



New burden assessment pro forma

In advance of discussions with others, or as part of these discussions, the lead department should complete the pro forma below (this can be tailored to the specific policy where appropriate but should cover the same information).


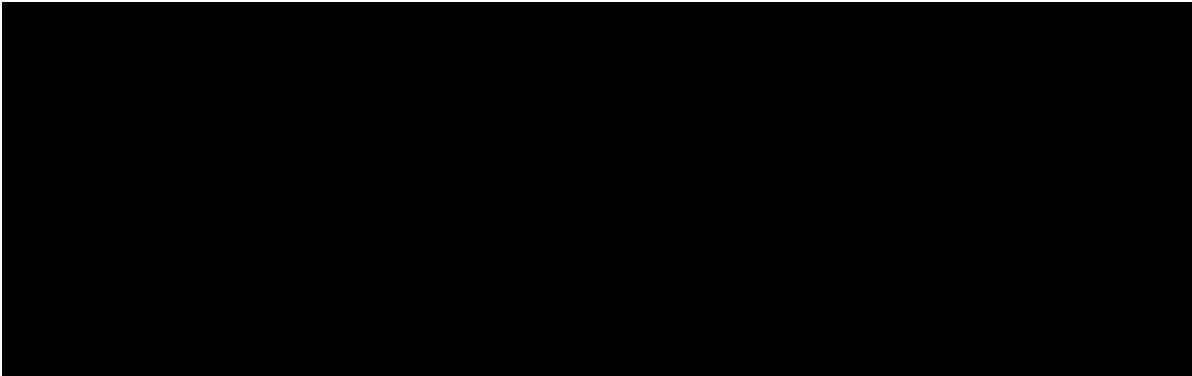
As highlighted in the guidance, these issues should be discussed with Communities and Local Government at the earliest possible stage, and the pro forma can be revised as the assessment is taken forward. The signed off pro forma should be sent to Communities and Local Government.

If this is a first assessment, departments must complete those fields in bold to provide a sufficient level of reassurance that the requirements of the Cabinet are being met. The remaining fields must then be completed when policy is more developed. Section 20 requires departments to state when a full assessment will be completed.

Details of the proposal – please answer in area provided below question	
Q1	Name of Lead Department.
A1	Commercial Agreements (HS2)
Q2	Working level contact details in lead department.
A2	Name: ██████████ Team: Commercial Agreements Telephone: ██████████ E-mail: ██████████
Q3	Name of policy/duty/expectation.
A3	Housing Officer Assistance
Q4	Description of the policy objective.
A4	Housing Officer Assistance for work requiring access with Social Housing block. (Addition of Social Housing to Brent's Schedule 1)
Q5	Stage proposal is at (e.g. initial draft, consultation document, Cabinet clearance, etc.). If first draft, please state when update will be submitted.
A5	

Q6	Brief expected timeline of the forthcoming key stages, including committee clearance.
A6	Noise insulation to be installed by June 2018.
Q7	What the proposal requires local authorities to do, and how this differs from what they are doing now. If there is no difference, why is the new power/duty/expectation being made?
A7	Preparatory measures required in order for HS2 Contractors to get onto site.
Q8	Expected date the policy impacts on local authorities. If implementation is to be phased in, please give estimated dates for each phase.
A8	On signature of the SLA with Brent. Likely April/May 2018.
Q9	Is an impact assessment being completed? If this shows that the policy impacts on the private sector in the same way with no disproportionate impact on local authorities, contact the Communities and Local Government New Burdens Team to confirm that the new burdens rules do not apply in this case - this does not mean there are no local government finance matters that might need to be addressed.
A9	No impact assessment.
Estimated costs/savings	
Q10	Has the proposal been appraised in accordance with HM Treasury <i>Green Book</i> principles? What was the outcome of the appraisal?
A10	N/a because this guidance should be applied proportionately. The resources and effort employed should be related to the scale of the proposals under consideration
Q11	Best estimate of reasonable costs and savings involved for local authorities for each individual year. Please give breakdown <u>by financial year</u> and state whether costs are revenue or capital.
(a)	Overall <u>additional</u> total costs to local authorities for each year.
A(a)	39 hours at estimated rate of £48.98 3 hours at estimated rate of £63.67 These estimates may rise once the full Local Authority rates are received from Brent. Total amount £3000, which includes a contingency of £900, as an allowance for a higher SLA rate being received from Brent, along with any other unforeseen costs.
i.	Element attributable to 'one off' implementation costs.
A(i)	The total £3000 cost may be split into a number of smaller payments according to when the work is undertaken over the year, but £3000 is the total and the payments are not recurring.

ii.	Recurring costs element (for the first 3 years).
A(ii)	n/a
(b)	Estimated specific and identified <u>savings</u> for each year - these must be additional to the annual savings authorities are expected to make and their treatment consistent with the appropriate HM Treasury guidance on efficiency.
A(b)	Savings not expected. Costs will be based on actual hours multiplied by the SLA rates (once agreed). The SLA hourly rate used will be for the appropriate Officer at Brent.
(c)	What are the direct and indirect impacts on local authorities pay and pensions costs?
A(c)	n/a
(d)	Overall estimate of the <u>Net</u> Additional Cost (costs-savings) to local authorities for each year.
A(d)	£2100 (up to a maximum of £3000). Therefore a contingency of £900 has been allowed.
Discussion with authorities	
Q12	What discussions have taken place with local authority associations, e.g. with the LGA or LC? If there is no planned contact with local authorities through representative bodies, please explain why.
A12	██████████, HS2 Interface Lead has engaged proactively with Brent. ██████████ their Lead Transport Manager has been our point of contact. We had an initial meeting on 20 th September 2017, and then have corresponded by email & phone many times, as recently as 11 April 2018.
Q13	Give a brief description of the authorities' views, particularly on costs and financing (note: there is no obligation to agree final finance assessments with them).
A13	Brent are the Landlords of the affected properties requiring noise insulation measures. Brent have requested their Housing Officer time is addressed as a new Burden.
Providing the resources	
Q14	If there are net additional costs, has the lead department identified where the funding for this new burden is coming from and agreed to fully fund them? Please give details.
A14	Approval in principal has been granted by HS2 Programme Director ██████████, up to a maximum of £3000.

Q15	What costing evidence/analysis do you have/are you going to undertake to demonstrate that the funding is sufficient, and when will you be providing this?
A15	SLA hourly rates will be used for costing and payment purposes.
Q16	If costs are to be met by charging, do these cover the full net additional costs, and do authorities have the freedom to determine the fee levels consistent with recovering reasonable costs?
A16	The hourly rates agreed in the SLA with Brent will be used as the basis for agreeing charges.
Q17	If your assessment is that the proposal will result in no additional costs being placed on local authorities, how will you ensure that this is the case?
A17	This assessment does result in additional costs.
DCLG New Burdens Team Sign Off	
Q18	Have you shared your assessment with the New Burdens Team?
A18	Draft issued 16 th March 2018 to 
Departmental Finance Director Sign Off	
Q19	Please state if this is a first or a final assessment of your proposal. If first please indicate when a final assessment will be submitted.
A19	Final
<p>Certification that the estimated net additional costs falling on local authorities has been assessed in accordance with the guidance on new burdens and that this will be fully funded. That to the best of finance director's knowledge the estimates are a true and fair assessment of the net additional costs falling on authorities.</p> <p>Confirmation that their department is aware that if the proposed policy or initiative is implemented, there may be an independent post-implementation scrutiny carried out (paid for from within their department's existing resources) and that under or over-payments of grant revealed by the scrutiny may inform future decisions on funding.</p> 	

Please send the form to the relevant Communities and Local Government contact.

For completion by the DCLG New Burdens Team:

Date received: 16 July 2018

Reference number: NBA:1819/01