

Gypsy and Traveller Sites Grant guidance 2009/10

January 2009



Foreword by Sir Bob Kerlake

Chief Executive, Homes and Communities Agency

One of the key aims of the Homes and Communities Agency (the Agency) is to create homes that people can afford in places where they want to live. This includes providing sites for that section of the Gypsy and Traveller community who want to preserve their traditions and live in a caravan.

Ensuring that the needs of minority and vulnerable communities are catered for is an important part of our work, and we are committed to ensuring the delivery of additional sites for Gypsies and Travellers through the government's funding programme.

Roughly a quarter of all Gypsy and Traveller caravans have no authorised site, despite a desire by their owners to have a permanent base. Poor access to good quality, well managed sites contribute to the community's lower than average life expectancy, high infant mortality, and under achievement in school.

The Agency is now responsible for the Gypsy and Traveller Site Grant that will fund new social rented sites as well as help pay for the refurbishment of existing social rented sites. Our 2009/10 bidding round has now begun and full details are contained within this prospectus.

Some important areas of our work includes:

- ◆ increasing the supply of accommodation
- ◆ promoting community cohesion
- ◆ improving the quality of accommodation, and ensuring it is sustainable
- ◆ supporting organisations such as local authorities and Registered Social Landlords, and tackling barriers to delivery
- ◆ encouraging innovative approaches to site provision, and
- ◆ supporting skill development, to improve the development and management of sites.

This bidding round will be broadly similar to that run previously by CLG. But in future we will be including the provision of sites and their delivery in our Single Conversation with local authorities and their partners as well as integrating the funding into the National Affordable Housing Programme.

Sir Bob Kerlake

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Note: The photographs in this guidance are used with the permission of Communities and Local Government.

Section 1

The Homes and Communities Agency

The Homes and Communities Agency (the Agency) is the national housing and regeneration agency for England. It brings together English Partnerships, the Academy for Sustainable Communities, the investment programme of the Housing Corporation, and the delivery elements of housing from Communities and Local Government. While it will make an active input into the development of policy, its primary focus will be on delivery.

The essential role of the new agency will be about creating opportunity:

- ◆ For people to live in affordable homes in places that they want to live in.
- ◆ For local authorities and communities to deliver the ambitions they have for their own area.

The Agency works nationally but supports the delivery of the ambitions of our local partners to provide better places that offer great homes and good jobs in well-served communities that people enjoy and where they can afford to live.

From 2009/10 the Gypsy and Traveller Sites Grant will be the responsibility of the Agency. Site provision and grant availability will be part of the Single Conversation between the Agency and local authorities and other delivery partners.

The Gypsy and Traveller Site Grant is for local authorities, ALMOs and RSLs who wish to provide social rented sites for the following groups:

- ◆ Ethnic Gypsies and Travellers
- ◆ New (age) travellers
- ◆ Travelling show people

When the documentation refers to 'Gypsies and Travellers' this covers all the above communities.

The overall aim of improving new site delivery, and tackling homelessness and social exclusion affecting these communities. In this context, **homes** include sites for these diverse groups.

Important!

Regional training events have been organised for February and March to help you develop your bid and complete the application. Details of the training can be found on our website at homesandcommunities.co.uk/gypsies_travellers

Be quick – places are limited.



Section 2

Responsibilities

Communities and Local Government (CLG)

CLG will retain policy responsibility for the provision of accommodation for Gypsies, Travellers, new travellers, and travelling show people. This includes:

- ◆ work on planning and accommodation needs for these groups
- ◆ work on unauthorised encampments and developments
- ◆ cross Government working on tackling social exclusion and promoting cohesion, and
- ◆ the bi-annual Caravan Count.

CLG will also retain responsibility for schemes that were allocated Grant in 2008/9 and previous years.

The Homes and Communities Agency (the Agency)

The Agency is now responsible for the programme management of the Gypsy and Traveller Sites Grant Programme for 2009/10 and 2010/11. This includes:

- ◆ running the bidding round
- ◆ managing assessment of applications
- ◆ liaison with Regional Assemblies
- ◆ allocation of funding to projects and making payments, and
- ◆ monitoring delivery, reporting progress and evaluating impact of schemes.

Work will be co-ordinated by a central team, with responsibility for administering the grant and driving delivery through the regional teams.

The **Agency's regional teams** will lead discussions with local authorities and other delivery partners as part of their Single Conversation.

On the basis of its experience in 2009/10, the Agency will recommend changes to the Programme for 2010/11 with the aim of improving the pace of delivery.



Section 2

Responsibilities continued

The Single Conversation

The Single Conversation is our new way of doing business. It will transform the way we handle housing and regeneration, helping to provide a clear investment plan for each area, developed with local authorities, and key stakeholders.

The Single Conversation will cover strategy, capacity, investment, and quality. We will act as the link between local authorities, housing providers, central government, and local communities, and together we will set clear delivery targets and articulate a shared clarity of purpose for an area.

Summary of Agency internal roles

Regional Teams:

- ◆ Lead relations with local areas
- ◆ Run Single Conversations
- ◆ Area investment programmes
- ◆ Local and regional stakeholder relations

Central Team:

- ◆ Support to regional teams
- ◆ Specialist expertise
- ◆ National stakeholder relations
- ◆ Grant co-ordination

The Role of Regional Assemblies (and their successor bodies)

- ◆ Regional Assemblies will continue to work towards their priorities for these groups, as set out in their strategies.
- ◆ Regional Assemblies will have views on priorities for Gypsy and Traveller Sites Grant (e.g. new pitch provision, areas with high levels of unauthorised camping and unauthorised developments, and value for money) and will provide the Agency with recommendations on funding bids for grant in their regions (as they have provided in the past to CLG).
- ◆ Regional Assemblies and their successor bodies will also continue to be responsible for setting pitch requirements for each local planning authority through the Regional Spatial Strategy.

Important!

The Agency will be trialling the Single Conversation in several areas. However, local authorities and registered social landlords wishing to bid should not wait for the Single Conversation process to be undertaken for their area before bidding for Gypsy and Traveller Sites Grant.

The Role of Government Offices

The Government Offices will continue to liaise with local authorities and Regional Assemblies on other aspects of Gypsy and Traveller work, notably:

- ◆ the Regional Spatial Strategy;
- ◆ Housing and Sustainable Communities Strategies
- ◆ development of core strategies and Development Plan Documents, and
- ◆ Local Area Agreements, particularly in relation to housing indicators.

Section 3

The grant

Overview

Gypsy and Traveller Sites Grant aims to reduce the number of unauthorised encampments and the problems associated with these, reduce the need for and cost of enforcement action, and provide the basis to tackle inequalities in access to service provision experienced by Gypsies and Travellers.

The programme will achieve this by:

- ◆ increasing site provision, addressing chronic current under provision, and
- ◆ bringing existing sites up to a decent standard.

This guidance is designed to assist those:

- ◆ submitting a formal bid; and
- ◆ provide practical tools to ensure overall effective project management.

Gypsy and Traveller Sites Grant forms an important part of the Agency's overall approach by providing capital funding for the development of new provision and the improvement of existing sites by local authorities or RSL.



Section 4

Key messages

- ◆ The bidding guidance and application forms have been updated to reflect experience gained in the bidding round for 2008/09, and the fact that the responsibility for the Gypsy and Traveller Sites Grant now rests with the Agency.
- ◆ Organisations wishing to bid should consider CLG's good practice guide on the design of Gypsy and Travellers sites (published May 2008) in preparing their bids for Grant.
- ◆ Some local authorities are waiting for the Regional Spatial Strategy pitch allocations before considering making more site provision - in many cases this is several years away. Where there is clear, unmet need demonstrated in the authorities' Gypsy and Traveller Accommodation Assessment e.g. population growth, household formation, overcrowding on pitches, or significant waiting lists for pitches, local authorities should identify land for site provision and, where appropriate apply for Gypsy and Traveller Sites Grant, to address those needs as soon as possible.



Section 5

The funding

The move from CLG to the Agency is not simply an administrative change. The aim is to increase the pace of delivery significantly by:

- ◆ embedding site provision for these groups in the context of overall housing accommodation delivery;
- ◆ encouraging better targeting of funding towards areas that have the most pressing need.

CLG consulted on regional allocations with Regional Assemblies as part of the Comprehensive Spending Review 2007 process, and these allocations have not been changed.

Table 1:
Total funding available and regional allocations of Gypsy and Traveller Sites Grant 2009/11 (shown in £millions)

Region	2009/10	2010/11	Total
East of England	9	9	18
South East	5.5	5.5	11
South West	4.5	4.5	9
London	2	2	4
East Midlands	3.5	3.5	7
West Midlands	2.5	2.5	5
North East	1	1	2
North West	2	2	4
Yorkshire & Humber	2	2	4
Total	32	32	64

NB: The level of allocation for a particular region should not discourage bidders from submitting proposals.

Important!

Where a region does not receive good quality bids of sufficient value to spend its entire allocation, the Agency will consider whether that funding could be used in another region where the value of good quality bids received exceeds their allocation.

Section 6

Bidding timetable

In 2009/10 there will be one opportunity to bid for Gypsy and Traveller Sites Grant.

Timetable:	2009/10
Bids invited	January 2009
Regional training events aimed at RSLs ALMOs, and local authorities bidding for grant in 2009	February 2009
Local authorities, ALMOs and RSLs develop bids in consultation with the relevant traveller communities.	January-June 2009
Closing date for bids	30 June 2009
Assessment by consultants	July-August 2009
Regional Assembly recommendations to the Agency	September 2009
The Agency agrees successful bids	October 2009
Ministers sign off Programme and HCA announce successful schemes	October 2009



Section 7 Eligibility

Funding under Gypsy and Traveller Sites Grant is available to local authorities (including county councils), local authority Arms Length Management Organisations (ALMOs), and registered providers. At the present time, registered providers will be Registered Social Landlords (RSLs). RSLs need to be aware that their constitutions may require amendment in order to enable them to take on these new functions.

Funding is not available to owner-occupiers generally, or private landlords of sites.

Applications can be made in respect of sites for the following groups, which fall within the definition of 'Gypsy and Traveller' for the purposes of section 225 of the *Housing Act 2004*.

- ◆ Gypsies and Irish Travellers
- ◆ new travellers
- ◆ travelling show people

Applications can be made for the development of new sites, and for refurbishment, including remodelling and extension of existing sites. Sites can be permanent residential sites, permanent but short-stay (transit) sites or, alternatively, temporary stopping places.

For permanent sites, ownership should remain with the local authority or RSL, and should continue in use as a site for at least 10 years. Proposals to lease a site to other bodies, or contract out its management will not rule out consideration of the bid. However, where site management arrangements are being delegated to another organisation, the Agency expects that body to be able to demonstrate capacity to effectively manage the site and employ suitably qualified, experienced staff. The local authority, ALMO or RSL remains responsible for the site, even if management is contracted out to another body, and that we expect effective performance monitoring review procedures in place, and clear arrangements for termination of the contract or lease if standards are not acceptable.

Innovative approaches to ownership, management and development are encouraged and will be considered (see section 8).

Consideration will also be given to sites of a short-term nature where there is a sound business case that can demonstrate value for money, for example where a temporary site is established whilst a more permanent solution can be identified.

Applications are also encouraged where they involve bringing previously closed sites back into use (and may be eligible for 100 per cent grant funding depending on the work required to bring the site up to standard).

Section 7

Eligibility continued

Eligible costs

- ◆ Gypsy and Traveller Sites Grant is a capital grant, and will not be awarded towards ongoing revenue costs of managing the site.
- ◆ Gypsy and Traveller Sites Grant cannot be used for any feasibility work prior to bid submission.
- ◆ Gypsy and Traveller Sites Grant will not be awarded to cover the cost of work carried out before the close of the bidding round or to schemes previously awarded grant, for example to cover increased costs.
- ◆ For refurbishment schemes, Gypsy and Traveller Sites Grant must not be used as a substitute for a robust on-going maintenance programme, as it is capital grant and not revenue funding.
- ◆ Where land acquisition costs are included in bids, bidders will be expected to demonstrate that land purchase is the best possible option.
- ◆ Management and professional fees can be included within the bid, up to a level of 10 per cent of the overall bid, not including any land purchase costs.

Percentage of funding available

In exceptional circumstances, Gypsy and Traveller Sites Grant can be used to purchase private sites for public use (where this improves, increases or safeguards provision). Any proposal should be discussed with the Agency at an early stage to avoid abortive work.

For new provision, Gypsy and Traveller Sites Grant is paid at 100 per cent of estimated project costs up to a fixed sum. All new provision will be eligible for 100 per cent grant, including:

- ◆ new sites,
- ◆ additional pitches on existing sites, and
- ◆ bringing closed sites back into use (where this involves extensive refurbishment or remodelling work).

For refurbishment schemes, grant is paid at 50 per cent of the estimated project costs up to a fixed sum. Bidders will be required to meet the remaining 50 per cent of costs from their own resources.

However, where schemes provide additional pitches on a site, for example, by extending it, or bringing pitches back into use, as well as refurbishing that site, grant for the refurbishment element of the scheme will be paid at 75 per cent of the estimated project costs up to a fixed sum. Bidders will be required to meet the remaining 25 per cent of costs from their own resources.

Bidders will be required to confirm that funding for any costs they are required meet is in place.

Bidders are advised to seek further advice from the Agency if they have any queries about whether a scheme will attract 75 or 50 per cent funding.

Important!

The estimated costs on which the bid is to be assessed cannot be changed once the bid is submitted, and payments will not be higher than the amount of the bid.

Section 8 Innovation

We are keen to encourage the development of innovative solutions for site accommodation provision that could help:

- ◆ speed up delivery,
- ◆ improve standards and value for money, and
- ◆ give better outcomes.

This could encompass a wide range of schemes, including:

- ◆ new, improved designs that can be replicated elsewhere,
- ◆ radical approaches to procurement and delivery, and
- ◆ using public funding to facilitate the development of self-build and low cost owner-occupied sites, providing investment was protected or recycled.

Bids can only be submitted by local authorities, ALMOs or RSLs. However, these organisations are encouraged to be proactive, and work with the Gypsy and Traveller community to develop innovative schemes.

Successful schemes to date have included setting up a fund for use in securing appropriate land for site provision. The sites will be made available to appropriately organised Gypsy and Traveller groups on a non-profit making basis for them to develop and manage. Funds from the sale of land will be recycled into purchasing other suitable sites.

They have also included grant for the purchase of sites and provision of basic infrastructure. The families moving onto the site will be self-builders, providing their own amenities and manage their site. They will also be offered the opportunity to buy stakes in the site, the income from which will be recycled to provide further sites.

Such schemes could assist in meeting demand from Gypsies and Travellers to own their own home, where the cost of achieving this aspiration is prohibitive, as well as potentially utilising the building skills of some members of the Gypsy and Traveller community, and providing better value for money than social rented provision.

We recognise that innovative bids may be disadvantaged by evaluation against the detailed standard criteria in Section 10. Bidders should provide an explanation of how their scheme will work, along with a strong business case. While we expect bidders to provide evidence of the need, sustainability, and deliverability of innovative schemes, they will not be assessed against these detailed criteria.

Section 8

Innovation continued

The Agency will consider all reasonable proposals.

As a guide:

- ◆ The proposal should provide clear benefits in terms of value for money. Where there are obvious savings on, for example, build costs, long-term management and maintenance costs, and Housing Benefit, these should be made clear.
- ◆ Where self-build or low cost ownership models are proposed, the sites should be small, with pitches for extended family groups that have the capacity to self manage effectively. Large site proposals for untested models will not be accepted.
- ◆ Schemes should be simple and easy to understand and administer.
- ◆ As with other schemes, the site should remain in use as a Gypsy and Traveller site for at least 10 years.
- ◆ Where bidders are seeking to provide some form of low-cost owner-occupation for pitches, they should be able to justify this on the grounds of fairness - that the proposal is broadly intending to give these groups broadly similar opportunities for low cost or intermediate forms of owner-occupation that have been available to people in conventional bricks and mortar housing for many years.
- ◆ Where the proposal is to use Gypsy and Traveller Sites Grant to facilitate the development of low cost owner-occupied sites, the investment needs to be protected, or recycled back for future provision.
- ◆ Groups interested in developing an innovative model should contact either their local authority, or an RSL working in their area, with a view to creating a delivery partnership.

Important!

Bidders should seek further advice on the eligibility and presentation on proposed innovative schemes from the Agency at an early stage, before working up a bid.

Contact Caroline Keightley,
Homes and Communities
Agency, 110 Buckingham
Palace Road, London SW1W
9SA.

T 020 7881 1779

M 07825 735237

E caroline.keightley@hca.gsx.gov.uk

Note: Innovation project funding cannot be used to fund new or refurbished private landlord-owned sites. For self-build and low-cost owner-occupation models, the Agency will not accept bids in future to cover unforeseen costs, planned maintenance, or site refurbishment.

Section 9

Completing your bid

Bidders should complete the standard **application form at** homesandcommunities.co.uk/gypsies_travellers

The form consists of three parts:

Part 1: project overview. The form contains guidance on how to complete the application and thereby strengthen your bid. It is recommended that you follow the advice provided to secure the best chance of success.

Part 2: a spreadsheet for the detailed scheme costs, plus examples of costings for recent Gypsy and Traveller Sites Grant bids as a guide. This should help bidders understand where their costs may be high. Bidders should not simply complete the template with the highest cost identified in the accompanying information for a particular type of work, which may disadvantage them against other bidders. We ask bidders to support this information with specification of materials and works, along with quotes or estimates.

Part 3: a risk register to enable the bidding organisation to assess potential risks and think through how it will react to them if they arise.

Important:

- ◆ All three parts need to be completed for **each scheme** applied for.
- ◆ Where there is a large programme of works for a single site, please indicate the relative priority of the different elements of the programme.
- ◆ Where works span financial years, this should be clearly indicated.

Apart from updating the costing information, the information required to complete the application forms has changed little from last year.



Section 9

Completing your bid continued

Other issues to consider in completing your bid

The guidance has been updated to reflect experiences from previous bidding rounds. Bidders should take account of the following in developing proposals for funding:

- ◆ **We require a land condition survey** for bids for new sites, and refurbishment bids of over £100,000. High and unexpected costs can often be incurred in dealing with issues that arise as a result of the location of the site, such as unexpected land contamination or old mine workings. A survey will help to minimise this risk. Further grant will not be awarded to cover any increase in the cost of schemes.
- ◆ **A need for partnership working** – it is important that proposals demonstrate a corporate approach for the local authority or RSL. There should be evidence of joint working across service providers, for example, between housing, planning, health, education, race equalities and Supporting People. For county councils, the bid should show evidence of joint working at county and district levels. Whether the applicant body proposes to keep the management in house or delegate it to another body, it is essential that the people responsible for future management, maintenance and, where appropriate, supporting vulnerable people are engaged with and approve of the site location and design.
- ◆ **Sustainability: A need for effective management and support, and robust maintenance** – the Grant for refurbishment is not a substitute for good quality management and maintenance arrangements. Some sites have had to close due to ineffective management arrangements. All bids will be expected to provide evidence of sound management arrangements and a clear maintenance programme.
- ◆ **Effective project management** arrangements must be in place to ensure efficient delivery once a bid has been approved.
- ◆ CLG published **a guide on designing Gypsy and Traveller sites** in May 2008. In assessing bids for Grant, we will consider whether the elements identified in the guide as essential are met and how the remainder of the guidance is addressed.

Section 9

Completing your bid continued

Costs

Historically, Gypsy and Traveller sites have been expensive when compared to traditional housing. **Bidders should explore other ways in which better value for money might be achieved.**

Bidders should consider:

- ◆ Including site provision in larger contracts (for example for new affordable housing, regeneration schemes, and Decent Homes work) in order to reduce costs per unit and achieve better value for money.
- ◆ New methods of construction and procurement, including cross boundary partnership working.

The Agency is committed to improving the value for money in relation to Gypsy and Traveller provision and will continue to work to reduce costs whilst maintaining standards

We require bidders to complete Part 2 of the application form, breaking down their costs. We have also provided information on the average costs for schemes in recent years see homesandcommunities.co.uk/gypsies_travellers to assist you with costing various types of work. This should help bidders understand where their costs may be high.

Bidders should not simply complete the template with the highest cost identified in the accompanying information for a particular type of work, which may disadvantage them against other bidders. We ask bidders to support this information with specification of materials and works, along with quotes or estimates.

Proposals will be subject to rigorous assessment in relation to value for money and bidders should be able to demonstrate that all efforts have been made to keep costs to a minimum.

Training and Support

- ◆ Useful background and good practice information is given at homesandcommunities.co.uk/gypsies_travellers
- ◆ Contact details are given in Appendix 1

Important!

Regional training events are being organised. See our website to book your place.

Where do I send the bid?

Your application form and all the background material **should be sent on CD plus a hard copy.**

- ◆ **Two CDs and one hard copy to be sent to the Gypsy and Traveller Team, at the Homes and Communities Agency** 110 Buckingham Palace Road, London SW1W 9SA.

Closing date: 3.30pm on 30 June 2009.

Section 10

Evaluation

Independent consultants will apply a standard assessment process to each bid (except innovative bids – see Section 8). This section sets out the four main assessment criteria and the type of detail that will be looked for within the application form by the consultants to demonstrate that the requirements laid out in the guidance notes have been met. A maximum of 160 points can be awarded to each bid.

Criteria

1 Does the scheme meet a clearly assessed need? (30 points)

1.1 Analysis of need and demand

- ◆ Clear evidence is provided by results of the Gypsy and Traveller Accommodation Assessment.
- ◆ There should be evidence of consultation with the Gypsy and Traveller community, local residents, adjacent local authorities and relevant agencies.
- ◆ All factors including access to services e.g. education, healthcare, benefits etc. are considered and this is reflected in the application.
- ◆ The outcome of the assessment supports the application.
- ◆ The Local Plan makes explicit provision for the Gypsy and Traveller community and the site to which the application relates is explicitly referred to in the Local Plan.

1.2 Aims of the work

- ◆ A fully worked out benefits case is provided which considers the totality of the scheme and the impacts it will or may have.
- ◆ A strategy is provided which demonstrates how the scheme will achieve its aims and defines working arrangements and other activities that will need to be in place to ensure success.

1.3 Contribution to local strategies

- ◆ Clear statement is provided which explicitly links the scheme to the aims of local strategies.

2. Is the site sustainable? (70 points)

2.1 On completion of the works, does the site have a life of at least 10 years?

- ◆ Evidence is included that demonstrates the title on the site is freehold or leasehold with significantly over 10 years on the lease, or is more than adequate for the proposed duration of a temporary site.
- ◆ Detailed consideration has been given to what will happen at the end of the lease period, or at the end of the temporary site period.
- ◆ The works will bring conditions on site up to a standard that will last for 20 years or more.

Section 10

Evaluation continued

2.2 Management arrangements

- ◆ A detailed policy statement is provided.
- ◆ The management strategy is defined with an organisation structure and clearly defined roles and responsibilities.
- ◆ Where management is out-sourced, details of the organisation, responsibilities, and monitoring arrangements are provided.
- ◆ For existing sites, previously experienced problems are identified and solutions proposed.
- ◆ All information is clearly linked to and supports the application.

2.3 Maintenance arrangements

- ◆ A detailed policy statement is provided which takes into account materials selection, ease of access and timing of planned preventative maintenance.
- ◆ There are clear assessments of running costs and a strategy for procuring maintenance services.
- ◆ For existing sites, previous levels of running costs are provided together with an assessment of future costs and how these may be affected if the works do/do not proceed.

2.4 Funding

- ◆ Fully detailed statements of revenue and expenditure in previous years (for existing sites) are provided.
- ◆ Any previous grant funding is identified and its timing and use explained.
- ◆ Fully detailed projections of revenue and expenditure in future years are provided.
- ◆ Where the site is not self financing, full details of top-up funding are provided.

2.5 Site location (New sites only)

- ◆ Detailed analysis of site selection process is provided. Details include options appraisals on potential sites prior to selection of final site.
- ◆ Details of how the selected site supports the identified needs and demand are provided and how the site relates to the desires of the Gypsy and Traveller Communities is considered.
- ◆ Access to the full range of support services is considered and any disadvantages are identified and a strategy to overcome such matters identified.

2.6 Current condition of the site

- ◆ Detailed site condition surveys are provided and include evaluation of health and safety, security and maintainability matters.
- ◆ Previous use (including details of any possible contamination and associated actions) is considered.
- ◆ The information provided is explicitly linked to and interpreted to support the application.

Section 10

Evaluation continued

2.7 Current usage and perception of the site

- ◆ A detailed history of the usage and perception of the site provided.
- ◆ Supporting evidence to demonstrate how well the Gypsy and Traveller communities regard the site is provided together with evidence of waiting lists for residential sites.
- ◆ This information is interpreted to demonstrate demand and sustainability for the refurbished site.
- ◆ Where perception problems are identified, a plan is included to address the issues.

2.8 Monitoring and inspection

- ◆ Full details of the proposed inspection regime to safeguard the physical condition of the site are provided.
- ◆ Details of performance measurement criteria to assess the management performance on the site are defined. A defined service level may be included.
- ◆ Where the management is outsourced, defined monitoring procedures are provided.

3. Does the scheme offer value for money? (30 points)

3.1 Has a detailed description and specification of the proposed works been provided?

- ◆ A detailed description of the proposed works is provided supported by a detailed specification of materials and workmanship and a fully detailed set of drawings.
- ◆ Issues such as maintainability and build ability have been considered.
- ◆ The nature of the information supports the accurate development of the cost estimates for the works.

3.2 Are costs accurate and appropriate?

- ◆ Detailed cost information is provided with sufficient information to assess validity of costs in the form of elemental or other appropriate estimates.
- ◆ Professional fees and management fees are identified separately and do not exceed 10 per cent of the overall bid excluding land costs.
- ◆ Land costs are clearly defined and all necessary supporting evidence is provided.
- ◆ The level of cost is accurate and appropriate.

3.3 Does the scheme represent value for money?

- ◆ A detailed consideration of the totality of the scheme is provided which includes reviews of all feasible options and a demonstration of the basis for selection of the final options upon which the application is based.
- ◆ Matters considered include replacement versus repair, justification of materials selection, issues relating to land, the applicant's procurement strategy and how the applicant determined that costs were appropriate.
- ◆ The scheme costs are appropriate and the maintenance liability is optimal.

Section 10

Evaluation continued

It is accepted that for low value bids, the detail required will be less commensurate to the value and risk of works proposed.

4. Can the project deliver to time and budget? (30 points)

4.1 Is a comprehensive project plan provided?

- ◆ A comprehensive project plan is provided which includes a detailed programme with key milestones highlighted and reasonable allowances for all activities.

4.2 Is a comprehensive risk assessment provided?

- ◆ A comprehensive risk assessment is provided which considers any problems that might occur.
- ◆ Top risks are identified and risk management plans provided for each such risk.

4.3 Is there evidence of a robust project management proposal?

- ◆ A comprehensive proposal for the management of the project is provided with roles and responsibilities defined and communication lines set out.
- ◆ Key individuals responsible for the project are identified.

When approving bids, the Agency will give priority to schemes that maximise the number of additional pitches delivered and reflect the emerging priorities for Gypsy and Traveller provision in the regions.

The Regional Assemblies (or their successor bodies)

The Regional Assemblies will consider the consultant's assessments alongside the emerging priorities for Gypsy and Traveller accommodation in the region.

The Regional Assembly, in liaison with the Agency's Regional Offices, will recommend an appropriate package of schemes.

CLG Ministers will sign off the package of schemes agreed by the Agency.



Section 11

Payments to successful schemes

As a result of the move of the Gypsy and Traveller Site Grant programme from CLG to the Homes and Communities Agency, grant will no longer be paid under Section 31 powers. Under its new powers the Agency will continue to pay grant to local authorities, RSLs and ALMOs and will seek to clearly align payments with scheme delivery stages.

Further information on the grant payment framework will be provided to successful bidders.

In addition to the monitoring described overleaf, successful bidders should keep in regular contact with their Agency regional contact and, in particular, should notify the Agency if:

- ◆ any problems arise that will affect the delivery timetable,
- ◆ any decisions might be made which will change the project or lead to it not progressing, or
- ◆ consideration is being given to close a Gypsy and Traveller Sites Grant-funded site.

The Agency seeks to ensure that the resources available are fully taken up by good



Section 12

Research and Monitoring

quality schemes that are value for money, and well managed and maintained.

Each local authority, ALMO, or RSL receiving funding will be asked to submit six monthly reports during the scheme development period and thereafter report every 12 months over the first three years of operation of the site. These returns should summarise progress on the scheme, and outcomes in relation to the agreed objectives for the scheme. The Agency is reviewing the monitoring arrangements for the grant to ensure value for money, quality, and sustainability. Successful bidders will be advised of the details.

Successful authorities or RSLs may also be asked to assist with any formal evaluation of the scheme commissioned by the Agency or CLG, or with other assessment or monitoring, for example, where any innovative scheme was funded as a pilot.



Appendix 1

Contact details for advice and support

A number of training events will be held in February 2009, to assist organisations prepare their bids. Visit homesandcommunities.co.uk/gypsies_travellers to book your place.

The Homes and Communities Agencies central contact

Caroline Keightley T 020 7881 1779 M 07825 735237 E Caroline.Keightley@hca.gsx.gov.uk

The Agency and Regional Assemblies (or alternatives) contacts

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Homes and Communities Agency

East Midlands

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Greater London Authority

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Homes and Communities Agency

Yorkshire and the Humber

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Yorkshire and the Humber Assembly

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Carole Cozens
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Appendix 1

Contact details for advice and support continued

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Homes and Communities Agency South East

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Homes and Communities Agency North East

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Government Office for the South West (for South West Regional Assembly)

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West Midlands Regional Assembly

Regional Partnership Centre
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South East England Regional Assembly

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Mark Williams
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4NW (Regional leaders forum and regional housing board)

Wigan Investment Centre
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North East Assembly

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**Homes &
Communities**
Agency

The Homes and Communities Agency is able to provide literature in alternative formats including large print, braille and audio. Please contact us on **0300 1234 500** or by email at mail@homesandcommunities.co.uk for further information.

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