

**HOUSING INVESTMENT GUIDANCE NOTE****To: Local Authorities****Subject: Guidance on Preparing Strategic  
Housing Investment Plans****Issued by: Housing Investment Division****Ref No: HIGHN 2009/09****Page: 1/32  
(and associated Templates, ref. page 6)****Issued: August 2009**

This guidance note is on preparing Strategic Housing Investment Plans and has links to associated templates on Page 5 and can be downloaded from the [Investment and Grants](#) section of the Scottish Government's website.

## **GUIDANCE ON PREPARING STRATEGIC HOUSING INVESTMENT PLANS**

### **Introduction**

Councils' Local Housing Strategies (LHSs), and specifically their Strategic Housing Investment Plans (SHIPs), are the key statements of housing development priorities in each local authority area, and will guide the application of government (and other) funding.

We will continue to work with COSLA, councils and RSLs in supporting and improving the SHIP process and to make sure that the investment priorities set out in SHIPs are transparently reflected in our decisions to award subsidy for affordable housing, and in the equivalent decisions taken by Glasgow and Edinburgh councils on our behalf.

This revised guidance builds on our experience of looking at the last round of SHIPs and local authorities' experiences of preparing them. We are grateful to (CoSLA), the Scottish Housing Best Value Network, ALACHO and local authorities for contributing to this process and for the feedback they have

provided to help shape this revised guidance. This guidance is designed to assist local authorities prepare their next SHIPs, which are due for submission on 30 November 2009, and will cover the period 2010/11 to 2014/15.

We want to encourage local authorities to see the preparation of the SHIP as an important corporate activity. Local authorities will want to consider the priorities for delivery across sub areas and by tenure and type when developing their SHIP. Prioritising investment will depend on a range of factors, including relative need, land availability and development constraints and we are keen to encourage close working relationships between housing, planning and social work departments in the preparation of the SHIP to achieve this.

Local authorities are encouraged to consider wider collaboration with neighbouring local authorities within the wider housing market where appropriate.

## The Policy context

### ***Affordable Housing Investment Reform***

Affordable Housing Investment Reform has been the subject of an extensive consultative process this year. Following the consultation, a statement on 24 June 2009 set out a number of key themes for the way forward:

- The Government will continue to strengthen the strategic approach to investment through local authority SHIPs.
- We must continue to look for ways to maximise the number of houses for a given amount of government subsidy, but without compromising on quality or on the types of homes required.
- The Government will introduce a system to assess the standards of those who aspire to be “approved developers”. This will be a requirement for those who wish to receive subsidy in future.

- The Government will encourage collaborative groups, and will work with the SFHA to identify which forms of collaboration are most productive and effective.
- The Government will introduce 3-year budgets for those RSLs best able to make use of them. A pre-requisite for this will be 3-year indicative budgets at local authority level, and the Government will work with COSLA and the SFHA to develop methods for 3-year budgets both at local authority level and for some RSLs.
- The Government will look for improved ways to support the sharing of best practice within the sector.

The same statement made clear that the Government would not be introducing a fixed regional structure for housing investment nor issuing regional prospectuses.

## ***SDFPs***

We will be reviewing the future role of Strategic Development and Funding Plans (SDFPs) prepared by registered social landlords (RSLs) in the context of the outcome of the consultation on Investment Reform. In the meantime we plan to continue current arrangements, with SDFPs copied to local authorities. Any alterations to these arrangements will be notified later this year.

## ***New council houses***

Ministers have announced a £50m programme to encourage council house building and to date awards have been made to 17 local authorities. Letters have been issued inviting applications for a second round of funding, to be allocated by the end of this year. In preparing the SHIP, local authorities will want to fully consider the role they themselves might play in building houses and to set out any proposed projects clearly in their SHIP.

## ***Energy efficiency and environmental standards***

Within *Firm Foundations* and SPP3, the Scottish Government signals a strong commitment to sustainable development through improving energy efficiency and environmental standards of new housing developments, contributing to reducing carbon dioxide emissions and helping meet the challenge of climate change. Public bodies will be required to meet the duties placed on them by the Climate Change (Scotland) Act 2009. Local authorities will be expected to describe how they have taken this agenda on board when preparing their SHIPs, for example what opportunities exist to match housing development priorities to wider renewable energy initiatives such as district heating systems.

## **Purpose**

The core purpose of the SHIP is to set out investment priorities in affordable housing over a five year period to achieve the outcomes set out in the Local Housing Strategy (LHS)<sup>1</sup>. The SHIP will include affordable housing supply through new provision, replacement, rehabilitation and re-modelling. It will also include details of any provision local authorities themselves are planning. The SHIP reinforces the local authority as the strategic housing body and the importance of the outcomes and targets set out in the LHS and any LHS updates.

The SHIP:

- provides an opportunity for local authorities to set out key investment priorities for affordable housing and demonstrate how these will be delivered;
- identifies resources which will help deliver these priorities; and
- enables the involvement of key partners.

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<sup>1</sup> Guidance on preparing Local Housing Strategies (LHSs) was published jointly by the Scottish Government and CoSLA in June 2008 and can be downloaded from the [Scottish Government website](#).

Local authorities may, where appropriate, set the SHIP programme within the context of wider regeneration activity, but the focus of the SHIP is the delivery of affordable housing supply including new provision, replacement, rehabilitation and re-modelling.

The SHIP is a 5 year plan to link to the planning timeframes of the LHS and the Development Plan. We recognise that in the later years of the plan it will be more difficult to identify sites, constraints and resources, but it is expected that the SHIP process will assist local authorities and their partners to move towards planning on a longer term basis.

## **Content of the Plan**

Last year we introduced a new template approach to the SHIP with a view to setting out clearly what local authorities should include in their plans. Feedback from local authorities on this approach has been positive and we want to build upon this.

The revised templates set out details on key investment priorities on a site by site basis and all local authorities are required to complete them<sup>2</sup>. Templates include information on the following:

- LHS targets (Annex 2) ;
- housing units by location, type and tenure (Annex 3);
- status of projects, including factors which may assist or constrain delivery (Annex 4); and
- resources (Annex 5
- Council House Building programme (Annex 6).

Self populating summary tables are provided at the front and will provide an overview from the information in the subsequent templates (Annex 1).

We would expect that a limited number of sites may be at a stage that is commercially sensitive. In these cases it is acceptable for the site address to be entered as 'commercially sensitive'. All other details against this site should be included.

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<sup>2</sup> These can be downloaded from the [Scottish Government website](#).

The templates allow aggregation of site by site information to sub area level. We would encourage local authorities to think through investment priorities on a sub area basis, especially where LHSs contain analysis by a number of component housing market areas or sub areas. The definition of sub areas is, however, for local authorities to decide and should be explained in the text of the SHIP.

We are keen to encourage local authorities to produce a succinct document. The text within the SHIP is to provide a clear rationale and explanation for the information included within the templates. In addition it should include:

- an update on LHS outcomes and targets where these have changed;
- a description of how the local authority would want to prioritise the projects within the SHIP, particularly in relation to changes in resource availability;
- a description of how local authorities plan to overcome any development constraints;

- a description of the local authority's contribution towards assisting the delivery of the LHS outcomes through the SHIP;
- where applicable, a description of how wider collaboration across the housing market area has influenced the preparation and content of the SHIP; and
- a description of how key players have been involved in the development of the SHIP and how this will continue.

### **LHS outcomes and targets**

Local authorities will need to ensure that the SHIP addresses key outcomes and targets set out in the LHS or LHS updates, which in turn will have been informed by their assessment of housing need and demand<sup>3</sup>. But, there is no need to repeat these outcomes and targets in the SHIP unless changes have been made to them.

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<sup>3</sup> Guidance on the assessment of housing need and demand was published by the Scottish Government on 14 March 2008. It is available at <http://www.scotland.gov.uk/Topics/Built-Environment/Housing/supply-demand/guidance>

### **Prioritising projects**

We will provide indicative resource assumptions to each local authority to inform the preparation of the SHIP. Given the SHIPs focus on prioritising delivery we would encourage local authorities to ensure that the content of the SHIP is clearly aligned to realistic resource assumptions.

Within the Annexes local authorities will identify projects on an annual basis. Within the text of the SHIP it will be important to describe how these projects will be prioritised in the event of changes in resource allocations. It is important to be specific about this on a site by site basis. Local authorities will want to consider the balance of projects across sub areas and by tenure and type when prioritising. Prioritising investment will depend on a range of factors, including relative need, land availability and development constraints. It would also be helpful to identify projects which would be brought forward should slippage occur or if additional resources were available, for example a 10% increase in the Affordable Housing Investment Programme (AHIP).

## **Overcoming constraints**

The emphasis on deliverability within the SHIP needs to be strong. This is not a set of aspirations but a submission which will inform investment decisions. It is very important that those sites contained within the SHIP are deliverable within the five year time frame.

Annex 4 includes brief details of constraints on a site by site basis and the action being taken to remove or reduce them. Within the text of the SHIP there is the opportunity to provide further details on the steps being taken to address these constraints, associated timescales, partners involved and lead responsibilities.

Crucially, the local authority will want to use this opportunity to identify the steps it is taking to ensure there is a strategic land supply to achieve planned provision in line with the processes set out in SPP3.

## **Resourcing the SHIP**

We recognise that the level of funding available may be a constraint on the delivery of LHS outcomes. A clear description of the contribution the local authority will be making to assist the delivery of the SHIP will be an important part of the submission for example, by detailing contributions through reduced Council Tax discounts on second homes or via prudential borrowing. Annex 5 will contain information on a wide range of potential funding resources.

## **Key players**

We would expect local authorities to involve all relevant services in the development of the SHIP and regard the preparation of the plan as an important corporate activity. In particular, we would want to encourage close working between the housing, planning and social work services, which will all play a critical role in facilitating the delivery of the SHIP. In addition, we would expect local authorities to work closely with RSLs, private developers and other public agencies from the outset in preparing the SHIP.

## Equalities

It is important that in preparing their SHIPs local authorities take into account the housing needs of the communities they serve. Data and evidence about the needs of different communities and household groups will have been collected as part of the local authority's housing need and demand assessment and will have informed the preparation of the LHS.

Public bodies, including the Scottish Government and local authorities are under a statutory duty to have due regard to equality on the grounds of gender, race and disability. The Scottish Government promotes a six equality group approach to also address issues of age, sexual orientation and religion and belief and has produced an [Equality Impact Assessment toolkit](#) which local authorities may find helpful. It is the responsibility of local authorities to ensure they fulfil their statutory requirements to consider equalities in developing their policies and plans. Guidance on the public duties is available from the [Equality and Human Rights Commission](#).

## Housing needs of specific household groups

Through their housing need and demand assessments local authorities will have identified housing needs of specific household groups. These will have been taken into account within LHSs. Where there are specific capital investment requirements, we expect these to be identified and addressed in the SHIP<sup>4</sup>.

Where specialist provision has been included in the SHIP and is reliant on housing support funding, it is expected that the local authority will have ensured that revenue funding is available.

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<sup>4</sup> This will also include capital investment previously highlighted in Homelessness Strategies.

## Review

As last year, All SHIPs will be reviewed by the Scottish Government in line with the process agreed jointly with CoSLA. In reviewing the plans we will take account of the following areas:

- the extent to which the SHIP delivers LHS outcomes;
- the extent to which the SHIP is feasible to deliver;
- the local authority's contribution to the delivery of the programme, both in terms of its facilitation role and in terms of maximisation of resources;
- evidence that the local authority is supporting the efficient delivery of the SHIP;
- evidence that key players have been involved in developing the SHIP and in the implementation of proposals; and
- the extent to which the SHIP takes account of equality issues.

## Strategic Environmental Assessment (SEA)

Local authorities should be familiar with the requirements of the Environmental Assessment (Scotland) Act 2005<sup>5</sup> and as a “*responsible authority*” for the purposes of the 2005 Act, should determine whether an SEA of the SHIP is required or not. The SHIP due for submission in November 2009 is likely to fall within the definition of a qualifying plan within Section 5 of the 2005 Act and it is likely a SEA will be required. You may wish to discuss this with the SEA Gateway<sup>6</sup>.

## Monitoring

We expect local authorities to monitor delivery of affordable housing against their SHIPs and roll forward SHIPs on an annual basis. Delivery of affordable housing will contribute to LHS outcomes and is also likely to be reviewed as part of the Single Outcome Agreement process.

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<sup>5</sup> For information, a copy of the 2005 Act is available here: [Environmental Assessment \(Scotland\) Act 2005](#)

<sup>6</sup> SEA Gateway website is available at: <http://www.scotland.gov.uk/Topics/Built-Environment/planning/National-Planning-Policy/themes/enviro-assessment/sea>

## **Further advice**

The Scottish Government will continue to provide advice, support and guidance to local authorities and partners involved in the development of the SHIP. Contact details are as follows:

### **Lothian, Borders and Fife (0131 313 3700)**

Donald Bain or Alistair Dee

### **Lanarkshire, Dumfries and Galloway (01698 420 042)**

Pauline Gilroy

### **Glasgow (0141 226 4611)**

Margaret Moore

### **Grampian (01244 624960)**

Elaine Crawford or Margaret Rose

### **Highlands and Islands (01463 711272)**

Ralph Throp or Mairi Ross

### **Tayside & Forth Valley (01382 427500)**

Gordon Paterson or Maureen Esplin

### **North Clyde (0141 889 8896)**

David Dowie

### **South Clyde (0141 889 8896)**

Anne-Marie Thomson

### **Ayrshire (01292 611810)**

Stephen Youd

## **ANNEX 1**

### **SUMMARY INFORMATION**

The tables in this section are automatically populated from the data in Annexes 1-4. They present the outcome of the SHIP programme proposals in total and by sub area.

#### **Summary 1- Total Programme- Units, Tenure and Type**

	Housing Need over Plan Period as per local housing strategy or agreed update	No of Units to be delivered through proposed SHIP programme	Variance		Units as percentage of SHIP programme
			Units	%	%
<b>Total Supply Target</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>100%</b>
General Needs	0	0	0	n/a	0%
Special Needs	0	0	0	n/a	0%
Affordable Rent					
Affordable - RSL	0	0	0	n/a	0%
LSVT	0	0	0	n/a	0%
Glasgow - CBHA Reprov	0	0	0	n/a	0%
Glasgow - GHA Reprov	0	0	0	n/a	0%
Affordable - Other	0	0	0	n/a	0%
Affordable - LA	0	0	0	n/a	0%
Intermediate Affordable					
Mid Rent					
Mid Rent - RSL	0	0	0	n/a	0%
Mid Rent - LA	0	0	0	n/a	0%
Private Rent	0	0	0	n/a	0%
NSSE					
NSSE - RSL	0	0	0	n/a	0%
NSSE - LA	0	0	0	n/a	0%
NSSE - PS	0	0	0	n/a	0%
OMSEP	0	0	0	n/a	0%
LCHO					
LCHO - RSL	0	0	0	n/a	0%
LCHO - LA	0	0	0	n/a	0%
LCHO - PS	0	0	0	n/a	0%

**Summary of Proposed Units to be Provided by Local Authority**

Affordable Rent	0
Mid Rent	0
NSSE	0
LCHO	0
<b>TOTAL</b>	<b>0</b>

**Summary 1- Sub Area Delivery- Units, Tenure and Type**

Sub Area	Housing Need over Plan Period as per local housing strategy or agreed update	No of Units to be delivered through proposed SHIP programme	Variance		Units as percentage of SHIP programme
			Units	%	%
<b>A - Enter Sub Area name</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>100%</b>
General Needs	0	0	0	n/a	0%
Special Needs	0	0	0	n/a	0%
Affordable Rent					
Affordable - RSL	0	0	0	n/a	0%
LSVT	0	0	0	n/a	0%
Glasgow - CBHA Reprov	0	0	0	n/a	0%
Glasgow - GHA Reprov	0	0	0	n/a	0%
Affordable - Other	0	0	0	n/a	0%
Affordable - LA	0	0	0	n/a	0%
Intermediate Affordable					
Mid Rent					
Mid Rent - RSL	0	0	0	n/a	0%
Mid Rent - LA	0	0	0	n/a	0%
Private Rent	0	0	0	n/a	0%
NSSE					
NSSE - RSL	0	0	0	n/a	0%
NSSE - LA	0	0	0	n/a	0%
NSSE - PS	0	0	0	n/a	0%
OMSEP	0	0	0	n/a	0%
LCHO					
LCHO - RSL	0	0	0	n/a	0%
LCHO - LA	0	0	0	n/a	0%
LCHO - PS	0	0	0	n/a	0%

**Summary 2 -Total Programme - potential advantages or constraints on development**

<b>TOTAL SHIP PROGRAMME</b>	Units	% of SHIP programme
<b>LAND OWNERSHIP</b>		
Land Owned by RSL's	0	n/a
Land Owned by Local Authority	0	n/a
Land Owned by Private Developer (under negotiation)	0	n/a
Land Owned by Private Owner (under negotiation)	0	n/a
Land Owned by Public Body (under negotiation)	0	n/a
Land not under negotiation / discussion	0	n/a
<b>S75 / PLANNING NEGOTIATION</b>		
Agreed or Advanced Stage	0	n/a
Not Begun or Very Early Stage	0	n/a
<b>EFFECTIVE LAND SUPPLY</b>		
Sites within effective supply	0	n/a
Sites outwith effective supply	0	n/a
<b>Development Constraints</b>		
Top 2 Development Constraints	#N/A	#N/A
<b>Development Status</b>		
Green	0	n/a
Amber	0	n/a
Red	0	n/a

**Summary 2 - Sub Area Delivery - potential advantages or constraints on development**

A - Enter Sub Area name	Units	% of SHIP programme
<b>LAND OWNERSHIP</b>		
Land Owned by RSL's	0	n/a
Land Owned by Local Authority	0	n/a
Land Owned by Private Developer (under negotiation)	0	n/a
Land Owned by Private Owner (under negotiation)	0	n/a
Land Owned by Public Body (under negotiation)	0	n/a
Land not under negotiation / discussion	0	n/a
<b>S75 / PLANNING NEGOTIATION</b>		
Agreed or Advanced Stage	0	n/a
Not Begun or Very Early Stage	0	n/a
<b>EFFECTIVE LAND SUPPLY</b>		
Sites within effective supply	0	n/a
Sites outwith effective supply	0	n/a
<b>Development Constraints</b>		
Top 2 Development Constraints		#N/A
		#N/A
<b>Development Status</b>		
Green	0	n/a
Amber	0	n/a
Red	0	n/a

### Summary 3- Total Programme Funding Proposals

Funding Source	Total Contribution £0.000m	Contribution per SHIP unit £0.000m	Funding Contribution as % of SHIP programme
<b>AHIP</b> CORE COP LSVT Glasgow - CBHA Reprov Glasgow - GHA Reprov Other <b>AHIP Total</b>	0.000 0.000 0.000 0.000 0.000 0.000 <b>0.000</b>	n/a n/a n/a n/a n/a n/a <b>n/a</b>	n/a n/a n/a n/a n/a n/a <b>n/a</b>
<b>RSL</b> Private Finance Reserves Other <b>RSL Total</b>	0.000 0.000 0.000 <b>0.000</b>	n/a n/a n/a <b>n/a</b>	n/a n/a n/a <b>n/a</b>
<b>Council Contribution</b> Council Tax Cash / Land Prudential Borrowing Other <b>Council Contribution Total</b>	0.000 0.000 0.000 0.000 <b>0.000</b>	n/a n/a n/a n/a <b>n/a</b>	n/a n/a n/a n/a <b>n/a</b>
<b>Buyer's Mortgage</b> Buyer's Mortgage <b>Buyer's Mortgage</b>	0.000 <b>0.000</b>	n/a <b>n/a</b>	n/a <b>n/a</b>
<b>Other Funding Sources</b> Public funding Private funding <b>Other Total</b>	0.000 0.000 <b>0.000</b>	n/a n/a <b>n/a</b>	n/a n/a <b>n/a</b>

	Total Units	Total Programme £0.000m	Total Cost per unit £0.000m
<b>TOTAL SHIP PROGRAMME</b>	0	0.000	n/a
<i>Includes RSL Adaptations</i>		0.000	

	£0.000m
ANTICIPATED AHIP ALLOCATION 2009 - 2014	0.000
SHIP AHIP REQUIREMENT 2009 - 2014	0.000
<b>VARIANCE</b>	0.000 n/a

### Summary 3-Sub Area Funding Proposals

Funding Source A - Enter Sub Area name		Total Cost £0.000m	Contribution per SHIP unit £0.000m	Total Funding as % of SHIP programme	
AHIP	CORE	0.000	n/a	n/a	
	COP	0.000	n/a	n/a	
	LSVT	0.000	n/a	n/a	
	Glasgow - CBHA Reprov	0.000	n/a	n/a	
	Glasgow - GHA Reprov	0.000	n/a	n/a	
	Other	0.000	n/a	n/a	
	<b>AHIP Total</b>	<b>0.000</b>	<b>n/a</b>	<b>n/a</b>	
RSL	Private Finance	0.000	n/a	n/a	
	Reserves	0.000	n/a	n/a	
	Other	0.000	n/a	n/a	
	<b>RSL Total</b>	<b>0.000</b>	<b>n/a</b>	<b>n/a</b>	
Council Contribution	Council Tax	0.000	n/a	n/a	
	Cash / Land	0.000	n/a	n/a	
	Prudential Borrowing	0.000	n/a	n/a	
	Other	0.000	n/a	n/a	
	<b>Council Contribution Total</b>	<b>0.000</b>	<b>n/a</b>	<b>n/a</b>	
Buyer's Mortgage		0.000	n/a	n/a	
	<b>Buyer's Mortgage</b>	<b>0.000</b>	<b>n/a</b>	<b>n/a</b>	
Other Funding Sources	Public funding	0.000	n/a	n/a	
	Private funding	0.000	n/a	n/a	
	<b>Other Total</b>	<b>0.000</b>	<b>n/a</b>	<b>n/a</b>	
<b>Total Units</b>		<b>Total Programme</b>			<b>per unit</b>
<b>A - Enter Sub Area name</b>		<b>£0.000m</b>			<b>£0.000m</b>
		0	0.000		n/a

## ANNEX 2

**These tables set out key targets identified in the LHS, and identify the AHIP subsidy anticipated from the Scottish Government.**

**Table 1a)** This table asks that the local authority enters the name of its sub areas against the individual alphabetical references. These references will be used to identify the sub areas throughout the remainder of the SHIP programme. An alphabetical reference is required to assist analysis of the SHIP programme on a sub area basis (this appears in Annex 5). The local authority is therefore asked to continue with this reference system throughout the document.

It is expected that the local authority's rationale for the selection of appropriate sub areas will be fully explained in the SHIP narrative.

Where a local authority has submitted on the basis that there are no appropriate sub market areas, this table will be left blank.

**Table 1 a) Sub Area Reference Codes**

Sub Area Name	SHIP Reference
Enter Sub Area name	A
Enter Sub Area name	B
Enter Sub Area name	C
Enter Sub Area name	D
Enter Sub Area name	E
Enter Sub Area name	F
Enter Sub Area name	G
Enter Sub Area name	H
Enter Sub Area name	I
Enter Sub Area name	J
Enter Sub Area name	K
Enter Sub Area name	L

## Annex 2 (cont)

**Table 1 b) The** local authority is asked to set out the key affordable housing targets which are identified in its LHS or LHS updates. If the local authority is proposing targets different from the LHS, or strategy update, these should be fully explained in the SHIP narrative, and these updated targets should then be entered into Table 1 b). The table relates to the total SHIP plan period of 5 years.

**Notes on Table 1b)** The local authority is asked to enter information into the white cells only. The grey cells will calculate totals automatically.

Sub Area	where the local authority is proposing no sub areas within its SHIP, LHS targets should be entered in the first row. Where sub areas are defined, targets should be identified against the appropriate sub area reference.
Target Number of Units	affordable housing unit target as set out in the LHS.
Target Number of Units, by type:	
• General	mainstream accommodation, which meets Housing for Varying Needs, Secured by Design and Scottish Government energy targets, as a minimum.
• Specialist	accommodation which meets the above but is additionally designed for physical or particular requirements, e.g. wheelchair, adapted, amenity, very sheltered, cluster, supported.
Target Number of Units, by tenure:	
• Affordable Rent	accommodation designated as social rent. All planned provision by an RSL local authority or other (e.g. through the Rural Housing for Rent pilot) must be identified.
• Intermediate Affordable	all types of affordable housing which are not social rented, including subsidised low cost housing for sale (discounted, shared ownership or shared equity); low cost housing without subsidy (entry-level housing for sale); and mid market renting.
- Mid Rent	accommodation available at lower than market rents. Provision may be by an RSL or local authority and must be identified separately.
- Private Rent	accommodation available at lower than market rents, provided by a private landlord such as through the proposed new assistance for social rent by rural landlords.
- New Supply Shared Equity (NSSE)	provision of shared equity housing through new build or refurbishment. All planned provision by an RSL, local authority or private sector must be identified separately and may be assisted by public subsidy, through borrowing, or funded without public subsidy through private sector contribution.
- Open Market Shared Equity Pilot (OMSEP)	Pilot programme operating across Scotland in 2009 / 10 to allow first time buyers to buy a property on the open market.
- Low Cost Home Ownership (LCHO)	housing for sale at a cost below full market value. All planned provision by an RSL, local authority or private sector must be identified separately and may be assisted by public subsidy, through borrowing, or funded without public subsidy through private sector contribution.

**Table 1 b) Years 2010/15 - Housing Need as per the local housing strategy or agreed update, by sub area, type and tenure.**

Sub Area	Target no of	Type - Target No of Units			Affordable Rent					
		General	Specialist	TOTAL	RSL	LSVT	Glasgow	Glasgow	LA	Other
	Units	Needs	Provision	CBHA			GHA			
Local Authority Area				0						
A - Enter Sub Area name				0						
B - Enter Sub Area name				0						
C - Enter Sub Area name				0						
D - Enter Sub Area name				0						
E - Enter Sub Area name				0						
F - Enter Sub Area name				0						
G - Enter Sub Area name				0						
H - Enter Sub Area name				0						
I - Enter Sub Area name				0						
J - Enter Sub Area name				0						
K - Enter Sub Area name				0						
L - Enter Sub Area name				0						
Total Local Authority	0	0	0	0	0	0	0	0	0	0
Total Sub Areas	0	0	0	0	0	0	0	0	0	0

## Annex 2 (cont)

**Table 1 c)** The local authority is asked to input their AHIP resource assumption. It is expected that local authorities will take this into account when preparing their SHIP programmes. Any potential to spend greater or less than the AHIP assumption, should be detailed in the SHIP narrative.

### Notes on Table 1c)

The Scottish Government will provide indicative resource assumptions to each local authority in advance of the preparation of the SHIP. Table 1c) below asks local authorities to input their indicative AHIP allocation for the total plan period. The information in this table should be expressed as at April 10 base date. No inflation is to be built into these assumptions.

### Table 1 c) AHIP Allocation

SHIP Programme	Anticipated AHIP Allocation £0.00m
10/11 - 14/15	0.000

### ANNEX 3

**These tables detail the SHIP programme information on the total proposed units, their location, tenure and type.**

Local authorities are asked to detail their total programme on a site by site basis. Separate tables exist for each year of the proposed SHIP programme. Tables 2a) to 2e) cover the period 2010/2011 through to 2014/2015, and the tables repeat in format. Local authorities are asked to place their proposed projects in the year they anticipate that the works will commence on site.

**Notes on Tables:**

Local authorities are asked to input into all white and light blue cells. Information cannot be input to grey cells - these will calculate automatically and serve as a cross check of information and totals. The cells shown below as light blue, will automatically populate the address, sub area and unit number cells in the tables in Annexes 3 & 4 - this should save time, ensure consistency, and help to avoid errors or omissions.

Project Address	<p>the name / address of each proposed project.</p> <p><u>Note:</u> if the local authority wishes to identify the requirement for monies to assist adaptation works to RSL properties (Stage 3s), one entry “<b>RSL ADAPTATIONS</b>” should be recorded in the address column. If the local authority is proposing sub areas within the SHIP, one entry per sub area should be entered in the address column. No units, type or tenure input should be entered against these addresses in any of the Tables in Annex 2 or Annex 3. However, expenditure should be input against these addresses in the Tables in Annex 4. This will apply for each year proposed.</p>
Sub Area	the reference code e.g. A, B, C.
No of units	the total number of units proposed for the individual project.
No of units, by type:	All definitions the same as in Annex 1
<ul style="list-style-type: none"> <li>• General</li> </ul>	
<ul style="list-style-type: none"> <li>• Special</li> </ul>	
No of units, by tenure	
<ul style="list-style-type: none"> <li>• Affordable Rent</li> <li>• Intermediate Affordable</li> <li>- Mid Rent</li> </ul>	

- Private Rent	
- New Supply Shared Equity (NSSE)	
- Open Market Shared Equity Pilot (OMSEP)	
- Low Cost Ownership	

**ANNEX 3 (cont)**

**Table 2a) Year 2010/2011**

	Project Address	Sub Area	Total Unit Nos	Type - No of Units			Affordable Rent			
				General	Special	Type	RSL	LSVT	Glasgow	Glasgow
									CBHA	GHA
TOTAL	Reprov	Reprov								
1.01						0				
1.02						0				
1.03						0				
1.04						0				
1.05						0				
1.06						0				
1.07						0				
1.08						0				
1.09						0				
1.10						0				
1.11						0				
1.12						0				
1.13						0				
1.14						0				
1.15						0				
1.16						0				
1.17						0				
1.18						0				
1.19						0				
1.20						0				
1.21						0				
1.22						0				
1.23						0				
1.24						0				
1.25						0				
1.26						0				
1.27						0				
1.28						0				
1.29						0				
1.30						0				
1.31						0				
1.32						0				
1.33						0				
1.34						0				
1.35						0				
1.36						0				
1.37						0				
1.38						0				
1.39						0				
1.40						0				
1.41						0				
1.42						0				
1.43						0				
1.44						0				
1.45						0				
1.46						0				
1.47						0				
1.48						0				
1.49						0				
1.50						0				
1.51						0				

ETC.....for the 5 year programme

## ANNEX 4 – Status of projects, and factors which may assist or constrain delivery of the SHIP Programme

### Notes on Tables:

The columns headed Project Address, Sub Areas, and Total Units will automatically populate from the information supplied in the Annex 2 Tables.

Local authorities are asked to input into all white cells. Information on land ownership, S75 or negotiations, and effective land supply is expressed as number of units. In the column Site Development Constraints, local authorities are asked to add text describing any difficulties and site constraints. Green, Amber, or Red should be typed into the Development Status column.

Ownership of Land:	
• RSL	where the RSL has ownership of the land.
• Local authority	where the local authority has title to the land, or discussions to transfer and develop for affordable housing are progressing.
• Private Developer	where a private developer has title to the land, and discussions on its transfer and/or development for affordable housing are progressing.
• Private Owner	where land is privately owned, and discussions for its development for affordable housing are progressing.
• Public Body	where land is in public / agency ownership, e.g. NHS, SEPA, Forestry Commission, and discussions to transfer for affordable housing are ongoing.
• Other	this can be any ownership where no discussions or proposals on land availability have begun.
S75/planning negotiation:	
• Agreed or advanced stage	where S75 agreements or planning negotiations have been concluded or are at an advanced stage of agreement (should only be included where the site is, or will be, subject to Section 75)
• Not begun or at early stage	where S75 agreements or planning negotiations have not begun or are at an early stage of discussion (should only be included where the site is, or will be, subject to Section 75)
Effective Land Supply	the part of the established housing land supply which is free or expected to be free of development constraints in the period under consideration, and will therefore be available for the construction of housing. The land audit annex of SPP3 provides further advice on the definition of effective land. SPP 3 can be accessed at <a href="http://www.scotland.gov.uk/planning">www.scotland.gov.uk/planning</a>

Site Development Constraints	physical constraints to the development of the site should be described e.g. infrastructure, drainage, flood assessments, demolitions, housing support costs, action being taken to remove or reduce constraints. Constraints should be recorded as primary constraint and secondary constraint.
Development Status	<p>The local authority is asked to present an assessment of the likelihood or the risk associated with the project starting on site as planned and programmed in the SHIP. This assessment is to be recorded as:</p> <p>Green - confidence the project will proceed as indicated in the SHIP</p> <p>Amber - confidence the project will start, but there is some risk it may develop later than planned, or that unknown costs may jeopardise its development as planned</p> <p>Red - a number of factors cause more than 50% uncertainty over the project being delivered within the SHIP programme</p>

**Table 3 a) YEAR 2010/11**

Project Address	Sub Area	Total Unit Nos	Ownership of Land (input no of units)						TOTAL units
			RSL	LA	Private Developer	Private Owner	Public Body	Other	
1.01	0	0	0						0
1.02	0	0	0						0
1.03	0	0	0						0
1.04	0	0	0						0
1.05	0	0	0						0
1.06	0	0	0						0
1.07	0	0	0						0
1.08	0	0	0						0
1.09	0	0	0						0
1.10	0	0	0						0
1.11	0	0	0						0
1.12	0	0	0						0
1.13	0	0	0						0
1.14	0	0	0						0
1.15	0	0	0						0
1.16	0	0	0						0
1.17	0	0	0						0
1.18	0	0	0						0
1.19	0	0	0						0
1.20	0	0	0						0
1.21	0	0	0						0
1.22	0	0	0						0
1.23	0	0	0						0
1.24	0	0	0						0
1.25	0	0	0						0
1.26	0	0	0						0
1.27	0	0	0						0
1.28	0	0	0						0
1.29	0	0	0						0
1.30	0	0	0						0
1.31	0	0	0						0
1.32	0	0	0						0
1.33	0	0	0						0
1.34	0	0	0						0
1.35	0	0	0						0
1.36	0	0	0						0
1.37	0	0	0						0
1.38	0	0	0						0
1.39	0	0	0						0
1.40	0	0	0						0
1.41	0	0	0						0
1.42	0	0	0						0
1.43	0	0	0						0
1.44	0	0	0						0
1.45	0	0	0						0
1.46	0	0	0						0
1.47	0	0	0						0
1.48	0	0	0						0
1.49	0	0	0						0
1.50	0	0	0						0
1.51	0	0	0						0
1.52	0	0	0						0
1.53	0	0	0						0

ETC.....for the 5 year programme

## ANNEX 5

### These tables provide SHIP programme information on costs, identifying funding requirements and proposed funding sources.

These tables should present local authorities and the Scottish Government with the total financial requirements resulting from the SHIP proposals. The information should be considered against the anticipated total 5 year Affordable Housing Investment Programme. Local authorities are not required to profile planned programme expenditure within individual years. The total project costs should be input against each project, in the year in which a start on site is anticipated.

#### Notes on Tables:

The columns headed Project Address, Sub Areas, and Total Unit No's will automatically populate from the information supplied in the Annex 2 Tables. Local authorities are asked to input into all white cells. All information in these tables is expressed in '£' values and all figures are to be expressed as at April 10 base date. **No inflation is to be built into the assumptions.**

AHIP	the Scottish Government's Affordable Housing Investment Programme.
<ul style="list-style-type: none"> <li>CORE</li> </ul>	the Core programme is the Scottish Government's main programme of development funding for new or improved homes, for rent and low cost home ownership by RSLs and the private sector.
<ul style="list-style-type: none"> <li>COP</li> </ul>	agreed funding allocated through the Community Ownership Programme.
<ul style="list-style-type: none"> <li>LSVT</li> </ul>	Only those local authorities that have LSVT commitments or in receipt of Business Support Grant associated with stock transfer are required to fill this in.
<ul style="list-style-type: none"> <li>Glasgow CBHA reprovioning</li> </ul>	Glasgow CBHA reprovioning programme only
<ul style="list-style-type: none"> <li>Glasgow GHA reprovioning</li> </ul>	Glasgow GHA reprovioning programme only
<ul style="list-style-type: none"> <li>Other</li> </ul>	any other AHIP funding.
Registered Social Landlord (RSL)	
<ul style="list-style-type: none"> <li>Private Finance (PF)</li> </ul>	this should identify the value of the private mortgage / borrowing taken out by the RSL for the project.
<ul style="list-style-type: none"> <li>Reserves (RES)</li> </ul>	this should identify any funding provided by the RSL, through the use of its own reserve funds.
<ul style="list-style-type: none"> <li>Other</li> </ul>	any other funds which the RSL is contributing towards the project.
Local Authority Contribution	
<ul style="list-style-type: none"> <li>Council Tax</li> </ul>	funding from income generated through reduced Council Tax discount on second and long term empty properties.
<ul style="list-style-type: none"> <li>Cash contribution or land contribution</li> </ul>	this should record local authority direct cash or land value contribution. Where the local authority has made land available at nil or reduced value, the monetary value of this contribution should be noted.

• Prudential Borrowing	Local authority investment through self-funded (prudential) borrowing.
• Other	any other funding contribution by the local authority towards the project.
Buyer's Mortgage	value of the investment contributed by the purchasing owner.
Other funding	
• Public funding (PUB)	Non-AHIP funding from other public agencies or sources, e.g. SEPA, NHS.
• Private funds (PRI)	funding from private sector, e.g. commuted sums, donations.

**Table 4 a) YEAR 20010/11**

Project Address	Sub Area	Total Unit Nos	AHIP							
			£0.000m							
			CORE	COP	LSVT	Glasgow CBHA Reprov	Glasgow GHA Reprov	Other	TOTAL	
1.01	0	0	0							0.000
1.02	0	0	0							0.000
1.03	0	0	0							0.000
1.04	0	0	0							0.000
1.05	0	0	0							0.000
1.06	0	0	0							0.000
1.07	0	0	0							0.000
1.08	0	0	0							0.000
1.09	0	0	0							0.000
1.10	0	0	0							0.000
1.11	0	0	0							0.000
1.12	0	0	0							0.000
1.13	0	0	0							0.000
1.14	0	0	0							0.000
1.15	0	0	0							0.000
1.16	0	0	0							0.000
1.17	0	0	0							0.000
1.18	0	0	0							0.000
1.19	0	0	0							0.000
1.20	0	0	0							0.000
1.21	0	0	0							0.000
1.22	0	0	0							0.000
1.23	0	0	0							0.000
1.24	0	0	0							0.000
1.25	0	0	0							0.000
1.26	0	0	0							0.000
1.27	0	0	0							0.000
1.28	0	0	0							0.000
1.29	0	0	0							0.000
1.30	0	0	0							0.000
1.31	0	0	0							0.000
1.32	0	0	0							0.000
1.33	0	0	0							0.000
1.34	0	0	0							0.000
1.35	0	0	0							0.000
1.36	0	0	0							0.000
1.37	0	0	0							0.000
1.38	0	0	0							0.000
1.39	0	0	0							0.000
1.40	0	0	0							0.000
1.41	0	0	0							0.000
1.42	0	0	0							0.000
1.43	0	0	0							0.000
1.44	0	0	0							0.000
1.45	0	0	0							0.000
1.46	0	0	0							0.000
1.47	0	0	0							0.000
1.48	0	0	0							0.000
1.49	0	0	0							0.000
1.50	0	0	0							0.000
1.51	0	0	0							0.000
1.52	0	0	0							0.000
1.53	0	0	0							0.000
1.54	0	0	0							0.000
1.55	0	0	0							0.000

**ETC.....for the 5 year programme**

