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| **Introduction**This Budget is part of the Housing Revenue Account that all tenants’ rent and Housing Benefit is paid into. The Tenant Priority Budget has been delivering neighbourhood improvements for a number of years. During the rent setting discussions with tenants for 2020/21, it was agreed that this Budget would be reduced to £400,000 to reduce the overall rent increase to 1.9%. Therefore for this financial year, £400,000 is open to proposals from tenants. Any tenant can make a proposal and can be done online or application forms are available Tenant Participation – the form also gives more information on what the Budget can fund as well as contact details for more advice.The criteria for a proposal is:* must benefit tenants.
* be on land owned by the Housing Revenue Account ( we can help confirm that)
* the idea should be something that the landlord would not be obliged to carry out but it improves the area.

*Due to the current lockdown restrictions, only some external proposals will be able to be costed up just now and we will also make arrangements for how tenants can decide what proposals can go ahead depending on the rate that lockdown is eased..***Purpose and key principles**The purpose of the Tenant Priority Budget is to provide funding for projects or services that the Council is not obliged to provide and /or is not in some existing planned programme of works.Key principles of the budget are:* Empowerment – to enable tenants to decide how the budget is spent in their local communities;
* Transparency - that the process and decision making should be as open and accountable as possible;
* That proposals should aim to benefit as wide a range of tenants as possible; and
* That agreed activities should be housing led and should adhere to wider HRA spending guidance.

**What can be funded?** Your suggestion needs to be value for money, benefit WDC tenants, improve the appearance of your area and must relate to a property or be on land owned by the Council’s Housing Revenue Account - we can help confirm this.If your improvement benefits owners they will need to agree to the work and pay their share.Improvements could include new close flooring , external painting, slabbing or fencing. Examples of previous proposals that haven’t been taken forward are car-parking as they were expensive to create and couldn’t guarantee that tenants would benefit.**Who can apply?**Any individual tenant, group of tenants or a Tenants and Residents Association can submit a proposal. |
| Full Name: |  |
| Address: |  |
| Telephone Number: |  | E Mail Address: |  |
| Are you registering this idea on behalf of a Tenant and Residents Association: |  |
| If so, which one? |  |
| What is your idea for improving your area: |  |
| How many tenants do you think could benefit from the improvement? |  |

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| Please attach any relevant photographs |

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| What will happen next? |
| **Please send your proposal to -****E mail:** Tenants.priority@west-dunbarton.gov.uk**Post: Housing Development****16 Church Street****Dumbarton****G82 1QL**The Housing Development team will acknowledge receipt of all proposals within 3 working days.We will assess all proposals in terms of eligibility, i.e. if it meets criteria and proposals are not covered by existing planned /cyclical maintenance or on a Capital programme. Feedback will be provided to those submitting proposals not deemed to be eligible.Projects that are deemed eligible will be costed and confirmation provided that it meets the criteria.All eligible and costed proposals will be considered and agreed at a public meeting. If all approved proposals do not exceed the budget then these can be taken forward. Further proposals can then be submitted for any budget that remains. If the eligible, costed projects exceed the available budget then a public meeting will vote on which proposals are approved (taking into account the aim is to benefit as wide a range of tenants as possible and also the desire to ensure an equitable spend across all areas of West Dunbartonshire). This vote will be recorded to ensure transparency.We will co-ordinate the improvements and we will let you know the timescales for starting and finishing the job and regular feedback in terms of progress will be provided. *Please contact Hanne Thijs (tenant participation officer) if you have any questions: 07823 664 247* |

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| Initial comments from Building Services:(Include estimated costs and timescales) |  |
| Initial comments from Housing Operations: (Include any considerations relating to owners or other work being planned) |  |
| Assessment regarding eligibility of proposal: |  |

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| Date proposal discussed at public meeting:  |  |
| Outcome: |  |

**If approved:**

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| Any change to specification: |  |
| Any update to estimated costs: |  |
| Estimated start date and completion date: |  |
| Date completed: |  | Final cost: |  |

**Qualified approval:**

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| Detail: |  |
| Further information required: |  |
| Any change to specification or update to costs: |  |
| Actions that need to be taken prior to commencement of works: |  |
| Outcome of owner engagement ( if required): |  |
| Estimated start and completion date: |  |
| Date completed: |  | Final cost: |  |

**If NOT approved:**

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| Outline reasons that proposal was not approved: |  |

**Feedback to proposer:**

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| Date proposal acknowledged:  |  |
| Date approval confirmed: |  |
| Date refusal confirmed with reasons why proposal not approved: |  |

