



## Business Plan Statistical Appendix – Early Decent Homes 2009-10: (BPSA – EDH)

### **Guidance notes for completion**



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Decent Homes: 2009-10 (BPSA-EDH)  
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# About the appendix

The purpose of the business plan statistical appendix (BPSA) is to bring together information about your housing revenue account (HRA) stock. It draws together information relevant to the formulation of your HRA business plan and reports progress made during the last financial year. All the information presented in the BPSA is relevant data underpinning your business planning but presented in a format to ensure consistency between local authorities (LAs). This enables readers to gain an overview of your position and will inform government office assessments. This information is used centrally to inform policy development and monitoring.

This year the appendix consists of two forms: the BPSA-EDH (early decent homes) collection and the main BPSA collection.

## Early decent homes collection

As we are approaching the decent homes target deadline of December 2010, we are requesting decent homes information to be returned earlier than usual. These data will be collected on the shorter BPSA-EDH. Ordinarily the information we are requesting on the BPSA-EDH would be returned as part of the BPSA, normally due back no later than late July, but this year we are asking local authorities to supply the figure earlier to inform the decent homes programme board on progress towards the target and to enable the reporting and publishing of provisional estimates on the decent homes target by the end of August.

The **BPSA-EDH** will collect some decent homes information (Section B) and the stock figure (a1a). The following cells are requested in the BPSA-EDH:

a1a, b1b, b1c, b1d, b1e, b3a, b4a, b5a, b5b, b7a, b7c, b8a, b8b, b8c, b8d, b8e.

The figures reported in the BPSA-EDH will be treated as, and published by CLG in August 2010, as *provisional*.

**The BPSA-EDH should be submitted on Interform no later than Wednesday 23 June 2010.**

## Main BPSA collection

The main **BPSA** displays the figures provided on the BPSA-EDH form and allows completion of the remaining BPSA questions. Figures from the BPSA-EDH are shown in blue highlighted cells on the BPSA (this is not to be confused where blue *surrounds* cells). These blue cells will display figures exactly as entered on the BPSA-EDH. *Figures highlighted in blue can only be changed on the BPSA-EDH form. These figures can be changed after the submission deadline for the BPSA-EDH (i.e. Wednesday 23 June 2010).* Figures reported in the main BPSA will be treated as and published by Communities and Local Government (CLG) as *final*.

**The main BPSA should be submitted on Interform no later than Friday 23 July 2010.**

The BPSA-EDH is divided into the following sections:

- General notes
- Submitting the data
- Section A: HRA Assets at 1 April 2010
- Section B: Decent Home Delivery during 2009-10

## Review of CLG local authority housing forms

During 2008 this form was included in a review of CLG's housing forms for local authority data providers. The review was commissioned through the CLIP Housing sub group and in response to other factors such as:

- a new local government performance framework, as set out in Chapter 6 of the local government white paper *Strong and Prosperous Communities*, published in October 2006 (<http://www.communities.gov.uk/publications/localgovernment/strongprosperous>)
- the cross government initiative Lifting the Burdens Taskforce (<http://www.communities.gov.uk/liftingburdens>)
- best practice to review data collections

- the changing environment of social housing with the setting up of the Homes and Communities Agency and Tenant Services Authority
- the setting up of the new UK Statistics Authority, with a greater emphasis on data quality in all official statistics and independence.

The review consulted LA data providers on provisional proposals in June 2008 at two workshops held in London and Leeds for approximately 60-70 data providers. The responses were used to inform the development of the proposals. All LA data providers were then consulted on the amended proposals during September electronically.

Consultations with other stakeholders included (but were not limited to) the Tenant Services Authority, Homes and Communities Agency, Audit Commission, Local Government Association, Government Office Regions and Regional Planning Bodies.

The 2008-09 BPSA form implemented all changes where responses to the consultation concluded there was broad agreement with the proposals. Recommendations for further work from the final report have been used to make further changes for the 2009-10 collection.

## Changes to the BPSA 2009-10 form and guidance

The following outlines the changes applied to the BPSA 2008-09 to arrive at the new form design for 2009-10. The section and line references below refer to the 2008-09 form.

### **Section B: Decent home delivery during 2009-10**

- remove pre-filled cell showing cost to make all dwelling decent at 1 April 2009 (b2a)
- improve guidance notes to make instructions clearer.

- 1. In an attempt to provide some consistency over time, the individual section labels remain the same in 2008-09 as they were in 2009-10. This means that there are gaps where sections have been dropped. Question numbering within sections has been adjusted in the 2009-10 form to reflect the changes outlined above.**
- 2. Previously collected/historic data can be viewed in returns from previous years on the interform system.**

## Submitting the data

You should submit the data using the CLG Interform system. To do this you should go to the following website address: <http://www.iform.co.uk>. Enter your username and password to gain access to this appendix then follow the on-screen instructions.

Any general queries on completing the appendix should be directed to the HAPSU help desk on 0117 372 8989.

If you have any questions on definitions please contact James Liley (Tel 0303 444 2303) or E-mail: [hip.returns@communities.gsi.gov.uk](mailto:hip.returns@communities.gsi.gov.uk)).

**The BPSA-EDH should be submitted on Interform no later than Wednesday 23 June 2010.**

**The BPSA should be submitted on Interform no later than Friday 23 July 2010.**



## Points to note when completing this appendix

- only one number should be entered in each box, and boxes should not be bracketed together
- no boxes should be left blank; if no reasonable estimate can be made, enter # and provide details in the notes box on when the information will be available. **We would prefer you made an estimate where at all possible, as we feel this is likely to be better than an estimate made by us**
- **please do not enter a zero if no information is known.** '0' should only be entered where zero is meant
- where you have entered a # that is a component part of a total, then you must also enter a # in the total cell unless you know the 'true total' (note that this will not be the sum of the component parts in this case)
- where you feel it would be helpful please provide details of data sources in the notes box on Interform. Estimation methods and definitions used should also be given in the notes box.

## General notes

### Dwellings

All information in this appendix relates to the local authority stock for which your authority has financial responsibility for capital works **including** those situated outside your own LA district, and those managed by ALMO or part of PFI schemes.

A local authority dwelling is defined as:

- a building or part of a building which is provided for occupation by a single family unit (that is to say an individual or a family in either case together with any lodger) or
- hostels should be included with the number of dwellings and counted as the number of bedspaces in the hostel divided by three and rounded up to the nearest whole number.
- a cluster, where a cluster is defined as a group of rooms in a house in multiple occupation which serve as separate accommodation for two or more persons who share a common kitchen, bathroom and lavatory, such that:
  - a house that accommodates six or less than six persons shall count as one cluster
  - and where such a house accommodates more than six persons the number of clusters shall be calculated by dividing the number of persons by six, with any balance counting as one cluster.

This definition is consistent with the one used for the purposes of HRA subsidy.

### Leaseholders/shared ownership

Where your authority shares responsibility for works of a capital nature, count only the proportion of the cost for which your authority will have a net financial responsibility (i.e. after the costs borne by owners or out of indemnity insurance is deducted from capital payments). Quote the number of dwellings as that

implied by the proportion above (i.e. 50% of expenditure implies 50% of dwellings), rounding to the nearest whole number where necessary.

### **Costs and expenditure**

All costs should be based on an accruals basis i.e. when the work is carried out rather than when the bill is paid. For example, if a contract is carried out over two financial years the number of dwellings and costs of work should be apportioned across the two financial years in proportion to the work carried out in each year. All future costs should include assumptions about inflation that have been made as part of your business planning process.

Costs should include consultant's fees, contractor's preliminaries, contingencies and other related costs. Also include costs for equivalent building and professional services provided in-house. Do not include your authority's management and administration costs. Present all expenditure figures in £000's and rounded to the nearest £1000 **unless stated otherwise**. Quote total expenditure and not costs per dwelling. Where there are no dwellings requiring investment, there should be no associated costs and vice versa.

# Section A – HRA assets at 1 April 2010

**Item A1:** Number of dwellings your authority owns at 1 April 2010 (**excluding leaseholder and shared ownership**).

It should include all dwellings owned by your authority including those outside your own boundaries. Leaseholder and shared ownership dwellings should be excluded.

## Section B – Decent home delivery in 2009–10

From 6 April 2006, the housing health and safety rating system (HHSRS) replaced the fitness standard as an element of the decent homes standard. Decent homes calculations should be based on the HHSRS rather than the fitness standard:

[http://www.housingcorp.gov.uk/upload/pdf/051114-B-Decent\\_Homes\\_Update\\_finalvers\\_sent.pdf](http://www.housingcorp.gov.uk/upload/pdf/051114-B-Decent_Homes_Update_finalvers_sent.pdf)

**Please only record figures using the HHSRS standard** – do not provide figures using the previous fitness standard.

If you do not know these figures using the new HHSRS definition, please use # and provide an explanation in the notes box, including an approximate date for when you will be using HHSRS figures.

Local authorities are encouraged to carry out stock condition surveys on a regular basis. As a result, it is anticipated that the majority of authorities will now be using HHSRS rather than the old fitness standard.

**Items B1:** Number and change of non-decent dwellings between 1 April 2009 and 1 April 2010

This presents information about the flows into and out of non-decent during 2009-10 and the number that fall below the decent homes standard at the 1 April 2010.

Guidance on the definition of a decent home, which will help you quantify the level of non-decent and potentially non-decent housing in your stock, was issued in June 2006, and is available here:

<http://www.communities.gov.uk/documents/housing/pdf/138355.pdf>

Separate guidance explains how you can quantify the level of non-decent and potentially non-decent housing as part of a stock survey carried out in line with the guidance issued in August 2000:

<http://www.communities.gov.uk/documents/housing/pdf/156837.pdf>

(Collecting, managing and using housing stock information).

If you made an estimate of the number of non-decent dwellings owned by your authority at the 1 April 2009 on your 2009 business plan statistical appendix return you will be able to see this on the Interform system. Estimates of the 'number of non-decent dwellings owned by your authority at 1 April' in previous years can be viewed in returns from previous years on the interform system.

The change in number of non-decent between April 2009 and April 2010 is broken down into:

- a) number of non-decent dwellings tackled during 2009-10 (b1b), i.e. the flow out of non-decent (including non decent dwelling reductions from RTB, partial transfers, demolitions and tenant refusals - so long as the dwellings where work was declined and demolished properties were included in the initial (2008-09) non decent estimates) and
- b) the number of dwellings becoming non-decent during 2009-10 (b1d), i.e. the flow into non-decent.

The information about the number of dwellings receiving work to prevent them becoming non-decent (b1c) is also included as this reflects the importance of not only reducing the non-decent stock within your authority but also the need to prevent decent dwellings from deteriorating into non-decency.

The number of non-decent at 1 April 2010 should be estimated by taking the number of non-decent at 1 April 2009, subtracting the number that have been tackled during 2009-10 (b1b) and adding the number that have become non-decent during 2009-10 (b1d).

If you have been unable to provide all the information on the flows of dwellings into and out of non-decent or have not got an estimate of the number of non-decent at 1 April 2009, please provide your 2010 estimate. **Non decent dwellings which are scheduled for demolition should not be included in the count of non-decent.**

Please note that where an individual tenant does not want work carried out on their home to bring it up to the decent homes standard, then the home can remain below the standard until the property is vacated, at which point the necessary work can be undertaken. **Whilst the home is occupied it should not**

**be counted as non-decent for reporting purposes.** The exception to this is where works are required to maintain the structural integrity of the dwelling or prevent other components within the dwelling from deteriorating, or where a category 1 hazard must receive early attention. These dwellings should be counted as non-decent.

**Items B3 and B4:** Number of dwellings receiving works under an elemental approach

This section presents non-decent homes which received works in the year, on an elemental basis, but which were not made decent. An elemental approach refers to where decent homes program works are carried out on an elemental basis as opposed to a “whole house” basis. This will improve information on how many homes in any one year receive investment under decent homes programs.

**Item B5:** Extent of tenants refusing work

This new item is included in the 2009-10 BPSA form to estimate the overall extent of tenants refusing work. It provides both an estimate of all tenant refusals across the whole stock (regardless of condition) and an assessment of the amount of stock technically non-decent that are recorded correctly as decent for reporting purposes.

**Item B7:** The proportion of LA homes which were non-decent at 1 April 2010.

**Item B8:** Non decent dwelling forecasts

This presents a profile of the predicted number of non-decent council homes. These are required annually to enable future monitoring of progress to ensure you keep track on delivery of decent homes. Please note that in the past this item has asked for targets. This change reflects the need to report your best estimate of the number of non-decent homes expected each year.