

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.30pm** on **THURSDAY, 29 AUGUST 2013** at the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you will be there.

Yours sincerely

CHIEF EXECUTIVE

To: Committee Members (Copy for information to all other members of the Council)
Directors
Press

AGENDA

Part I – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. To approve the minutes of the last meeting held on 30 May 2013 – copy enclosed.
3. Declarations of Interest (if any).
4. Public Participation (if any).
5. Presentation by Bob Harbin – Public Health Lancashire “Health in Ribble Valley”.

FOR DECISION

- 5a. Notice of Motion in the Name of Councillor K Hind

‘This Ribble Valley Borough Council recognises the importance of the 100 rural health centres and medical practises in sparsely populated

areas where transport links to urban centres are limited and patients spread out over wide geographical areas and urges:-

1. Lancashire Health and Wellbeing Board, Lancashire County Council to press HMG and NHS England to support these practises to avoid their closure.
2. Urges HMG to make G P practises such as Slaidburn special cases for funding accepting the particular needs and problems that they have to deal with by :-
 - (a) Reversing the policy of phased withdrawal of the minimum practise income from these practises to avoid their closure .
 - (b) Establishing a funding formula which will secure the future of these rural practises and avoid elderly and vulnerable patients having to travel to many miles to Clitheroe and other distant urban centres for health care'.
- ✓ 6. Health and Safety Intervention Plan 2013/14 – report of Chief Executive – copy enclosed.
- ✓ 7. Demand for Older Persons Accommodation – report of Chief Executive – copy enclosed.
- ✓ 8. Ribble Valley Commuted Sum Policy – report of Chief Executive – copy enclosed.
- ✓ 9. Dignity Code – report of Chief Executive – copy enclosed.

FOR INFORMATION

- ✓ 10. 2012/13 Year End Performance Information – report of Chief Executive – copy enclosed.
- ✓ 11. Review of Environmental Health Service 2012/13 – report of Chief Executive – copy enclosed.
- ✓ 12. Review of the Housing Waiting List – report of Chief Executive – copy enclosed.
- ✓ 13. Ribble Valley House Price and Affordability Information – report of Chief Executive – copy enclosed.
- ✓ 14. Capital Monitoring 2013/14 – report of Director of Resources – copy enclosed.
- ✓ 15. Revenue Outturn 2012/13 – report of Director of Resources – copy enclosed.
- ✓ 16. Revenue Monitoring 2013/14 – report of Director of Resources – copy enclosed.
- ✓ 17. General Report of the Chief Executive – Environmental Health Services – copy enclosed.

- ✓ 18. Minutes of the Health and Wellbeing Partnership Group – copies enclosed.
- ✓ 19. Disabled Facilities Grants in England – A Research Report for District Councils' Network and the Society of District Council Treasurers – April 2013 – copy enclosed.
- ✓ 20. Reports from Outside Bodies:
 - i) Update Report of Work Carried out By Carers Link in the Ribble Valley.

Part II - items of business **not** to be discussed in public

FOR INFORMATION

- ✓ 21. Land at Riddings Lane, Whalley – report of Chief Executive – copy enclosed.
- ✓ 22. General Report – Grants – report of Chief Executive – copy enclosed.
- ✓ 23. Affordable Housing Update – report of Chief Executive – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 29 AUGUST 2013
title: HEALTH AND SAFETY INTERVENTION PLAN 2013/2014
submitted by: CHIEF EXECUTIVE
principal author: JAMES RUSSELL

1 PURPOSE

1.1 To consider and approve the Ribble Valley Borough Council Health and Safety Intervention Plan 2013/14.

1.2 The Council's vision shared with the Ribble Valley Strategic Partnership states that we aim to ensure Ribble Valley will be "an area with an exceptional environment and quality of life for all; sustained by vital and vibrant market towns and villages acting as thriving service centres meeting the needs of residents, businesses and visitors".

This function of environmental health should be recognised as making an important contribution to the Council delivering this vision.

1.3 Relevance to the Council's ambitions and priorities:

- Council Ambitions – This key service document sets out how this Council is to fulfil its duties in relation to health and safety at work "to help make peoples lives safer and healthier".
- Community Objectives – To promote and support health, environmental, economic and social well-being of people who live, work and visit the Ribble Valley.
- Corporate Priorities – To promote healthier environment and lifestyle.
- Other Considerations – This document complies with the Health and Safety Executives (HSE) guidance and requirement to produce an annual service plan setting out how the Council intends to meet its mandatory obligations.

1.4 The content of this document will be a principal constituent in the Ribble Valley Borough Council Environmental Health service delivery with items contained within the action plan being incorporated accordingly.

2 BACKGROUND

2.1 At the end of 2001 the Health and Safety Executive's Local Authority Unit (LAU) published guidance to local authorities which required local authorities to produce an annual service plan relating to health and safety enforcement and set out how they will meet their stated obligations.

2.2 In November 2011, the Health and Safety Executive/Local Authority Enforcement Liaison Committee HELA produced extensively revised guidance, which has significantly altered the future approach for local authority enforcement. More recent supporting guidance has established a 'lighter touch' approach concentrating on higher risk businesses, tackling serious breaches of the rules and to carry out an annual programme of only 'higher risk' health and safety premises (Category A). This updated guidance has been incorporated into this year's service plan.

3 ISSUES

- 3.1 Attached as the Appendix to this report is a recently completed annual Health and Safety Intervention Plan in relation to Ribble Valley Borough Council. For consistency, the Plan is set out in a similar format to that required by the Food Standards Agency Service Planning Guidance.
- 3.2 I would, in particular, draw your attention to the contents of Part 7, which sets out the service activity and service improvements achieved during the last financial year and also lists the proposals for the forthcoming year. Whilst the total number of 38 workplace audits were undertaken, however considerable proactive campaign and investigatory work was undertaken in relation to gas safety in the workplace and control of legionella in local leisure facilities I am pleased to report again that we have received no complaints against the delivery of the service.
- 3.3 Currently, Ribble Valley has 1148 premises on the health and safety database with a further 1400 in relation to smokefree enforcement transferred from the Health and Safety Executive (HSE). Of these 10 are currently identified as “high risk” Category A premises. This year we will continue to implement the work programme set out in the intervention plan attached as the Appendix to this report. In addition to inspecting the identified 10 Category ‘A’ premises, the annual inspection programme will be supplemented with the development of targeted promotional advice and educational initiatives towards the businesses listed in Section 3.1, together with providing general information and advice on health and safety to other businesses. This in particular being ‘to encourage effective management structures and policy are in place by businesses to embrace the culture of health and safety to manage risk’ and ‘to increase information to small businesses in a form that is both accessible and relevant to their needs’.
- 3.4 In relation to Smokefree Workplace enforcement, it is proposed to focus on the above and discontinue routine smoke free enforcement audits as businesses (and their employees and patrons) have recognised and generally embraced their duties. Inspections will only be undertaken in response to observed or reported non-compliance or complaint.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – No implications.
 - Technical, Environmental and Legal – There are no environmental or legal implications. Failure to provide this document contravenes HSE Local Authority Unit guidance and could result in an audit of the service. This is also an essential performance management and review document.
 - Political – This document confirms the Council's intended service provision in relation to this important statutory function.
 - Reputation – This document meets this Council's obligations in relation to producing an obligatory annual Health and Safety Service Plan in accordance with national framework.

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Approve the Health & Safety Service Plan 2013/14 as set out for implementation in the current financial year.

- 5.2 Approve the proposed discontinuation of routine smoke free enforcement audits and that Inspections will only be undertaken in response to observed or reported non-compliance or complaint.

MARSHAL SCOTT
CHIEF EXECUTIVE

JAMES RUSSELL
HEAD OF ENVIRONMENTAL HEALTH SERVICES

For further information please ask for James Russell, extension 4466.

BACKGROUND PAPERS

- 1 Audit Framework for Local Authorities Management of Health and Safety Enforcement.
- 2 'National Local Authority Enforcement Code - Health & Safety at Work for England, Scotland & Wales'
- 3 HELA LAC 67/2 Rev. 3 guidance (Nov 11 as modified by supplementary material)

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 29 AUGUST 2013
title: DEMAND FOR OLDER PERSONS ACCOMMODATION
submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE
principal author: RACHAEL STOTT, HOUSING STRATEGY OFFICER

1 PURPOSE

- 1.1 To reiterate the demand for older persons accommodation in the borough and the lack of delivery by the housing market over the past 5 years. Resulting in a policy requirement for homes built to lifetime homes standard.
- 1.2 Relevance to the Council's ambitions and priorities:
- Council Ambitions – To match the supply of homes in the borough with the identified need.
 - Community Objectives – None.
 - Corporate Priorities – None.
 - Other Considerations – The housing strategy identified development of housing for older persons as a key objective.

2 BACKGROUND

- 2.1 In January 2012 the Health and Housing Committee adopted the Addressing Housing Needs document. The main change to the document previously used was the introduction of the requirement for development of over 30 units to provide accommodation for older people. The requirement on larger sites to provide 15% to be accommodation for older people ie bungalows or properties built to lifetime home standards was in response to various pieces of evidence.
- 2.2 Firstly demographic evidence, in 2010 the mid-year population figures showed that 19.7% of the population in Ribble Valley were over 65 years old compared to the UK average of 16.6%. The number of older residents was also increasing rapidly and there was a 40% increase between 2004 and 2009. Many of the borough's older residents live in remote rural areas and 6 parishes in the borough are in the bottom 10% nationally for access to services.
- 2.3 The housing waiting list and length of time households wait on the waiting list for accommodation was also a key factor in demonstrating need. In August 2013 the number of households on the waiting list and had registered for sheltered accommodation is 523 households.
- 2.4 The accommodation on the market suitable for older people is limited and the tenure choice is very restricted. For most older people the options are either privately owned bungalow accommodation or housing association owned sheltered accommodation. This limited choice creates high demand of both options. House prices for bungalows in the borough are particularly high and limited in number. This situation also creates pressure on sheltered accommodation. Owner occupiers find

themselves in the situation where accommodation only housing option is renting housing association sheltered when realistically the household would prefer to continue to be in home ownership.

- 2.5 Paragraph 5 within the document sets out the accommodation requirements for the elderly and is as follows:

Providing housing for the elderly has been a priority within the Housing Strategy for many years. However the market has not met the needs of the elderly and their preferred accommodation type. Therefore there is a requirement for 15% of large developments to be units for the elderly (over 55 year olds) built to lifetime homes standard. This will be achieved by:

- on sites of 30 units or more a requirement for 15% of the units to be for the elderly;
- of the 15% elderly accommodation a minimum of 50% would be affordable and included within the affordable offer of 30%;
- the remaining 50% of the elderly accommodation could be market housing and be sold at market value or rent. A local connection requirement would be applied to these units.

For example:

Site of 60 units in total – will seek to achieve 30% affordable which would deliver 18 affordable units. In addition 15% must be accommodation for the elderly, which is 8 units that must be units built to lifetime home standard. Of the 8 units 50%, 4 in this case need to be affordable and can be included in the affordable offer of 18, a further 4 will be market value properties with a requirement that they are sold to households with a local connection.

3 ISSUES

- 3.1 The policy to deliver affordable and market older person's accommodation on large sites (over 30 units) has come under scrutiny at a recent appeals. The evidence of the need for specific housing types has been questioned and the grounds for requesting older persons accommodation.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:

- Resources – N/A.
- Technical, Environmental and Legal – N/A.
- Political – Delivery of older persons accommodation is a key objective within the Housing Strategy.
- Reputation – The Council seek to achieve a balanced housing market.
- Equality & Diversity – To provide housing option for older people in the borough.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Consider the evidence presented which supports the need for housing for older people and agree that the Council continues to request older person accommodation on all new developments of over 30 units as a key part of the Council's Housing Strategy.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

None.

For further information please ask for Rachael Stott, extension 4567.

REF: RS/CMS/H&H/290813

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 29 AUGUST 2013
title: RIBBLE VALLEY COMMUTED SUM POLICY
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

1 PURPOSE

1.1 To review the Commuted Sum Policy contained within the Addressing Housing Needs document.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – To meet the identified housing needs in the borough.
- Community Objectives -
- Corporate Priorities -
- Other Considerations -

2 BACKGROUND

2.1 A commuted sum in lieu of on-site provision have never previously been accepted by the Council. The existing Policy is as follows:

Commuted Sums

- Government Guidance stresses the importance of integrating different tenures throughout housing schemes in order to promote, mixed and well balanced communities and create more varied patterns of housing types and ownership. Therefore where affordable housing is required as part of a proposed development the first assumption is that this will be provided on site. The acceptance of commuted sums in lieu of on-site provision may be considered where the developer can fully satisfy to the Council as to the reason why provision cannot be made on site. In general the Council will not consider community sums for sites outside Longridge and Clitheroe, or where the ratio of house price to income is more than 7 unless there are clearly demonstrated special circumstances.
- Where commuted sums are accepted the amount payable per dwelling will be a sum equal to the difference between the highest value a partner RSL would be willing to purchase at (without grant) and an independent market valuation of the dwelling. Exceptionally eg where affordable housing will be delivered in a more suitable location the provision may be transferred to another site in the same locality. In such circumstances it must be in addition to any requirement for affordable housing generated by that site itself or by providing the affordable housing in the same locality. In both circumstances the same level and type of affordable housing should be provided as that required on the qualifying site although tenure will be determined primarily by

the site's location. The mechanism for transfer of dwellings and payments of commuted sums will be secured through a Section 106 Agreement. A commuted sum will be considered for a housing needs of a parish has been met. When accepted a consultation exercise will be agreed to be undertaken to agree the most appropriate use of the sum.

3 ISSUES

3.1 In response to current discussions with developers, the Strategic Housing Working Group requested a review of the current policy and a comparison with other authorities in terms of the method of calculation of the commuted sum. A review of Eden and Harrogate District Councils commuted sum provision as set out in Appendix 1. Both these districts have agreed a policy similar to that applied by the Council in January 2012. The requirements for the applicant to enter into a Section 106 legal agreement to ensure payment of a the sum is prior to the occupation of any market units adds more detail to our current policy. As the current policy does not set out the need to control the payment through the phasing of the development nor does it set out the Council's priority for commitment of any commuted sum funds. Therefore it is recommended that the following wording is considered to be included within the document that the contribution would be held in an affordable housing fund will be used to meet the Council's affordable housing objectives and will contribute towards:

- additional affordable housing to be provided by housing association;
- additional affordable housing to be provided by private developer;
- purchasing properties on the open market to use for affordable housing;
- purchasing an equity stake in open market properties with the outstanding balance being paid by a local qualifying person;
- supporting community land trust affordable housing schemes.

3.2 The Council will endeavour to spend any affordable housing contributions within the same housing market area that the contribution was collected. However the Council may utilize the affordable housing fund to provide affordable housing provision on a districtwide basis where supported by housing needs evidence or there is insufficient funding in each market area to provide the necessary affordable specialist housing type.

3.3 Decisions on identifying and prioritising suitable projects to spend commuted sum funding will be taken by Health and Housing Committee.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – None.
- Technical, Environmental and Legal – None.
- Political – To ensure the Council will secure the best contribution from the development of the site.

- Reputation – To demonstrate the Council has responded to the changes in the housing market, the use of commuted sums may become more likely to be considered in the future.
- Equality and Diversity – No implications identified.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Agree that the Commuted Sum Policy should remain as set out in the Addressing Housing Needs document with further details to be included once the document has had the appropriate consultation time.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

For further information please ask for Rachael Stott, extension 4567.

APPENDIX 1

Harrogate District Council

The payment of commuted sums in lieu of on-site provision may be considered in respect of conversion schemes in Harrogate, Knaresborough and Ripon only, provided that the Council is satisfied that such payment will actually result in the provision of affordable housing in the locality. Where commuted sums are accepted, the amount payable per dwelling will be a sum equal to the difference between the appropriate RSL purchase price (see table above) and the market valuation of an equivalent dwelling in the locality.

- 6.3 Exceptionally (e.g. where affordable housing will be delivered in a more sustainable location), provision may be made by either commuting the affordable housing requirement to another site in the same locality (where it must be in addition to any requirement for affordable housing generated by that site) or by providing the affordable housing (acquired and refurbished to the appropriate standard) in the same locality. In both instances, the same level and type (i.e. house or flat) of affordable housing should be provided as that required on the qualifying site, although tenure will be determined primarily by the site's location. The address of the site/dwelling must also be identified on the pro-forma submitted with the planning application (see paragraph 10.2 for further details).
- 6.4 The mechanism for transfer of commuted dwellings and payment of commuted.

Commuted Payments “in lieu” on Sites of 4 or more Dwellings

3.3.6 The methodology for calculating commuted sums ‘in lieu’ of on site provision will be based on the developer providing a financial contribution equivalent to the cost of providing the affordable units onsite. The value of the contribution will equate to the open market value of the affordable units minus the price a Housing Association partner would have paid the applicant if the units were provided on site. The open market value of the affordable units is to be calculated following the procedure set out in paragraph 3.2.20.

3.3.7 The Council will require the applicant to enter into a S106 legal agreement to ensure payment of the commuted sum prior to the occupation of any of market units. It may be noted in this context that the Cumbria Housing Group is currently working on the creation of a standardised Affordable Housing Section 106 document for use across the County.

3.3.8 The contribution will be held in the Affordable Housing Fund. For further details on how the contribution will be managed and spent please refer to the Management of Affordable Housing Contributions section below.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 29 AUGUST 2013
title: DIGNITY CODE
submitted by: CHIEF EXECUTIVE
principal author: OLWEN HEAP

1 PURPOSE

1.1 Committee to consider signing up to the Dignity Code produced by the National Pensioners Convention.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – to give consideration to older people and an aging population
- Corporate Priorities – to help make the lives of older people safer & healthier
- Other Considerations –

2 BACKGROUND

2.1 Cllr Bibby is the Council's representative on the NW Older peoples Network. Issues affecting older people and an aging population are discussed at these network meetings.

2.2 At a recent meeting Councils have been asked if they will sign up to the Dignity Code.

3 ISSUES

3.1 The Dignity Code has been produced by the National Pensioners Convention and is enclosed at Appendix A.

3.2 The purpose of the Code is to uphold the rights and maintain the personal dignity of older people, within the context of ensuring the health, safety and well being of those who are increasingly less able to care for themselves or to properly conduct their affairs.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – there are no direct resource issues arising from this report
- Technical, Environmental and Legal – none arising from this report
- Political – none as the recommendations in this report are an extension of principles already adhered to by this council

- Reputation – the Council must ensure that older people are treated with respect to avoid damage to its reputation
- Equality & Diversity – none arising from this report

5 RECOMMENDED THAT COMMITTEE

- 5.1 Agree to sign up to the Dignity Code produced by the National Pensioners Convention

OLWEN HEAP
ADMINISTRATION OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

For further information please ask for Olwen Heap, extension 4408

REF: OMH/H&H/290813

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No

meeting date: 29 AUGUST 2013
title: 2012/2013 YEAR-END PERFORMANCE INFORMATION
submitted by: DIRECTOR OF RESOURCES
principal author: MICHELLE HAWORTH

1 PURPOSE

- 1.1 This is the year-end report of 2012/2013 that details performance against our local performance indicators.
- 1.2 Regular performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.
- 1.3 Relevance to the Council's ambitions and priorities:
- Community Objectives –
 - Corporate Priorities –
 - Other Considerations –
- Monitoring our performance ensures that we are both providing excellent services for our community as well as meeting corporate priorities.

2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their auditors, inspectors, elected members and service users to judge how well services are performing.
- 2.2 A rationale has been sought for maintaining each indicator – with it either being used to monitor service performance or to monitor the delivery of a local priority.
- 2.3 The report attached at Appendix 1 comprises the following information:
- The outturn figures for all local performance indicators relevant to this committee, reported by for each of the quarters of 2012/13. Some notes have been provided to explain significant variances either between the outturn and the target or between 2012/2013 data and 2011/2012 data. A significant variance is greater than 15% (or 10% for cost PIs).
 - Performance information is also provided for previous years for comparison purposes (where available) and the trend in performance is shown.
 - Targets for service performance for the year 2012/2013 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: Service performance significantly below target (i.e. less than 75% of target performance), Amber: Performance slightly below target (i.e. between 75% and 99% of target), Green: Target met/exceeded.
 - Targets have been provided for members to scrutinise for the following three years. A target setting rationale was sought from each Head of Service.
- 2.4 These tables are provided to allow members to ascertain how well services are being delivered against our local priorities and objectives, as listed in the Corporate Strategy.

2.5 Analysis shows that of the 21 indicators that can be compared to target:

- 71.4% (15) of PIs met target (green)
- 4.8% (1) of PIs close to target (amber)
- 23.8% (5) of PIs missed target (red)

2.6 Analysis shows that of the 23 indicators where performance trend can be compared over the years:

- 60.9% (14) of PIs improved
- 21.7% (5) of PIs stayed the same
- 17.4% (4) of PIs worsened

2.7 Where possible audited and checked data has been included in the report. However, some data may be corrected following work of Internal Audit and before the final publication of the indicators on the Council's website.

2.8 Indicators can be categorised as 'data only' if they are not suitable for monitoring against targets – these are marked as so in the report.

3 GENERAL COMMENTS ON PERFORMANCE AND TARGETS

3.1 In respect of PIs for Housing, Colin Hirst, Head of Regeneration and Housing, has provided the following information regarding performance and targets:

- **PI RH1 - No of private sector vacant dwellings that are returned into occupation or demolished** – The landlord tenant budget has been reduced and therefore the number of empty properties that can be brought back into use with grant assistance is reduced. Owners of empty properties are still hoping for the housing market to recover before they sell.
- **PI RH5 - Length of stay in temporary accommodation (Hostel)** – The target for length of stay in temporary accommodation has been increased significantly. Unfortunately move on accommodation is becoming increasingly difficult to secure for households in temporary accommodation. The welfare reform and current economic climate has further reduced the housing options for households on low income.
- **PI RH6 - Preventing Homelessness - number of households where homelessness prevented** – The target number of households where homelessness has been prevented has also been increased. Again the current economic climate has increased demand on affordable housing and ability to prevent homelessness.

3.2 In respect of PIs for Environmental Health, James Russell, Head of Environmental Services, has provided the following information regarding performance and targets:

- **PI EH2 – Percentage of Health and Safety initial inspections that should have been carried out that were carried out** – Health and Safety enforcement is undergoing considerable change in line with recent Government guidance. Inspections are being targeted towards Category 'A' High Risk operations, with alternative interventions only being undertaken in lower risk operations in response to complaints or notifications. Considerable proactive project work has been ongoing in HSE identified priority areas to tackle legionella and E.coli control, gas safety, large events, industrial diseases, etc in local businesses. PI EH2 is proposed for deletion and a new indicator will replace this monitoring the percentage of Category 'A' High Risk inspections carried out.

- **EH16 – Number of ‘Out of Hour’ surveillance patrols undertaken** – Patrols are intelligence lead and are undertaken in response to reports of hours when most likely to apprehend offenders. With the result that this year an additional 94 patrols were undertaken between 08.00 and 18.00 hours with fewer being warranted outside these hours.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources - None
- Technical, Environmental and Legal – None
- Political - None
- Reputation – It is important that correct information is available to facilitate decision-making.
- Equality & Diversity – None

5 CONCLUSION

5.1 Consider the 2012/2013 performance information provided relating to this committee.

PRINCIPAL POLICY AND
PERFORMANCE OFFICER









DIRECTOR OF RESOURCES

HH7-13/MH/AC
16 August 2013

BACKGROUND PAPERS



REF: MH/Health and Housing committee/29.08.13

For further information please ask for Michelle Haworth.



PI Status		Long Term Trends	
	Alert		Improving
	Warning		No Change
	OK		Getting Worse
	Unknown		
	Data Only		

Housing Performance Information 2012/2013

Annual Indicators

PI Code	Short Name	Type	2011/12	2012/13		Annual 2013/14	Annual 2014/15	Annual 2015/16	Current Performance	Trend
			Value	Value	Target					
PI RH9 (BV225)	Actions Against Domestic Violence	Percentage	54.5%	54.5%	54.5%	54.5%	54.5%	54.5%		

Half Yearly Indicators

PI Code	Short Name	Type	2011/12	H1 2012/13		H2 2012/13		2012/13		Annual 2013/14	Annual 2014/15	Annual 2015/16	Current Performance	Trend
			Value	Value	Target	Value	Target	Value	Target					
PI RH7 (NI 155)	Number of affordable homes delivered (gross)	Number	50	6	33	63	65	69	65	70	75	75		

Quarterly Indicators

PI Code	Short Name	Type	2011/12	Q1 2012/13		Q2 2012/13		Q3 2012/13		Q4 2012/13		2012/13		Annual 2013/14	Annual 2014/15	Annual 2015/16	Current Performance	Trend
			Value	Value	Target	Value	Target	Value	Target	Value	Target	Value	Target					
PI RH1 (BV64)	No of private sector vacant dwellings that are returned into occupation or demolished	Number	9	2	3	2	6	2	9	4	12	4	12	6	6	6		
PI RH5 (BV183b)	Length of stay in temporary accommodation (Hostel)	Number	14.67	13.00	9.00	27.00	9.00	15.00	9.00	24.00	9.00	19.75	9.00	18.00	18.00	18.00		
PI RH6 (BV213)	Preventing Homelessness - number of households where homelessness prevented	Number	3.07	.81	1.25	1.17	2.50	1.60	3.75	1.88	5.00	1.88	5.00	2.00	2.00	2.00		
PI RH8 (NI 156)	Number of households living in temporary accommodation	Number	6	7	7	7	7	5	7	5	7	5	7	6	6	6		
PI RH2	Homeless: Number of applications for assistance	Number	259	41		97		40		62		240						
PI RH3	Homeless: Number of applications accepted	Number	12	4		4		5		3		16						

Environmental Health Performance Information 2012/2013

Annual Indicators













PI Code	1 Short Name	Type	2011/12		2012/13		Annual 2013/14	Annual 2014/15	Annual 2015/16	Current Performance	Trend
			Value	Target	Value	Target					
PI PS19	Abandoned or burnt out cars is a big or fairly big problem	Percentage			0.2%	0.2%		0.2%			
PI EH18 (NI 184)	% of Food establishments in the area which are broadly compliant with food hygiene law	Percentage	98%	90%	98%	90%	98%	98%	98%		







Half Yearly Indicators

PI Code	Short Name	Type	2011/12		H1 2012/13		H2 2012/13		2012/13		Annual 2013/14	Annual 2014/15	Annual 2015/16	Current Performance	Trend
			Value	Target	Value	Target	Value	Target	Value	Target					
PI EH15	Number of high profile dog fouling patrols undertaken	Number	310	200	149	100	178	100	327	200	250	250	250		
PI EH16	Number of 'Out of Hours' surveillance patrols undertaken	Number	25	50	25	25	10	25	35	50	50	50	50		
PI EH17	Number of school presentation runs in order to raise awareness of dog fouling	Number	5	5	3	1.5	0	1.5	3	3	3	3	3		

Quarterly Indicators

PI Code	Short Name	Type	2011/12		Q1 2012/13		Q2 2012/13		Q3 2012/13		Q4 2012/13		2012/13		Annual 2013/14	Annual 2014/15	Annual 2015/16	Current Performance	Trend
			Value	Target	Value	Target	Value	Target	Value	Target	Value	Target	Value	Target					
PI EH5	The percentage of abandoned vehicles removed within 2 days	Percentage	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	90%	90%	90%		

PI Code	Short Name	Type	2011/12		Q1 2012/13		Q2 2012/13		Q3 2012/13		Q4 2012/13		2012/13		Annual 2013/14	Annual 2014/15	Annual 2015/16	Current Performance	Trend
			Value	Target	Value	Target	Value	Target	Value	Target	Value	Target	Value	Target					
PI EH1	The percentage of food premises' inspections that should have been carried out that were carried out	Percentage	93.1%	100%	25%	25%	50%	50%	75%	75%	100%	100%	100%	100%	100%	100%	100%		
PI EH2	The percentage of Health and Safety initial inspections that should have been carried out that were carried out	Percentage	46.5%	20%	0%	25%	19%	50%	36%	75%	47.5%	100%	47.5%	100%					
PI EH2a	The percentage of Health and Safety 'Cat A' 'High Risk' inspections that should have been carried out that were carried out	Percentage													100%	100%	100%		
PI EH3	The percentage of food complaints responded to within 2 days	Percentage	93%	90%	93%	90%	98%	90%	97%	90%	98%	90%	96.5%	90%	90%	90%	90%		
PI EH4	The percentage of health and safety complaints responded to within 2 days	Percentage	95.25%	90%	93%	90%	100%	90%	97%	90%	100%	90%	97.5%	90%	90%	90%	90%		
PI EH6	The percentage of air pollution complaints responded to within 2 days	Percentage	86.25%	90%	83%	90%	100%	90%	97%	90%	85%	90%	91.25%	90%	90%	90%	90%		
PI EH7	The percentage of noise complaints responded to within 2 days	Percentage	87.25%	90%	79%	90%	90%	90%	90%	90%	94%	90%	88.25%	90%	90%	90%	90%		

PI Code	Short Name	Type	2011/12		Q1 2012/13		Q2 2012/13		Q3 2012/13		Q4 2012/13		2012/13		Annual 2013/14	Annual 2014/15	Annual 2015/16	Current Performance	Trend
			Value	Target	Value	Target	Value	Target	Value	Target	Value	Target	Value	Target					
PI EH8	The percentage of pest control complaints responded to within 2 days	Percentage	97.5%	90%	100%	90%	100%	90%	99%	90%	98%	90%	99.25%	90%	90%	90%	90%		
PI EH9	The percentage of requests for dog warden services responded to within 2 days	Percentage	95.25%	90%	94%	90%	97%	90%	95%	90%	98%	90%	96%	90%	90%	90%	90%		
PI EH10	The percentage of infectious diseases reported that were responded to immediately	Percentage	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 29 AUGUST 2013
title: REVIEW OF ENVIRONMENTAL HEALTH SERVICE 2012/13
submitted by: CHIEF EXECUTIVE
principal author: JAMES RUSSELL – HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To review service delivery key local performance indicators within the environmental health service for 2012/2013.

1.2 The Council's vision developed with the Ribble Valley Strategic Partnership states that we aim to ensure Ribble Valley will be "an area with an exceptional environment and quality of life for all; sustained by vital and vibrant market towns and villages acting as thriving service centres meeting the needs of residents, businesses and visitors".

The Environmental Health Service makes an essential and important contribution to the Council delivering this vision.

1.3 Relevance to the Council's ambitions and priorities:

- Council Ambitions – This document reviews the performance of the Environmental Health Service and the contribution to two of the three stated ambitions, namely:
 - "to help make peoples lives safer and healthier"; and
 - "to protect and enhance the existing environmental quality of our area".
- Community Objectives – To promote and support healthy environmental, economic and social well-being of people who live, work and visit the Ribble Valley.
- Corporate Priorities - To 'promote a healthier environment and lifestyle' and 'ensure a well managed Council providing efficient services based on identified customer needs'.
- Other Considerations – This document provides an important performance review function and purpose with regard to service delivery and planning.

1.4 The content of this document will be a principal constituent of the Ribble Valley Borough Council Environmental Health Service Review where resource demands will be assessed corporately alongside other service reviews later in the year.

2 BACKGROUND

2.1 The Environmental Health Section's performance was last reviewed by Health and Housing Committee in May 2012 when 'ongoing high performance was noted throughout the previous 12 months in most areas and especially in relation to response times to service requests. However, it was again not possible to achieve

the required 'caravan site', 'private water supply' and 'health and safety' premise programmes intended due to reasons given later in the report.

- 2.2 The Environmental Health section has continued to receive significant numbers of service requests in this last year. There continues to be great effort and hard work by all staff to achieve set targets.
- 2.3 The work undertaken by the Environmental Health staff is summarised in the Appendix attached to this report.

3 KEY ISSUES

Food Hygiene

- 3.1 In September 1995, the Food Safety (General Food Hygiene) Regulations became operative and introduced the concept of risk assessment. To mirror their requirements, local authorities are required to inspect food businesses according to an assessment of risk. Inspection frequency is determined by the Food Safety Act Code of Practice, which can vary from a minimum of 6 months for the highest risk category to a maximum of 3 years for the lowest risk. Last year the annual target was 274 premises, although in the end it was necessary to undertake a total of 374 premise inspections. Following the Lanarkshire E.coli 0157 food poisoning incident and growing demands of EU regulation, the Food Standards Agency continues to produce additional service guidance requiring increasingly detailed and complex inspections, systems and records. The Food Standards Agency audited the food safety function in the autumn of 2001 and pleasingly concluded that "the Authority was providing an effective food law enforcement service".
- 3.2 In the past year, the section has been particularly busy with several gastro-enteric incidents in local institutions, which by their nature are highly resource intensive and also the ongoing maintenance of the National Food Hygiene Rating Scheme introduced on 1st June 2011.
- 3.3 I am pleased to report that last year, 374 (of 274 target) inspections were undertaken. Food premise inspection continues to be "the priority" within the Environmental Health Section.

Health and Safety

- 3.4 Last year 38 'High Risk' inspections and 31 campaign visits and/or recorded interventions under Health and Safety provisions, plus a number of outdoor events were audited. We continue to apply the previous year's policy to focus available resources on the inspection of 'higher risk' non-food premises wherever possible. Considerable involvement has also been required to investigate a number of complex health & safety issues in particular in relation to spa baths installed in caravan parks. During the past year inspections continued to be undertaken in line with HSE/HELA guidance to be topic based concentrating on slips and trips, asbestos, falls from heights, workplace transport, stress and musculo-skeletal disorders and the national disease reduction programme.
- 3.5 Every effort continues to be made to address the inspection performance of non-food premises, however, with the continuing elevated service demands in relation to reactive work, two unfilled vacancies and to meet the response times contained in the Environmental Health Plan, last year it was not possible to undertake more

inspections. As a result of maternity leave, it is unlikely that more resource will be available for health and safety in the coming year.

- 3.6 In addition, Smokefree Workplace legislation was introduced on 1 July 2007. As explained in last years Health & Safety Intervention Plan due to general good levels of compliance, intervention is only being made as a result of complaint or observed non compliance.

Local Authority Air Pollution Control (LAAPC) and Local Authority Pollution, Prevention & Control (PPC)

- 3.7 The current position within the Borough is that we have 29 EPA and one A2 PPC process. Last year all processes received a minimum of 1 visit in order to review and amend their permits and risk assessment categories. Currently we have 4 processes which require 6 monthly inspection, 12 processes which require annual inspection, 2 processes requiring 2 yearly and 12 processes which now require a 3 year audit. With the re-appointment of the part time EHO (Pollution) it is expected that the annual inspections will be completed within the coming year
- 3.8 With regard to Air Quality Management, we are required to undertake a full review on a three yearly basis and complete and submit an annual Update Screening Assessment on intervening years. The 2013 Quality 'Update Screening Assessment' was submitted to DEFRA in May 2013. The mandatory annual air quality report has recently been completed and submitted to DEFRA for consideration and validation. Unfortunately, the report identifies an increase in average Nitrogen Dioxide levels monitored in the Whalley Road, Clitheroe Air Quality Management area at 2 sampling points in excess of the national air quality objective of 40 ug/m3.
- 3.9 This will now require careful evaluation and consideration with regard to potential impact upon the planning process and is likely to now require the development of an action plan to be devised with all relevant agencies/bodies.
- 3.10 We have continued to undertaken a detailed assessment for Nitrogen Dioxide in Whalley, which concluded that no further action was required. As a result, a programme of monitoring has been ongoing to check potential traffic hotspots for Nitrogen Dioxide.

Caravan Sites

- 3.11 Ribble Valley has a total of 16 licensed caravan sites. Last year 1site licence was reviewed and re-issued. It is intended for a further 7 to be prioritised, reviewed and reissued in the next 12 months.

Private Water Supplies

- 3.12 Within the Ribble Valley, we have some 296 private water supplies serving approximately 600 premises, the majority of which are domestic properties. The source of private water supplies varies in quality, particularly following heavy rainfall. Some supplies are treated satisfactorily to remove impurities, whilst others, have inadequate treatment or none. Supplies with inadequate or no treatment pose a serious risk to human health, when and if contaminated, following rainfall events.

- 3.13 Examples of the variety and number of commercial establishments served by private supply include: 3 restaurants, 3 cafes, 5 caravan sites (including 3 static sites), 27 holiday cottages, 8 bed and breakfast, 2 education training centres, 3 works canteens, 39 dairy premises, golf club, ski club and a village hall.
- 3.14 The number of private supplies in the Ribble Valley has steadily increased due in large to the large number of barns that have been converted into residential accommodation, in remote locations not supplied by mains water. Also, some of the large commercial establishments have transferred from United Utilities mains to their own private borehole for financial reasons. The number of borehole supplies is now 108, which is a significant increase on the 73 recorded in 2001.
- 3.15 As a result of pressures of work, it has not been possible to make satisfactory progress with achievement of the 2012 end of calendar year target for sampling of the programmed Private Water Supplies for commercial and multiple domestic systems. As a result of DWI Risk Assessment guidance not being issued until very late in the year, a very small number of systems have been visited and samples procured and submitted for analysis. The necessary DWI annual return was completed and submitted by the deadline of 31 January 2012 as required. It is intended to continue the risk assessment of these supplies in 2013 as resource permits. It is becoming increasingly unlikely that the December 2014 deadline for completion of Private Water Supply Risk Assessments and required sampling can be achieved within the available resource.

Pest Control and Dog Warden Service

- 3.16 Last year again saw a further busy year with a total of 314 pest control service requests being received and actioned. I am pleased to report that 98% of the service requests were responded to and appointments scheduled within the two working day target, which reflects the officer's dedication and hard work throughout this period.
- 3.17 With regard to the dog warden service, we received 384 service requests of which 372 (97%) were responded to within 2 working days. With regard to tackling the ongoing issue of dog fouling, I can report that in 2012/13, a further six Fixed Penalty Notices were issued in relation to dog fouling. This now means that a total of 60 Fixed Penalties have been issued since the introduction of the Dogs (Fouling of Land) Act Provisions. The dog wardens are employed on a more flexible working hour arrangement and where possible undertake patrols 'out of office hours' including weekends and bank holidays. This approach continues to be successful and has resulted in the increased issue of Fixed Penalty Notices. In April 2009, the dog wardens hours were increased to a full time post and are undertaken on a job share basis. However, 7 of these hours each week are used for the emptying of dog waste bins.
- 3.18 A significant issue has been the recent introduction of the Clean Neighbourhood and Environment Act provisions removing of responsibility for stray dogs from the Police, which became operative on 6th April 2008. As reported previously, suitable arrangements have been put in place as a partnership with other East Lancashire local authorities to provide a 'stray dog' out of hours 'acceptance' service in line with DEFRA guidance. To date the new arrangements seem to be working generally satisfactorily and in budget. A new contract was renewed in 2011 with the existing provider for a further 3 years.

General Complaints

- 3.19 Current staffing levels in environmental health were based on the expectation of processing 25 service requests/complaints per month. However, in line with national trends, numbers received continue to substantially exceed the anticipated figure.
- 3.20 In 2012/13, 1311 service requests were received representing in the order of 109 per month. Last year an average of 90% of service requests were actioned within 2 working days, which is exceptional and inline with our stated target of 90%.

Emergency Planning

- 3.21 The past year has continued to be busy. Every year, several major documents need review resulting in the re-issue of the updated plans reflecting the changes of staff. In particular, the District Emergency Plan has been rewritten and updated in response to the findings of Exercise Watergate. Work is ongoing on the redrafting of the Council's Business Continuity Plan. In addition, the Business Continuity software (Connie) and the Council's Risk Management system (Grace) continue development and use.
- 3.22 In addition last year, a dedicated team of officers dealt with the successful delivery of property flood protection grants to 27 properties in Ribchester.

4 CONCLUSIONS

- 4.1 Ongoing high performance has been achieved throughout the past 12 months in most areas and especially in relation to response times to service requests. However, it has again not been possible to achieve the programmed 'health and safety' premise inspection target, caravan site relicensing or private water supply risk assessment and sampling programmes last year due to a variety of operational reasons. However, it must be appreciated that the service continues to receive significant levels of complaints and every effort will continue to be made to achieve all service targets.

JAMES RUSSELL
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

- 1 Appendix – Environmental Health Performance Summary.

For further information please ask for James Russell, on 01200 414466.

JR/EL/290813/H&H

Commercial Environmental Health Performance Summary

Appendix 1

	Target	2009/2010	Target Achieved	2010/2011	Target Achieved	2011/2012	Target Achieved	2012/2013	Target Achieved
Food Premise Initial Inspections/Audits	N/a	334	313 (94%)	326 (414)	(79%)	418 (423)	100%	374 (274)	100%
Health and Safety Initial Inspections	N/a	200	167 (83%)	32 + 76 (200) campaigns	(16%) + campaigns	15 + 110 campaigns		38 (80) High Risk + 31 campaigns	
EPA	N/a	24	20 (100%)	15 (15)	100%	2 (6)	33%	35 (34)	100%
Licensing Inspections	N/a	100	100 (100%)	145 (145)	100%	64	N/a		N/a
Smokefree Premises	250 pa	250	202 (81%)	156 (26)	62%	121(250)	48%	4	N/a
	Working Days		within target		Within target		Within target		
Food Complaints	within 2 days		94%	160 (150)	94%	268 (256)	96%	332 (322)	97%
Health and Safety	within 2 days	28 (24)	86%	30 (28)	93%	37 (39)	95%	45 (44)	98%
Abandoned Vehicles (initial removal)	within 1 day within 1 day	26 (26) 0	100%	8 (8)	100%	12 (12)	100%	6 (6)	100%
Air Pollution [dust, odour, smoke]	within 2 days	83 (70)	84%	70 (60)	86%	16 (15)	94%	52 (49)	94%
Environmental litter	within 2 days	666 (545)	82%	432 (333)	77%	547 (426)	78%	445 (371)	83%
Noise	within 2 days	257 (226)	88%	222 (196)	88%	147 (127)	86%	138 (121)	88%
Licensing	within 2 days	44 (33)	77%	63 (46)	73%	23 (11)	48%	213 (178)	84%
Smokefree Premises	within 2 days	10 (7)	70%	5 (4)	80%	3	100%	2 (1)	50%
Miscellaneous	within 2 days	39 (38)	97%	54 (49)	91%	83 (76)	92%	88 (86)	98%
	Total	1309 (199)	87%	1044 (874)	84%	1136 (965)	85%	1311 (1178)	90%
Pest Control	within 2 days	651 (648)	99.9%	568 (556)	98%	504 (490)	97%	314 (309)	98%
Dog Warden	within 2 days	391 (372)	95%	362 (346)	96%	389 (365)	94%	384 (372)	97%
	Total	1042 (1020)	98%	930 (902)	97%	893 (855)	96%	698 (681)	97.5%

Commercial Environmental Health Performance Summary

Appendix 1

	Target	2009/2010	Target Achieved	2010/2011	Target Achieved	2011/2012	Target Achieved	2012/2013	Target Achieved	
Infectious Disease	Within 1 day	115	100%	121	100%	136	100%	125	100%	
Food Sampling	As per Lancashire Food Group Plan	253		83		230	N/a	215	N/a	
Accident Investigations	Within 2 days	12	100%	30 (38)	93%	21	100%	18	100%	
Animal Welfare	[Riding]	Once per annum	3	100%	2	100%	2	100%	3	100%
	[Animal Boarding]	Once per annum	8	100%	8	100%	8	100%	8	100%
	[Dog Breeding]	Once per annum	2	100%	2	100%	2	100%	1	100%
	[Pet Shops]	Once per annum	3	100%	4	100%	3	100%	3	100%
	[Zoo & Wild Animals]	Once per annum	1	100%	2	100%	2	100%	2	100%
Planning Applications		56		108		12		158		
Housing related complaints	within 2 days					106 (99)	93%	106 (98)	93%	
Drainage	within 2 days					94 (93)	99%	82 (79)	96%	
Caravan site inspections	Within 2 months of Planning Approval					5 (8)	62%			

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No.

meeting date: 29 AUGUST 2013
title: REVIEW OF THE HOUSING WAITING LIST
submitted by: CHIEF EXECUTIVE
principal author: RACHAEL STOTT

1 PURPOSE

1.1 To present a more detailed assessment of housing waiting lists.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – to match the supply of homes in our area with the identified housing needs.

2 BACKGROUND

2.1 At Health and Housing Committee in May 2013, Members approved the revised Housing Allocations Policy. The Housing Allocations Policy 2013 is now operating and all applicants on the waiting list have had their application re-pointed and all new applications will follow the current policy.

2.2 Within the policy it was agreed that a report reviewing the housing waiting list would be brought to Health and Housing Committee. This request was prompted by Members' interests in seeking more clarity of the number of households on the waiting list compared to the actual numbers of households in housing need.

3 ISSUES

3.1 Attached at Appendix 1 is an assessment of all house types on the waiting list with the number of households in each point banding. The banding of each priority is as follows:

0-15 points – low priority

16-35 points – medium priority

36-50 points – high priority

51-70 points – high priority but this is questionable as could include up to 45 points of non-housing needs related points.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – No implications identified.
- Technical, Environmental and Legal – No implications identified.
- Political – No implications identified.

- Reputation – To demonstrate a clearer picture of the number of households in housing need in the borough.
- Equality & Diversity – No implications identified.

5 **CONCLUSION**

- 5.1 That Committee accept the contents of the report and the need to accept the difference between the number of households on the list and number of households in housing need.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

For further information please ask for Rachael Stott, extension 4567.

REF: H&H/RS/EL/290813

APPENDIX 1

12/08/2013

RVH Points Assessment Summary

Points bandings Household Group	71+	51-70	36-50	16-35	0-15	Total	% of total list
SINGLE	0	6	20	87	65	178	16
COUPLE	0	3	4	26	26	59	5
FAMILY-CHILDREN	0	0	0	2	0	2	0
ELDERLY [SINGLE]	3	43	70	151	51	318	28
ELDERLY [COUPLE]	1	14	16	42	19	92	8
MIXED/EXTENDED FAMILY	0	0	1	2	1	4	0
LONE PARENT ACCESS	0	0	0	1	1	2	0
ELDERLY [TWO SINGLE]	0	20	6	2	0	28	3
COUPLE [SHELTERED]	0	36	43	58	8	145	13
COUPLE + 1 CHILD	0	0	3	18	19	40	4
COUPLE + 2 BOYS	0	0	2	4	2	8	1
COUPLE + 2 GIRLS	0	1	1	2	0	4	0
COUPLE + BOY\GIRL <9	0	0	0	5	0	5	0
COUPLE + ADULT	0	0	0	3	3	6	1
COUPLE+ ADULT [SHELT]	0	0	0	1	0	1	0
SINGLE + 3 CHILDREN	0	0	4	9	7	20	2
SINGLE +BOY/GIRL<9	0	0	1	1	4	6	1
SINGLE +BOY/GIRL>9	0	0	0	4	4	8	1
SINGLE+ 2 CHILDREN	0	0	0	6	2	8	1

SINGLE + 2 BOYS	0	0	1	8	6	15	1
SINGLE + 2 GIRLS	0	0	1	8	2	11	1
SINGLE +2BOYS/2GIRLS	0	0	0	1	2	3	0
COUPLE +2BOYS/2GIRLS	0	0	0	1	0	1	0
COUPLE +3CHILDREN	0	1	0	7	3	11	1
SINGLE + 1 CHILD	0	2	5	40	38	85	8
SINGLE+>4 CHILDREN	0	0	1	4	1	6	1
TWO SINGLE	0	2	3	7	12	24	2
COUPLE>5 CHILDREN	0	0	0	3	5	8	1
THREE SINGLES	0	0	0	4	0	4	0
COUPLE+ADULT+1 CHILD	0	0	0	0	0	1	0
COUPLE + 2 CHILDREN	0	0	1	5	8	14	1
Total	4	128	183	512	263	1117	100

0-15 Low Priority

16-35 Medium Priority

36-50 High Priority

51-70 High Priority Questionable
as could include up to 45 points
of non housing need related
points

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 29 AUGUST 2013
title: RIBBLE VALLEY HOUSE PRICE AND AFFORDABILITY INFORMATION
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

1 PURPOSE

1.1 To provide up to date information on house sales in the borough in 2012.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To address the housing needs in the borough.
- Corporate Priorities – N/A.
- Other Considerations – N/A.

2 BACKGROUND

2.1 The Strategic Housing Market Assessment adopted in 2009 provided detailed information on house price and the ratio to income in each parish in the borough. This was particularly useful data to evidence affordability and housing need. Therefore the same evidence has been collated again in 2013 using up to date information on average house price sales obtained from HM Land Registry Price Data for April 2012 to March 2013. This includes all single residential property sales in England and Wales sold for full market value that are lodged with HM Land Registry for registration.

3 ISSUES

3.1 Appendix 5 of the report shows that in 2012/13 there are significantly more parishes in the borough where the house price sales have reduced and therefore have become more affordable compared with the situation 4 years ago. In 2012, 11 parishes have an average property sale value to household income of less than 5, compared to 2007 when only 4 had property sale value to household income ratio of less than 5. Where the ratio of house price to income is 4 or less it is suggested that a mortgage can be secured. Therefore suggesting that more households can secure a mortgage than was the situation in 2007.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – No implications identified.
- Technical, Environmental and Legal – No implications identified.
- Political – No implications identified.
- Reputation – No implications identified.

- Equality and Diversity – No implications identified.

5 **CONCLUSION**

- 5.1 That Committee note the information provided and the changes in the housing market over the past 4 years.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

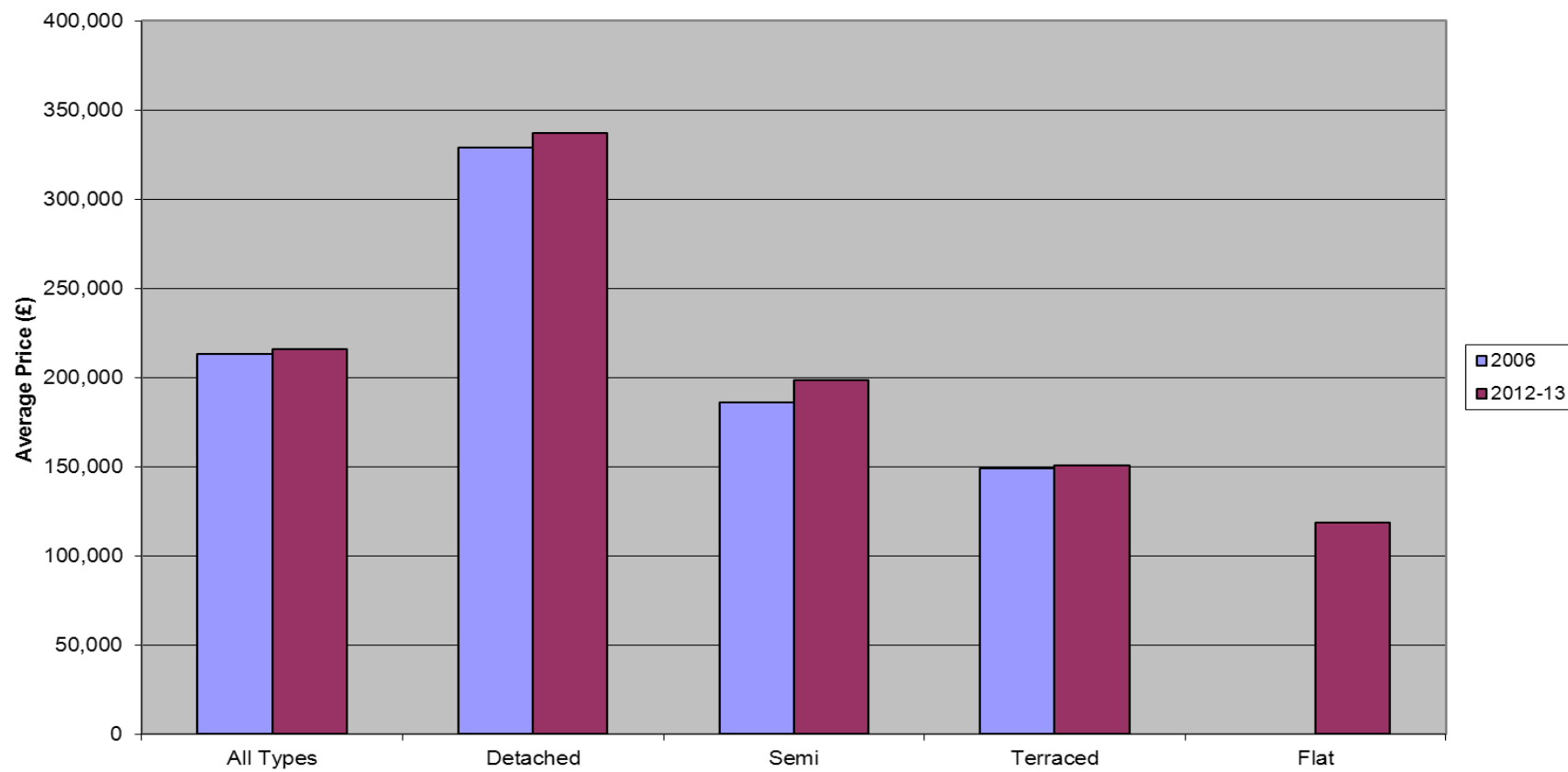
None.

For further information please ask for Rachael Stott, extension 4567.

REF: RS/CMS/H&H/290813

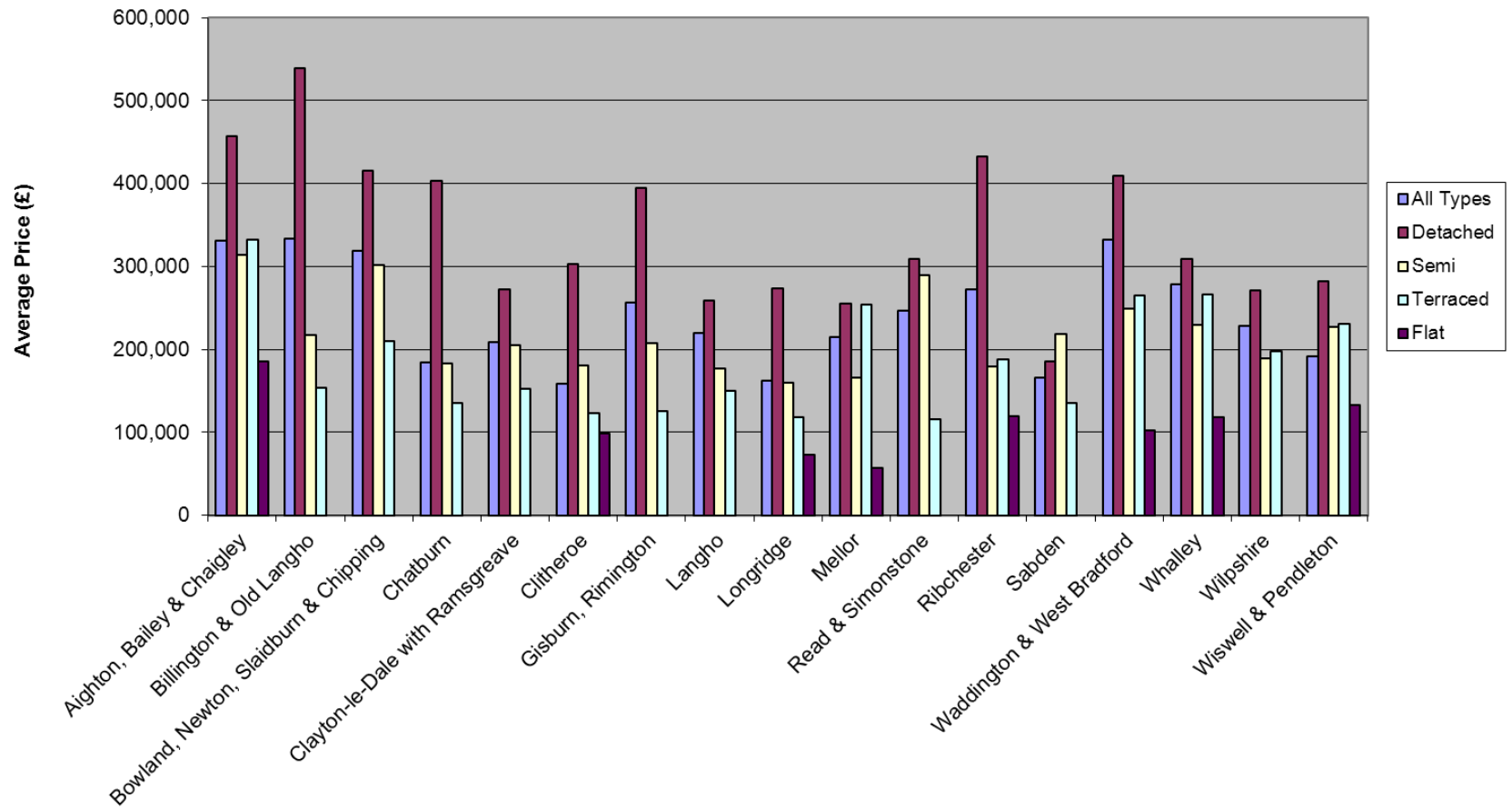
APPENDIX 1

Average Price Comparison for 2006 and 2012-13

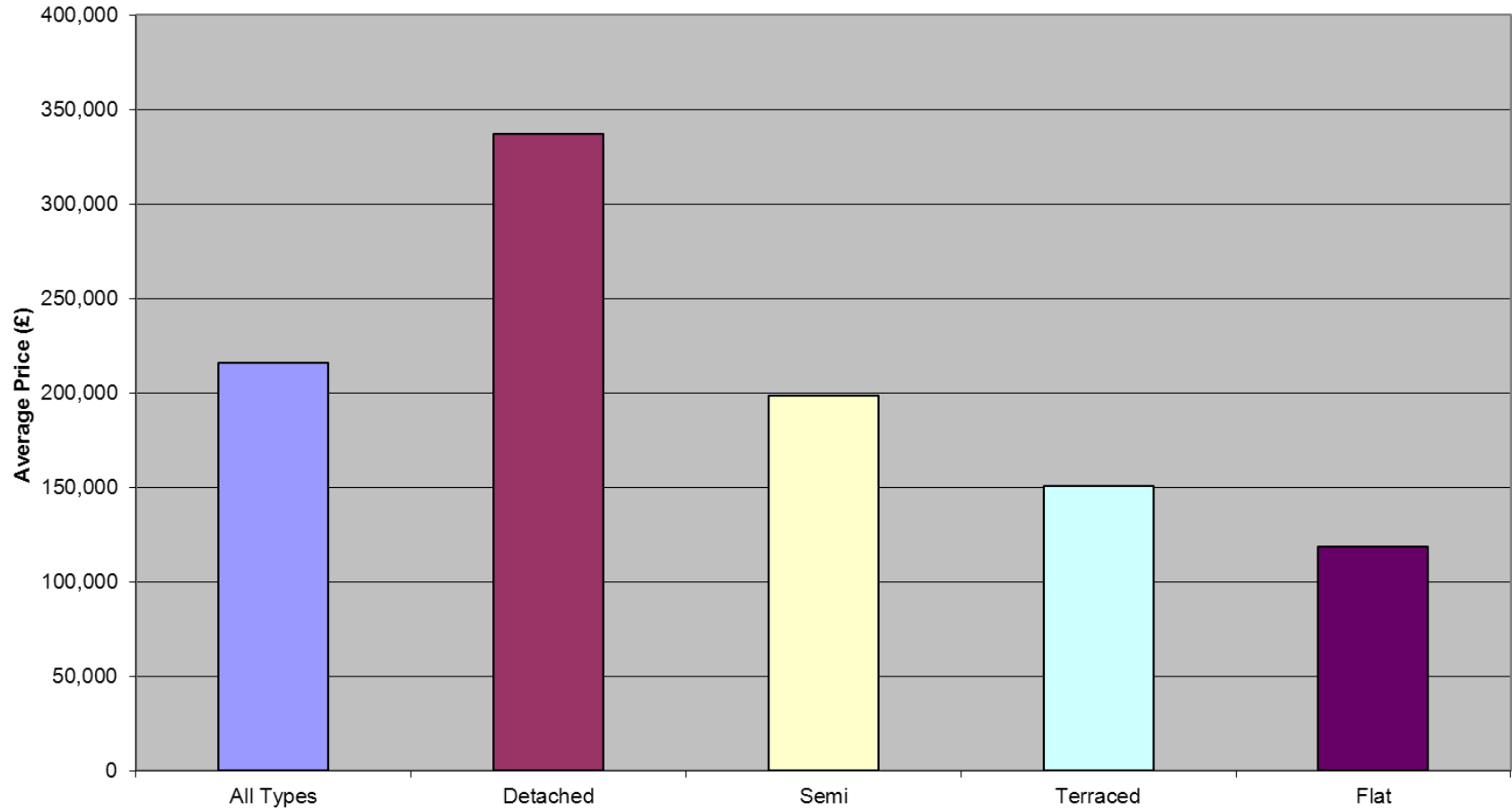


APPENDIX 2

Average House Price By Type



Average Ribble Valley House Price By Type



APPENDIX 4

	All Types	Detached	Semi	Terraced	Flat
Aighton, Bailey & Chaigley	331,346	457,500	314,000	331,667	185,000
Billington & Old Langho	334,074	539,500	216,875	153,365	0
Bowland, Newton, Slaidburn & Chipping	319,190	415,938	301,929	210,333	0
Chatburn	184,250	403,750	183,325	135,883	0
Clayton-le-Dale with Ramsgreave	208,858	271,900	204,781	152,340	0
Clitheroe	158,887	303,090	180,819	122,526	98,481
Gisburn, Rimington	257,006	394,667	207,350	125,000	0
Langho	220,083	258,654	176,950	150,000	0
Longridge	161,984	273,300	159,798	118,616	73,500
Mellor	215,193	254,857	165,869	254,500	57,000
Read & Simonstone	246,447	309,375	290,000	115,217	0
Ribchester	272,089	433,063	178,790	188,438	120,000
Sabden	165,884	185,000	218,380	135,813	0
Waddington & West Bradford	332,644	408,842	248,600	264,600	102,500
Whalley	278,176	308,477	229,333	266,590	118,000
Wilpshire	228,288	270,625	189,111	197,200	0
Wiswell & Pendleton	191,800	282,562	226,581	230,874	132,958
Ribble Valley	215,712	337,076	198,578	150,456	118,420

	2006	2012-13
All Types	213,115	215,712
Detached	329,038	337,076
Semi	185,887	198,578
Terraced	148,907	150,456
Flat		118,420

APPENDIX 5

Ward	Mean Household Income (£)	Mean Price	Mean Price Ratio 2012	Mean Price Ratio 2007
Aighton, Bailey & Chaigley	43,000	331,346	7.7	8.1
Alston & Hothersall	38,000	184,763	4.9	5.1
Billington & Old Langho	49,500	334,074	6.7	7
Bowland, Newton & Slaidburn	41,000	302,701	7.4	12.7
Chatburn	35,000	184,250	5.3	6.7
Chipping	42,000	282,770	6.7	8.1
Clayton-le-Dale with Ramsgreave	43,000	208,858	4.9	6.7
Derby & Thornley	31,500	131,624	4.2	5.5
Dilworth	38,500	171,540	4.5	5.5
Edisford & Low Moor	32,500	133,572	4.1	4.7
Gisburn, Rimington	40,500	257,006	6.3	9
Langho	44,500	220,083	4.9	5.4
Littlemoor	29,000	158,816	5.5	6.6
Mellor	42,500	215,193	5.1	7
Primrose	32,500	125,602	3.9	4.6
Read & Simonstone	44,000	246,447	5.6	6.1
Ribchester	40,500	272,089	6.7	6.2
Sabden	38,000	165,884	4.4	4.4
Salthill	37,000	156,593	4.2	6.3
St Mary's	37,000	191,762	5.2	4.7
Waddington & West Bradford	39,500	332,644	8.4	7.9
Whalley	44,000	278,176	6.3	7.8
Wilpshire	48,500	228,288	4.7	5.7
Wiswell & Pendleton	43,000	191,800	4.5	8.2
Ribble Valley	39,500	215,712	5.5	
Lancashire (12 Districts)	34,400	103,471	3.0	
Lancashire (14 Districts)	33,700			
North West	33,900	107,184	3.2	
Great Britain	36,000	161,458	4.5	

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No

meeting date: 29 AUGUST 2013
 title: CAPITAL MONITORING 2013/14
 submitted by: DIRECTOR OF RESOURCES
 principal author: AMY JOHNSON

1 PURPOSE

1.1 The purpose of this report is to provide Committee with information relating to the progress of the approved capital programme for this year. Slippage from the previous year is also reported.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – none identified
- Corporate Priorities - to continue to be a well-managed Council, providing efficient services based on identified customer need.
- Other Considerations – none identified.

2 BACKGROUND

2.1 Members approved the proposals for the new capital programme for submission to Policy and Finance Committee as part of the budget setting process at its meeting in January. The programme was set against a background of limited capital resources and contracting revenue budgets.

2.2 In total 5 new schemes were approved by Policy and Finance Committee and Full Council, together with budget on 2 schemes carried over from the previous year. This made a total planned capital spend for this Committee for the current year of £441,620, which is shown at Annex 1.

2.3 In addition, not all planned expenditure for last year was spent. The balance of this, which is known as slippage, has been transferred to this financial year. The schemes affected are also shown within Annex 1 and total £38,630. There has also been a further addition to the Disabled Facilities Grant scheme of £4,717 due to our final allocation of funding from central government being higher than that used when setting the budget. There has also been an increase to the Cemetery Infrastructure scheme of £33,540 following approval at a meeting of the Emergency Committee on 23 April 2013, where increased scheme costs were discussed.

3 SCHEMES

3.1 The table below shows a summary of the total approved programme together with actual expenditure to date. Annex 1 shows the full programme by scheme along with the budget and expenditure to date.

BUDGET				EXPENDITURE		
Original Estimate 2013/14 £	Budget moved from 2012/13 £	Slippage from 2012/13 £	Additional Approvals 2012/13 £	Total Approved Budget £	Actual Expenditure and Commitments as at end July 2013 £	Variance as at end July 2013 £
240,000	201,620	38,630	38,257	518,507	223,638	-294,869

3.2 To date just over 43% of the annual capital programme for this Committee has been spent or committed. This is largely due to the commitments made on the cemetery scheme.

3.3 The main variations to date are:

- DISCP – Disabled Facilities Grants. In total £105,000 has been committed from the budget in approved adaptations. Further recommendations for two large paediatric adaptations have been received and therefore it is anticipated that the majority of the budget will be committed at the end of the financial year.
- LANGR – Landlord/Tenant Grants. The budget is fully committed and it is anticipated that all but one renovation will be complete by the end of the financial year.
- REPPF – Repossession Prevention Fund. There are a number of repossession cases that we are currently assisting with which are likely to result in payments from the fund.

4 CONCLUSION

4.1 The total of actual expenditure and commitments up to the end of July for this committee is over £223,500. This is largely due to the commitments made for the infrastructure work at the Clitheroe Cemetery.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH11-13/AJ/AC
16 August 2013

For further information please ask for Amy Johnson extension 4498.

BACKGROUND PAPERS – None

Health and Housing Committee – Capital Programme 2013/14

Cost Centre	Schemes	Original Estimate 2013/14 £	Budget moved from 2012/13 £	Slippage from 2012/13 £	Additional Approvals £	Total Approved Budget £	Actual Expenditure and Commitments as at end July 2013 £	Variance as at end July 2013 £
CMEXT	Clitheroe Cemetery Installation of Infrastructure		84,000	1,470	33,540	119,010	121,358	2,348
DISCP	Disabled Facilities Grants	109,000	84,330	-6,400	4,717	191,647	22,871	-168,776
LANGR	Landlord/Tenant Grants	75,000		40,690		115,690	18,710	-96,980
LPREP	Purchase and Repair Scheme	45,000				45,000	45,000	0
PEFBC	Replacement of Pest Control Vehicle PE56 EFB	11,000				11,000	11,436	436
REPPF	Repossession Prevention Fund		33,290	2,870		36,160	4,263	-31,897
	Total Health and Housing Committee	240,000	201,620	38,630	38,257	518,507	223,638	-294,869

Individual Scheme Details and Budget Holder Comments

CMEXT Clitheroe Cemetery – Installation of Infrastructure

Service Area: Environmental Health
Head of Service: James Russell

Brief Description:

Provision of initial infrastructure to Clitheroe Cemetery extension

Start Date, duration and key milestones:

As we obtained the land in 2010/11 it is necessary to commence structural work relatively quickly to enable the ground to recover and planting schemes to be put in place ready for when the current cemetery runs out of space.

Financial Implications – CAPITAL

	£	Actual Expenditure and Commitments as at end July 2013 £	Variance to end July 2013 £
Total Approved Budget 2013/14	119,010	121,358	2,348
Actual Expenditure 2012/13	4,532		
Actual Expenditure 2011/12	948		
Actual Expenditure 2010/11	75,914		
Actual Expenditure 2009/10	5,810		
ANTICIPATED TOTAL SCHEME COST	206,214		

Financial Implications - REVENUE

Unknown at present

Useful Economic Life

In excess of 60 years. The purchase of this land will ensure the long term security and provision of this service to Ribble Valley residents.

Progress - Budget Holder Comments

July 2013: Included within the actual expenditure figure is a commitment of £10,685 for contingencies. To date the infrastructure has been completed within budget without use of the contingency element. It is therefore anticipated that completion of the scheme will be within approved budget.

Detailed discussions are now required with grounds maintenance as to developing a suitable finish and a site maintenance scheme along with associated costs for inclusion in the future revenue budget.

April 2013: Emergency committee agreed extra resources of £33,540 towards the scheme due to increased costs

January 2013: £86,000 of the £90,000 budget moved to the 2013/14 budget as the scheme is not likely to take place until then

September 2012: The situation is still the same as at June 2012.

June 2012: For this financial year the plans are to finalise the design of the project and prepare a detailed specification for the work to be carried out. There will also be the requirement to divert public footpaths this financial year. The

installation of necessary infrastructure works is to be scheduled for implementation during the spring/summer of 2013. A substantial part of the scheme cost will slip to next year.

October 2011: *There has been no further progress in relation to the CPO since the July report. The landowner has six years to make an application for compensation after which the option lapses.*

July 2011: *The balance of this budget is to be held in Reserves for potential CPO purposes. English Heritage have withdrawn their objection to the Council's planning application.*

August 2010: *Final requisitions are with the vendors solicitors. Completion is expected September 2010.*

March 2010: *Legal section have written to the solicitor acting for the landowner asking for draft documents and evidence of title.*

DISCP Disabled Facilities Grants

Service Area: Regeneration and Housing

Head of Service: Colin Hirst

Brief Description:

The scheme provides mandatory grant aid to adapt homes so that elderly and disabled occupants can remain in their home. The maximum grant is £30,000 and for adults is means tested. The grants can provide for minor adaptation for example the installation of a stair lift up to the provision of bathroom and bedroom extension.

Start Date, duration and key milestones:

The disabled facilities grant budget operates on a financial year basis starting in April each year and concluding in March.

Financial Implications – CAPITAL

	£	Actual Expenditure and Commitments as at end July 2013 £	Variance to end July 2013 £
Total Approved Budget 2013/14	191,647	22,871	-168,776
ANTICIPATED TOTAL SCHEME COST	191,647		

Financial Implications - REVENUE

None given

Useful Economic Life

Not applicable.

Progress - Budget Holder Comments

July 2013: In total £105,000 has been committed from the budget for approved adaptations. We have received further recommendations for two large paediatric adaptations and therefore it is likely that close to the total budget will be committed at the end of the year.

LANGR Landlord/Tenant Grants

Service Area: Regeneration and Housing

Head of Service: Colin Hirst

Brief Description:

To offer grant aid for the renovation of private sector properties with the condition that the units are affordable on completion and the Council has nomination rights. The scheme has operated successfully for over 10 years. The scheme is essential to provide affordable accommodation for move on from temporary accommodation.

Start Date, duration and key milestones:

The grants run in line with the financial year starting in April to March. From approval of the grant the work must be completed within twelve months.

Financial Implications – CAPITAL

	£	Actual Expenditure and Commitments as at end July 2013 £	Variance to end July 2013 £
Total Approved Budget 2013/14	115,690	18,710	-96,980
ANTICIPATED TOTAL SCHEME COST	115,690		

Financial Implications - REVENUE

None

Useful Economic Life

Not applicable.

Progress - Budget Holder Comments

July 2013: The budget is fully committed and renovation works have begun on all but one approved property. They are therefore scheduled to finish by the end of the financial year. Demand for this scheme has increased this year and a waiting list is beginning to develop.

LPREP Purchase and Repair Scheme

Service Area: Regeneration and Housing

Head of Service: Colin Hirst

Brief Description:

Support a registered provider to purchase and repair 3 properties in Longridge. The properties would be rented at an affordable rent and the Council will have nomination rights

Start Date, duration and key milestones:

April 2013 to March 2014

Financial Implications - CAPITAL

	£	Actual Expenditure and Commitments as at end July 2013 £	Variance to end July 2013 £
Total Approved Budget 2013/14	45,000	45,000	0
ANTICIPATED TOTAL SCHEME COST	45,000		

Financial Implications - REVENUE

None

Useful Economic Life

No comment given

Progress - Budget Holder Comments

July 2013: Properties purchased, renovated and occupied. All land charges have been registered for each property and the total capital budget of £45,000 has been transferred to Adactus Housing Association.

PEFBC Replacement of Pest Control Vehicle PE56 EFB

Service Area: Environmental Health Services

Head of Service: James Russell

Brief Description:

Replace existing pest control vehicles on a 5 year rolling programme (current vehicle purchased September 2006).

Start Date, duration and key milestones:

April 2013

Financial Implications - CAPITAL

	£	Actual Expenditure and Commitments as at end July 2013 £	Variance to end July 2013 £
Total Approved Budget 2013/14	11,000	11,436	436
ANTICIPATED TOTAL SCHEME COST	11,000		

Financial Implications - REVENUE

None

Useful Economic Life

5 years

Progress - Budget Holder Comments

July 2013: Completed and fully operational.

REPPF Repossession Prevention Fund

Service Area: Regeneration and Housing

Head of Service: Colin Hirst

Brief Description: Financial assistance through small loans to assist with mortgage/rent arrears in order to prevent repossession and allow the household to remain in their own home

Start Date, duration and key milestones:

The budget is available throughout the year and is used subject to demand

Financial Implications – CAPITAL

	£	Actual Expenditure and Commitments as at end July 2013 £	Variance to end July 2013 £
Total Approved Budget 2013/14	36,160	4,263	-31,897
ANTICIPATED TOTAL SCHEME COST	36,160		

Financial Implications - REVENUE

None identified.

Useful Economic Life

Not applicable

Progress - Budget Holder Comments

July 2013: We are assisting a number of repossession cases which are likely to result in assistance from the fund. There is likely to be two further payments made in the next quarter.

January 2013: £33,290 of the 2012/13 budget was moved to the 2013/14 financial year as it is unlikely to be utilised within the year

September 2012: The scheme is used to prevent homelessness. A press release was made 8 November to publicise the scheme; however, there are currently no applications for the fund. However we give advice to between five and eight households a week and this is a tool considered when appropriate circumstances are presented.

June 2012: An application for repossession prevention has been awarded and there is one further application to fund preventing eviction, which if approved will total £6,000.

October 2011: As July report.

July 2011: This was a government funded initiative. However, take up has been less than anticipated with this budget slipped forward over the last few years.

August 2010: A number of households have been identified as being eligible to access the scheme. Use of the scheme is as a last resort when all other options have been exhausted.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No

meeting date: 29 AUGUST 2013
 title: REVENUE OUTTURN 2012/13
 submitted by: DIRECTOR OF RESOURCES
 principal author: AMY JOHNSON

1 PURPOSE

1.1 To report on the outturn for the financial year 2012/13 in respect of the Revenue Budget for this Committee.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – none identified
- Corporate Priorities - to continue to be a well-managed Council, providing efficient services based on identified customer need and meets the objective within this priority, to maintain critical financial management controls, ensuring the authority provides council tax payers with value for money.
- Other Considerations – none identified.

2 BACKGROUND

2.1 The Council's draft Statement of Accounts have been approved by Accounts and Audit Committee and audited by the Council's external auditors. The audited version of the accounts have been submitted to Accounts & Audit at their meeting on the 28 August for approval. Confirmation of their approval will be provided at your meeting.

2.2 The information contained within the Statements is in a prescriptive format. However, the service cost information is being reported to Committees for their own relevant services in our usual reporting format in the current cycle of meetings.

3 FINANCIAL INFORMATION

3.1 Shown below, by cost centre, is a comparison with the revised estimate. You will see an overall underspend of £67,544 for this committee. After allowing for transfers to and from earmarked reserves this underspend decreases to £36,623. Please note that underspends are denoted by figures with a minus symbol.

Cost Centre	Cost Centre Name	Revised Estimate 2012/13 £	Actual 2012/13 £	Difference £
COMNL	Common Land	6,270	6,682	412
CLAIR	Clean Air	1,560	1,559	-1
DOGWD	Dog Warden and Pest Control	83,160	80,765	-2,395
CLAND	Contaminated Land	11,930	11,630	-300
CLMKT	Clitheroe Market	-50,390	-55,649	-5,259
CLCEM	Clitheroe Cemetery	44,970	41,126	-3,844

Cost Centre	Cost Centre Name	Revised Estimate 2012/13 £	Actual 2012/13 £	Difference £
ENVHT	Environmental Health	302,990	283,592	-19,398
ENVGR	Grants and Subscriptions	3,480	3,585	105
CTBEN	Council Tax Benefits	-9,220	-7,806	1,414
HGBEN	Housing Benefits	99,980	102,740	2,760
HSASS	Housing Associations	12,690	12,570	-120
HSADV	Housing Advances	980	1,037	57
SUPPE	Supporting People	2,020	1,960	-60
JARMS	Joiners Arms	16,990	10,416	-6,574
HOMEE	Home Energy Conservation	23,110	22,910	-200
IMPGR	Improvement Grants	32,460	31,213	-1,247
HOMEG	Homelessness General	48,860	49,092	232
HOMES	Homelessness Strategy	-19,810	-24,243	-4,433
GRAGE	Non-Dwelling Rents	-2,190	-5,202	-3,012
WARMH	Warm Homes	44,470	14,539	-29,931
HSTRA	Housing Strategy	63,250	67,500	4,250
NET COST OF SERVICES		717,560	650,016	-67,544
ITEMS ADDED TO (TAKEN FROM) BALANCES AND RESERVES				
HGBAL/H339	Warm Homes Healthy People	-44,470	-14,539	29,931
FNBAL/H325	Repairs & Maintenance Reserve	-5,000	-4,000	1,000
HGBAL/H275	Clean Air Reserve	-470	-480	-10
NET BALANCES AND RESERVES		-49,940	-19,019	30,921
NET EXPENDITURE		667,620	630,997	-36,623

- 3.2 We have extracted the main variations and shown them, with the budget holders' comments at Annex 1. However, a summary of the major variations is given in the table below.

Service Area	Description of Variance	Amount £
CLMKT Clitheroe Market	Decrease in expenditure relating to the repair and maintenance of buildings.	-2,242
	Electricity charges were less than estimated.	-915
	Income received from the rental of market cabins was above that forecast.	-1,641

Service Area	Description of Variance	Amount £
ENVHT Environmental Health	Recharge costs from Resources (Financial Services) and Chief Executives were less than estimated. This is largely due to staff vacancies within the year, resulting in lower support service costs.	-15,780
	Following the employment of a temporary consultant due to staff shortages, there has been an increase in environmental protection fee income generated.	-1,906
HGBEN Housing Benefits	There has been an increase in the number of claimants of Housing Benefits due to the economic climate.	132,197
	As a result of the increase in the level of payments made for Housing Benefits, the Council has received additional subsidy from the Government to fund these payments.	-104,377
JARMS Joiners Arms	The final charge for the management fee at the homeless hostel was less than budgeted.	-5,158
WARMH Warm Homes	Additional grant income was received during the year. This has been set aside in an earmarked reserve for use in future years, as it was not possible to fully commit the additional grant income within the 2012/13 financial year.	-29,931

3.3 As can be seen above, the key variances are related to Housing Benefits, whilst the variances may appear high, these budgets are on a benefit caseload of over £9m, and are more than compensated by the additional subsidy received from Government.

4 CONCLUSION

4.1 There has been an overall underspend for this committee of £67,544, decreasing to £36,623 after allowing for transfers to and from earmarked reserves.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH9-13/AJ/AC
16 August 2013

BACKGROUND PAPERS

Revised Estimates approved by Committee on 24 January 2013
Closedown Working Papers

For further information please ask for Amy Johnson, extension 4498

HEALTH AND HOUSING COMMITTEE – REVENUE OUTTURN 2012/13 VARIANCES

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<i>Common Land</i>					
The budget for repair work for common land has not been used for this year.	-444				-444
Emergency tree work has been undertaken for which there was no budget.	600				600
Expenditure on the purchase of equipment and materials was less than expected.	-34				-34
There has been an increase in recharges from Community Services (£390) which has been partially offset by a decrease in recharges from Legal Services (-£100).			290		290
Total Common Land	122		290		412
<i>Clean Air</i>					
Expenditure on analysis fees was slightly more than anticipated.	9				9
An anticipated recharge from legal services did not occur due to general under spending.			-10		-10
Total Clean Air	9		-10		-1
<i>Dog Warden</i>					
Costs generally are less than expected. This includes kennelling fees (-£1,846), diesel costs (-£463), purchases of equipment and materials (-£452) and baits and poisons (-£637). These have been slightly offset by an increase in Repairs and Maintenance oncosted wages (£840), grounds maintenance oncosted wages (£157) and protective clothing costs (£170).	-2,242				-2,242

HEALTH AND HOUSING COMMITTEE – REVENUE OUTTURN 2012/13 VARIANCES

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
There has been a reduction in recharges from Financial Services (-£230), Community Services (-£50), Chief Executives (-£5,380) and Organisation & Member Development (-£20) due to the non-filling of vacancies and general under spending, which have been offset slightly by an increase in recharges from legal services (£1,090).			-4,590		-4,590
The grounds maintenance recharge was lower than anticipated due to the emptying of dog bins being partially done by the dog wardens.			-1,739		-1,739
Income in relation to pest control fees and charges and kennelling fee income is less than anticipated.		6,176			6,176
Total Dog Warden	-2,242	6,176	-6,329		-2,395
<i>Contaminated Land</i>					
Maintenance costs relating to the software system for the monitoring of contaminated land in the Council's area has cost less than originally anticipated.	-300				-300
A small provision for anticipated income was made, which has not been achieved this year.		50			50
There has been a reduction in the recharge from Community Services due to non - filling of vacancies and general under spending,			-50		-50
Total Contaminated Land	-300	50	-50		-300

HEALTH AND HOUSING COMMITTEE – REVENUE OUTTURN 2012/13 VARIANCES

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<i>Clitheroe Market</i>					
There has been a reduction in costs, mainly due to a fall in R&M costs (-£2,242), electricity (-£915) and publicity costs (-£555).	-4,102				-4,102
There has been a reduction in the costs of support services due to the non-filling of vacancies and general under spending. The main areas are financial Services (-£230), Legal Services (-£190) and Organisation and Member Development (-£50) which have been partially offset by an increase in the Community Services recharge (£80).			-398		-398
Depreciation charges were slightly higher than anticipated.				3	3
The recharge for the use of the market office by the CCTV service was lower than anticipated. This is due to an overall decrease in running costs incurred at the market.		1,390			1,390
Income in relation to the hire of stalls and pitched is higher than anticipated.		-2,152			-2,152
Total Clitheroe Market	-4,102	-762	-398	3	-5,259
<i>Clitheroe Cemetery</i>					
There has been a reduction in costs, mainly due to a fall in electricity costs (-£118), metered water (-£184), purchase of trees, plants & shrubs (-£624) rental costs (-£128) and the purchase of plaques (-£270). These decreases in costs have been offset slightly by an increase in repairs and maintenance costs (£1,026).	-313				-313
Recharges from other departments are lower than anticipated. This is mainly due to a fall in grounds maintenance recharges (-£7,739), Financial Services (-£240) and Chief Executives (-£150).			-8,149		-8,149
Depreciation is slightly lower than anticipated.				-1	-1
There has been a fall income, mainly due to a reduction in interment fee income (-£1,501) and exclusive burial right income (-£3,005).		4,619			4,619
Total Clitheroe Cemetery	-313	4,619	-8,149	-1	-3,844

HEALTH AND HOUSING COMMITTEE – REVENUE OUTTURN 2012/13 VARIANCES

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<i>Environmental Health</i>					
There has been a reduction in costs relating to food samples (-£476), printing & stationery (-£321) subscriptions (-£350), illegal tipping (-£510) and water samples (-£613), These have been slightly offset by an increase in vet fees (£456).	-1,831				-1,831
Recharges from other departments are lower than anticipated. This is due to a reduction in Chief Executives recharges (-£8,060) due to the environmental health section being a member of staff down for a large proportion of the year. The recharge from legal services is also lower than anticipated (-£7,720) due to general underspend.			-16,360		-16,360
Income is more than expected. This is due to an increase in licence income (-£431), street trading licence income (-£748) and environmental protection fee income (-£1,906). This increase in income has been slightly offset by a fall in income relating to private water supplies (£1,947).		-1,207			-1,207
Total Environmental Health	-1,831	-1,207	-16,360		-19,398
<i>Environmental Grants</i>					
Payment of a grant was slightly more than anticipated.	85				85
The recharge from Financial Services is marginally less than anticipated.			20		20
Total Environmental Grants	85		20		105
<i>Council Tax Benefits</i>					
Expenditure in relation to the implementation of the local council tax support scheme was higher than budgeted. Grant income has however been received to fund this expenditure.	1,804				1,804
Payments of council tax rebates were higher than anticipated. Grant funding has been received to finance these payments.	6,664				6,664

HEALTH AND HOUSING COMMITTEE – REVENUE OUTTURN 2012/13 VARIANCES

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
There has been a reduction in the cost of support services due to the non-filling of vacancies and general under spend. The main areas are: <ul style="list-style-type: none"> ▪ Revenues: -£320 ▪ Financial Services: -£790 ▪ Member & Development Services: -£20 			-1,130		-1,130
Grant income in relation to the payment of council tax benefits was higher than anticipated.		-5,924			-5,924
Total Council Tax Benefits	8,468	-5,924	-1,130		1,414
<i>Housing Benefits</i>					
The payments to claimants of housing benefits is greater than anticipated as the number of claimants has consistently exceeded expectations during the year, resulting in increased costs.	136,007				136,007
Expenditure in relation to the implementation of Local Housing allowance was incurred, for which there was no budgeted allowance. Grant income has however been received to fund this expenditure.	12,215				12,215
Other expenditure was lower than anticipated, in particular printing & stationery charges (-£1,061), postages (-£1000), software maintenance costs (-£619), photocopying charges (-£834) and training expenditure (-£500). Other minor savings totalled -£283.	-4,297				-4,297
There has been a reduction in the cost of support services due to the non-filling of vacancies and general under spend. The main areas are: <ul style="list-style-type: none"> ▪ Legal -£4,720 ▪ IT -£690 ▪ Finance -£1,630 ▪ Other departments: -£350 			-7,390		-7,390
Grant income has been received at a higher rate than budgeted to offset the additional payment of benefits to claimants.		-117,278			-117,278
A grant has been received to finance the costs of a new software licence to accommodate changes to the Local Housing Allowance Scheme.		-16,497			-16,497
Total Housing Benefits	143,925	-133,775	-7,390		2,760

HEALTH AND HOUSING COMMITTEE – REVENUE OUTTURN 2012/13 VARIANCES

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<i>Housing Associations</i>					
There has been a reduction in the cost of support services due to the non-filling of vacancies and general under spend, resulting in a saving of -£120.			-120		-120
Total Housing Associations			-120		-120
<i>Housing Advances</i>					
Costs in relation to the maintenance charges on the mortgages software system were higher than anticipated.	90				90
There has been a reduction in the cost of Financial Services support services due to the non-filling of vacancies and general under spend.			-70		-70
The interest received from mortgage payers is less than anticipated repayments being lower than anticipated.		37			37
Total Housing Advances	90	37	-70		57
<i>Supporting People</i>					
Expenditure has not been incurred in relation to staff expenses.	-50				-50
Support service costs of the Chief Executives and Revenue services are slightly less than anticipated.			-10		-10
Total Supporting People	-50		-10		-60
<i>Joiners Arms</i>					
Increased costs in relation to metered water supplies (£117) and sewerage costs (£148) have been offset by decreased repairs & maintenance costs (-£456), NNDR charges (-£48) and telephone line costs (-£137)	-377				-377

HEALTH AND HOUSING COMMITTEE – REVENUE OUTTURN 2012/13 VARIANCES

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
The annual service level agreement charge payable to Ribble Valley Homes in relation to the management of the unit was lower than anticipated.	-5,157				-5,157
There has been a reduction in recharges from Community Services (-£910) and Financial Services (-£230) due to the non-filling of vacancies and general underspend.			-1,140		-1,140
A contingency budget for the receipt of service charge income was included. No income has been received.		100			100
Total Joiners Arms	-5,534	100	-1,140		-6,574
<i>Home Energy Conservation</i>					
The cost of recharges from Community Services and Chief Executives has reduced costs by £200, which is due to the non-filling of vacancies and a general under spend.			-200		-200
Total Home Energy Conservation			-200		-200
<i>Improvement Grants</i>					
Fee income, which is generated from the capital programme, is more than anticipated at revised estimate.		-877			-877
Support service costs from Chief Executives (-£220), Financial Services (-£130) and Community Services (-£20) are less than anticipated at revised estimate due to the non-filling of vacancies and general under spendings.			-370		-370
Total Improvement Grants		-877	-370		-1,247
<i>Homelessness General</i>					
There has been reduced spending on meeting/conference expenses.	-128				-128
Recharges from Financial Services (-£70) and Chief Executives (-£320) are lower than anticipated, which have been offset by an increase in the recharge from Community Services (£750) due to general underspends.			360		360

HEALTH AND HOUSING COMMITTEE – REVENUE OUTTURN 2012/13 VARIANCES

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
Total Homelessness General	-128		360		232
Homelessness Strategy					
Expenditure has generally decreased, mainly in respect of the provision of temporary accommodation for the homeless (-£2,444), software maintenance costs (-£286), grants to partner agencies (-£119) and costs in relation to the Tenancy Protection Scheme (-£477). The balance is made of several smaller reductions in costs.	-3,483				-3,483
Support services recharges are lower than anticipated due to a reduction in spending and non-filling of vacancies. The reduction is made up of: <ul style="list-style-type: none"> ▪ Financial Services: £70 ▪ Legal Services: £820 ▪ Chief Executives: £60 			-950		-950
Total Homelessness Strategy	-3,483		-950		-4,433
Non-dwelling Rents					
Expenditure in relation to repairs & maintenance costs (-£1,123) and the demolition of garages at Whalley (-£1,000) were less than anticipated.	-2,123				-2,123
Income from ground rents was lower than anticipated (£653) WHY??? Which has been slightly offset by an increase of income for the rental of garages (-£315).		338			338
There has been a reduction in the cost of support services due to the non-filling of vacancies and a general under spend. Mainly due to Financial Services (-£90) and Legal Services (-£1,140)			-1,227		-1,227
Total Non-dwelling Rents	-2,123	338	-1,227		-3,012
Warm Homes					
Expenditure in relation to the provision of warm homes packs was lower than anticipated (-£3,773). Additionally the take up of grants for boilers was lower than expected (-£37,168). This fall in expenditure was offset by an overspend on promotional activities relating to the warm homes and boiler grant schemes (£8,649).	-32,292				-32,292
Warm homes grant income received during the year was slightly lower than anticipated.		2,361			2,361
Total Warm Homes	-32,292	2,361			-29,931

HEALTH AND HOUSING COMMITTEE – REVENUE OUTTURN 2012/13 VARIANCES

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
Housing Strategy					
Expenditure was greater than anticipated with the majority being to an equal pay claim from Ribble Valley Homes (£3,568) which was not provided for in the budget and also due to an increase in postage costs due to the Housing Needs Survey (£1,287). The balance is made up on an increase in the annual contract payment to RVH in respect of the housing waiting list and also purchase of equipment.	5,307				5,307
There has been a reduction in the cost of support services due to the non-filling of vacancies and general under spend.			-610		-610
Additional income has been received. This is in respect of the sale of electric cards (-£359) and Decent Homes Survey work (-£88).		-447			-447
Total Housing Strategy	5,307	-447	-610		4,250
Totals	105,608	-129,311	-43,843	2	-67,544
VARIANCES ON ITEMS TO BE ADDED TO (TAKEN FROM) BALANCES AND RESERVES					
Warm Homes Healthy People					29,931
Clean Air Reserve					0
Repairs & Maintenance Reserve					1,000
Overall under spending after transfers to/from balances and reserves					-36,613

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO HEALTH AND HOUSING COMMITTEE

INFORMATION

Agenda Item No

meeting date: 29 AUGUST 2013
 title: REVENUE MONITORING 2013/14
 submitted by: DIRECTOR OF RESOURCES
 principal author: AMY JOHNSON

1 PURPOSE

1.1 To let you know the position for the first four months of this year's revenue budget as far as this committee is concerned.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – none identified
- Corporate Priorities - to continue to be a well managed Council providing efficient services based on identified customer need and meets the objective within this priority, of maintain critical financial management controls, ensuring the authority provides council tax payers with value for money.
- Other Considerations – none identified.

2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period to the end of July. You will see an overall underspend of £24,854 on the net cost of services. After allowing for transfers to and from earmarked reserves the underspend is increased to £48,327. Please note that under spends are denoted by figures with a minus symbol.

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of period £	Actual including Commitments to the end of the period £	Variance £	
CTBEN	Council Tax Benefit Administration	24,620	-54,204	-69,248	-15,044	R
HGBEN	Housing Benefits	123,550	-65,161	-82,990	-17,829	R
COMNL	Common Land	6,280	208	42	-166	G
CLCEM	Clitheroe Cemetery	46,290	5,030	-176	-5,206	R
ENVGR	Grants & Subscriptions - Health & Hsng	4,720	218	0	-218	G
CLAIR	Clean Air	1,600	536	508	-28	G
DOGWD	Dog Warden & Pest Control	87,800	3,154	3,487	333	G
ENVHT	Environmental Health Services	304,830	-3,108	-6,445	-3,337	A
CLAND	Contaminated Land	12,340	104	0	-104	G

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of period £	Actual including Commitments to the end of the period £	Variance £	
HSASS	Housing Associations	13,780	0	0	0	G
HSADV	Housing Advances	1,060	210	0	-210	G
SUPPE	Supporting People	2,370	18	0	-18	G
WARMH	Warm Homes Healthy People	0	0	23,473	23,473	R
CLMKT	Clitheroe Market	-47,720	-88,510	-91,587	-3,077	A
JARMS	Joiners Arms	17,560	10,146	12,880	2,734	A
HOMEG	Homelessness General	49,320	164	0	-164	G
HOMES	Homelessness Strategy	31,880	10,694	6,800	-3,894	A
IMPGR	Improvement Grants	35,680	-2,672	-1,694	978	G
HOMEE	Home Energy Conservation	24,890	246	0	-246	G
GRAGE	Non-Dwelling Rents	-6,790	-10,435	-13,365	-2,930	A
HSTRA	Housing Strategy	66,370	5,180	5,279	99	G
	Total:	800,430	-188,182	-213,036	-24,854	
Transfers to/from Earmarked Reserves						
	DEFRA Clean Air Reserve	-480	-480	-480	0	
	Warm Homes Grant Reserve	0	0	-23,473	-23,473	
Total after Transfers to/from Earmarked Reserves		799,950	-188,662	-236,989	-48,327	

2.2 The variations between budget and actuals have been split into groups of red, amber and green variance. The red variances highlight specific areas of high concern, for which budget holders are required to have an action plan. Amber variances are potential areas of high concern and green variances are areas, which currently do not present any significant concern.

Key to Variance shading	
Variance of more than £5,000 (Red)	R
Variance between £2,000 and £4,999 (Amber)	A
Variance less than £2,000 (Green)	G

2.3 We have then extracted the main variations for the items included in the red shaded cost centres and shown them with the budget holder's comments and agreed action plans, in Annex 1.

2.4 The main variations for items included in the amber shaded cost centres are shown with budget holders' comments at Annex 2.

3 CONCLUSION

3.1 The comparison between actual and budgeted expenditure shows an underspend of £24,854 for the first four months of the financial year 2012/13. After allowing for transfers to and from earmarked reserves the underspend is increased to £48,327.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH10-13/AJ/AC
16 August 2013

BACKGROUND PAPERS: None

For further information please ask for Amy Johnson, extension 4498

Health and Housing Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
CTBEN/2809	Council Tax Benefit Administration/Non Recurring Purchases of Equipment etc	27,900	9,304	333	8,971	The expenditure budget was introduced to offset the New Burden grant income received (CTBEN/8022z). Minimal purchases have been made to date.	The budget will continue to be monitored and reviewed at revised estimate time.
CTBEN/8022z	Council Tax Benefit Administration/DCLG-Council Tax Initial New Burden Grant	-27,900	-27,900	-33,997	6,097	An additional grant has been received which was not anticipated when the OE budget was prepared.	The budget will be reviewed at revised estimate.
HGBEN/2809	Housing Benefits/Non Recurring Purchases of Equipment etc	0	0	15,700	-15,700	A licence upgrade for legislative changes regarding ATLAS, Benefit Capping & Personal Independence Payment has been purchased.	DWP grant funding has been received to fund this purchase.
HGBEN/4652	Housing Benefits/Rent Allowance Payments	7,224,630	2,189,063	2,289,964	-100,901	Payments to claimants are greater than budgeted.	The budget will continue to be monitored and reviewed at revised estimate time.

Health and Housing Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
HGBEN/8002z	Housing Benefits/Rent Allowances Grant	-7,259,430	-2,235,906	-2,332,340	96,434	The budget was prepared in November whereas the initial claim for 2013/14 grant income was made early March. The claim was made on the assumption that the trend of the continual rise in the number of claimants would continue.	A review of grant income received will be carried out against payments made to claimants when the HB mid year estimate claim is completed and submitted (August). The budget will then be revised accordingly at revised estimate time.
HGBEN/8009z	Housing Benefits/Housing Benefit & CT Benefit Admin Grant	-106,750	-35,608	-52,663	17,055	An additional grant payment of £15,656 has been received	The budget will continue to be monitored and reviewed at revised estimate time.
HGBEN/8026z	Housing Benefits/DWP - LA Data Sharing (LADS) IT Costs	0	0	-15,235	15,235	Grant funding has been received which was not anticipated when the OE budget was prepared.	The grant has been used to purchase a licence upgrade (see HGBEN/2809). An additional grant of £465 is to follow to fully offset the cost of the upgrade.

Health and Housing Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
WARMH/ 4676	Warm Homes Healthy People/Grants to Individuals	0	0	18,382	-18,382	Funds are held in an earmarked reserve to fund this warm homes expenditure.	The budget will be reviewed at revised estimate and the funds held in reserve be brought in.

Health and Housing Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
CLCEM/5056	Clitheroe Cemetery/Grounds Maintenance	44,490	14,840	10,881	3,959	Grounds Maintenance staff are focusing on planting bedding plants throughout the borough which is reducing the time spent at the cemetery.
CLMKT/2402	Clitheroe Market/Repair & Maintenance - Buildings	12,730	2,242	6,195	-3,953	Costs have been incurred due to a potential tenant requiring a cabin to be converted from a non-food cabin to a food cabin. It was felt that without the conversion the tenant would not commit to renting the cabin.
CLMKT/8824n	Clitheroe Market/Cabins	-93,590	-93,590	-96,055	2,465	The budget allows for cabins to be empty for periods of time throughout the year. At present all cabins are fully occupied, resulting in higher income being generated than budgeted.
ENVHT/8415u	Environmental Health Services/Envir Protect Registrations Fees	-5,400	-4,806	-7,027	2,221	A consultant has been employed to focus on environmental protection work which has allowed additional income to be generated.
HOMES/8090z	Homelessness Strategy/DCLG Homelessness Grant	0	0	-2,000	2,000	An allocation of a homelessness prevention grant has been received which was not anticipated when the Original Estimate was prepared. The grant has been committed to funding a Youth Worker to work with 16 & 17 year olds under the YNOT scheme.
JARMS/3079	Joiners Arms/Other Contract Payments	8,450	8,450	10,571	-2,121	Housing Benefit payments fund an element of this contract, for which a credit note will be received at year end.

Health and Housing Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
WARMH/0100	Warm Homes Healthy People/Salaries	0	0	2,958	-2,958	Funds are held in an earmarked reserve to finance this warm homes expenditure.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 29 AUGUST 2013
title: GENERAL REPORT
submitted by: CHIEF EXECUTIVE
principal author: JAMES RUSSELL, HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To inform Committee of relevant issues which have arisen since the last meeting.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – The following reports generally relate to the Council's ambitions to make people's lives healthier and safer.

2 ENVIRONMENT AGENCY LIAISON MEETING

2.1 A liaison meeting was held on 1 July 2013. A copy of the minutes is attached as the Appendix to this report.

3 CLITHEROE CEMETERY EXTENSION UPDATE

3.1 I can report the ongoing satisfactory progress with the Clitheroe Cemetery extension scheme. Since the last meeting of this committee, the infrastructure work has been completed.

3.2 Detailed discussions are now to be undertaken with grounds maintenance as to developing a suitable final finish and a site maintenance scheme and associated costs for inclusion in the future revenue budget.

4 ENVIRONMENTAL HEALTH STAFF

4.1 Julie Whitwell Environmental Health Officer (Health & Safety) has commenced her maternity leave. Unfortunately to date, we have not been successful in appointing a full time maternity cover replacement. Other options are being pursued with regard to possible part time cover.

4.2 In the event that suitable cover cannot be appointed then it may be necessary to use environmental health consultants to meet end of year annual service targets.

5 DOG WARDEN UPDATE

5.1 Since my last report, I am pleased to report considerable ongoing effort and dedication by our Dog Warden Officers. Since April, a further 3 Fixed Penalties have been issued and paid. In 2012/13, 11 informal warnings were issued and have been recorded in the event of further offences being reported or witnessed.

5.2 As reported previously, in 2012/13, a further five Fixed Penalty Notices were issued in relation to dog fouling. Including this year's to date, this means that a total of 69 fixed penalties have been issued since the introduction of the Dogs (Fouling of Land) Act Provisions.

- 5.3 To coincide with the introduction of the new Dog Control Orders it is intended to include a significant article in the Autumn edition of the Ribble Valley News to explain the new control orders, summarise dangers of dog fouling and related infections hence reasons for cleaning up promptly, interesting statistics including 'profiles of dog foulers' concluding with a strong message: **'You must clean up after your dog – every time everywhere'** and promote: **'ensure your dog is regularly wormed'**.

JAMES RUSSELL
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

For further information please ask for James Russell on 01200 414466.

BACKGROUND PAPERS

None.

JAR/HEALTH & HOUSING/29 August 13

LIAISON MEETING BETWEEN RIBBLE VALLEY BOROUGH COUNCIL, THE HEALTH PROTECTION AGENCY AND THE ENVIRONMENT AGENCY

MINUTES OF MEETING HELD ON 1 JULY 2013 AT RIBBLE VALLEY BOROUGH COUNCIL OFFICES, CLITHEROE

PRESENT:

Phil Goodwin – Regulatory Officer, Environment Agency
Councillor Richard Sherras – RVBC
Councillor Ian Sayers - RVBC
James Russell – RVBC EHO

1. APOLOGIES

Apologies received from Dr Sohail Ashraf - PHE.

2. MINUTES & NOTES OF PREVIOUS MEETINGS – 10 December 2012

- The minutes were accepted as an accurate record.

3. MATTERS ARISING –

- **Paper Pulp** - Stoneygate Lane, Ribchester – No repeat deliveries, believed resolved. PG explained EA require agricultural assessment before approval to use. General discussion as to whether product has much to assist plant growth. Generally conclusion that product is soil conditioner.
- Enquiry if any issues with regard to waste water lagoons @ slaughterhouse. PG indicated not aware of any concerns but would make enquiries.

4. HANSON CEMENT UPDATE

- PG pleased to report that Hanson production levels starting to recover and increase. Market demand seeing signs of improving with result that plant now working more days continuously than anytime in past 3 years. Been reorganisation within company, Ketton now mainly supplying SE, Ribblesdale North including Scotland and now SW. Likely to be more trains, 3 to Scotland and 3 to Avonmouth per week. Potential that rail network may only permit extra trains to run at night which may result in more movements around Clitheroe.
- PG reported that trials delayed for MBM and WDF/RDF (Waste/Refuse Derived Fuel) until kilns achieve more continuous operation to achieve consistency of operating conditions. Likely to be at least September 2013 before trials can commence. RDF to be sourced from potentially 3 suppliers,; Shank's Carlisle, JWS Ramsbottom or Global Renewables, Leyland & Thornton.
- PG reported that Ribblesdale recently installed new variable speed fan to kiln, which is expected to result in considerable running cost efficiencies not available before. Significant capital investment ongoing which is reassuring for future of site.
- Selective Non-Catagenic Reduction (SNCR) to be installed to Ribblesdale Works to further reduce Nox emissions. Likely to be in next 2/3 years. Other Hanson sites already have installed.

- Recent introduction of plastic sack bagging plant has been very successful and welcomed by construction industry with less waste and reduced damage from wet.
- Question asked as to validity of monitoring for mercuric compounds in cement. Councillor recently seen brochure. PG responded that not considered of any consequence in cement as only present as natural trace metal in rock.

5. COMPLAINTS

- No complaints received by EA in 2013. Aware of some incidents of dust reported direct to Ribblesdale in March during prolonged dry period. Incidents localised

6. UPDATE ON OTHER PPC SITES

- Dugdales Nutrition – Nothing to report
- Johnson Matthey – Nothing to report
- Trouw – No complaints for 3 years since bio filter media last changed. E growing evidence that bio filter media requires changing every 3-5 years. Found that media breaks down over time degenerates into compost and then blocks.
- BAe – Site inspector is Tony Glynn Jones. EA have electro-plating system, which EA permit. Gill Atkinson new RVBC Pollution Officer should direct site enquiries to him.

7. ANY OTHER BUSINESS

- Boyces Brook, Ribchester – Recent erosion of bank exposing roots of very large willow tree. Asked if EA responsible for cutting down and removal as potential to block water course. Advised that riparian owner is responsible. ***Post meeting: confirmed Dave Hewitt @ RVBC dealing with trees in question as RVBC own land.***
- Asked if EA have any involvement with recent changes to timber weir in Rimington. Several alterations taken place over past few years but who undertaking? Suggested that likely to be River Ribble Trust based at Hanson Cement Transport.

DATE AND TIME OF NEXT MEETING

Please can you diary next meeting for:

Monday **9 December 2013 at 2.15pm** at Ribble Valley BC Council Offices, Clitheroe

NONMIN/01072013

**MINUTES OF THE HEALTH & WELLBEING PARTNERSHIP
HELD ON
WEDNESDAY, 14 AUGUST 2013 at 5pm**

PRESENT:	Cllr B Hilton – Chairman	
	Cllr Holgate	Olwen Heap
	Cllr Elms	
	Cllr Newmark	
	Phil Mileham	Practice Manager - Clitheroe Health Centre
	Caroline Holtom	Local Health Specialist - LCC
	Dr Alan Crowther	ELHT Service Provision
	Lynne Wood	
	Craig Henderson	ELHT Contracts
	Andy Pratt	NHS Property Services

APOLOGIES

Apologies for absence were received from Marshal Scott, Chris Hughes, Colin Hirst, Bob Harbin, Martin Hodgson and Jayne Mellor.

MINUTES

Minutes of the meeting held on 17 July 2013 were approved as a correct record.

PRESENTATION – CLITHEROE COMMUNITY HOSPITAL

Craig and Andy gave an update on how the actual building work had progressed. It was slightly in front of schedule and due for handover in April 2014.

Craig gave a detailed description of the internal layout of the hospital on both levels. Councillors were reassured that the services and facilities that would be available were an improvement on the current ones.

A discussion took place on the use of beds for RV residents. Alan reported that there is a hierarchy process for admissions and although RV residents would always try to be accommodated it could not be guaranteed every time as there was a duty to make proper use of the beds. There is a 91% bed occupancy rate at the hospital.

Craig / Andy offered to give Councillors a tour of the development (in 6 –8 wks time). Olwen would arrange this with them.

It was also highlighted that all the design had been done in a 'dementia friendly' way, working with a local dementia group. Craig / Andy offered to do a presentation on this at a future meeting.

TERMS OF REFERENCE

Bridget had updated the Terms of Reference – these would be circulated for comments before going to the Health & Housing committee for approval.

It was agreed that Christine Fish from CVS be invited to join the partnership on behalf of the voluntary sector; and officers from East Lancs Hospital Trust, Lancashire Care Trust, Greater Preston CCG and Blackburn with Darwen CCG should be co-opted members.

YEAR OF HEALTH & WELLBEING

Bridget reported that the launch had been very successful with a lot of exhibitors and visitors.

It was now important to move forward with the Action Plan.

UPDATE REPORT

Bridget updated Members on progress on the following:-

- Health & WellBeing Board (LCC) – Bridget felt that this was moving forward. Topics discussed included
 - Strategic Delivery Plan
 - Communications Strategy
 - Stakeholders Conference
 - Delivery Framework
 - Officers group
 - Keogh report
 - Winterbourne update

- Health Scrutiny – similar issues discussed as at the Board meeting

AOB

Slaidburn Health Centre – Rosie asked for support in fighting the proposed closure of the health centre at Slaidburn. Phil reported that he had been invited to attend a meeting with Donna Roberts – NHS England on 4 September to discuss options.

Chris Hughes – Chris was due to leave the Council on 6 September - Bridget asked that the thanks of the partnership group be conveyed to Chris for his contribution and that he be wished every success in his new venture.

NEXT MEETING

The date of the next meeting will be Wednesday 16 October 2013 at 5.00pm in Committee Room 1, Ribble Valley Civic Suite, 13 Church St, Clitheroe

Meeting finished 6.45pm

MINUTES OF THE HEALTH & WELLBEING PARTNERSHIP GROUP HELD ON WEDNESDAY, 17 JULY 2013 at 5pm

PRESENT:	Cllr B Hilton – Chairman	Chris Hughes
	Cllr J Holgate	Olwen Heap
	Cllr R Elms	David Ingham
	Cllr R Newmark	
	Cllr M Robinson	
	Cllr K Hind	
	Sandra Fox	LCC – Public Health

APOLOGIES

Apologies for absence were received from Phil Mileham, Jayne Mellor, and Marshal Scott.

LAUNCH OF RV YEAR OF HEALTH & WELLBEING– 31 JULY 2013

David gave an overview of the arrangements for the launch on Wednesday 31 July from 4 – 6pm in the Council Chamber. This would include:-

- 18 ‘stands’ in the Council Chamber
- an official launch by the Mayor at 5pm (DI to do briefing note for Mayor)
- 3 main displays (our priorities) in the foyer area
- 3 speakers covering Early Years, Middle Years (CCG) and End of Years (Crossroads)
- Boots Chemist and Lloyds Chemist covering medicine management and diabetes
- Tracy doing health monitoring
- CR 1 & 2 booked for private consultations
- Drawings / info about the new Clitheroe Hospital development

Invitations had been sent out to all councillors and partners to attend.

David had also already contacted lots of local establishments about becoming ‘dementia friendly’. The response had been very positive.

The launch would be followed by a series of events across the whole of the Ribble Valley.

Bridget wanted the Members of Health & Housing committee to participate in the ‘Year’ by committing to a collective weight loss that would also combine less drinking and exercise. All councillors on the partnership group were happy to do this, and hopefully there would be more councillors that would join in.

Chris outlined the Action Plan for the rest of the year. He reported that the bid to the CCG for ‘Falls Prevention Project’ had been successful.

The idea was to use lots of the work we already do and ‘brand’ it under the ‘Year of H & WB’

CMT had agreed to finance some ‘dementia friendly’ training for frontline staff at the RV offices.

St Vincents had now purchased the property in Grindleton to convert to a ‘Cosy Home’.

NEXT MEETING

The date of the next meeting will be Wednesday 14 August 2013 at 5.00pm in Committee Room 1, Ribble Valley Civic Suite, 13 Church St, Clitheroe

Meeting finished 5.45pm

DISABLED FACILITIES GRANTS IN ENGLAND – A RESEARCH REPORT FOR
DISTRICT COUNCILS NETWORK & THE SOCIETY OF DISTRICT COUNCIL
TREASURERS - APRIL 2013

Headlines only:

- Over 50% of District Councils in England participated in the research.
- Disabled Facilities grant is an important mechanism for supporting people with disabilities to live independently. This can frequently contribute to the avoidance of hospital admissions and residential care.
- Delivery of DGF is a statutory function delegated to local housing authorities in England with partial funding from Central Government.
- Research identifies poor management in that resources are not deployed as effectively as they could be; people are left waiting too long, sometimes up to 2 years and the financial pressure placed on District Councils with low reserves cannot be sustained.
- Many District Councils are operating a waiting list that is not responding well for people.

Recommendations:

1. Formation of partnerships between District Councils and County Councils to be rolled out nationally and agree clear local Adaptations Policy
2. DGF services to be delivered in an integrated way from assessment through to delivery of aids equipment which includes an independent client advocacy role – alternatively, responsibilities would be transferred to one organisation to manage the entire process
3. Each local partnership should be required to agree a joint Adaptations Strategy which complies with national guidance
4. The system should shift towards supporting people to make their own choices with greater advice available to applicants including other housing options to meet their needs
5. In future, most adaptations for home owners should be funded through the equity in their homes with a grant safety net for those with no equity
6. DFG should not be paid for adaptations in social housing. Registered providers should be expected to make best use of housing stock, taking advantage of tenure reforms to do so
7. CCG should be expected to provide revenue support for housing related prevention services which can delay or avoid admission to hospital or same services, especially handyman Services