



Housing Strategy Statistical Appendix (HSSA):
2010-11
Guidance notes for completion



Housing Strategy Statistical Appendix (HSSA): 2010-11

Guidance notes for completion

Department for Communities and Local Government
Eland House
Bressenden Place
London
SW1E 5DU
Telephone: 030 3444 0000
Website: www.communities.gov.uk

© Crown Copyright, 2011

Copyright in the typographical arrangement rests with the Crown.

This publication, excluding logos, may be reproduced free of charge in any format or medium for research, private study or for internal circulation within an organisation. This is subject to it being reproduced accurately and not used in a misleading context. The material must be acknowledged as Crown copyright and the title of the publication specified.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit <http://www.nationalarchives.gov.uk/doc/open-government-licence/> or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or e-mail: psi@nationalarchives.gsi.gov.uk.

If you require this publication in an alternative format please email alternativeformats@communities.gsi.gov.uk

DCLG Publications
Tel: 030 0123 1124
Fax: 030 0123 1125

Email: product@communities.gsi.gov.uk
Online via the website: www.communities.gov.uk

May 2011

ISBN: 978 1 4098 2988 1

Contents

| | |
|--|----|
| About the appendix | 4 |
| Changes to the HSSA form | 4 |
| Submitting the data | 9 |
| Points to note when completing this appendix | 11 |
| Financial data in Sections H, J, K, L and N | 13 |
| Section A: Dwelling stock position in authority area at 1 April 2011 | 14 |
| Section B: Condition of private sector housing | 24 |
| Section C: Housing waiting list and choice-based lettings | 26 |
| Section D: Lettings, nominations and mobility schemes | 29 |
| Section E: Lettings to homeless acceptances | 37 |
| Section G: Houses in Multiple Occupation (HMOs) | 41 |
| Section H: Housing capital expenditure | 43 |
| Section J: Cash incentive scheme grants | 48 |
| Section K: Private sector renewal assistance | 49 |
| Section L: Private sector demolition | 54 |
| Estimating HSSA burdens on local authorities questionnaire | 64 |

About the appendix

The purpose of this appendix is to collect statistical information relevant to the formulation of your Housing Strategy. The presentation of these data will enable your authority, partners and other interested parties to gain a quick overview of your position. Your authority will also find this appendix useful, as it brings together data items from many different housing areas in a concise and handy reference document.

The data provide an important part of the evidence base for the assessment of future housing requirements. The data are also used for informing and monitoring central government strategies, policies and business objectives; responding to parliamentary questions; policy development on housing issues; evaluating the quality and value for money of public services and public bodies; used in other statistical products (e.g. DCLG official statistics on gross supply of affordable housing); and used by Other Government Departments.

The content of this appendix is the result of consultations with government policy divisions and local authorities through the Central and Local Government Information Partnership (CLIP) Housing sub-group.

Changes to the Housing Strategy Statistical Appendix (HSSA) form

The following outlines the changes applied to the HSSA 2009-10 to reach the new form design for 2010-11. The section and line references below refer to the 2009-10 form. Changes are as a result of discussions with policy colleagues, discussions at CLIP Housing meetings and consultation with data suppliers.

General changes

- Change 'Registered Social Landlord' to 'Housing Association' on form.
- Change 'Registered Social Landlord' to 'Housing Association' in guidance notes and include text under 'Tenure definitions' to explain that "'Housing associations' is used here as the generic name for all social landlords not covered by local authorities. Previously housing associations were

referred to as Registered Social Landlords, although the term (private) Registered Provider (pRPs) of social housing has been commonly used by the Tenant Services Authority since 1 April 2010. The more all-encompassing description of 'housing associations' is now seen as more appropriate."

- Add a space for details of an additional contact for the form to be reported.
- Change the sign off section by replacing "The data supplied has been subject to an NAO audit" with "The data supplied has been subject to an audit by internal or external auditors" and removing "The data supplied has been subject to audit by the authorities own auditors" as an option.

Section A – Dwelling stock

- Add a line of text added under 'Communal establishments' in 'Dwelling definitions' to make the Census definition of a dwelling more compatible with existing council tax exemption classes. This is not a change of definition but is included for clarity.
- Change guidance on reporting A3 to include a changed definition of a vacant dwelling (to make it more compatible with existing council tax exemption classes).
- Add guidance notes to explain cross-form validation checks between the HSSA and BPSA.

Section B – Condition of private sector housing

- Add a new question (B6) to capture which SAP measure has been used to report information for B4 and B5.
- Amend current guidance to improve clarity and add guidance for new question B6.

Section C – Housing waiting lists and choice-based lettings

- Add to current guidance on C7a1 to explain that local authorities owning zero stock over the financial year do not need to complete this question.

Section D – Lettings, nominations and mobility schemes

- Add improved guidance throughout the whole section to add clarity.
- Change D9a guidance notes to say “This is the total of all local authority lettings in rows *4a, 7a and 8a.*” (this is a correction of an error).
- Change D10a, 10a1 & 10a2 guidance notes to refer to D5, rather than D2 (this is a correction of an error), i.e. “These should not be included (*in D5*) as a letting to a new secure tenant.”
- Change wording for D4a and D4a1 to talk about '*existing*' rather than 'new' lets (this is a correction of an error).
- Change D13 guidance which said to exclude “nominations by your local authority included in 6a and 7a” to exclude “nominations by your local authority included in *11a and 12a*” (this is a correction of an error).

Section E – Lettings to homeless acceptances

- Amend the guidance for E4 by adding line of text to say that lettings should include “all successful nominations made under Part 6 of the Housing Act 1996 to tenancies in dwellings owned by housing associations”, removing the line “nominations to lettings of dwellings leased or managed by a registered social landlord as temporary accommodation on behalf of your local authority” and remove text where the guidance previously said to exclude “nominations to lettings of dwellings leased to your authority and managed by a Registered Social Landlord [or housing associations, as they are now being referred to as]” and replace with a line to say to exclude “nominations to lettings of dwellings leased or managed by a housing association as temporary

accommodation on behalf of your local authority.” (this is a correction of an error).

Section H – Housing Capital Expenditure

- Add in missing line of text at beginning of guidance for H3 “Expenditure on other housing includes:”

Section J – Cash Incentive Scheme Grants

- Remove all references on the form and guidance notes to NI155 (National Indicators were abolished).
- Add a note to explain that: “The number of units delivered through the Cash Incentive Scheme are included by DCLG in the measurement of affordable housing supply and in the calculation of the New Homes Bonus enhancement.”

Section N – Provision of affordable housing

- Remove questions N1 – 9a inclusively.
- Add a new question (9b) asking for “All affordable housing acquired by the local authority by local authority funding ONLY. These should be units acquired without HCA grant funding or developer contribution. These figures are included in the gross affordable supply statistics.”
- Remove the header “All additional affordable housing completions/acquisitions” from the start of the section.
- Remove planned and proposed cells for N9a1, 9a2, 10, 11 & 12.
- Remove all references on the form and guidance notes to NI155 (National Indicators were abolished).

- Include "(section 106)" at the end of the title that appears before N13. This is included for clarity.
- Clarify further text above N13 to explain how DCLG use these statistics.
- Add a note above columns b to g of N13 – 19a2 to clarify that these columns are mutually exclusive.
- Amend guidance notes in the light of these extensive changes to the form.

Estimating HSSA burdens on local authorities questionnaire

- This questionnaire has been added for 2010-11 – please see the form and new guidance notes.

NOTES

- 1. In an attempt to provide some consistency over time, the individual section labels remain the same in 2010-11 as they were in 2009-10. This means that there are gaps where sections have been dropped. Section N is the only section where questions have been removed and the question numbering here has remained the same as on the 2009-10 form.**
- 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 Department for Communities and Local Government Interform system. To do this you should go to the website address: 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).

The appendix should be submitted on Interform by Friday 22 July 2011

National Register of Social Housing (NROSH)

Some of the benefits of NROSH is that it can effortlessly produce the aggregate statistics collected by the Tenant Services Authority from landlords, including sections of the Housing Strategy Statistical Appendix (HSSA).

While NROSH cannot completely replace the HSSA they can do all the work relating to aggregation of dwelling stock attributes. The Department is exploring whether it can be used to reproduce the relevant fields in Section A.

Cells highlighted in yellow on the HSSA illustrate the parts of the form in section A which could be completed by NROSH.

To access NROSH On-line, please use the following link:

nrosh.tenantservicesauthority.org

Username and passwords for interform should allow you to gain access. However if you cannot gain access please call the NROSH help desk on 0845 0178 606 to request new login details.

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 Interform 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.
- Some cells are mandatory and (at least) an estimate must be provided in order to finalise the appendix (entering a # or leaving the cell blank will not be allowed).
- Mandatory cells are listed per section, under each section heading.
- 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' and have entered more than one # in the component parts. Note that in the latter case the 'true total' will not be the sum of the component parts.
- Where you feel it would be helpful please provide details of data sources in the notes box on Interform, as well as estimation methods and definitions used.
- National Register of Social Housing (NROSH) data will be provided for selected cells in section A (highlighted yellow). If NROSH data has been

supplied we will aggregate this to local authority level and provide an NROSH figure. The accuracy of this figure depends on the data you have provided and the number of NROSH fields that have been completed for each property. You can decide whether to use this figure in the corresponding cell or complete the cell with your own information.

Financial data in Sections H, J, K, L and N

All financial data should be recorded in **£000** (except for question N12, which should be completed in £). For example, if the amount relevant to the cell is £53,000 then the figure you should enter into the cell is 53 and not 53,000 (as this will be read as £53,000,000).

Price base

All present and future figures should be in cash terms or prices (i.e. value not in real terms) for the year they refer to. Past expenditure data should be reported at outturn prices and planned or proposed expenditure should be in terms of future prices for that year. It is assumed that your authority has allowed for this in its estimates otherwise future year figures need to be adjusted using the latest GDP deflator available from the Treasury. You can find the percentage changes on previous years in the HM Treasury's website:

http://www.hm-treasury.gov.uk/data_gdp_index.htm

Accounting basis – cash or accruals.

The recorded data for all financial figures in sections J, K and L should be on a cash basis. This is because these sections are concerned with non-expenditure items e.g. receipts, grants and funds. Cash basis is used for money related to movement of funds or funding (relating to the year payments or loans were made). Examples are: selling price of a RTB or transferred dwellings; grants data such as private sector housing renewal and disabled facilities grants; and borrowed funds. For Sections H & N, a combination of accrual and cash basis has to be used (see specific notes under these sections). Government accounting system requires all revenue (and capital expenditure) to be on an accrual basis. Capital expenditure is associated with contractual works and the figure should correspond to the period when these were done. The same basis applies to estimates for both future capital and revenue spends.

Section A: Dwelling stock position in authority area at 1 April 2011

Dwelling definitions

For Question 1 column a, the dwelling definition used should be the same as that used for the HRA Housing Subsidy Claim Forms (HSCF) as well as in the Business Plan Statistical Appendix (BPSA). However, the figure should exclude any dwellings outside your administrative area (see details below).

For HRA definitions a local authority dwelling is defined as:

1. A building or part of a building that 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
2. A group of 3 bed spaces in a hostel (the number of groups of bed spaces shall be calculated by dividing the number of bed spaces by 3, with any balance counting as one dwelling); or
3. A cluster, defined as a group of rooms in a house in multiple occupation serving as separate accommodation for 2 or more persons who share a common kitchen, bathroom and lavatory, such that:
 - A house that accommodates 6 or fewer than 6 persons, shall count as one dwelling;
 - And a house that accommodates more than 6 persons the number of dwellings shall be calculated by dividing the number of persons by 6, with any balance counting as one dwelling.
4. A building for which council tax should be paid. This includes static caravans, but excludes the caravans of travellers.

Unlike the figure used for HSCF which includes dwellings that your authority owned outside your administrative area, item hsa1a refers to what your authority owned within your administrative area. Hence it should be equal to your local authority's total stock (wherever it may be situated) minus those owned outside

your area. The "out of area" dwellings should be recorded in Section A of the Business Plan Statistical Appendix.

For all other items in Question 1 i.e. columns b, d, and f please complete the questions on the basis that a dwelling should be defined by the current Census definition which is the same as that used in the Housing Flows Reconciliation (HFR) return.

A **dwelling** is defined (in line with the 2001 Census) as a self-contained unit of accommodation. Self-containment is where all the rooms (including kitchen, bathroom and toilet) in a household's accommodation are behind a door which only that household can use. Non-self contained household spaces at the same address should be counted together as a single dwelling. Therefore a dwelling can consist of one self-contained household space or two or more non-self-contained household spaces at the same address. Note that hostels with more than one bed-spaces which are not managed should be counted as one self contained dwelling (i.e. the owner pays a single Council Tax).

Ancillary dwellings such as 'granny annexes' should be included provided they are self-contained, whether they are physically separated from the main residence or not, as long as the access to the annex is not shared by outside residents (e.g. a shared hallway)

Communal establishments, defined as establishments providing managed residential accommodation, where managed means full-time or part-time supervision of accommodation, are not included. These cover university and college halls of residents, hospital staff accommodation, hostels/homes, hotels, and holiday complexes, defence establishments (but not married quarters) and prisons. Thus dwellings falling within council tax exemption class M – "A hall of residence provided predominantly for the accommodation of students" – are not included. However, include purpose-built (separate) homes (e.g. self-contained flats clustered into units with 4 to 6 bedrooms for students or nurses or private sector built units catering specially for single people). Each self-contained unit should be counted as a dwelling. This also applies to purpose-built hostels and staff accommodation for self contained use.

Dual or shared commerce/private use dwellings (e.g. living quarters above commercial premises) should also be included.

Tenure definitions

Local authority dwellings

Note the difference between the definitions for column A and B below.

The figures in both columns A and B should exclude:

Dwellings leased or licensed to the authority, local authority stock leased exclusively by a housing association and any dwellings (partly) sold under shared ownership or rent-to-mortgage schemes.

Right to Buy flats and dwellings leased out by the authority.

However, include local authority-owned dwellings occupied by wardens/caretakers.

Column A (HRA dwelling definition) should include:

Only those that your authority owns within your administrative area.

Column B (Census dwelling definition) should include:

All council houses inside your administrative area including those owned by other local authorities, and those owned by your authority for non-housing purposes and by Housing Action Trusts.

Previously, these last two types were recorded in 'Other' public sector dwellings. If you do not know the precise number of council dwellings owned by other local authorities in your area, please use the information supplied to you by the Department for Communities and Local Government based on last year's BPSA returns.

Housing association dwellings

'Housing associations' (housing associations) is used here as the generic name for all social landlords not covered by local authorities. Previously housing associations were referred to as Registered Social Landlords, although the term (private) Registered Provider (pRPs) of social housing has been commonly used by the Tenant Services Authority since 1 April 2010. The more all-encompassing description of 'housing associations' is now seen as more appropriate.

From 2008-09 onwards you are not required to report on the total housing association dwelling stock or vacants (lines 1 and 3). This information will be taken from the TSA Regulatory and Statistical Return completed by housing associations.

'Other' public sector dwellings

Include:

Dwellings owned by government departments and other public sector agencies (e.g. Regional Health Authorities, Ministry of Defence, the Forestry Commission and county councils).

Private sector (non-housing association)

From 2008-09 onwards you are not required to report on the total Private sector (non-housing association) dwelling stock or vacants (lines 1 and 3). This information will be calculated by DCLG.

Detailed guidance

(number corresponds to the cell reference or question)

| | |
|--------|--|
| HSA1a. | <p>This relates to dwellings that your authority owns and which are located within your administrative area. The definition of a dwelling should be the same as that used in your authority's HSCF. The figure entered here should be the same as that to be entered in Section 1 of your authority's next HSCF (First Advance Claim Form), minus any dwellings that your authority owns outside your administrative area and should also correspond to the total number shown in your Business Plan Statistical Appendix return.</p> <p>If all local authority stock in your local authority area is owned by your local authority and they are all self-contained, and if there were no 'out of area' dwellings owned by other local authorities in your district, then enter the same figure in both HSA1a and HSA1b.</p> <p>Your figure for this question must be the same or less than the total number of dwellings owned by your local authority (a1a on the BPSA) as this question is asking about dwellings owned by your local authority that are located within your local authority area whereas a1a (BPSA) is asking about all dwellings owned by your local authority. The same definition of a dwelling is used for both of these questions (see General Notes sections for further details). If you need to liaise with your counterpart colleague responsible for filling out the BPSA but do not know who is responsible then please contact the HAPSU help desk on 0117 372 8989.</p> |
| HSA1b. | <p>All council houses inside your local authority area (irrespective of who own them). This represents the total stock of local authority dwellings within your authority's geographical area. The definition of a dwelling should follow that given by the Census (see dwelling and tenure definitions, page 15). It is not expected that local authorities own any non-permanent dwellings but include these if there are any. Information on any 'out-of-area' dwellings owned by other local authorities in your district is supplied to all local authorities for checking when the HSSA form is made available for completion.</p> |

| | |
|------------------------------|--|
| Hsa1b to Hsa1f. | <p>All dwelling definitions, including the local authority tenure, should follow those given by the Census (see dwelling and tenure definitions, page 15). Note that the guidance now makes it clear that dwellings falling within council tax exemption class M – “A hall of residence provided predominantly for the accommodation of students” – should not be included.</p> <p>Non-permanent dwellings, self-contained ancillary dwellings e.g. granny annexes and second homes (all mainly in the private sector) should be included. Non-permanent or temporary dwellings include caravans, mobile homes, converted railway carriages and houseboats.</p> <p>From 2008-09 onwards you are not required to report on the total housing association dwelling stock (Hsa1c). This information will be taken from the Tenant Services Authority Regulatory and Statistical Return completed by housing associations. Similarly, you are not required to report Private sector (non-housing association) in hsa1ae as this figure will be calculated by DCLG.</p> |
| Hsa1f. | <p>The figure should come from your Council Tax “Valuation List” at 1 April and it should be the same as that used for the Housing Flows Reconciliation return. Please include information on how the total stock figure was arrived at in the notes box if this data source was not used.</p> <p>The total number of dwellings should be the total across all tenures, i.e., housing association and private sector dwellings should be included within the total. That is, the sum of Hsa1b and Hsa1d will not be equal to the total stock figure in Hsa1f.</p> |
| Hsa1a and Hsa1b – NROSH Data | <p>We have aggregated this to local authority level and provided an NROSH figure. The quality and accuracy of this figure will depend largely on the amount of property level data that has been provided. To view the source data for the values stated in the NROSH data cells for Section A1, please go to the NROSH Reporting system:</p> <p>nrosh.tenantservicesauthority.org</p> |

| | |
|----|--|
| | <p>Username and passwords for interform should allow you to gain access. However if you cannot gain access please call the NROSH help desk on 0845 0178 606 to request new login details.</p> |
| 2. | <p>The Housing Health and Safety Rating System (HHSRS) is the new risk assessment procedure for residential properties. HHSRS is a risk assessment tool used to assess potential risks to the health and safety of occupants in all residential properties and came into effect in April 2006. HHSRS also replaced the Fitness Standard as an element of the Decent Homes Standard.</p> <p>A risk assessment looks at the likelihood of an incident arising from the condition of the property and the likely harmful outcome. For example, how likely is a fire to break out, what will happen if one does?</p> <p>Where there are hazards, the assessment could show the presence of serious (category 1) hazards and other less serious (category 2) hazards.</p> <p>Please only record those which are category 1 hazards – do not provide figures using the previous unfitness standard.</p> |
| 3. | <p>The estimates of vacant dwellings should be largely consistent with the Council Tax Base (CTB) form, but with the important difference that vacant dwellings should be counted under the Census definition of a dwelling (see page 15). Information should be provided as at 1 April 2011.</p> <p>Vacant dwellings falling under the following exemption classes should be included:</p> <ul style="list-style-type: none"> • Class A: Vacant dwellings where major repair works or structural alterations are required, under way or recently completed (up to twelve months). • Class B: Unoccupied dwellings owned by a charity (up to six months). • Class C: A vacant dwelling (i.e. empty and substantially unfurnished) (up to six months). |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Class D: A dwelling left unoccupied by people who are detained e.g. in prison. • Class E: An unoccupied dwelling which was previously the sole or main residence of a person who has moved into a hospital or care home. • Class F: Dwellings left empty by deceased persons. • Class G: An unoccupied dwelling where the occupation is prohibited by law. • Class H: Unoccupied clergy dwellings. • Class I: An unoccupied dwelling which was previously the sole or main residence of a person who is the owner or tenant and has moved to receive personal care. • Class J: An unoccupied dwelling which was previously the sole or main residence of a person who is the owner or tenant and who has moved in order to provide personal care to another person. • Class K: An unoccupied dwelling where the owner is a student who last lived in the dwelling as their main home. • Class L: An unoccupied dwelling which has been taken into possession by a mortgage lender. • Class Q: An unoccupied dwelling where the person who would otherwise be liable is a trustee in bankruptcy. <p>In addition to any dwellings falling within these exemption classes also include:</p> <ul style="list-style-type: none"> • any other dwellings which have been vacant for more than six months and are substantially unfurnished (your local authority may or may not grant a council tax discount or exemption on these dwellings). • any group of bedsits, counted as one dwelling, only count as |
|--|---|

| | |
|--|--|
| | <p style="text-align: center;">vacant when all are vacant</p> <p>These should not include second homes, holiday lets, and flats; re-lets of temporary housing; halls of residence and houses normally occupied by students; dwellings used for armed or visiting forces; or empty caravan pitches or boat moorings. Vacant annexes should not be included.</p> <p>These should not include any dwellings falling under council tax exemption classes M to P and R to W</p> <p>Changes to the guidance for this question from last year (the HSSA 2009-10) mean that the following should have been excluded previously but are now to be included:</p> <ul style="list-style-type: none"> • dwellings left unoccupied by people who are in prison • dwellings which were previously the sole or main residence of a person who has moved into a hospital or care home • unoccupied dwellings which were previously the sole or main residence of a person who is the owner or tenant and has moved to receive personal care. • unoccupied dwellings which were previously the sole or main residence of a person who is the owner or tenant and who has moved in order to provide personal care to another person. • unoccupied clergy dwellings <p>Previously there may have been differing interpretation on whether to include unoccupied dwellings where the owner is a student who last lived in the dwelling as their main home (class K). As above, these dwellings should be included.</p> <p>If council tax records are not available a local survey can be used in accordance with the above definitions. Please use the notes box to explain how you have estimated total vacant dwellings in your district if this is the case.</p> <p>The total number of vacant dwellings should be the total across all tenures, i.e., housing association and private sector dwellings should</p> |
|--|--|

| | |
|--|--|
| | be included within the total. That is, the sum of HSa3ab and HSa3ad will not be equal to the total stock figure in HSa3af. |
| HSa3a1e | This question is intended to capture long-term vacant private sector dwellings that are earmarked for redevelopment or demolition, specifically for regeneration or housing scheme purposes. |
| HSa3a2e | This question is intended to capture long-term vacant private sector dwellings that have been vacant for more than six months, and should correspond to the above guidance for question 3. |
| HSa3ab nrosh | <p>We have aggregated this to local authority level and provided an NROSH figure. The quality and accuracy of this figure will depend largely on the amount of property level data that has been provided. To view the source data for the values stated in the NROSH data cells for Section A3, please go to the NROSH Reporting system:</p> <p>nrosh.tenantservicesauthority.org</p> <p>Usernames and passwords for interform should allow you to gain access. However if you cannot gain access please call the NROSH help desk on 0845 0178 606 to request new login details.</p> |
| Note that questions A2 and A3 are not mutually exclusive i.e. a dwelling may be counted in two or more rows. | |

Mandatory cells (coloured red)

Section A: Dwelling stock position in authority area

HSa1a, HSa1b, HSa1d, HSa1f, Hsa2aa, Hsa3ab, Hsa3ad, Hsa3af

Section B: Condition of private sector housing

Housing association dwellings should not be included in questions B1 to B5.

Housing Health and Safety Rating System

The Housing Health and Safety Rating System (HHSRS) is a risk assessment tool used to assess potential risks to the health and safety of occupants in all residential properties and came into effect from 6 April 2006. HHSRS replaced the Fitness Standard as an element of the Decent Homes Standard.

The HHSRS looks at the likelihood of an incident arising from the condition of the property and the likely harmful outcome. For example, how likely is a fire to break out, what will happen if one does?

Where there are hazards, the assessment could show the presence of serious (category 1) hazards and other less serious (category 2) hazards.

Please only record those which are category 1 hazards – do not provide figures using the previous unfitness standard.

If you do not know these figures using the new HHSRS definition, please use # in hsb1aa, hsb2a and hsb3aa and provide an explanation in the notes box for hsb1aa, including an approximate data for when you will be using HHSRS figures.

Energy Efficiency (at 1 April 2011)

The standard assessment procedure (SAP) is an index of the annual cost of heating a dwelling to achieve a standard heating regime and should be reported using the SAP 2005 measure, if possible, as running from 1 (highly inefficient) to 100 (highly efficient). As such, it is a measure of a dwelling's overall energy efficiency and is dependent on the performance of its heating system and capacity to retain heat. In the event that you are not able to report figures using

the 2005 measure please provide figures using the available measure. Question B6 should be answered regardless of the reporting measure used or whether figures have been provided.

| | |
|-----|--|
| 5b. | The lowest quartile SAP rating can be calculated by arranging the SAP ratings of all private sector (non housing association) dwellings into ascending order and then taking the n/4th (or closest) SAP rating where n is the number of SAP ratings arranged. In the event that you are not able to report using the 2005 measure please indicate in B6 which measure you have used. |
| 6. | Specify which SAP measure you have used to answer B4 and/or B5 above. If you have been unable to answer B4 and B5 then select 'Not applicable'. This should not be selected under any other circumstance. |

Mandatory cells (coloured red)

Section B: Condition of private sector housing

No mandatory cells

Section C: Housing waiting list and choice-based lettings

Households on the housing waiting list at 1 April

The Homelessness Act 2002 has removed the statutory duty to maintain a Housing Register as of 31 January 2003. However, we expect local authorities will need to keep a waiting list of housing applicants in order to deliver their statutory allocation functions.

LSVT authorities should provide figures, irrespective of who is now responsible for managing the waiting list.

If you do have a common housing waiting list, Section C should be completed on the basis of this list.

The housing waiting list should include households in:

- Housing need
- Not in housing need.

However, this should exclude:

Existing local authority tenants seeking a transfer within your own local authority stock

“Housing need” should include those people in identified housing need who are given priority under the authority's allocation scheme and must include those in the “**reasonable**” **preference categories** set out in s.167 of the Housing Act 1996, i.e.

- (a) people who are homeless (but not owed a homelessness duty);
- (b) people owed a homelessness duty because they have been accepted as unintentionally homeless (or threatened with homelessness) and in priority need or intentionally homeless and in priority need, and people accepted as

unintentionally homeless and not in priority need and provided with accommodation at the authority's discretion;

- (c) people occupying unsanitary or overcrowded housing, or otherwise living in unsatisfactory housing conditions;
- (d) people who need to move on medical or welfare grounds, including grounds relating to a disability;
- (e) people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship;

Choice-based lettings

Choice-based lettings schemes provide greater choice in housing for new and existing social tenants in England. Choice-based lettings normally involve advertised properties that applicants can bid for. It does not include schemes that solely allow applicants to express preferences, for example with regard to the area or type of property. For more information see the Department for Communities and Local Government website at the following address:

<http://webarchive.nationalarchives.gov.uk/+http://www.communities.gov.uk/housing/housingmanagementcare/choicebasedlettings/>

Alternatively contact Frances Walker on 0303 444 3655 or email frances.walker@communities.gsi.gov.uk

| | |
|-----|---|
| 7.1 | All local authorities are asked to complete this question about their local authority lettings. If your local authority did not own any stock over the period of the financial year then the answer to this question will be zero. Do not include information for housing association lettings. General needs housing covers the bulk of housing stock for rent and includes both self-contained and shared housing. This is stock that is not designated for specific client groups requiring support or does not have the special design features that are specific to housing for older people |
|-----|---|

| | |
|-----|---|
| | <p>and supported housing. Where additional support is offered to all residents as a matter of course this stock is not general needs (for definition of supported housing see section D question 9a2).</p> <p>If the scheme was not in operation for the entire 2010-11 financial year please make a note of this in the notes box on Interform.</p> <p>Further details on CORE can be found on the website at: https://core.tenantservicesauthority.org/</p> |
| 7.2 | <p>This cell is calculated in Interform:</p> $(hsc7a1a / hsd9a1) \times 100$ <p>This is shown to assist local authorities for benchmarking purposes. The denominator being used is Total local authority dwellings (hsd9a1). Therefore it is important that you only include your local authorities letting in question 7.1 above.</p> |

Mandatory cells (coloured red)

Section C: Housing waiting list and choice-based lettings

HSc1ad, Hsc2ad, HSc3aa, HSc4a

Section D: Lettings, nominations and mobility schemes

Substantial changes to Section D were made to the 2009-10 HSSA. This was the result of a project comparing lettings information collected in this section to information available through the COntinuous REcording (CORE) of Lettings. In the future, it is intended that the majority of lettings data will be collected through CORE, but in the short-term it has been necessary to make these changes to reconcile the data collected here with CORE.

For this collection the guidance notes have been developed further to provide more clarity for users. If you believe, based on this clearer guidance, that you reported erroneous figures for the 2009-10 collection please contact James Liley (Tel 0303 444 42303) or E-mail: hip.returns@communities.gsi.gov.uk) to enquire about revisions to the data.

Lettings of dwellings held by the local authority

Include lettings of dwellings held within the HRA let on a secure or introductory tenancy. Include lettings of dwellings located outside the local authority's district. Exclude all lettings of dwellings let on a non-secure tenancy other than introductory tenancies. Questions 1, 2, 3, 5, 6 and 8 in Section D are mutually exclusive of one another (i.e. households included in one question cannot also be included in any of the others). Local authorities with no stock (LSVTs) are required to answer questions 11a – 13 inclusively as these local authorities will retain an allocation function.

Dwellings let to existing tenants transferring from a social housing dwelling

Questions 1 to 4 (including sub-questions) are concerned only with tenants transferring from a social housing dwelling into a dwelling owned by your local authority, excluding mutual exchange (which should be recorded in question 8).

| | |
|------|---|
| 1. | Include all dwellings let by your local authority to existing social tenants transferring from another dwelling held by your own local authority. |
| 2. | Include all dwellings let by your local authority to existing social tenants transferring from a dwelling held by another local authority. |
| 3. | Include all dwellings let by your local authority to existing social tenants transferring from a dwelling held by a housing association. |
| 4a. | Include all dwellings let to existing social tenants within rows 1 – 3. |
| 4a1. | Distinguish dwellings let to existing social tenants who were previously resident outside your local authority district. |

Dwellings let to new tenants to social housing

Questions 5 to 7 (including sub-questions) are concerned only with dwellings owned by your local authority let to tenants whose last dwelling (immediately prior to the letting of the dwelling owned by your local authority) was not a social housing dwelling (whether owned or managed by your local authority or another social landlord). If you believe that your figures reported for the previous year are incorrect please email hip.returns@communities.gsi.gov.uk with revised figures.

| | |
|------|---|
| 5. | <p>Dwellings let by your local authority to new social tenants provided under a secure tenancy (by virtue of Part 6 of the Housing Act 1996).</p> <p>Include lettings to tenants who succeeded to the new tenancy under section 87 of the Housing Act 1985.</p> <p>Exclude tenancies converted from non-secure or introductory tenancies (collected in 10a)</p> |
| 6. | <p>Dwellings let by your local authority to new social tenants provided under an introductory tenancy within the terms of Part 5 of the <i>Housing Act 1996</i>.</p> |
| 7a. | <p>Include here dwellings let within rows 5 and 6.</p> |
| 7a1. | <p>Distinguish those dwellings let to new social tenants who were previously resident outside your local authority district.</p> |

Mutual exchanges

| | |
|--------------|--|
| 8a. | <p>All dwellings let by your authority as a consequence of a mutual exchange should be recorded including those arranged through formal mutual exchange schemes (whether run by commercial organisations, local authorities/housing associations or other bodies) and those arranged independently by tenants.</p> <p>Where a mutual exchange has occurred within your local authority boundaries, it should be recorded as lettings of two dwellings. Please include details of all exchanges that you are aware of. It is recognised this information will probably cover local authority owned stock only but if you are aware of exchanges in housing association owned properties and can include this figure as well please do so, and provide an indication in the notes box.</p> |
| 8a1. 8a2. | <p>Currently CORE does not collect information on lets made through mutual exchanges. To understand the movement of lets made around the country, please provide information on mutual exchanges to indicate how many were exchanges taking place within your local authority district, or whether exchanges were made that crossed local authority boundaries.</p> |

Total local authority dwellings let

| | |
|--------------|--|
| 9a. | This is the total of all local authority lettings in rows 4a, 7a & 8a above. |
| 9a1. 9a2. | <p><u>Please complete these questions regardless of whether you are completing CORE.</u> To help ongoing work to realise the benefits of CORE to replace parts of the HSSA we need to be able to generate exact figures from CORE to replace the relevant parts of the HSSA. The split of Total local authority dwellings let by whether they are general needs or supported housing lettings will assist in this quality assurance process. In brief, definitions of general needs and supported housing lets are:</p> <p>General needs housing covers the bulk of housing stock for rent and includes both self-contained and shared housing. This is stock that is not designated for specific client groups requiring support or does not have the special design features that are specific to housing for older people and supported housing (see entries for these terms in this glossary). Where additional support is offered to all residents as a matter of course this stock is not general needs (see definition of supported housing).</p> <p>Supported housing is housing which is either purpose designed or designated for a particular client group. It can be provided in shared or self-contained housing. Types of supported housing can include direct access hostels, group homes, purpose-built self-contained housing, residential care and nursing homes.</p> <p>The delivery of support under the Supporting People framework does not necessarily result in the categorisation of housing as supported if the property is not purpose designed or designated for a particular client group. In the absence of either of these two conditions, housing is general needs. This would also be the case where floating support is provided.</p> <p>Further details on CORE can be found on the website at https://core.tenantservicesauthority.org/.</p> |

Tenancy conversions

| | |
|-------|---|
| 10a. | Introductory tenancies and other non-secure tenancies converted to secure tenancies include any tenancies originally let as introductory or non-secure tenancies (in the current year or earlier) converted to secure tenancies during the year. These should not be included (in D5) as a letting to a new secure tenant. Generally the components (10a1 and 10a2) should add to the total but there may exist tenancies which have been converted from tenancies other than those that were initially non-secure or introductory. If this is the case please make a note in the notes box of the other types of tenancy that are included in 10a. |
| 10a1. | |
| 10a2. | |

Other lettings, nominations and mobility schemes

This sub-section should include all lettings which are the result of a successful nomination made under Part 6 of the *Housing Act 1996* under the terms of section 159(2)(b) or (c). Local authorities that no longer own stock should complete questions 11a – 13.

Nominations taken up

| | |
|------|--|
| 11a. | <p>Local authority nominations to housing association dwellings should include:</p> <p>All successful nominations made under Part 6 of the <i>Housing Act 1996</i> to tenancies in dwellings owned by housing associations.</p> <p>All successful nominations made under Part 6 of the 1996 Act by an LSVT management company or other body on behalf of your local authority (e.g. where the allocation function has been contracted out).</p> <p>This should exclude:</p> <p>Any nominations to dwellings provided under full or shared-ownership schemes.</p> <p>Where local authority and one or more housing associations are partners to</p> |
|------|--|

| | |
|-------|---|
| | <p>a CBL scheme and all the housing association vacancies are put through the scheme, local authorities should ideally distinguish those housing association lettings which are nominations and report only on these. However, if this is not feasible, local authorities may record all housing association lettings made through the CBL scheme as nominations provided the scheme involves a common allocation scheme (not just a common housing register) with a common set of prioritisation criteria (compatible with Part 6 of the <i>Housing Act 1996</i>) and a single point of entry.</p> |
| 11a1. | Nominations by your authority to housing association dwellings located outside your local authority district should be included here. |
| 12a. | <p>Other social landlord (not housing association) dwellings let to households in a response to a nomination from your local authority should include:</p> <ul style="list-style-type: none"> • Any nominations not recorded in 11a. • Any nominations to another local authority. • All successful nominations made under Part 6 of the Housing Act 1996 to tenancies in dwellings owned by another social landlord (i.e. a landlord who falls within section 80 of the Housing Act 1985, e.g. a non-registered housing association or housing co-operative). • All successful nominations made under Part 6 of the 1996 Act to another social landlord made by an LSVT management company or other body on behalf of your local authority (e.g. where the allocation function has been contracted out). |
| 12a1. | Nominations by your authority to other social landlord dwellings located outside your local authority district should be included here. |

Other local authority lettings from own stock

| | |
|-----|---|
| 13. | <p>Existing tenants of your authority taking up a new local authority or housing association tenancy in another local authority district.</p> <p>This should exclude:</p> <ul style="list-style-type: none"> • mutual exchanges, including those arranged under a formal mutual exchange scheme. • nominations by your local authority included in 11a and 12a. |
|-----|---|

Mandatory cells (coloured red)

Section D: Lettings, nominations and mobility schemes

Hsd4a, Hsd7a, Hsd8a, Hsd9a, Hsd10a, Hsd11a, Hsd12a.

Section E: Lettings to homeless acceptances

Lettings to households owed a main homelessness duty (“homeless acceptances”) which bring the homelessness duty to an end (settled accommodation).

This section covers lettings of settled accommodation to households who have been accepted as eligible for assistance, unintentionally homeless and in priority need (“homeless acceptances”) and therefore owed a main homelessness duty (s.193(2) of the 1996 Act or s.65(2) of the 1985 Act).

Record only lettings to homeless acceptances which bring the main homelessness duty to an end (settled accommodation). Include lettings made to homeless acceptances accepted by your authority on referral from another local authority.

Exclude lettings which provide temporary accommodation (i.e. do not bring the homelessness duty to an end).

All lettings recorded in this section should also be included in Section D, i.e. the number of lettings recorded at Section D should be equal to, or greater than, the number recorded in this section. **All questions in Section E, except 3a (which is the sum of 1 and 2), are mutually exclusive of one another.**

| | |
|----|--|
| 1. | <p>Dwellings let by your local authority to homeless acceptances provided under a secure tenancy.</p> <p>Record here all secure tenancies allocated to homeless acceptances under Part IV of the Housing Act 1996</p> <p>Exclude transfers, exchanges and any ‘succession’ tenancies.</p> <p>Exclude introductory tenancies (see row E2).</p> |
|----|--|

| | |
|----|--|
| 2. | <p>Dwellings let by your local authority to homeless acceptances on introductory tenancies</p> <p>Record here all introductory tenancies allocated to homeless acceptances under Part 6 of the Housing Act 1996</p> <p>Note: dwellings let to homeless acceptances on introductory tenancies are those defined by Part 5 of the Housing Act 1996.</p> <p>Exclude secure tenancies (see row E1).</p> |
| 3. | <p>Total dwellings let by your local authority to homeless acceptances as settled accommodation (Sum of E1 and E2)</p> <p>Record here the total of all local authority lettings to homeless acceptances allocated under Part 6 of the Housing Act 1996.</p> <p>This is the sum of rows E1 and E2.</p> <p>Lettings recorded here will also be included in Section D, which records all local authority lettings.</p> |
| 4. | <p>Housing association dwellings let to homeless acceptances following a nomination by your local authority</p> <p>Record here all lettings to homeless acceptances of property owned by a housing association made as a consequence of a nomination by your authority which was an allocation under Part 6 of the Housing Act 1996.</p> <p>These lettings should include:</p> <ul style="list-style-type: none"> • All successful nominations made under Part 6 of the <i>Housing Act 1996</i> to tenancies in dwellings owned by housing associations • All successful nominations made under Part 6 of the 1996 Act by an LSVT management company or other body on behalf of your local authority (e.g. where the allocation function has been contracted out). • All successful nominations made under Part 6 of the 1996 Act to lettings on an assured shorthold tenancy (e.g. starter tenancies) |

| | |
|----|--|
| | <ul style="list-style-type: none"> • All successful nominations made under Part 6 of the 1996 Act to housing association dwellings in any district (i.e. not just within your local authority district). <p>Exclude:</p> <ul style="list-style-type: none"> • nominations to lettings of dwellings leased or managed by a housing association as temporary accommodation on behalf of your local authority. • nominations to dwellings under full or shared-ownership schemes. |
| 5. | <p>Dwellings held by another social landlord (not housing association) let to homeless acceptances on a secure or introductory tenancy, following a nomination by your local authority under Part 6 of the <i>Housing Act 1996</i>.</p> <p>Record here lettings to homeless acceptances <u>on a secure or introductory tenancy</u> by another landlord, following a nomination by your local authority under Part 6 of the <i>Housing Act 1996</i>.</p> <p>Include all successful nominations to:</p> <ul style="list-style-type: none"> • secure or introductory tenancies of dwellings owned by a Housing Action Trust (or residuary body) • secure or introductory tenancies of dwellings held by a non-registered housing association or housing co-operative • secure or introductory tenancies of dwellings owned by another local authority. <p>Include successful nominations to dwellings located outside your local authority district.</p> <p>Exclude dwellings recorded under other questions in section E (all questions in Section E, except 3a (which is the sum of 1 and 2), are mutually exclusive of one another).</p> |

| | |
|-----|--|
| 6a. | <p>Dwellings held by a private landlord let to homeless acceptances on an assured tenancy.</p> <p>Include any lettings to <u>homeless acceptances on a full assured tenancy</u> which do not fall within E4 to E5, above (cf. section 193(6)(cc) of the <i>Housing Act 1996</i>).</p> |
| 6b. | <p>Dwellings held by private landlords let to homeless acceptances on an assured shorthold tenancy.</p> <p>Dwellings held by private landlords let to homeless acceptances as a “qualifying offer” on an assured shorthold tenancy arranged by your local authority (cf. section 193(7B) of the <i>Housing Act 1996</i>).</p> |

Mandatory cells (coloured red)

Section E: Lettings to homeless acceptances

Hse1d, Hse2d, Hse3d, Hse4d, Hse5d, Hse6a1d, HSe6a2d.

Section G: Houses in Multiple Occupation (HMOs)

Communities and Local Government collects detailed information on licensing of HMOs through The Register of Licensed Houses in Multiple Occupation (ROLHMO) system (collection has been temporarily suspended since October 2010). The questions in Section G relate to all HMOs, as defined in the Housing Act 2004 (see sections 254 to 260 and schedule 14). Essentially an HMO is a house occupied by three or more people who constitute two or more households. A full definition of Houses in Multiple Occupation can be found on the Department for Communities and Local Government website, at the following address:

<http://webarchive.nationalarchives.gov.uk/+http://www.communities.gov.uk/housing/rentingandletting/privaterenting/housesmultiple/>

| | |
|----|---|
| 1. | <p>Total number of verifiable Houses in Multiple Occupation.</p> <p>Verifiable means specific HMOs which have been positively identified and recorded by the authority, the continued existence of which has been confirmed by site visit sometime during the twelve months ending on 1 April 2011. Include licensable HMOs whether licensed or not on 1 April 2011. It is understood that, because of the nature of HMOs and the resource cost of monitoring them, local authorities are unlikely to have verifiable records of all HMOs. Do provide the verifiable number that you have however small it may be.</p> |
| 2. | <p>Estimated total number of HMOs as at the 1 April 2011, including the number given in G1.</p> <p>It is for the local authority to determine how to make a best estimate using local sources of information such as sample surveys and administrative data.</p> |

Mandatory cells (coloured red)

Section G: Houses in Multiple Occupation (HMOs)

Hsg1a, Hsg2a.

Section H: Housing capital expenditure

Accounting or recording basis

Expenditure figures in questions H1 to H4 should be reported on accruals basis. Although some of these items include grant figures, which are normally recorded on cash basis, these are taken to be the same as accruals for consistency purposes. This is acceptable, as any multi-payments private sector renewal and disabled facilities grants spreading over two or more years are few and payment made within each year should have been recorded for that year (see notes on sections K). Thus the difference between cash and accruals for most grants data are virtually the same. The only difference is when any grant payment is made in the year after the works were carried out. Due to the way these grants data were recorded, there is nothing one could do but to be aware that some figures on cash basis are mixed in among these figures.

The source of finance questions (rows H4a1a to H4a5) i.e. borrowed-funds, can only be reported on a cash basis. To reconcile these figures with the expenditure figures, an adjustment (row H4a6), to convert these to accruals, is required so that when rows H4a1a to H4a5 are added, the total should equal the sum of rows H1 to H3.

Please note the HSSA form does not collect bids for Disabled Facilities Grants.

| | |
|-----------|---|
| 1a & 1a1. | For 'housing within the HRA' only record housing capital expenditure which is applicable to the Housing Revenue Account (HRA). |
| 2. | Support for housing associations includes: <ul style="list-style-type: none"> • Grants to develop rented accommodation under the Local Government Act 1988 (Section 24), including any payments arising from "Section 106" agreements for provision of affordable housing. |

| | |
|----|--|
| | <ul style="list-style-type: none"> Loans by local authorities under the Housing Association Act 1985 (Section 58) to housing associations (including those not registered with the Tenant Services Authority) other than LASHG. <p>Note that you should exclude the discount value of land provided to housing associations, private sector renewal, and disabled facilities grants.</p> |
| 3. | <p>Expenditure on other housing includes:</p> <ul style="list-style-type: none"> Renovation grants: all grant payments for improvements and repairs under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002, and the Housing Grants, Construction and Regeneration Act 1996. House in multiple occupancy (HMO) and common part grants should be included. Disabled facilities grants: grants paid to assist disabled persons with adaptations other than grants to local authority tenants, which should be shown at H1. All payments made in the year, including any instalment payments, should be included. Relocation grants: grants made under Part IV of the Housing Grants, Construction and Regeneration Act 1996. Minor works assistance/home repair, reinstatement under Housing Defects legislation: see part XVI of the Housing Act 1985. Slum clearance: includes slum clearance and action against individual unfit dwellings under the Housing Act 1985 (Part IX) as amended by the Local Government and Housing Act 1989 (Section 157). Include all acquisition and clearance costs, including market value compensation, home loss and disturbance payments made as a result of such schemes. Work under Group Repair powers: include all payments made on 'enveloping' under the Housing Act 1985 (Part VIII). Payments made under the Group Repair powers included in Part VIII of the Local Government and Housing Act 1989 or Part I of the Housing Grants, |

| | |
|-------|---|
| | <p>Construction and Regeneration Act 1996. This should exclude any contributions received from assisted or non-assisted participants; except for any contributions made by the local authority as a non-assisted participating landlord.</p> <ul style="list-style-type: none"> • Work under designated area powers (renewal areas): include all payments on environmental works (including any acquisition of land) under the powers relating to Renewal Areas in the Local Government and Housing Act 1989 (Part VII) and the General Improvement and Housing Action Areas in the Housing Act 1985 (Part VII). Grants to develop rented accommodation: grants to private landlords (other than housing associations) under the Local Government Act 1988 (Section 24), but include any payments arising from 'Section 106' agreements for provision of affordable housing. • Lending to private persons: see the Housing Act 1985 (Sections 435,456) and also Section 228 related to compulsory improvement work. Include advances under section 41 of the Land Compensation Act 1973. • Other non-HRA expenditure: includes lending for council house purchase, i.e. all gross mortgage advances to tenants of council dwellings to allow them to purchase their dwelling and the capital value, net of discounts, of dwellings sold under deferred purchase arrangements. Include site assembly' costs e.g. land purchases, decontamination and preparation, prior to development and any expenditure incurred on "in and out" schemes. |
| 4. | This row should be the sum of rows H1a, H2, and H3 to show where the expenditure was targeted. However, row H4 should also equal the sum of H4a1a to H4a3, H4a4d, H4a5 and H4a6 to show how the expenditure was financed. |
| 4a1a. | ALMO funding should include any spend proposed made possible through ALMO resources (by borrowing on the back of additional revenue support). |

| | |
|-------|--|
| 4a1b. | Other borrowing is any other borrowing undertaken by the authority (whether it is 'supported', ie funded through revenue resources provided by central government or financed from the authority's own resources including basic credit approvals and supplementary credit approvals). |
| 4a2. | <p>The figure for capital grants includes:</p> <ul style="list-style-type: none"> • Expenditure to be reimbursed by capital grants from central government: this should be the total amounts of specified capital grant received, or expected to be received, in the year. The figures should include any adjustments for over/ under claims in the previous year, and should exclude any additional payments expected as a result of prior year adjustments relating to private sector renewal expenditure (which now attracts specific grant). • Expenditure to be reimbursed by other grants/ contributions from central government: this covers other expenditure financed through grants or contributions from central government e.g. Single Regeneration Budget (SRB) and Estate Action. • Expenditure financed through other grants and contributions: this should show the expenditure that has been, or is expected to be, financed through grants and contributions other than those provided by central government. In particular, this will cover European Community grants and contributions from the private sector. |
| 4a3. | Useable capital receipts should give the authority's use, or expected use, of usable capital receipts to finance housing capital expenditure. |
| 4a4a. | Contributions from revenue – MRA, should be the authority's use or expected use of all MRA to finance housing capital expenditure. |
| 4a4b. | Contributions from revenue – Other HRA, should be the authority's use or expected use of all revenue contributions (apart from MRA) to finance housing capital expenditure taken from their Housing Revenue Account. |
| 4a4c. | Contributions from revenue – General fund, should be the authority's use or expected use of all revenue contributions taken from their General fund. |

| | |
|-------|---|
| 4a4d. | This row should be the sum of H4a4a to H4a4c. When summing the component parts of row H4 you should not include both rows H4a4a to H4a4c and H4a4d as this would be double counting. |
| 4a5. | <p>'Other finance' includes temporary borrowing including the net amount of temporary borrowing incurred under Section 62(5) of the Local Government and Housing Act 1989 towards specified capital grants due to be reimbursed by the Exchequer. Where an authority has used capital receipts or revenue balances to provide temporary cover for such expenditure, this should be recorded under H4a3 or H4a4 as appropriate. Repayments of loans in part or in full should be recorded here and may lead to a negative figure being shown.</p> <p>Note that you should not include the discount value of land provided to housing associations.</p> |
| 4a6. | Adjustments to convert to an accruals basis. (Amounts owed to capital creditors; less expenditure incurred in previous years can be negative). |

Mandatory cells (coloured red)

Section H: Housing capital expenditure

HSh1ae, HSh1af, HSh1ag, HSh1a1e, HSh2e, HSh2f, HSh2g, HSh3e, HSh3f, HSh3g, HSh4ae, HSh4af, HSh4ag, HSh4a1ae, HSh4a1af, HSh4a1ag, HSh4a1be, HSh4a1bf, HSh4a1bg, HSh4a2e, HSh4a2f, HSh4a2g, HSh4a3e, HSh4a3f, HSh4a3g, HSh4a4ae, HSh4a4af, HSh4a4ag, HSh4a4be, HSh4a4bf, HSh4a4bg, HSh4a4ce, HSh4a4cf, HSh4a4cg, HSh4a4de, HSh4a4df, HSh4a4dg, HSh4a5e, HSh4a5f, HSh4a5g, HSh4a6e, HSh4a6f, HSh4a6g.

Section J: Cash incentive scheme grants

Cash incentive scheme grants are a part of 'housing capital expenditure within the HRA' (section H1). They cover grants made under section 129 of the Housing Act 1988. Amount should be in cash terms and on cash basis. More information on cash incentive scheme grants is available on the DCLG website:

<http://webarchive.nationalarchives.gov.uk/+http://www.communities.gov.uk/housing/buyingselling/ownershipschemes/cashincentivescheme/>

The number of units delivered through the Cash Incentive Scheme is included by DCLG in the measurement of affordable housing supply and in the calculation of the New Homes Bonus enhancement.

| | |
|----|--|
| 1. | The number of grants reported should be the number on which the final payment has been made. |
| 2. | All payments made in the year, including any instalment payments, should be included. |

Mandatory cells (coloured red)

Section J: Cash incentive scheme grants

HSj1d, HSj1e, HSj1f, Hsj2d, Hsj2e, Hsj2f.

Section K: Private sector renewal assistance

Private sector renewal assistance includes all assistance (grants and loans) to private sector dwelling stock (including housing associations) for repairs, improvements and adaptation under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 and the Housing Grants, Construction and Regeneration Act 1996. The number of grants and loans should be counted separately. For example, for the same property there could be one grant renovating the exterior and a loan for improving the interior. Grants include activity funded from all sources: Housing Market Renewal (HMR) which includes environmental improvements within renewal areas and works on boundary walls in such areas; Neighbourhood Renewal (NR); New Deal for Community (NDC); and Single Regeneration Budget (SRB).

Note: Mandatory Disabled Facilities Grants (DFGs) should be excluded in this section as this information is collected through Logasnet (the payment system used for this grant). Figures submitted in the HSSA no longer constitute a bid for disabled facilities grant. Bids for DFG funding are made through Logasnet. Please email for further assistance regarding Mandatory DFG; DISABLED.FACILITIESGRANTS@communities.gsi.gov.uk

Figures should be given in cash terms and on cash basis. The number and amount of grants/loans should be recorded in accordance with the understanding as described in the notes for question 1 below.

For expenditure on grants and/or loans figures, all payments made in the year, including any installment payments, should be included. The following examples clarify the requirements:

- i. A grant/loan of £1,000 is phased in two years, the first installment is £700 in year 1, and the last installment is in year two. We should have the number of grants in year 1 is zero and year 2 is one. Expenditure is £700 in year 1 and £300 in year 2.
- ii. A grant/loan with one single payment of £500 with works that start in year one and is completed in year 1. Though due to delays in approving or paying for the

works, the payment is not made until year 2, then again number of grants in year 1 is zero and year 2 is one but the expenditure figure would be zero in year 1 and £500 in year 2.

A loan is defined as any form of assistance which requires repayment at some point in the loan period. This excludes grants with a conditional repayment clause which may or may not be activated. Where schemes are operated as part of a partnership the authority should provide the best estimate of the number and associated expenditure of grants and loans.

In general, money given out counts as a grant rather than 'other assistance' if there is a clear end-point to the project for which the money was given. 'Other assistance' is usually an on-going project.

Summary of Total Activity (1 to 6)

| | |
|--------|---|
| 1 & 2. | The total number of grants should only include those where the grant is totally completed i.e. all installment payments have been paid but expenditure figures should refer to when payments were made, or were due to be made. See notes above. |
|--------|---|

If an average expenditure per grant figure is required, a reasonably accurate estimate can be obtained by using 3 or more years worth of data e.g. sum the amounts over a 3 year period and divided by the sum of the number of grants over the same 3 year period.

| | |
|----|---|
| 3. | <p>The total number of loans should only include those where the loan is totally completed i.e. all installment payments have been paid but expenditure figures should refer to when payments were made, or were due to be made. See notes above.</p> <p>Include:</p> <p>the number of loans from third parties facilitated (i.e. referred to third party) by the local authority should be recorded. These should include loans to assist with relocation as well as renewal.</p> |
|----|---|

| | |
|------|---|
| 4. | <p>Expenditure for loans in the year they were granted. Where loans are paid in installments over 2 or more financial years, record the expenditure of the loan as the value of the installment. E.g. A loan of £1,000 is phased in two years, the first installment is £700 in year 1, and the last installment is in year two. We should have the number of loans in year 1 is zero and year 2 is one. Expenditure is £700 in year 1 and £300 in year 2. See notes above.</p> <p>Include:</p> <p>the total annual payment by the local authority to any third party agency to fund the giving of the loans which is providing financial assistance for private sector renewal in its area. Where the agency is also offering loans to assist in clearance and relocation the payment made by the local authority to the agency for that purpose should still be included here unless it can be clearly separated from assistance for renewal. Where it can be so separated such clearance assistance should be entered in section L.</p> |
| 5. | <p>Any other expenditure on private sector renewal should be recorded. Expenditure figures should refer to when payments were or due to be made and not the total sum when the grant is completed. See above.</p> |
| 6a. | <p>This is the total programme expenditure on housing renewal and sum of K2, K4, and K5.</p> |
| 6a1. | <p>This amount should be the total of any receipts received by the local authority from previous financial assistance for private sector renewal and which is then recycled for a similar purpose. Receipts received by a third party agency and retained by it should not be included.</p> |

Additional information on loans, grants and other assistance for 2010-11

This records additional information on the 2010-11 outturn. It records the

- total dwellings improved
- local authority expenditure on grants (i.e. HSk2d)
- and local authority expenditure on loans and other assistance (i.e. HSk4d + HSk5d)

| | |
|-----------|--|
| 7-9. | Activity by tenure – this section records additional information on the 2010-11 outturn by tenure. Housing associations should include those not registered with the Tenant Services Authority. |
| 10a. | This records the total numbers of dwellings improved, local authority expenditure on grants (HSk2d), and local authority expenditure on loans and other assistance (i.e. HSk4d + HSk5d), Each column total should be the sum of the same column items from either: items 7 to 9. |
| 11. & 12. | <p>Entries in these rows should relate to non-decent homes in the private sector (non-housing association) which have been identified as such by the local authority and have been made decent or cleared following advice or financial assistance to the owner from the authority or its agencies.</p> <p>The definition of vulnerable household is the same as that defined for the private sector household element of the decent homes target (see Department for Communities and Local Government guidance : A Decent Home: the definition and guidance for implementation: http://www.communities.gov.uk/publications/housing/decenthome , February 2004)</p> <p>The column headed pensioners should relate to any vulnerable household where at least one member is of state pensionable age. Vulnerable children are defined as those of 16 years of age or below.</p> |

| | |
|-----|--|
| | Note that the Total column should be the sum of the vulnerable households only. |
| 12. | For cleared or demolished dwellings, when it is not possible to identify whether the last occupying household was vulnerable record under the non-vulnerable 'household' column. |

Mandatory cells (coloured red)

Section K: Private sector renewal assistance

HSk1d, HSk1e, HSk1f, HSk2d, HSk2e, HSk2f, HSk3d, HSk4d, HSk5d, HSk6ad, Hsk10ab, HSk10ac.

Section L: Private sector demolition

Private sector clearance is part of 'All other housing' (section H3). It includes slum clearance and action against individual unfit dwellings under the Housing Act 1985 (Part IX) as amended by the Local Government and Housing Act 1989 (Section 157). Include all acquisition and clearance costs, including market value compensation, home loss and disturbance payments. Amount should be in cash terms and on cash basis.

Also include additional relocation assistance either provided directly by the local authority and if it can be separately identified contributions from the local authority to any third party loan agency for this purpose. (see note K3 above).

Note that any private sector property demolished by a local authority will be purchased by that authority first – dwellings should be included in this section if they were last owned by the private sector.

| | |
|----|--|
| 1. | The number of grants reported should be the number on which the final payment has been made. |
| 2. | All payments made in the year, including any instalment payments, should be included. |

Mandatory cells (coloured red)

Section L: Private sector demolition

HSI1d, HSI1e, HSI1f, HSI2d, HSI2e, HSI2f

Section N: Provision of affordable dwellings

The aims of the section are:

- To collect information on additional affordable housing by local authority area in 2010-11.
- To provide information (numbers and local authority expenditure) on all affordable dwellings built or acquired by housing associations with local authority financial support.
- To provide more detailed information on additional affordable housing provided through planning obligations ("s106 agreements") in 2010-11 (units granted planning permission, funding of units completed).
- To provide information on developer contributions towards the provision of affordable housing.

From 2010-11, this section does **not** ask you to provide details on **all** additional affordable housing delivered in your area. DCLG official statistics on gross supply of affordable housing provide data on all additional affordable housing supplied each year and these are compiled from a number of data sources, including the Homes and Communities Agency, parts of the HSSA return and the P2 return on local authority house building. The following cells in the HSSA return are used in the official statistics on affordable supply:

- Q9b (hsn9b)
- Q13 to 19 column f (hsn13f to hsn19f)
- Section J count of number of CIS grants

DCLG official statistics on total affordable supply in each area are used to calculate the provisional grant allocations for the New Homes Bonus enhancement¹. Year 2 of the grant will be calculated using 2010-11 data and

¹ Data on Traveller pitches will also be included in this calculation.

provisional allocations will be made in autumn 2011. Further details on the official statistics on affordable housing supply, as used in the New Homes Bonus enhancement can be found at

<http://www.communities.gov.uk/documents/housing/pdf/1846522.pdf>

In all cells, only dwellings within your geographical authority area should be included. This means that any dwellings provided in your area by other authorities should be included, but those provided by your authority outside your area should not. Affordable Housing delivered through Cash Incentive Schemes should be recorded in section J.

The following definitions of affordable housing apply:

Affordable housing includes social rented and intermediate housing (intermediate rent and low cost home ownership schemes), but not low cost market housing.

Social rented housing is rented housing owned and managed by local authorities and housing associations, for which guideline target rents are determined through the national rent regime. It may also include rented housing owned or managed by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Homes and Communities Agency as a condition of grant.

Intermediate affordable housing is housing at prices and rents above those of social rent but below market price or rents. These can include shared equity (e.g. HomeBuy) and other low cost homes for sale (e.g. including where a discount is provided in perpetuity), and intermediate rent.

These terms are defined in *Planning Policy Statement 3 (PPS3) – Housing, Annex B*. Further information can be found in ‘Delivering Affordable Housing’, available for download:

<http://www.communities.gov.uk/documents/housing/pdf/152897.pdf>.

All units reported here should meet the definitions of affordable housing as set out in these documents. This section should not be used to record total dwelling stock.

Note that for the financial figures shown in this section, the accounting basis is mixed depending on the type of finance involved. The correct basis – cash or accruals – is indicated both on the form and in the guidance below.

All additional affordable housing completions/acquisitions

Questions N9a1, N9a2 & N9b seek information on all additional affordable dwellings in your area, i.e. all newly built or acquired affordable dwellings for each specific year.

Homes should only be included in a given financial year where the sale or transfer to a local authority/housing association has taken place by 31 March. If completion takes place in one year and the sale/transfer to the local authority/housing association in the following year the units should be included only in the latter year.

Therefore, a completion can be defined as taking place when the property is built and transferred to the housing association/local authority. This will generally take place when the property is ready for occupation. If the properties are retained by a non-local authority/housing association for use as affordable housing then completions should be counted when the property is built and ready for occupation or when a completion certificate is issued.

Do not include affordable dwellings that have been renovated (from existing affordable dwellings of the same tenure²), as they are not classed as being additional. For converted affordable dwellings the number of additional dwellings (i.e. the net gain) should be recorded. However, negative figures should not be recorded in this section where there has been a net loss of affordable dwellings over the year. (e.g. 10 affordable dwellings that are converted into 5 larger affordable dwellings (of the same tenure) during the year would be counted as zero, as there have been no additional affordable dwellings provided).

The Government's planning and affordable housing policy is set out in Planning Policy Statement 3 (PPS3): Housing (published in November 2006). This enables local planning authorities to require an element of affordable housing to be included in respect of suitable new private sector housing proposals. Local planning authorities are required to monitor and report the operation and outputs

² Here tenure refers to whether the property is used for social rent, intermediate rent or low cost home ownership.

of local plan affordable housing policies and the “rural exception” policy. Under the Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2002 (SI 2002 no. 828), local planning authorities are also required to place information about all planning obligations, including those which secure affordable housing contributions on their statutory planning register.

The allocation of additional stock to local authority, housing association or non-local authority/housing association tenures should also have regard to the following:

Local authority stock should include dwellings owned and offered for social rent by the local authority or their ALMOs (exclude acquisitions of existing social stock), private sector stock leased to local authorities for 21 years or more for social rent, which meets the criteria for affordable housing as set out in PPS3, dwellings owned and offered for subsidised sale e.g. local authority shared ownership schemes such as DIYSO. If Rent to HomeBuy schemes have been completed and let as intermediate rent terms these should be included as shared ownership schemes. Rent to HomeBuy completions should only be reported once, i.e. at the point of completion for the intermediate rent phase, they should not be included again at the point they are sold as shared ownership. The initial intermediate rent phase, up to 5 years, is only temporary as at any time tenants can choose to move to shared ownership terms.

Housing association dwellings includes those owned by housing associations, whether they are built/acquired by the housing association with local authority financial support, Homes and Communities Agency funding or housing associations’ own financial arrangements. It also includes homes built/acquired by other bodies and sold to housing associations. Housing association dwelling should include private sector stock leased to housing associations for 21 years or more for social rent, which meets the criteria for affordable housing as set out in PPS3.

Non-local authority/housing association dwellings should include those owned by unregistered housing associations, private sector developers, and community-led groups (i.e. not sold to a housing association, local authority or ALMO). These groups may manage or arrange for others to manage the home. This includes grant-funded and grant-free non-housing association homes. Private sector stock leased to local authorities or housing associations for social rent should be recorded as non-local authority/housing association, provided it is leased for a term of not less than 3 years, and it meets the criteria for affordable housing as set out in PPS3.

Questions 9a1 to 9b ask you to report on specific types of additional affordable housing delivered in 2010-11.

| | |
|------|--|
| 9a1. | Report here the total number of additional units provided in settlements with populations of 3,000 or less. |
| 9a2. | Report the total number of units provided in respect of Rural Exception Sites here. This will include those provided through planning obligations as reported in N19a1. |
| 9b. | <p>Local authority acquisitions through local authority funding only</p> <p>Record here the number of additional affordable housing units that have been acquired in the financial year with local authority funding only. That is, new build units should NOT be included and any units with joint funding, for example grant from the Homes and Communities Agency should also be excluded. Only units newly transferred into the affordable housing tenure should be included.</p> <p>The intention behind this question is to fill a data gap on total gross affordable housing supply statistics published by DCLG. These official statistics predominantly use HCA data with supplementary information on S106 nil grant units and (using this new question) grant free acquisitions supported by local authority funding taken from the HSSA.</p> |

From 2008-09 onwards you are not required to report on the number of additional low cost market housing (as in HSSA 2007-08) as these do not meet the definition of affordable housing under PPS3.

Affordable dwellings built or acquired by housing associations or other bodies with local authority financial support

Questions N10 to N12 seek information on all affordable dwellings built or acquired by housing associations (or other bodies) **with local authority financial support**. This will include any renovations or conversions (resulting in the provision of affordable dwellings) by housing associations with local authority

financial support. However, gifted land should not be counted as financial assistance in this sub-section.

The activity row should show the number of dwellings built and acquired. Where works are ongoing for more than one year, dwellings should only be counted once on the completion of works.

| | |
|-----|---|
| 10. | Include all dwellings financed jointly from housing association and local authority funding. Dwellings acquired by housing associations on short-term lease should be excluded. Only those on long term lease (21+ years) should be included. |
| 11. | All payments made in the year in cash terms but on accrual accounting basis, including any instalment payments, should be included. (<u>£ thousand</u>) |
| 12. | The average expenditure (<u>in £ not in thousands</u>) should be the average local authority funding per dwelling (all mixed funding dwellings included). It is calculated using the proposed number of dwellings for each project not just those completed. This is not necessarily row N11 divided by row N10. The suggested guidance for calculating the average expenditure for each year is to estimate the number of dwellings associated with the expenditure for that year (i.e. those dwellings completed with the money and those dwellings still to be completed) and divide it by the expenditure in row N11 for that year. |

Provision of additional affordable housing through developer contributions to planning obligations ("s106 agreements") in 2010-11

In questions N13 to N19a2, the first column refers to (final) detailed (i.e. not outlined) planning permissions granted during the year. The second column requires the total number of dwellings completed during the year (irrespective of whether permission was granted during the year or in a previous year). Subsequent columns require information on the sources of funding for completed dwellings, in accordance with the totals set out in the second column. Please

note that figures should be given for all completed dwellings which use developer contributions, but not those where no contributions are provided.

For further detail on developer contributions, see the section below on the value of these contributions.

Separate columns are provided for different combinations of funding: all include developer contributions through planning obligations, but some will only be funded from this source, others will also include Homes and Communities Agency funding (NAHP), local authority support (financial or in the form of land). The 'mixed funding' column refers to any combination including developer contributions through planning obligations and a source of funding other than NAHP or local authority support (though it may also include either of those). If using this column, please identify alternative sources of funding and record a rough breakdown of funding in the Interform notes box.

Note that DCLG use the data reported in the column relating to 'developer contributions only' in the calculation of official statistics on affordable housing supply and the New Homes Bonus.

| | |
|--------------------|---|
| 13, 14, 15, 16, 17 | All additional affordable housing provided through developer contributions through planning obligations in 2010-11 should have been recorded under N13 to N17. |
| 18. | If there are any other units that have not been recorded in 13 to 17 (e.g. if the tenure is unknown or does not match any of the headings above) they should be recorded in this row. |
| 19a1. | <p>Show the total number of units for which planning permission has been granted in respect of your "rural exception" policy, the total number of units completed and how they were funded.</p> <p>Note that questions N19a1 and N19a2 are not mutually exclusive, i.e. some units may appear in both rows.</p> |

For further guidance on 'Provision of affordable housing' within section N, please contact the Housing Market and Planning Analysis division at Department for Communities and Local Government on 0303 444 2276 or email:

jane.hinton@communities.gsi.gov.uk

Value of contributions received from developers towards the provision of affordable housing via planning obligations

All amounts should be in cash terms and on cash accounting basis.

The presumption in PPS3 is for developer contributions to affordable housing to be provided in-kind and on-site. Exceptionally, a local planning authority may agree that it is preferable for a developer to make a financial or other contribution towards the provision of affordable housing on another site in the authority's area. Where this is agreed suitable planning obligations will be drawn up.

Show the value of contributions *towards the provision of affordable housing* received from developers via planning obligations ("s106 agreements"). This should include the value of both financial contributions (also known as direct payments) as well as in-kind contributions provided either on or off of the development site according to the best estimate available. Contributions towards affordable housing may include land or the construction of such affordable housing. Include off-site in-kind contributions, whether these are provided in the form of free or discounted land, or in other forms (e.g. completed homes elsewhere) received by your authority via planning obligations.

You should include all land or homes received irrespective of whether you physically take possession of the land.

Show also the amount of financial contributions held at the start of the year towards the provision of affordable housing via planning policy, the amount of financial contributions received during the year, and the amount of financial contributions spent.

For further guidance on the 'Value of contributions received from developers towards the provision of affordable housing via planning obligations' within section N, please direct all definitional queries to James Liley; email hip.returns@communities.gsi.gov.uk or tel 0303 444 2303.

| | |
|-----|---|
| 20. | Please report the amount of land (in hectares) that have been received through developer contributions to use towards the provision of affordable housing, regardless of whether the land was received for free or the land was discounted. For example, if 50 hectares of land were received for free and 25 hectares of land were received at a discounted rate, the number recorded would be 75. |
| 21. | Please record the total value of contributions received through discounts on land in 2010-11. For free land, use the estimated market value and for discounted land, use the difference between the (estimated) full market value and the amount actually paid. |
| 22. | Please record the total value of contributions received through discounts on affordable housing in 2010-11. For free affordable housing, use the estimated market value. For discounted affordable housing, use the difference between the (estimated) full market value and the amount actually paid. Estimates of contributions received should include <i>developer contributions</i> to all completed affordable housing units that have been recorded in N19 above (cell hsn19ab). |
| 23. | Record the amount of financial contributions held at the start of the year towards the provision of affordable housing from developers via planning obligations ("s106 agreements"). |
| 24. | Record the amount of financial contributions received during the year towards the provision of affordable housing from developers via planning obligations ("s106 agreements"). |
| 25. | Record the amount of financial contributions spent during the year on the provision of affordable housing from developers via planning obligations ("s106 agreements"). |

Mandatory cells (coloured red)

Section N: Provision of affordable housing

HSn9a1e, HSn9a2e, HSn9b, HSn10d, HSn11d, HSn13a, HSn13b, HSn14a, HSn14b, HSn15a, HSn15b, HSn16a, HSn16b, HSn17a, HSn17b, HSn18a, HSn18b, HSn19aa, HSn19ab.

Estimating HSSA burdens on local authorities questionnaire

The Department for Communities and Local Government (DCLG) are attempting to rationalise data burdens on local authorities. In order to do this, we are gathering information relating to data usage and resources required by local authorities to complete the HSSA.

In October 2010 a questionnaire to estimate HSSA data burdens on local authorities was sent to a selection of 15 local authorities. However, a very low response rate meant that the results were not widely accepted. The CLIP Housing sub group discussed these results and made suggestions on how to improve the data burden estimates. This questionnaire has taken on these suggestions and has been appended to the HSSA 2010-11 form.

This questionnaire is voluntary (i.e. the HSSA can be completed and finalised without completing the questionnaire) but we strongly encourage its completion as the information collected will allow us assess which data are most and least useful to local authorities and to estimate costs to local authorities of:

- data collection/collation
- resolving data issues and internal auditing
- auditing by external bodies
- reporting data that would not otherwise be collected by local authorities for their own purposes

This information will be vital to informing the rationalisation of the form and a wide range of responses from local authorities will enable DCLG to make a more accurate assessment of data burdens placed on local authorities.

The following notes offer more detailed guidance on how each question should be completed.

For all questions you should **not** include time spent completing the burdens questionnaire, only time completing the remainder of the HSSA form.

If your stock is managed by an ALMO, please also include their figures in the totals where necessary.

| | |
|-----|---|
| 1. | <p>The pay band categories for this question have been taken from the NJC (National Joint Council) for local government services pay scales. The Green Book includes the full, current details of the National Joint Council (NJC) for local government services:</p> <p>http://www.lge.gov.uk/lge/core/page.do?pagelId=119175</p> <p>If your local authority does not use these pay scales, or the person is a temporary staff member, please use your best judgement to estimate the level of the people completing the return.</p> <p>Information on the cost of auditing by external organisations should not be included here but should be reported in question 2.</p> <p>To aid local authorities in the completion of the detailed split in time spent on each section of the form by each of the pay bandings, a logging spreadsheet is available. If this spreadsheet is updated regularly during completion of the HSSA it can be used to automatically calculate estimates of time spent as set out in question 1. This spreadsheet was sent by email to local authorities in May 2011. If you did not receive this and would like a copy please email hip.returns@communities.gsi.gov.uk</p> |
| 2. | <p>Record here the cost of any auditing of HSSA data undertaken by an organisation other than your local authority or ALMO.</p> |
| 4a. | <p>Record here your best estimate of the percentage of data requested on the HSSA form that your local authority or ALMO would have collected anyway if the HSSA form did not exist.</p> |
| 4b. | <p>Record here details of which sections (e.g. section A) or specific questions on the HSSA that would not have been collected by your</p> |

| | |
|----|--|
| | <p>local authority or ALMO anyway if the HSSA form did not exist. If possible please quote cell references (e.g. hsa1a) as displayed on the Excel template of the form, available here:</p> <p>http://www.communities.gov.uk/publications/housing/hssaguide201011</p> |
| 5. | <p>Record here details of which sections (e.g. section A) or specific questions on the HSSA that are used <i>most</i> frequently within your local authority, e.g. for management purposes, monitoring of own work, benchmarking. If possible please quote cell references (e.g. hsa1a) as displayed on the Excel template of the form, available here:</p> <p>http://www.communities.gov.uk/publications/housing/hssaguide201011</p> |
| 6. | <p>Record here details of which sections (e.g. section A) or specific questions on the HSSA that are used <i>least</i> frequently within your local authority, e.g. for management purposes, monitoring of own work, benchmarking. If possible please quote cell references (e.g. hsa1a) as displayed on the Excel template, available here:</p> <p>http://www.communities.gov.uk/publications/housing/hssaguide201011</p> |

Department for Communities and Local Government
© Crown Copyright, May 2011

ISBN: 978 1 4098 2988 1