in breach of their terms of tenancy, if support were not provided;
 - Providing immediate refuge in the case of domestic violence.

Exclude supporting people expenditure attributable to the HRA.

*Record any non-housing ancillary supporting people expenditure on appropriate Social Care **RO3 lines 11 to 28 and 30 to 79**, with their total recorded on **RO3 lines 98 and 99**.*

Line 78 Other welfare services

Essential Care Services (ECS) provided by wardens in sheltered housing, and other situations where Best Value is achieved if welfare services are provided by housing staff, including:

- Assistance with mobility;
- Assistance at meal times;
- Assistance with personal appearance and hygiene;
- Administration of medication;
- Nursing care.

*Any non-ECS Social Care should be recorded on appropriate lines on **RO3**.*

Line 90 **Total Housing Services (GFRA only)**

The sum of groups 10 to 70 is calculated automatically.

Management and support services for housing services

*These services must either be allocated directly, or apportioned and recharged to the individual service lines above, in accordance with **SeRCOP Section 3**. The gross cost and its allocation/apportionment should also be included on **RO6 line 489** and its memorandum box.*