

Cambridge City Council

Rent and Service Charge Policy

1. Introduction

- 1.1. This policy details Cambridge City Councils approach to setting rents and service charges in its Council owned homes and garages.
- 1.2. This Policy will ensure compliance with all relevant legislation and the standards set out by the Regulator of Social Housing.

2. Legal Requirements

- 2.1. Cambridge City Council will ensure that rents and service charges are set in line with statutory and regulatory requirements including the Rent Standard 2020 and associated guidance and also take into consideration recognised best practice.
- 2.2. This policy takes into account the following legislation and regulation:
 - Housing Acts 1980, 1985, 1988 and 1996
 - Housing and Regeneration Act 2008
 - Regulator of Social Housing Rent Standard 2020 (as amended and updated from time to time)
 - Policy statement on rents for Social Housing (Feb 2019)
 - Commonhold and Leasehold Reform Act 2002
 - Leasehold Reform (Ground Rent) Act 2022
 - Social Housing's Regulatory Framework
 - Welfare Reform & Work Act 2016
 - Social Housing Rents (Exceptions and Miscellaneous Provisions)
 Regulations 2016 (as amended in 2017)
 - Landlord & Tenant Act 1985 (as amended by the Commonhold & Leasehold Reform Act 2002)

3. Policy Statement

- 3.1. Cambridge City Council will ensure a fair and consistent approach to rent and service charge setting.
- 3.2. We aim to ensure that our rent and service charge policy is clear and transparent for our tenants.

3.3. We will always look for value for money in the services we provide and charge for in our service charges. We will always try to balance the quality of the services against cost. We will provide tenants with clear information about what they're paying for.

4. Background

- 4.1. In June 2025 the government published a direction to the Regulator of Social Housing that would allow social housing rents to rise by up to the Consumer Price Index (CPI) + 1% for ten years from 2026. It will also publish in the new Rent Settlement a commitment to rent convergence to gradually move all social rents up to formula rent.
- 4.2. Full Council, which is Councillors from all Wards across Cambridge City approves our annual rent and service charge proposal for the new financial year, which includes both new rents (formula rents) and rent and service charge increases for existing tenancies. Our annual proposal will also be subject to potential review and scrutiny at the Council's Overview & Scrutiny Committee, and a recommendation by Cabinet with advice from tenants through our Housing Board.
- 4.3. Cambridge City Council reviews its rents on an annual basis and applies the new rents from April each year. All tenants will receive at least 4 weeks' notice in writing of their new rent for the new financial year, and the notice will include the new rent and the date it will be charged from.
- 4.4. Cambridge City reviews its service charges on an annual basis and will apply the new charges according to the relevant legal agreements. Notice will be given of the new services charges and from what date they will be charged from.
- 4.5. Where we refer to the relevant Consumer Price Index (CPI), we'll base this on CPI from the September of the preceding year, unless otherwise stated.

Rent

5. The Setting of Rents

- 5.1. Rent is the regular payment received by us from a tenant for the use of our property.
- 5.2. We have a number of different types of accommodation which use different mechanisms for setting the rent. These are detailed below:

Type of Accommodation	Description	Rent Setting Mechanism	Charge Period
General Needs	General housing for families, couples and single persons.	Social Rent, Affordable Rent	Weekly over a 52- week rent year
Sheltered	Designated housing for persons aged 60 or over	Social Rent (Supported)	Weekly over a 52- week rent year
Shared Ownership	Property is purchased in shares; rent is charged for the shares still retained by CCC	Set typically at 2.75% of the unsold value at the point of original sale.	Monthly charged on 1 st of each month.
Commercial	Properties used for commercial premises e.g., shops	These will be set at a market rent for commercial properties	Annual rent charged according to the lease.
Temporary Accommodation	Housing used as temporary accommodation for households who are owed a duty under s188 or s193 (2) Housing Act 1996.	Social Rent or Affordable Rent	Weekly over a 52- week calendar year.
Temporary Accommodation, which is excluded under the relevant category within the Rent Standard 2020	Housing used as temporary accommodation for households who are owed a duty under s188 or s193 (2) Housing Act 1996.	Local Housing Allowance for the relevant property size	Weekly over a 52- week calendar year.
House of Multiple Occupation (HMO's)	Accommodation let as a room only with shared facilities such as bathroom and/or kitchen.	These will be set at the Local Housing Allowance rate for shared accommodation.	Weekly over a 52- week year.
Garages and Parking Spaces	Separate block garages	These will be set in line with the latest Garage Charging Review (most recent in 2024)	Weekly over a 52- week year.
Leasehold	Properties where we own the freehold of a building and lease a home within that building for example a flat bought via the Right to Buy.	This will be charged as Ground Rent.	Annually according to the lease.

6. Social Rents

6.1. We apply social rents to some of our general needs and Sheltered accommodation. Social Rents are set at Formula Rent. The formula rent for sheltered accommodation is calculated at a supported rate.

- 6.2. Rent will be charged on a Monday over a 52-week year except when there are 53 Mondays in a financial year in which case it will be charged for 53 weeks of the year. Where a tenancy starts on any day other than a Monday the first week's rent will be charged on the day the tenancy starts, and a pro-rata amount will be charged for the number of days from the start date up to and including the Sunday that week.
- 6.3. When a socially rented property is terminated a new formula rent will be calculated. This will also occur if a property that has previously been rented as temporary accommodation is granted to the same household on an Introductory Tenancy.
- 6.4. The rent will not change in the case of assignments, including mutual exchange, or in the case of successions (unless the successor moves to alternative accommodation). In these cases, the existing rent level will continue to be charged, until the next annual rent increase is applied.
- 6.5. We calculate new formular rents which are known as Target Rents as follows:

70% of the national average rent

Multiplied by relative county earnings

Multiplied by the bedroom weighting (No. of bedrooms)



30% of the national average rent

Multiplied by relative property value

- 6.6. Appendix 1 gives an example of how a social rent is calculated.
- 6.7. From April 2020, the maximum weekly rent for an existing tenant is found by:
 - 1. Determining the average weekly rent for the tenant's accommodation
 - 2. Increasing that amount by CPI +1%
- 6.8. Where the new rent is higher than the formula rent, we may choose to either leave the rent the same for the following year or increase the rent by any amount up to CPI + 1%.
- 6.9. Formula rent is subject to a cap. Rents will not exceed the rent cap level for the size of property concerned. From April 2020 rent caps will increase by CPI + 1.5%. While the rent caps increase annually by CPI + 1.5%, the annual change in rent for a rent-capped property must still be governed by the CPI + 1% limit.
- 6.10. The Government's Policy Statement on Rents for Social Housing recognises the need for discretion over rent levels to take into account local pressures. As a

result, the policy allows the Council to use some flexibility in setting rents up to 5% above formula rent for general needs tenancies or 10% above formula rent for supported housing, including Sheltered. Please refer to Cambridge City Councils Rent Flexibility Statement which can be found in Appendix 2 for more information.

- 6.11. These requirements do not apply when setting rents for higher income social tenants. Presently we apply the same rules to all social housing tenants regardless of their income.
- 6.12. If the number of bedrooms within a property change as a result of an extension or alteration to the property, a new formula rent will be determined based on a revised 1999 valuation of the property. The new rent will be charged to the existing tenant at the time of the next annual rent increase following completion of the works.
- 6.13. We note the governments consultation on options relating to the re-introduction of rent convergence and we await the outcomes of this consultation. We will consider this as part of the annual budget setting process in consultation with the Housing Advisory Board.

7. Affordable Rents

- 7.1 Affordable Rents were introduced in 2011 and are typically higher than Social Rent.
- 7.2 Affordable Rents cannot exceed 80% of the 'Gross Market Rent' including service charges.
- 7.3 All Affordable Rented properties have a valuation of 'Market Rent' by a Royal Institute of Chartered Surveyors (RICS) recognised methodology.
- 7.4 Due to the high market rents for Cambridge City Council, we have 2 types of affordable rented homes. Affordable Rent 60% and Affordable Rent 80% (Local Workers Scheme).
- 7.5 For our Affordable Rents 60% Cambridge City Council have capped the rent at either 60% of the market rent valuation or at the relevant Local Housing Allowance rate, whichever is lower. This aligns with the Housing Strategy as adopted in June 2024.
- 7.6 Affordable Rents at up to 80% of market rent can be set:

- a. where the design and quality of homes is above national or local planning standards in place at the time,
- b. where new homes are brought forward either in addition to the Local Plan Affordable Housing Requirement, or in place of Intermediate tenures.

These properties are clearly marked on any letting adverts and are designed to provide accommodation to an intermediate market that work locally but cannot afford the high market rents in Cambridge City. These properties are subject to a Local Lettings Policy.

- 7.7 'Gross Market Rent' includes service charges. When we consider whether to let a property at an Affordable Rent, we'll consider future service charges and the impact on the income to be generated. If the estimated affordable rental income element is likely to be reduced to an uneconomical level, we'll review whether it is practical to offer at an Affordable Rent.
- 7.8 Where the Affordable Rent Level would generate a lower rental rate than a Social Rent, the property will be treated as an Affordable Rent property still but charged at a social rent, and it will, therefore, not include service charges as a gross rent. Please see section 6. for all information on Social Rents.
- 7.9 From April 2020, and for a period of five years, an increase of up to CPI + 1% is applied to the total rent and service charges, subject to the current LHA limit not being exceeded. Personal Service Charges (e.g., Heating, Lighting & Water) are not included in the calculation.
- 7.10 For 2023/24 Financial Year rent increases were capped at 7% by central government due to the cost-of-living crisis. Cambridge City Council chose to cap our rent increase during this year at 5%.
- 7.11 Rent set on new build properties will align with the Councils Adopted Housing Strategy at a programme level and implemented through the Portfolio Approach to development adopted in September 2024.
- 7.12 We reserve the right to convert socially rented properties to Affordable Rent in the future provided this is in line with an agreement with either Secretary of State or Homes England. We would consider this as part of the annual budget setting process in consultation with the Housing Advisory Board.
- 7.13 Rent will be charged over a 52-week year except when there are 53 Mondays in a financial year in which case it will be charged for 53 weeks of the year. Where a tenancy starts on any day other than a Monday the first week's rent will be charged on the day the tenancy starts, and a pro-rata amount will be charged for the number of days from the start date up to and including the Sunday that week.

8. Void Rent

- 8.1 The period of time from when one tenancy ends and another commences, is known as a 'Void' period. This means that no-one is effectively the 'tenant', and no rent is due on the property during that time.
- 8.2 Void rent should continue at the last let rent. Where the rent is below formula rent this will be increased to formula rent plus flexibility if a social rent or at the recalculated affordable rent on the next new letting.

9. Shared Ownership Rent

- 9.1 Shared Ownership rents will be agreed with the leaseholder at the point at which the lease is granted. They will not exceed 3% of the capital value of the unsold equity at the point of the initial sale and will typically average 2.7% across all shared ownership properties sold since April 2022.
- 9.2 Rent will be charged monthly on 1st of each month unless otherwise stated in the lease. Where a lease starts on any day other than the 1st of the month, the first months' rent will be charged on the day the lease starts for the number of days from the start date up to and including the last day of that calendar month.
- 9.3 The relevant annual increase rate for the rental element of a shared ownership property will be determined by the terms of the lease for the property.

10. Commercial Rents

- 10.1 Commercial rents (e.g., shops and offices) will be valued by Cambridge City's Property Services team based on The Royal Institute of Chartered Surveyors valuation methods.
- 10.2 Annual rent reviews will be in line with the relevant lease for the property.

11. Temporary Accommodation Rents

- 11.1 Temporary accommodation rents will be charged at either a social or affordable rent.
- 11.2 Rents will be charged at a social rent unless the property is newly built or refurbished and an affordable rent can be charged due to either an agreement

- under grant funding or funded by Right-to-buy receipts. Please refer to section 6 for Social Rents and Section 7 for Affordable Rents.
- 11.3 If any temporary accommodation properties fully meet the criteria set out in the Rent Standard 2020 exemptions categories, then the rent will be set at the relevant Local Housing Allowance rate.
- 11.4 Rent will be charged every Monday over a 52-week year, except when there are 53 Mondays in a financial year in which case it will be charged for 53 weeks of the year. Where a tenancy/licence starts on any day other than a Monday the first week's rent will be charged on the day the tenancy/licence starts and a pro-rata amount will be charged for the number of days from the start date up to and including the Sunday that week.

12. Houses of Multiple Occupation (HMO's) Rents

- 12.1 HMO accommodation rents will be charged at the Local Housing Allowance Rate for shared accommodation rent.
- 12.2 Rent will be charged on a Monday over a 52-week year except when there are 53 Mondays in a financial year in which case it will be charged for 53 weeks of the year. Where a tenancy starts on any day other than a Monday the first week's rent will be charged on the day the tenancy starts, and a pro-rata amount will be charged for the number of days from the start date up to and including the Sunday that week.

13. Garage and Parking Space Rents

- 13.1 Garage and Parking Space Rents will be charged according to our most recent Garage Charging Review. This sets different rent levels for different areas of the city, based upon vicinity to the city centre. It also provides a discount for Council Tenants with a blue badge.
- 13.2 Rent will be charged on a Monday over a 52-week year except when there are 53 Mondays in a financial year in which case it will be charged for 53 weeks of the year. Where a tenancy starts on any day other than a Monday the first week's rent will be charged on the day the tenancy starts, and a pro-rata amount will be charged for the number of days from the start date up to and including the Sunday that week.

14. Ground Rent

- 14.1 The Leasehold Reform (Ground Rent) Act 2022 came into force on 30th June 2022 and restricts landlords from charging Ground Rent on new regulated leases over 21 years in length.
- 14.2 Where CCC is the freeholder of a building or estate and leases out flats or houses within that building or estate on long term leases prior to 30th June 2022, ground rent will be charged annually.
- 14.3 Where CCC is the freeholder of a building or estate and leases out flats or houses within that building or estate on long term leases after 30th June 2022, ground rent will NOT be charged annually.
- 14.4 Ground Rent will typically be charged at a 'peppercorn' rent and this amount will be specified in the lease.

Service Charges

15. The Setting of Service Charges

- 15.1 'Service charges' are for services which CCC, as a landlord, pay for the running of the building and area tenants live in. They are things such as lighting and cleaning shared areas or looking after the grounds and gardens around the building.
- 15.2 CCC will only charge for services detailed in the original legal agreement between CCC and the tenant/leaseholder, unless, either, agreements have subsequently been varied to include additional services or have been consulted and the majority affected agree to the change.
- 15.3 Where tenants have been consulted as in 15.2 above, new chargeable services will not be introduced without consultation and the agreement of the majority of tenants affected. If more than one tenant requests a new, improved, or additional service, the views of all tenants affected by the request will be sought.
- 15.4 Under sections 18-30 of the Landlord & Tenant Act 1985 (as amended by the Commonhold & Leasehold Reform Act 2002) there are statutory consultation processes that are required when a service charge is levied. We will ensure that statutory requirements are met.
- 15.5 Charges are apportioned in accordance with the terms of the legal agreement, or where the apportionment method is not defined, apportionment charges are

- distributed amongst the residents who benefit from the services for which a charge is being levied.
- 15.6 We operate a fixed service charge regime for social rented homes which is reviewed annually.
- 15.7 We operate a combination of fixed and variable service charge regime for leasehold and shared ownership homes and properties.
- 15.8 Service charges are based on actual costs from previous financial years, unless specified otherwise as part of a legal agreement.
- 15.9 We have a number of different accommodation types, which will have different mechanisms for setting and charging any services charges which are listed below:

Accommodati on Type	Description	Service Charge Setting Mechanism	Review Period	Charge Period
General Needs	General housing for families, couples and single persons.	Based on services only, will not include maintenance covered by Landlord and Tenant Act 1985.	Reviewed annually with new charges in April.	Weekly over a 52-week rent year.
Sheltered	Designated housing for persons aged 60 or over	Based on services only, will not include maintenance covered by Landlord and Tenant Act 1985.	Reviewed annually with new charges in April.	Weekly over a 52-week rent year.
Shared Ownership	Property is purchased in shares; rent is charged for the shares still retained by CCC	Services, Maintenance under freeholders' responsibility, sinking funds and insurance costs.	Reviewed annually according to lease.	Monthly charged on 1st of each month.
Commercial	Properties used for	Services, Maintenance	Reviewed annually	Annual charged

	commercial premises e.g., shops	under freeholders' responsibility, sinking funds and insurance costs.	according to lease.	according to the lease.
Temporary Accommodatio n	Council Housing used as temporary accommodatio n for households who are owed a duty under s188 or s193(2) Housing Act 1996.	Based on services only, will not include maintenance covered by Landlord and Tenant Act 1985.	Reviewed annually with new charges in April.	Weekly over a 52-week calendar year.
Houses in Multiple Occupation (HMO's)	Accommodation n let as a room only with shared facilities such as bathroom and/or kitchen.	Based on services only, will not include maintenance covered by Landlord and Tenant Act 1985.	Reviewed annually with new charges in April.	Weekly over a 52-week year.
Leaseholders	Properties where we own the freehold of a building and lease a home within that building for example a flat bought via the Right to Buy.	Services, Maintenance under freeholders' responsibility, sinking funds and insurance costs.	Reviewed annually according to lease.	Annually according to the lease.

- 15.10 Where variations in agreements exist and given due regard to our legal and ethical obligations, we will, in the future seek to harmonise agreements enabling a consistent approach in our charging mechanisms.
- 15.11 **General Needs, Sheltered, Temporary Accommodation & HMO's:** Rent incorporates provisions for the maintenance and upkeep of the home as a result of fair wear and tear. The service charge/s will not include the cost of maintaining the fabric of the building including communal areas nor for insuring the building. The cost of this is met by CCC from rental income. Tenants will need to make arrangements for their own contents insurance and paying their service charge.

- 15.12 Shared Owners, Leaseholders or Commercial Leaseholders in flats or apartments: Subject to lease terms, all costs including maintenance and upkeep of the fabric of the building will be re-charged through Service Charges. Service charges cover all communal services and building insurance. Shared Owners and Leaseholders will need to make arrangements for their own contents insurance and paying their service charges.
- 15.13 Shared Owners, Leaseholders or Commercial Leaseholders of houses or whole buildings: Subject to lease terms, all costs including maintenance and upkeep of the fabric of the building will be re-charged through service charges. Service charges are likely to be for communal external areas and services, and buildings insurance. In some cases, the lease may require the shared owner or leaseholder to insure the building, if this is the case they will need to have buildings insurance. In all cases, they will require their contents insurance, any commercial insurance they require and paying their service charge.
- 15.14 **Freeholders of houses:** Subject to the conditions in the transfer documents/deeds of your property, some freeholders may be liable to pay for services provided to the estate where your property is located.
- 15.15 All our customers will be given at least four weeks' notice of their new service charges upon annual review.
- 15.16 When new properties are acquired or built, to which service chargeable services are provided, service charges will be based on an estimate of actual cost until the end of the first full year of provision. Charges for subsequent years will be based on the actual cost.
- 15.17 Information on service charge costs and calculations will be available on request.

16. Services Charges for all accommodation types

- 16.1 We have a number of different service chargeable items for all our accommodation types. Not all properties will have all of the service chargeable items listed in 16.2.
- 16.2 The following list details demonstrates if a service chargeable item is eligible for Housing Benefit (HB) or Universal Credit (UC):

Grounds Maintenance of communal areas Grounds Maintenance of own garden where appliable Communal Cleaning including windows Caretaking Services Support Charges (i.e., for Scheme Managers in Sheltered) Alarm charges for fixed wired alarms in Sheltered Schemes Communal electric, gas, water or sewage charges for heating, lighting and cleaning of communal areas. Heating, Lighting and Water charges for own property where applicable. Refuse collection Laundry charge Laundry Equipment Servicing and Repairs Fire alarm and Emergency Lighting Servicing & Repairs Fire Fighting Equipment Vertical lift/communal stairlift servicing repairs Legionella Testing Door entry system Communal TV aerials CCTV Phone line for alarms and door entry Building Insurance Repairs to Communal areas Communal Decoration Interest on arrears Management Fee	Service Chargeable item	HB/UC Eligible	Applicable only to Shared Ownership, Leasehold and Commercial
where appliable Communal Cleaning including windows Caretaking Services Support Charges (i.e., for Scheme Managers in Sheltered) Alarm charges for fixed wired alarms in Sheltered Schemes Communal electric, gas, water or sewage charges for heating, lighting and cleaning of communal areas. Heating, Lighting and Water charges for own property where applicable. Refuse collection Laundry charge Laundry Equipment Servicing and Repairs Fire alarm and Emergency Lighting Servicing & Repairs Fire Fighting Equipment Vertical lift/communal stairlift servicing & repairs Legionella Testing Door entry system Communal TV aerials CCTV Phone line for alarms and door entry Building Insurance Repairs to Communal areas Communal Decoration Interest on arrears		✓	*
windows Caretaking Services Support Charges (i.e., for Scheme Managers in Sheltered) Alarm charges for fixed wired alarms in Sheltered Schemes Communal electric, gas, water or sewage charges for heating, lighting and cleaning of communal areas. Heating, Lighting and Water charges for own property where applicable. Refuse collection ✓ Laundry charge X Laundry Equipment Servicing and Repairs ✓ Fire alarm and Emergency Lighting Servicing & Repairs ✓ Fire Fighting Equipment ✓ Vertical lift/communal stairlift servicing & repairs ✓ Legionella Testing ✓ Door entry system ✓ Communal TV aerials ✓ CCTV ✓ Phone line for alarms and door entry ✓ Building Insurance ✓ Repairs to Communal areas ✓ Communal Decoration ✓ Interest on arrears ✓	l G	*	*
Support Charges (i.e., for Scheme Managers in Sheltered) Alarm charges for fixed wired alarms in Sheltered Schemes Communal electric, gas, water or sewage charges for heating, lighting and cleaning of communal areas. Heating, Lighting and Water charges for own property where applicable. Refuse collection Laundry charge Laundry Equipment Servicing and Repairs Fire alarm and Emergency Lighting Servicing & Repairs Fire Fighting Equipment Vertical lift/communal stairlift servicing & repairs Legionella Testing Door entry system Communal TV aerials CCTV Phone line for alarms and door entry Building Insurance Repairs to Communal areas Communal Decoration Interest on arrears	j	✓	×
Managers in Sheltered) Alarm charges for fixed wired alarms in Sheltered Schemes Communal electric, gas, water or sewage charges for heating, lighting and cleaning of communal areas. Heating, Lighting and Water charges for own property where applicable. Refuse collection Laundry charge Laundry Equipment Servicing and Repairs Fire alarm and Emergency Lighting Servicing & Repairs Fire Fighting Equipment Vertical lift/communal stairlift servicing	Caretaking Services	✓	×
Sheltered Schemes Communal electric, gas, water or sewage charges for heating, lighting and cleaning of communal areas. Heating, Lighting and Water charges for own property where applicable. Refuse collection Laundry charge Laundry Equipment Servicing and Repairs Fire alarm and Emergency Lighting Servicing & Repairs Fire Fighting Equipment Vertical lift/communal stairlift servicing & repairs Legionella Testing Door entry system Communal TV aerials CCTV Phone line for alarms and door entry Building Insurance Repairs to Communal areas Communal Decoration Interest on arrears	Managers in Sheltered)	×	×
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for own property where applicable. Refuse collection Laundry charge Laundry Equipment Servicing and Repairs Fire alarm and Emergency Lighting Servicing & Repairs Fire Fighting Equipment Vertical lift/communal stairlift servicing & repairs Legionella Testing Door entry system Communal TV aerials CCTV Phone line for alarms and door entry Building Insurance Repairs to Communal areas Communal Decoration Interest on arrears	sewage charges for heating, lighting and cleaning of communal areas.	✓	×
Laundry charge Laundry Equipment Servicing and Repairs Fire alarm and Emergency Lighting Servicing & Repairs Fire Fighting Equipment Vertical lift/communal stairlift servicing & repairs Legionella Testing Door entry system Communal TV aerials CCTV Phone line for alarms and door entry Building Insurance Repairs to Communal areas Communal Decoration Interest on arrears	for own property where applicable.	*	*
Laundry Equipment Servicing and Repairs Fire alarm and Emergency Lighting Servicing & Repairs Fire Fighting Equipment Vertical lift/communal stairlift servicing & repairs Legionella Testing Door entry system Communal TV aerials CCTV Phone line for alarms and door entry Building Insurance Repairs to Communal areas Communal Decoration Interest on arrears	Refuse collection	✓	x
Repairs Fire alarm and Emergency Lighting Servicing & Repairs Fire Fighting Equipment Vertical lift/communal stairlift servicing & repairs Legionella Testing Door entry system Communal TV aerials CCTV Phone line for alarms and door entry Building Insurance Repairs to Communal areas Communal Decoration Interest on arrears	Laundry charge	*	x
Servicing & Repairs Fire Fighting Equipment Vertical lift/communal stairlift servicing & repairs Legionella Testing Door entry system Communal TV aerials CCTV Phone line for alarms and door entry Building Insurance Repairs to Communal areas Communal Decoration Interest on arrears		✓	*
Vertical lift/communal stairlift servicing & repairs Legionella Testing Door entry system Communal TV aerials CCTV Phone line for alarms and door entry Building Insurance Repairs to Communal areas Communal Decoration Interest on arrears	Servicing & Repairs	✓	*
& repairs Legionella Testing Door entry system Communal TV aerials CCTV Phone line for alarms and door entry Building Insurance Repairs to Communal areas Communal Decoration Interest on arrears	Fire Fighting Equipment	✓	*
Door entry system ✓ ✗ Communal TV aerials ✓ ✗ CCTV ✓ ✗ Phone line for alarms and door entry ✓ ✗ Building Insurance ✓ ✓ Repairs to Communal areas ✓ ✓ Communal Decoration ✓ ✓ Interest on arrears ✗ ✓	& repairs	✓	*
Communal TV aerials CCTV Phone line for alarms and door entry Building Insurance Repairs to Communal areas Communal Decoration Interest on arrears	Legionella Testing	✓	*
CCTV ✓ ★ Phone line for alarms and door entry ✓ ★ Building Insurance ✓ ✓ Repairs to Communal areas ✓ ✓ Communal Decoration ✓ ✓ Interest on arrears ★ ✓	Door entry system	✓	*
Phone line for alarms and door entry Building Insurance Repairs to Communal areas Communal Decoration ✓ Interest on arrears	Communal TV aerials	✓	*
Building Insurance ✓ Repairs to Communal areas ✓ Communal Decoration ✓ Interest on arrears	CCTV	✓	*
Repairs to Communal areas ✓ Communal Decoration ✓ Interest on arrears ★	Phone line for alarms and door entry	✓	×
Communal Decoration ✓ ✓ Interest on arrears ✓	Building Insurance	✓	✓
Interest on arrears 🗶 🗸	Repairs to Communal areas	✓	✓
	Communal Decoration	✓	✓
Management Fee ✓ 🗶	Interest on arrears	*	✓
I	Management Fee	✓	x

16.3 The above list may not contain all of our service chargeable items and for any queries on how much of a service charge is covered by HB or UC, can be discussed with one of our Income Officers.

16.4 Our management fee will not exceed 20% of the total service charge.

17. Management Companies and Managing Agent

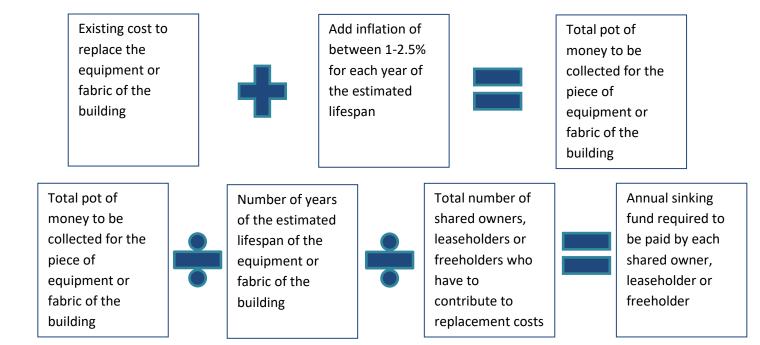
- 17.1 Cambridge City Council has a number of estates where there is a Management Company and managing agent employed to manage communal services and/or repairs for the estate.
- 17.2 For socially rented homes on any estates with a management company the communal services provided will be charged as a service charge including the relevant % of the management charge from the managing agent. Where services fall under the responsibility of the landlord due to them being repairs covered in the rent by The Landlord and Tenant Act 1985, these costs will be paid by the Council and not form part of the service charge.
- 17.3 For affordable rented homes, as stated in 7.2 of this policy any services provided by managing agents will be paid for by the Council as the rent charged is inclusive of service charges.
- 17.4 For shared ownership and leaseholders all services provided by a managing agent will be charged as service charges including all repairs and maintenance services, annual testing of facilities and communal services.

18. Shared Ownership and Leasehold Service Charges

- 17.1 In Line with Section 20 of the *Landlord and Tenant Act 1985*, we will consult with shared owners and/or leaseholders if any major or cyclical works costs are likely to exceed £250 for any shared owner or leaseholder.
- 17.2 If we intend to enter into any contract for longer than a year that we think will cost more than £100 for any shared owner or leaseholder we will consult in accordance with the *Landlord and Tenant Act 1985*. We will consider your views as well as cost, service provision and value for money when making a decision.

19. Sinking Funds

- 18.1 Sinking funds are a mechanism for collecting payment in advance for the replacement of equipment or when the fabric of the building (for example the roof of a block of flats) is replaced. Unless an existing arrangement is in place such as on a new build development site, or it is specifically agreed with customers, sinking funds will not be collected.
- 18.2 Where we do have sinking funds in place, we will use the existing cost of the replacement for the equipment or fabric of the building and use an estimate for the lifespan of the equipment or fabric of the building, they will be calculated as follows:



20. Interest

- 19.1 Cambridge City Council does not charge interest on arrears owed by General Needs, Sheltered, HMO or Temporary Accommodation tenants.
- 19.2 Cambridge City Council reserves the right to charge interest on Rent arrears for Garages, Leaseholders, Shared Owners and Commercial Tenants. The ability and rates of interest will be specified in the terms of the lease or licence.
- 19.3 Cambridge City Council has no liability to pay interest on any credit balances that our Tenants/Residents/Leaseholders have accrued on their rent account.

21. Conclusion

20.1 This policy sets out our approach to Rent and Service Charge Setting and our annual rent and service charge review. If more information is required on tenancy agreements/licences/leases for further information on your rights and responsibilities, please seek CCC's advice, or seek independent help.

22. Equality, Diversity, and Inclusion

21.1 Cambridge City Council, staff, Councillors, partners, stakeholders, and contractors are committed to providing services, which are relevant and appropriate to the needs of people. We will treat others fairly and without discrimination. Please refer to our Equality value statement for more details.

23. Policy Review

- 22.1 Rental and Service Charge Income will be monitored and published in quarterly financial monitoring reports, which are presented to Cabinet and published on the Cambridge City Council website.
- 22.2 The Strategic Housing Management Lead, and Finance will be responsible for ensuring the implementation of this policy.
- 22.3 We will review this policy every 5 years, or sooner if there are any changes to legislative, regulatory, best practice or operational issues.

24. Version Control

	Date Required	Completed	Completed by
Policy Adopted	October 2025		Samantha Shimmon
Review Required			
Review Required			
Review Required			

Appendix 1

Example of how a social formula rent is calculated: -

This example of setting a social formula rent is based on a 2-bedroom general needs house in Cambridge. It is calculated in line with the Rent Standard – April 2020 and the accompanying Policy statement on rents for social housing.

70% of property rent based on local earnings

Local Average Earnings are £330.01, national average is £316.40

So £330.01 divided by £316.40 = 1.0430

Bedroom weighting (2 beds) is 1

So (£54.62 x 1.0430 x 1) * 70% = £39.88

Add to this 30% of property based on relative property value

Average sector rent* for England for 2000 is £54.62.

Relative property value of £100,000, national average is £49,750

So £100,000 divided by £49,750 = 2.01

So (£54.62 * 2.01) *30% = £32.94

Add these two together gives the target or formula rent

£39.88 + £32.94 = £72.82

Cumulative multiplier added for 2025/26

£72.82 * 2.133723 = £155.38

Notes:

* The 'average sector rent' is the national average rent for the Registered Provider sector. Values were set in April 2000 and increased by inflation each year. The table below shows this inflation rise and the relevant cumulative multiplier:

Social Rent Inflation

Financial	Formula	RPI / CPI	Plus	Annual Rent	Formula rent
Year		(Previous		Up Rate	Uprated for
		September)			the Year
2001/02	RPI + 0%	3.3%	1%	1.043	
2002/03	RPI + 0.5%	1.7%	0.5%	1.022	1.065946
2003/04	RPI + 0.5%	1.7%	0.5%	1.022	1.089397
2004/05	RPI + 0.5%	2.8%	0.5%	1.033	1.125347
2005/06	RPI + 0.5%	3.1%	0.5%	1.036	1.165859
2006/07	RPI + 0.5%	2.7%	0.5%	1.032	1.203167
2007/08	RPI + 0.5%	3.6%	0.5%	1.041	1.252497
2008/09	RPI + 0.5%	3.9%	0.5%	1.044	1.307607
2009/10	RPI + 0.5%	5.0%	0.5%	1.055	1.379525
2010/11	RPI + 0.5%	-1.4%	0.5%	0.991	1.367109
2011/12	RPI + 0.5%	4.6%	0.5%	1.051	1.436832
2012/13	RPI + 0.5%	5.6%	0.5%	1.061	1.524479
2013/14	RPI + 0.5%	2.6%	0.5%	1.031	1.571738
2014/15	RPI + 0.5%	3.2%	0.5%	1.037	1.629892
2015/16	CPI + 1%	1.2%	1%	1.022	1.665750
2016/17	CPI + 1%	N/A	-1%	0.99	1.649093
2017/18	CPI + 1%	N/A	-1%	0.99	1.632602
2018/19	CPI + 1%	N/A	-1%	0.99	1.616276
2019/20	CPI + 1%	N/A	-1%	0.99	1.600113
2020/21	CPI + 1%	1.7%	1%	1.027	1.643316
2021/22	CPI + 1%	0.5%	1%	1.015	1.667966
2022/23	CPI + 1%	3.1%	1%	1.041	1.736352
2023/24	CPI + 1%	10.1%	1%	1.111	1.929088
2024/25	CPI + 1%	6.7%	1%	1.077	2.077628
2025/26	CPI + 1%	1.7%	1%	1.027	2.133723

Supported (including sheltered) rent inflation

Financial	Formula	RPI / CPI	Plus	Annual Rent	Formula rent
Year		(Previous		Up Rate	Uprated for
		September)			the Year
2001/02	RPI + 0%	3.3%	1%	1.043	
2002/03	RPI + 0.5%	1.7%	0.5%	1.022	1.065946
2003/04	RPI + 0.5%	1.7%	0.5%	1.022	1.089397
2004/05	RPI + 0.5%	2.8%	0.5%	1.033	1.125347
2005/06	RPI + 0.5%	3.1%	0.5%	1.036	1.165859
2006/07	RPI + 0.5%	2.7%	0.5%	1.032	1.203167
2007/08	RPI + 0.5%	3.6%	0.5%	1.041	1.252497
2008/09	RPI + 0.5%	3.9%	0.5%	1.044	1.307607
2009/10	RPI + 0.5%	5.0%	0.5%	1.055	1.379525
2010/11	RPI + 0.5%	-1.4%	0.5%	0.991	1.367109
2011/12	RPI + 0.5%	4.6%	0.5%	1.051	1.436832
2012/13	RPI + 0.5%	5.6%	0.5%	1.061	1.524479
2013/14	RPI + 0.5%	2.6%	0.5%	1.031	1.571738
2014/15	RPI + 0.5%	3.2%	0.5%	1.037	1.629892
2015/16	CPI + 1%	1.2%	1%	1.022	1.665750
2016/17	CPI + 1%	-0.1%	1%	1.009	1.680742
2017/18	CPI + 1%	N/A	-1%	0.99	1.663935
2018/19	CPI + 1%	N/A	-1%	0.99	1.647296
2019/20	CPI + 1%	N/A	-1%	0.99	1.630823
2020/21	CPI + 1%	1.7%	1%	1.027	1.674855
2021/22	CPI + 1%	0.5%	1%	1.015	1.699978
2022/23	CPI + 1%	3.1%	1%	1.041	1.769677
2023/24	CPI + 1%	10.1%	1%	1.111	1.966111
2024/25	CPI + 1%	6.7%	1%	1.077	2.117502
2025/26	CPI + 1%	1.7%	1%	1.027	2.174675

Appendix 2

Rent Flexibility Statement

Cambridge City Council is using the 5% rent flexibility (10% for Sheltered Schemes) to be added on top of formula rent for its homes let at a social rent.

As an example, if the formula rent is £155.38, 5% of this is £7.77 so we would charge £163.15 per week on a 52-week basis.

Cambridge City Council currently has many competing demands that need to be covered in the HRA Business Plan, including the need to ensure all properties are maintained to a high standard, new requirements set in legislation such as the Social Housing Regulation Act 2023 (including Awaab's Law), Building Safety Act 2022 and Fire Safety (England) regulations are adhered to, alongside ensuring that the Council's commitment to ensure all of the HRA stock can achieve Energy Performance Certificate (EPC) rating of Band C by 2030.

It is evident from the commitments above that there is significant investment required to both maintain, improve, and increase our stock. Accordingly, providing the level of investment required going forward is going to be a major challenge, which will require significant innovation and hard decisions. To summarise, achieving what is required, and both maintaining and further improving the quality of the HRA stock won't be possible without applying rent flexibility.