

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Cabinet
Finance & Audit Committee

Date: 8 November / 10 November 2021

Reporting officer: Assistant Director (Corporate Services)

Subject: Housing Revenue Account Budget Monitoring Report –
Quarter Two 2021/22

Purpose and summary of report:

To provide Members with information on actual performance against the approved Revenue and Capital budgets for 2021/22, including known variances agreed or identified through budgetary control activity.

To update Members on other key areas of financial performance that may impact on the Council's Medium Term Financial Strategy, Medium Term Financial Plan, HRA Business Plan or Financial Statements.

Recommendations:

This report is for information only.

1. INTRODUCTION

- 1.1. The Constitution of the council requires Members to receive reports in respect of the council's finances and financial performance. This report therefore provides an assessment of performance against approved budgets for the 2021/22 financial year for the first quarter to 30 September 2021 as well as updating Members on other key areas of financial performance.
- 1.2. The council continues to operate robust budgetary control actions to ensure good financial governance and respond to the pressures on the council's finances. In addition to the reporting of financial performance through regular budget monitoring reports, these actions include:
 - Requiring all financial decisions and major acquisitions to be brought to Management Team for discussion and approval;
 - Appropriate controls in approving purchase orders;
 - Requiring recruitment activity, which affects either budgetary provision or results in a permanent change to the staffing establishment to be considered and approved by Management Team.

2. EXECUTIVE SUMMARY

HRA (Revenue)

- 2.1. At the end of Quarter 2, income and expenditure for the year remains balanced, albeit there remains an anticipated contribution from reserves to fund projected revenue expenditure for the year. Variances identified within the report result in a larger contribution from the HRA General Reserve to balance the budget than originally forecast. Favourable variances resulting from staff vacancies and reduced interest costs resulting from the slowed capital programme in 2020/21 have been offset by a larger draw on the HRA General Reserve to finance capital budgets rolled forward from 2020/21 and a potential reduction in rental income resulting from the slowed delivery of the New Build programme due to Covid-19.
- 2.2. The potential impact of Covid-19 was taken into account when setting the 2021/22 HRA budget. Therefore, there are no additional variances to expenditure or income to report. However, officers will continue to closely monitor the impact and highlight variances in the future at the earliest opportunity.
- 2.3. The level of Working Balances at year-end are projected to be £3.0m, the minimum level of Working Balances for the HRA. Movements in the year are projected to result in a net decrease in the General HRA Reserves of £882k, with the level of reserves being £2.8m at start of year and projected to be £1.9m at year-end.
- 2.4. The significant risk to the HRA's financial position continues to be the lack of clarity regarding funding and regulatory reform and any impacts of the COVID-19 pandemic beyond those considered at the time of budget setting.

Housing Capital

- 2.5. The revised budget for the Housing Capital Programme for the year is £24m, with expenditure and commitments to the end of Quarter 2 of £12.5m. Capital budgets totalling £2.9m have been carried forward to 2021/22, relating to the maintenance of the Council's housing stock, the New Build programme and the provision of Disabled Facilities Grants. The Council was awarded a grant via the Better Care Fund for Disabled Facility Grants that was £187k higher than assumed at the time of setting the budget in February 2021.

3. HOUSING REVENUE ACCOUNT

3.1. Budget 2021/22

3.1.1. The table below sets out the current forecast spend against the original budget for the Housing Revenue Account (HRA), based on variances to 30 September 2021. As at 30 September 2021, the forecast reflects a net adverse variance to original budget of £120k.

Description	Original Budget 2021/22 (£)	Forecast 2021/22 (£)	Variation (£)
Supervision and Management	5,996,680	5,862,020	(134,660)
Repairs and Maintenance	7,812,020	7,812,020	0
Depreciation	6,948,300	6,948,300	0
Intensive Management Fund - Expenditure	589,080	589,080	0
Capital Finance	7,794,080	7,896,580	102,500
Sub Total Expenditure	29,140,160	29,108,000	(32,160)
Rents of Dwellings	(26,273,300)	(26,089,300)	184,000
Other Rental Income	(14,700)	(14,700)	0
Service Charges	(1,782,900)	(1,782,900)	0
Non Dwelling Income	(140,000)	(172,000)	(32,000)
Intensive Management Fund - Income	(521,680)	(521,680)	0
Other Income	(110,620)	(110,620)	0
Sub Total Income	(28,843,200)	(28,691,200)	152,000
Contributions to/(from) reserves	(296,960)	(416,800)	119,840
Net Surplus/Deficit	0	0	0

Table 1: Housing Revenue Account 2021/22

3.2. SUPERVISION & MANAGEMENT – £135k FAVOURABLE VARIANCE

3.2.1. **Vacancy Management: £135k favourable variance** – the HRA staffing budget for 2021/21 incorporates a vacancy allowance of £100k for the year. It is anticipated that this will occur throughout the establishment as a whole from natural staff turnover within day-to-day business activities, as well as posts held vacant pending the re-design of services. For the first six months to 30 September 2021, actual staffing spend was £135k lower than budgeted.

3.2.2. **Capita Housing System: nil variance** – due to delays implementing a new Housing System, the existing housing system, Capita, is being utilized and supported beyond the original termination date. This has resulted in adverse variance of £50k from the budgeted provision. However, Officers are seeking to recover these costs from the new Housing System provider.

3.3. REPAIRS & MAINTENANCE - NIL VARIANCE

3.3.1. **Repairs & Maintenance – nil variance** – A nil variance is reported at this stage of the financial year, however, we are working closely with the Housing Team to monitor this position going forward as national delays in the supply chain and the associated increase in material costs are affecting both Contractors and the in-house team which are challenging to manage within budget and may affect programme delivery.

The current impacts within Repairs and Maintenance have included:

- External refurbishment:- Significant increases in the cost of materials, 21-22 year programme has been scaled back to accommodate price increase.

- Compliance programmes: Reporting difficulties with sourcing materials/parts but no impact in service delivery.

Details of impacts on the Capital programme have been included in section 4.

3.4. DEPRECIATION - NIL VARIANCE

- 3.4.1. **Depreciation – nil variance** – there is no variance to report at this stage.

3.5. CAPITAL FINANCING - £103K ADVERSE VARIANCE

- 3.5.1. **Interest Cost Savings – £116k – favourable variance** – due to the Covid-19 related delays in the new build programme, there was a lower external borrowing requirement in 2020/21. This has reduced the anticipated cost of borrowing in the current financial year, resulting in a favourable variance of £116k against the original budget.

- 3.5.2. **Contribution to Capital Programme - £219k – adverse variance** – due to the impact of Covid-19 and subsequent delays to the capital programme during 2020/21 there was a reduction in the level of spend during the last financial year and, as a consequence, the draw from the HRA General Reserve to finance the capital spend was not required. However, this year there is now an increase in the required draw from HRA General Reserve to finance an element of the capital carried forward budgets. This has resulted in an adverse variance of £219k.

3.6. RENTS ON DWELLINGS - £184k ADVERSE VARIANCE

- 3.6.1. **Rents on Dwellings – £184k adverse variance**– Due to the Covid-19 impact on the delivery of the New Build programmes from 20/21 into 21/22, there have been delays in the completion of units resulting in an expected loss of rental income generated in the current year compared to budget projections.

3.7. NON DWELLING INCOME - £32k FAVOURABLE VARIANCE

- 3.7.1. **Commercial Rent - £32k favourable variance** – a favourable variance is forecast due to the increased rental income received for the hire of space for telecommunications masts on HRA land and buildings not known at the time of setting the budget.

3.8. OTHER INCOME – NIL VARIANCE

- 3.8.1. **Other Income – nil variance** – as with rental income from dwellings there remains a possible impact of COVID-19 on commercial income. Again this was factored in when setting the budget for 2021/22 and therefore at this stage of the year no further variance is reported.

3.9. WORKING BALANCES AND RESERVES

- 3.9.1. The variances outlined in this report have the following effect upon HRA working balances:

	£
Balance Brought Forward from 2020/21	3,000,000
Forecast Outturn position 2021/22	(416,800)
Forecast working balances C/Fwd (as at 30 Sept 2021) including minimum HRA Working Balance	2,583,200
Add: Transfer from HRA General Reserve (Revenue)	416,800
Forecast Usable Working Balances C/fwd (as at 30 Sept 2021)	3,000,000

Table 2: Effect on Housing Revenue Account Working Balances

- 3.9.2. The working balances are supplemented by specific reserves established to assist with future funding obligations or initiatives. The table below provides a summary of the forecast movements on these specific reserves during the year.

HRA Specific Reserves	Opening Balance 01/04/2021 (£)	Contributions (Income) (£)	Use of Reserve (Expenditure) (£)	Balance 31/03/2022 (£)
HRA General Reserve (Revenue)	(2,763,470)	0	882,260	(1,881,210)
Total	(2,763,470)	0	882,260	(1,881,210)

Table 3: Analysis of Specific Reserves – HRA

4. HOUSING CAPITAL PROGRAMME

- 4.1. The Housing Capital programme for 2021/22 is £23,978,630, of which £21,889,230 relates to HRA capital schemes and £2,089,400 relates to non-HRA capital schemes. These budgets include £1,869,940 and £1,069,800, respectively that are carried forward from 2020/21.
- 4.2. The HRA capital schemes continue to focus on maintaining the minimum decent homes standard for the Council's stock in 2021/22, with £7,666,620 earmarked for this purpose within the Replacement, Improvement, Health & Safety Works and Major Void Works Programmes. A further £250,000 has been set aside to deal with the refurbishment of major void properties. An additional £1,390,010 capital budgets have been agreed to provide the replacement Housing Computer System, Fire Doors and Replacement Play Equipment. The council also continues its commitment to build new homes with £12,582,600 allocated for this purpose.
- 4.3. As at the end Quarter 2, £12.5m has been spent or committed against the capital schemes detailed below. Officers will continue to monitor the impact of Covid-19 on the delivery of the capital programme.

HOUSING CAPITAL PROGRAMME				
Ref No:	Project	Original Budget 2021-22 inc CFwd (£)	Expenditure Including Commitments (£)	Balance Outstanding (£)
A	Replacement Programmes	3,910,190	2,240,880	(1,669,310)
B	Improvement Programmes	1,771,480	1,119,250	(652,230)
C	Health & Safety Works	2,083,950	1,929,470	(154,480)
D	Major Void Works	250,000	105,030	(144,970)
E	New Build & Acquisitions	12,582,600	5,242,790	(7,339,810)
F	Housing Computer Systems	345,080	348,640	3,560
G	Replacement Play Equipment	127,500	0	(127,500)
H	Bin Housing	49,470	15,710	(33,760)
I	CCTV	56,960	33,320	(23,640)
J	Fire Doors	712,000	647,050	(64,950)
	Sub Total (HRA Capital Programme)	21,889,230	11,682,140	(10,207,090)
K	Renovation Grants (DFG)	2,089,400	827,250	(1,262,150)
	Total (HRA & GF Capital Programme)	23,978,630	12,509,390	(11,469,240)

Table 4: Housing Capital Programme 2021/22

4.4. The following works were undertaken or completed by the end of Quarter 2 2021/22:

4.4.1. Replacement Programmes (Ref A)

- Kitchen renewals: 84 completed
- Bathroom renewals: 42 completed
- Windows and door renewals: 30 properties completed
- Roofing: 3 Blocks have had a roof renewal
- Electrical tests: 115 properties completed
- Electrical tests: 15 Blocks completed

4.4.2. Improvement Programmes (Ref B)

- Central heating systems/boilers installations: 222 completed
- Wet room installations: 34 completed
- Domestic stair lifts installations: 16 completed

4.4.3. Health & Safety Works (Ref C)

- Fire detection installations in general let properties: 143 completed
- Fire detection installations in sheltered properties: 166 completed
- Upgrades to door entry systems: 9 blocks
- Lift refurbishment: Refurbishment works to one lift completed. Modernisation works to the second lift in progress.
- Fire rated front door replacements to flats: This programme has resulted from one of the recommendations from the Hackitt report. The main focus for Q1 and Q2 has been
 - planning and procuring the contractor (Mulalley)
 - selecting door sets (door and frames) to meet required fire rated specifications
 - installation of 337 doors to our high-rise blocks will commence in November (a selection of door colours will be available for residents)
 - works will be completed in March 2022, before commencing replacement of doors in Sheltered Schemes from April 2022.
- Carl Ekman water mains and soil stack renewal: Works in progress, estimated to complete March 2022, the following works have commenced:
 - Removal of cast iron soil and vent pipes and rainwater pipe installation of new rainwater drainage
 - Removal of sanitary ware in flats affected by removal of soil stack
 - Installation of new bathrooms by DSO to commence November 2021
- Carl Ekman: Fire Sprinkler upgrade following water mains upgrade. Preparatory works to all flats in progress. Project estimated to complete by March 2022

4.4.4. As noted in section 3.3.2 the Capital programme is also being affected by the issues reported. These include:

- Heating installations: Contractors have been reporting an increase in the cost of materials and difficulty in sourcing materials. There has been no impact on service delivery, however some contractors are seeking significant increases in the contract price. These have yet to be agreed or confirmed.
- Bathroom programme have been scaled back to just void works due to difficulties with procuring materials.
- Windows and door renewals: The contractor is advising an increase of 10%-20% in the price of materials which they are absorbing at the present time. However,

significant delays in sourcing materials with wait times up to approximately 16 weeks which may affect programme delivery.

- Roofing: There are similar significant delays in sourcing materials for this programme, flat roofs material delivery times have increase from 3 weeks up to 8 weeks or more, pitched roof materials taking 28-30 weeks from 6-8 weeks, again this may affect programme delivery

4.5. New Build (Ref E)

4.5.1. In 2012 the authority signed an agreement with the DCLG to retain an element of the Right To Buy (RTB) receipts and use them as part-funding of new build and/or acquisition of additional social housing.

4.5.2. From 1 April 2021, MHCLG has amended the rules around the use of RTB receipts, allowing Local Authorities to fund 40% of costs incurred in the delivery of additional housing units from the use of RTB receipts, which is an increase from the previous limit of 30%. This means that Local Authorities are now only required to fund the remaining 60% of costs. MHCLG has also increased the requirement to spend RTB receipts from three to four years after they are generated.

4.5.3. The table below shows a summary of the new build properties that have been delivered since the original agreement was signed in 2012, as well as the number of additional properties, which are at various stages of delivery within the current programme. To date, the total number of new Council homes completed, under construction or with planning permission is 140. The Housing Development Team continue to work on a pipeline of potential development sites to increase the supply of social housing.

HRA Property Development Stage	Number of Properties
Delivered and Completed	49
Under Construction	78
Planning Permission Granted	13
Feasibility/Concept Design	334
Total Number of HRA Properties	474

Table 5: New Build Delivery

4.5.4. The following is the reported position at the end of Quarter 2:

- Whitehill (Admiral Beatty House) and Nansen Road – now complete with the final phase of 24 x 1 and 2 bed apartments handed over to Housing Management on the 19th July. The properties have been allocated and tenants have moved in.
- St Patrick’s Gardens (Bishops Court) – works are progressing well on site with an expected completion towards the end of the calendar year. Once complete, the scheme will provide 22 x 1 and 2 bed general needs apartments and one 2 bed wheelchair dwelling each with their own private balcony/winter garden. New amenity space and improved play area for children up to the age of 12 will serve residents of the new properties as well as existing nearby residents. A Local Lettings Plan, similar to Admiral Beatty House, will be adopted which will prioritise existing tenants of St Patricks Gardens who have a housing need (downsizing or overcrowding) and have no history of rent arrears or antisocial behaviour instances. In turn, this will create turnover in our stock and availability for other applicants on the Housing Register.
- Valley Drive (340/Mariner Court) – Works are continuing on site with an expected completion date of summer 2022. The scheme will deliver 32 x1 bed apartments for over

55's including 4 x wheelchair compliant homes to Block A and 15 x 1 and 2 bed apartments for general needs and 1 x 3 bed wheelchair dwelling to Block B.

- Constable Road – Works commenced on site in June that will deliver a terrace of 6 x 1 bed bungalows and 1 x 1 bed wheelchair compliant bungalow and creation of a new play area to the open greenspace. The bungalow design with room in the roof, seeks to encourage existing tenants who are under occupying to re-size to a home that better meets their needs, which in turn will free up larger family sized homes for waiting applicants.
- Armoury Drive – The former Milton Barracks site in Armoury Drive will see the construction of 2 x 1 bed detached bungalows and 4 x 2 bed apartments. The site's historical past will be preserved with retention of the existing 19th century brick enclosure wall with works due to commence on site early 2022 and complete in 2023.
- St Columba's Close – Design works are ongoing, using Passivhaus principles. A planning application is due to be submitted first half of 2022. All ward members have now been briefed on the design principles and early stage plans and they are all supportive of the proposed development. The scheme will deliver around 50 new carbon neutral homes comprising a mix of larger family houses and flats and general improvements to the public realm.
- 147 Wrotham Road - In 2020/21 the Council purchased this property, which once renovated will provide interim housing to assist vulnerable residents within the borough. The property will provide 10 single rooms with en-suite facilities (including one wet room), a further 4 multifunctional rooms which can be used as emergency overnight accommodation, shared kitchen, and dining facilities as well as facilities for staff. Additional works have been required to those originally envisaged but completion is expected by the end of October. The major works in this property have been completed and officers are awaiting a final fire risk assessment before welcoming the first occupants of this new supported housing facility in the coming weeks.

4.5.5. The council is permitted to retain part of the RTB receipts to repay the debt incurred in 2012 as part of HRA self-financing. As at 1 April 2021, the RTB Allowable Debt reserve had a nil balance. This was due to the proposal to use any balance from the RTB Allowable Debt reserve to help fund the New Build projects, ahead of any other funding source, as this can either be used to repay debt or finance the capital programme.

4.5.6. Table 6 summarises the one for one receipts retained from the sale of Right To Buy properties, since 2012, along with the level of GBC's contributions required to deliver the New Build programme and a summary of when expenditure needs to be delivered to avoid having to return funds to Central Government.

	One for one receipts retained	GBC 70% contribution to new build	Value of new build expenditure expected	Cumulative value of new build expenditure expected	Date of new build expected by
	£	£	£	£	
2012-17 c/f	6,905,580	16,113,020	23,018,600	23,018,620	31-Mar-22
2017-18	1,811,560	4,227,000	6,038,560	29,057,180	31-Mar-23
2018-19	1,797,170	4,193,400	5,990,570	35,047,730	31-Mar-24
2019-20	2,869,320	6,695,080	9,564,400	44,612,130	31-Mar-25
2020-21	1,475,440	3,442,690	4,918,130	49,530,260	31-Mar-26
2021-22	619,420	929,130	1,548,550	51,078,810	31-Mar-27
	15,478,490	35,600,320	51,078,810		

Table 6: New Build

4.7. Housing Computer System (Ref F)

- 4.7.1. Delivery and implementation of the Housing Computer System has been delayed as a result of the system not passing the Council's user acceptance testing on a number of occasions. The Council has escalated the matter with the supplier's senior management, who have an alternative solution which they believe will better meet the Council's needs.
- 4.7.2. As a result, the Council is participating in a number of discovery workshops with the supplier to confirm this is the case, but this approach will impact on implementation timescales.
- 4.7.3. The Council is seeking reparation from the supplier for the total cost that has been incurred to date on the grounds of non-delivery of the required system. A formal response from the supplier is awaited and due by the end of October 2021.

4.8. Replacement Playground Equipment (Ref G)

- 4.8.1. A 20-year replacement plan has been agreed and included within the Housing Asset Business Plan. However, due to the Covid-19 pandemic, there had been a delay with the programme progressing which has allowed the team to review its approach to resident engagement to ensure we are fully involving them in the process. Site visits have been undertaken and we are expecting the work to commence in Quarter 3.

4.9. Disabled Facility Grants (DFGs) (Ref K)

- 4.9.1. The grant funding awarded to the Council in 2021/22, via the Better Care Fund, was £1.020m, which was higher than the £833k that was, forecasted when the budget was set in February 2021. The total funding available for use in 2021/22 is now £2.089m, which is inclusive of the £1.070m that was carry forward from 2020/21.
- 4.9.2. The Council continues to offer the Disabled Facility Grant programme to homes eligible for assistance within the wider remit of the Better Care Fund.
- 4.9.3. Challenges in relation to Covid-19 were overcome and considerable progress continued to be made in 2021/22, including dealing with the backlog of referrals and the completion of adaptations that were approved prior to lockdown. As at Quarter 2, 47% of the annual budget has been committed/spent.
- 4.9.4. 66 applications have been received to date for 2021/22 and 152 grants; including those carried over from previous periods which are either in progress or completed
- 55 grant cases were approved
 - 44 households had works completed

- 12 applications were aborted or cancelled due to changes in the client's circumstances
- 59 grant cases are currently in progress but have not yet reached the full approval stage

4.9.5. The table below gives a comparison of the current level of DFG's to previous years.

	19-20	19-20	19-20	19-20	20-21	20-21	20-21	20-21	21-22	21-22
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Approved	22	14	25	23	4	6	26	22	30	55
Complete	19	16	11	21	12	8	10	21	15	44
Cancelled	5	7	11	3	0	2	8	7	1	12
In Progress	44	48	42	42	47	56	51	86	56	59
Total	90	85	89	89	63	72	95	136	102	170

Table 7: DFG Historic Claim Information

4.10. Capital Resources

4.10.1. Table 8 below, shows the resources available to fund capital projects in future. The use of funding takes into account schemes, which are expected to roll balances forward, as indicated in this report.

Housing Capital Resources	Opening Balance 01/04/2021(£)	Forecast Income 2021/22 (£)	Forecast Use of Funding 2021/22 (£)	Forecast Final Balance 31/03/2022 (£)
Capital Receipts - HRA	(1,010,350)	(259,490)	779,010	(490,830)
Capital Receipts - GF Housing	(135,380)	0	0	(135,380)
Capital Receipts - PV Panels	(3,573,000)	0	0	(3,573,000)
Major Repairs Reserve - Dwellings	(85,380)	(6,948,300)	7,033,680	0
Major Repairs Reserve - Non Dwellings	(69,700)	0	69,700	0
New Build Reserve: 1-4-1 Receipts	(6,349,860)	(3,078,660)	3,608,850	(5,819,670)
Right to Buy Allowable Debt Reserve	0	(673,360)	673,360	0
Disabled Facility Grants	(1,203,630)	(1,019,600)	2,089,400	(133,830)
Christianfields Overage	0	0	0	0
Meopham Police Station (s106)	(24,500)	0	0	(24,500)
General Reserve (revenue)	(2,763,470)	0	882,260	(1,881,210)
Total	(15,215,270)	(11,979,410)	15,136,260	(12,058,420)

Table 8: HRA and General Fund Housing Capital Resources 2021/22

4.11. HRA Business Planning

4.11.1. The HRA Business Plan is reviewed on an ongoing basis in order to take into account longer-term assumptions around inflation rates, central government grants and energy prices, together with building in all known variances to the budget resulting from Management Team and Cabinet decisions.

4.11.2. The HRA Business Plan reflects the current and future financial spend profiles identified in the recent Stock Condition Survey. It also reflects future forecasts of the New Build Programme beyond the existing three year scheme based on the current assumption on the number of Council Houses sold per annum.

4.11.3. The latest version of the HRA Business Plans for capital and revenue are attached to this report at Appendices two and three.

- 4.11.4. The current version of the HRA Business Plan reflects the changes to the use of HRA 1-4-4 Right to Buy receipts which were recently announced by MHCLG and came into effect on 1 April 2021 (para 4.5.2). It also reflects the assumption that the number of properties sold under the Right to Buy scheme will continue to but at a reduced level of 24 per annum to the previous assumption of 30 properties per annum. Inflationary increases year on year have also been reviewed to reflect the current challenging economic conditions and supply chain issues.
- 4.11.5. Officers will continue to work on the Business Plan in the coming weeks and months to review and assess the impact of other base assumptions within the model.

IMPLICATIONS	APPENDIX 1
Legal	There are no specific legal matters arising from this report.
Finance and Value for Money	The financial implications are contained within the body of this report.
Risk Assessment	The purpose of this report is to demonstrate financial performance as at 30 September against the original budget set for the 2021/22 financial year, and illustrate how this affects the Working Balances and Earmarked Reserves held by the Council.
Data Protection Impact Assessment	<i>A data protection impact assessment (DPIA) should be carried out at the start of any major project involving the use of personal data or if you are making a significant change to an existing process.</i>
	<p>a. Does the project/change being recommended through this paper involve the processing of personal data or special category data or criminal offence data?</p> <p>A definition of each type of data can be found on the Information Commissioner’s Office website via the above links.</p> <p>N/A</p>
	<p>b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice?</p> <p>N/A</p>
<p>c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at gdpr@medway.gov.uk.</p> <p>N/A</p>	
Equality Impact Assessment	<p>a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community? If yes, please explain answer.</p> <p>No decision – paper is for information only.</p>
	<p>b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer.</p> <p>N/A</p>
	<i>In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above</i>
Corporate Plan	Strategic Objective #3 Progress; Sound Financial Management & Successfully Managing Key Business Risks

Climate Change	No direct implications
Crime and Disorder	No direct implications.
Digital and website implications	No direct implications.
Safeguarding children and vulnerable adults	No direct implications.