

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.30pm** on **THURSDAY, 4 SEPTEMBER 2014** 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 5 June 2014 – copy enclosed.
3. Declarations of Interest (if any).
4. Public Participation (if any).

FOR DECISION

- ✓ 5. Food Hygiene Intervention Plan 2014/15 – report of Chief Executive – copy enclosed.

FOR INFORMATION

- ✓ 6. Review of Environmental Health Services – report of Chief Executive – copy enclosed.
- ✓ 7. Affordable Warmth Bid – report of Chief Executive – copy enclosed.
- ✓ 8. DFG Funding Update – report of Chief Executive – copy enclosed.
- ✓ 9. Affordable Housing Needs Data Across the Borough – report of Chief Executive – copy enclosed.
- ✓ 10. Capital Monitoring 2014-2015 – report of Director of Resources – copy enclosed.
- ✓ 11. Revenue Outturn 2013-2014 – report of Director of Resources – copy enclosed.
- ✓ 12. Revenue Monitoring 2014-2015 – report of Director of Resources – copy enclosed.
- ✓ 13. Year End Performance Information 2013-2014 – report of Director of Resources – copy enclosed.
- ✓ 14. General Report of Chief Executive on Environmental Health Services – report of Chief Executive – copy enclosed.
- 15. Reports from Outside Bodies (if any).

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

FOR INFORMATION

- ✓ 16. General Report – Grants – report of Chief Executive – copy enclosed.
- ✓ 17. Affordable Housing Update – report of Chief Executive – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 4 SEPTEMBER 2014
title: FOOD HYGIENE INTERVENTION PLAN 2014/2015
submitted by: CHIEF EXECUTIVE
principal author: JAMES RUSSELL HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To consider and approve the Ribble Valley Borough Council's Food Hygiene Intervention Plan 2014/2015.

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".

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:

- 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 meets the Food Standard Agency's food law enforcement framework and requirement to produce an annual service plan complying with the national template.

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

2 BACKGROUND

2.1 In October 2000, the Food Standards Agency published initial detailed guidance to local authorities entitled "A Framework Agreement on Local Authority Food Law Enforcement". Subsequent guidance the latest of which was issued in April 2012, continues to require local authorities to produce a Food Hygiene Intervention Programme (Plan) relating to food law enforcement and set out how the local authority will meet their statutory obligations.

2.2 The latest revision of the Food Safety Act Code of Practice titled 'Food Law Code of Practice (England)' was also released in April 2012. This guidance consolidates and updates previous food control guidance to reflect changes in national and European Union Food Directives and Regulations. Local Authorities are required to implement and operate in accordance with this guidance.

3 ISSUES

3.1 Attached as an Appendix to this report is a recently completed annual Food Hygiene Intervention Plan in relation to Ribble Valley Borough Council.

- 3.2 I would, in particular, draw your attention to the contents of Part 7, which reviews the performance of the service against last year's performance plan and also sets out the proposed areas for improvement for the forthcoming year. I am also pleased to report again that we have received no complaints against the delivery of the service.
- 3.3 Later this year, enforcement responsibility for allergens in food is to transfer from Trading Standards to Environmental Health. The exact resource implications of this are still to be determined, with relevant staff needing appropriate training to achieve and ensure relevant competency.
- 3.4 In 2005 the revised Food Standards Guidance removed the lowest risk Category F premises, which required inspection every 5 years resulting in all food premises requiring an inspection or audit every 3 years. However, the guidance also introduced an option for the Category E 'lowest risk' premises to be dealt with by way of an alternative inspection strategy/scheme. As a result a self-assessment audit was produced and used successfully to audit 48 'lowest' risk premises. It is intended that this be continued in the next year.
- 3.5 The advent of the Food Safety Hygiene Regulations 2006 introduced the requirement for all food businesses to produce a 'documented' risk assessment system, and preferably adopt the Safer Food Better Business recommended scheme. The Food Standards Agency are requiring local authorities to actively promote and encourage the adoption of this scheme, this work is ongoing.
- 3.6 The above has had considerable implications in relation to increased complexity and time needed to complete audits for the small team of dedicated officers. *It is necessary to appreciate that any premises not inspected in the programme this year, must be taken forward and will increase the next year's programme accordingly.* In the event of experiencing any problems with achieving targets, priority will continue to be given to inspecting the 'high risk' premises (category A to B and 'approved') first.
- 3.7 Three years ago on 1 June 2011, the National 'Food Hygiene Rating Scheme' was successfully introduced within the borough. To date, + 90% of local authorities in England, Wales & Northern Ireland are now operating this system The Food Standards Agency have made available a mobile phone 'App', to make the scheme more accessible and encourage greater consumer use. Unfortunately this scheme has had additional impact in necessitating greater time taken to undertake and complete an audit of a food premises. Generally the scheme has been well received and has been an undoubted success. I am pleased to report the ratings for food premises in Ribble Valley continue to improve and are as follows, Risk Rating 5 being best;

Risk Rating 5: 392(357), **4:** 87 (111), **3:** 27(38), **2:** 9 (13), **1:** 5 (0), and **0:** 0 (0)

The above represents 97.3% of the borough's food premises being 'generally compliant'. This has slightly reduced from last year's rate of 97.5%

Effort and resource will continue to be focused on the lowest 3 categories with the purpose to raise these premises to achieve at least 'general compliance' and a rating of at least 3.

- 3.7 As part of the food service 'quality control', as part of a Lancashire initiative, an inter authority audits was undertaken by food officers from two neighbouring Council's. I am pleased to report that the audits were generally successful and reassuring with only relatively minor issues being identified. These issues being subsequently addressed.

- 3.8 A copy of the Food Hygiene Intervention Programme will also be placed on the Ribble Valley Borough Council website for reference purposes in the 'Environmental Health' section.
- 3.9 It is believed appropriate for the programme to be submitted to the relevant Members forum for approval to ensure local transparency and accountability.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – There are no immediate implications but Committee is asked to recognise the ongoing demands on the service.
 - Technical, Environmental and Legal – There are no environmental or legal implications. Failure to provide this document contravenes Food Standards Agency requirements 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 Food Safety Service Plan in accordance with national framework.
 - Equality & Diversity – N/a

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve the Ribble Valley Borough Council Food Hygiene Intervention Plan 2013/14 for implementation in the current financial year.
- 5.2 Note the satisfactory performance in relation to the identified areas for improvement in the previous year's Food Safety Plan.
- 5.3 Reconfirm the continuing priority of food premises inspection for environmental health service provision.

JAMES RUSSELL_
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

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

BACKGROUND PAPERS

1. Framework Agreement on Local Authority Food Law Enforcement - July 2004
2. 'Food Law' Code of Practice (England) – April 2012.
3. 'Food Law Guidance (England) – April 2012.



Food Hygiene Intervention Plan 2014/5

RIBBLE VALLEY BOROUGH COUNCIL

CHIEF EXECUTIVE'S DEPARTMENT

ENVIRONMENTAL HEALTH SECTION

FOOD HYGIENE INTERVENTION PLAN

2014/15

May 2014

CONTENTS

1.0	Service Aims and Objectives.....	1
1.1	Aims and Objectives.....	1
1.2	Context - The Council's Vision	2
	KEY OBJECTIVES AND POLICY STATEMENTS	3
1.3	Links to Corporate Objectives and Plans.....	4
2.0	Background.....	5
2.1	Profile of the Local Authority	5
2.	SERVICE STRUCTURE	6
2.3	The Scope of the Environmental Health Section's Food Service	7
2.4	Service Delivery Points	7
2.5	Demands on the Environmental Health Section.....	8
2.6	Enforcement Policies	9
3.0	Service Delivery.....	9
3.1	Food Premises Inspections.....	9
3.2	Food Complaints/Service Requests	10
3.3	Home Authority Principle (HAP)	10
3.4	Advice to Business	10
3.5	Food Sampling and Inspection	11
3.6	Control of the Investigation of Outbreaks and Food Related Infectious Disease	11
3.7	Food Safety Incidents.....	11
3.8	Liaison with other Organisations.....	12
3.9	Food Safety Promotion	12
3.10	Food Safety Training for Officers	12
3.11	Food Safety Management	12
4.0	Resources	13
4.1	Financial Allocation.....	13
4.2	Staffing Allocation	14
5.0	Analysis of Present Position.....	16
6.0	Quality Systems.....	17
7.0	Review.....	17
7.1	Review against previous plan	17
7.2	Annual Performance	17
7.3	Compliance with Local Performance Indicator	17
7.4	Identification of significant variance from Food Hygiene Intervention Plan	17
7.5	Service Improvement	18
	Sampling Policy 2014/ 2015	21
	Sampling Programme 2014/ 2015.....	24

1.0 Service Aims and Objectives

1.1 Aims and Objectives

Departmental Aims

- To respond promptly and courteously.
- Be accessible, open and fair.
- Provide quality services.

Service Objectives

- Ensure the safe and hygienic production, storage, distribution and sale of food and drink through the enforcement of legislation, the provision of advice and information to consumers and the operators of food businesses and the co-ordination of training to food businesses and other employees by:
 - undertaking an annual programme of food hygiene inspections and enforcement in accordance with statutory requirements, relevant Codes of Practice and guidance;
 - supporting the annual inspection programme with an annual microbiological food sampling programme;
 - to investigating complaints within service standards and to take appropriate action in accordance with relevant Codes of Practice and Guidance;
 - acting as "home authority" to any food businesses originating with the borough of Ribble Valley and to carry out home authority enquiries referred by other agencies;
 - supporting the annual inspection programme with targeted promotional advice and educational initiatives together with providing information and advice on food safety to food businesses and consumers, and co-ordinating training.

1.2 Context - The Council's Vision

Council's vision developed with the Ribble Valley Strategic Partnership states that: **"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, business and visitors."**

The Council's overarching corporate priority is **'to ensure a well-managed Council providing efficient services based on identified customer needs'**.

Environmental Health activity is driven by 3 of the 4 Council's ambitions, namely:

- To ensure a well-managed Council providing efficient services based on identified customer needs'.
- To help make peoples lives safer and healthier;
- To protect and enhance the existing environmental quality of our area.

From these ambitions, the Council's Corporate Strategy has identified a number of objectives to be delivered through the Council's supporting Action Plan.

There are also other corporate documents that influence service delivery including the Sustainable Community Strategy, the Community Safety Plan, Data Quality Policy, Equality Framework for Local Govt., Customer Care Policy, Consultation Strategy and Citizens Charter.

Along with these key corporate documents, it is important that the services are delivered in a manner that provides satisfaction to the public. Therefore it is an integral element of all the services delivered that they are done so efficiently and effectively by appropriately qualified and experienced staff.

As a frontline Council service environmental health services commit to treat all customers fairly, with respect and professionalism regardless of gender, race, nationality or ethnicity, age, religion or belief, disability or sexual orientation.

KEY OBJECTIVES AND POLICY STATEMENTS

Links to Sustainable Community Strategy

- To improve the health of people living and working in our area

- To encourage economic activity to increase business and employment opportunities
- To support the regeneration of Market Towns as sustainable service centres
- Promote local produce and local employment opportunities and promote and support the development of the Ribble Valley Food Trail

- To support the priority outcomes of the Strategic Health Improvement Group within the Ribble Valley Local Strategic Partnership (LSP)

- To seek continuous improvement
- To treat everyone equally and ensure access to services is available to all

Specific Food Safety Ambitions

- “to focus resources to achieve Food Standards Agency inspection targets

- “ Support & complement the National Food Standards Agency reduction targets to reduce gastroenteritis in the community

- To encourage the adoption of healthy lifestyles in the local community

Service Committee Policies – Health & Housing Committee:

- To protect and where possible improve the environment and the general public health of the community, by taking all reasonable measures available;
- To ensure that all premises where food is manufactured or sold comply with the public health legal requirements; and
- To ensure that all other eligible organisations and establishments comply with the relevant public health requirements.

- the Council is committed to education and training towards sustainable development and creation of a more sustainable and inclusive society.
- Contains commitment to provision of food hygiene training.

- Health Prevention Strategy:
 - To promote public awareness and understanding of the importance of good food hygiene through appropriate media channels.
 - To promote and provide food hygiene courses for local businesses.
 - To develop a ‘hygiene award’ scheme for food businesses and restaurants.

- e.Government:
 - to develop greater provision of information and service through this media in line with Corporate Policy.

1.3 Links to annual 'Corporate Strategy'

The Council produces an annual Corporate Strategy.

This strategy contains key summary service information, performance information and includes key actions for the forthcoming year. It is anticipated that this year's Corporate Strategy will not contain anything specific in relation to Food Safety.

1.3.1 Service development history

As part of the recommended food enforcement 'quality control' measures and as part of an adopted Lancashire authority initiative, two inter authority audit were undertaken of our food enforcement systems recently by food officers from two neighbouring Council's. I am pleased to report that these audits were generally successful and reassuring with only relatively minor issues being identified. These issues have subsequently been addressed

Detailed individual Service Plans for Food Safety and Health and Safety are normally prepared on an annual basis.

This plan complements the corporate vision, values and objectives set out in the Council's Corporate Strategy.

2.0 Background

2.1 Profile of the Local Authority

Ribble Valley Borough is situated in North East Lancashire, and with an area of 226 sq miles is the largest geographical district in the County. The Borough Council is one of 12 District Councils, 1 County Council and 2 Unitary Authorities within the County of Lancashire. Within the borough, some functions relating to food safety are the responsibility of Lancashire County Council eg Trading Standards and Food Standards Inspections.

Over 70% of the borough is in the Forest of Bowland Area of Outstanding Natural Beauty, a clear reflection of the landscape quality of the area.

The borough has a population of approx. 57,300 (2011), with Clitheroe, the main administrative centre having 15,000 inhabitants. Clitheroe lies at the heart of the borough, whilst Longridge, the other main town, lies in the West. Longridge has a population of approximately 7,724. The remainder of the area is mainly rural with a number of villages ranging in size from large villages such as Whalley, Sabden and Chatburn through to small hamlets such as Great Mitton and Paythorne.

The borough has a mixed economy, with good employment opportunities and a consistently low rate of unemployment. Given the rural nature of the area it is not surprising that agriculture is a primary employer through the District. Large manufacturing activity is represented by major national and multi-national companies such as Hanson Cement, Tarmac, Johnson Matthey, Ultraframe, 3M, and British Aerospace Systems.

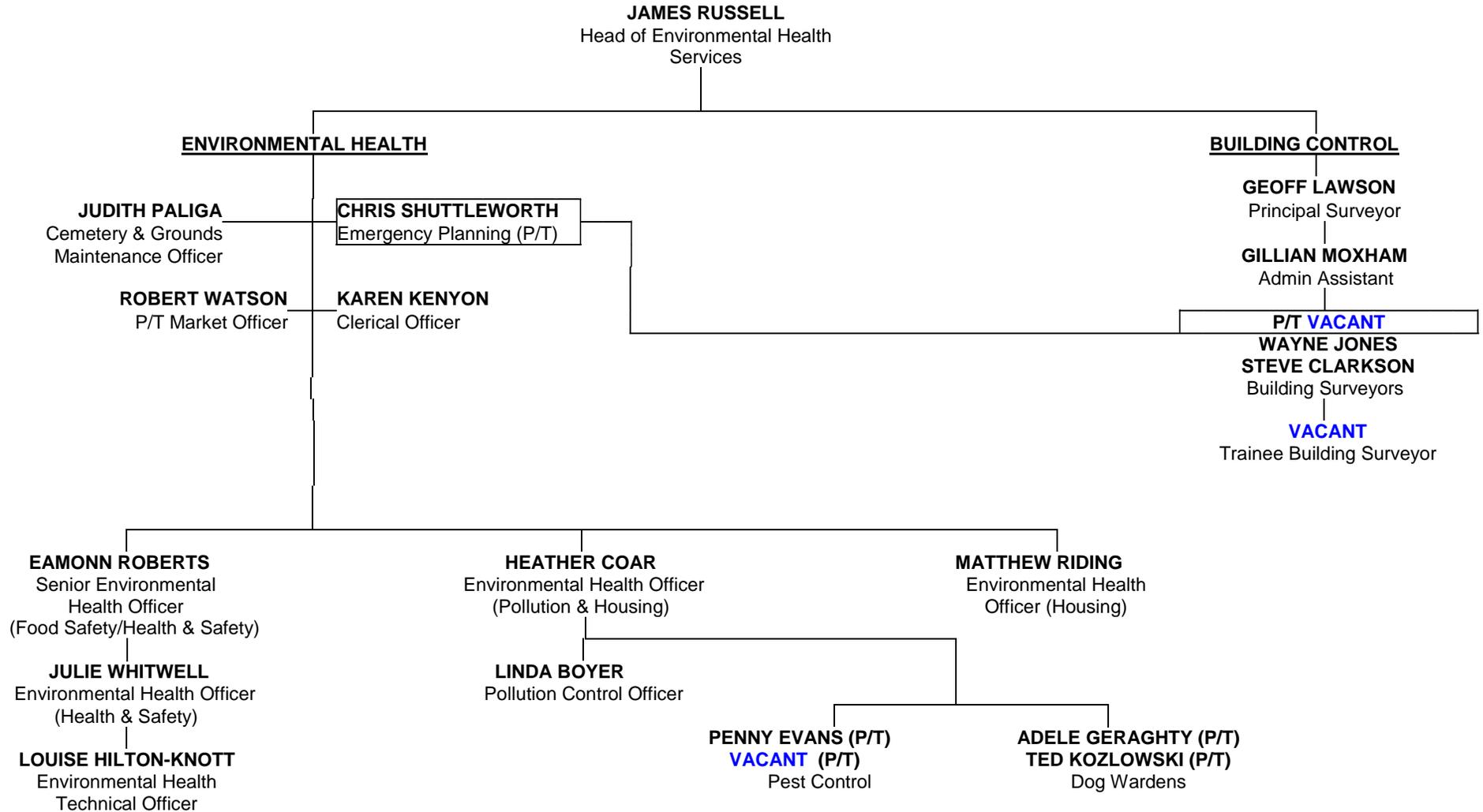
The Ribble Valley has excellent communications which open up the area to the rest of the country. The A59 trunk road, a main artery from the west coast through to the east, dissects the borough, and links to the M6. Main line rail services are available from Preston, which is only 30 minutes from Clitheroe. In addition, Manchester Airport is only 60 minutes away from Clitheroe and provides links to over 200 destinations worldwide.

POLITICAL MAKE-UP OF THE BOROUGH

40 Local District Councillors
33 Parish Councils (and 7 Parish Meetings)
2 Town Councils
1 Member of Parliament

2. SERVICE STRUCTURE

2.1 ENVIRONMENTAL HEALTH SERVICE STRUCTURE



Political Arrangements	Food Safety falls under the terms of reference of the Health & Housing Committee. The Food Service Plan is presented to the Council's Health & Housing Committee for approval and adoption.		
Provision for Specialist Services	<p>Food Analytical Services</p> <p>Food Examiner Health Authority</p> <p>LA Sector Enforcement Guidance</p>	<p>Lancashire County Council Public Analyst plus specialist service providers as necessary</p> <p>Food & Environmental Microbiology Services (PMS), Preston</p> <p>East Lancashire NHS Clinical Commissioning Group</p> <p>CHP/DPH – Dr Steve Gee, Director of Public Health, Public Health England</p> <p>Local Authorities Coordinator of Regulatory Services (LACORS)</p>	
2.3 The Scope of the Environmental Health Section's Food Service	<p>As a Borough Council the Authority is responsible for the full range of food hygiene duties under the Food Safety Act 1990.</p> <p>Food Standards and Animal Feed Products are the responsibility of the Lancashire County Council Trading Standards Division.</p> <p>Within the Department of Development Services the Environmental Health Section also deliver the following services along side food safety.</p> <ul style="list-style-type: none"> • Health & Safety/Smokefree Workplace • Local Authority Air Pollution Control (LAAPC/IPPC) • Air Quality Control & Review • Nuisance Complaints • Management of Clitheroe Market • Management of Clitheroe Cemetery • Infectious Disease • Pest Control & Dog Warden Service • Health Education • Animal Welfare Licensing • Emergency Planning • Building Control 		
2.4 Service Delivery Points	<p>Chief Executive's Department</p> <p>Council Offices</p> <p>Church Walk</p> <p>CLITHEROE</p> <p>Lancashire</p> <p>BB7 2RA</p> <p>E-mail</p> <p>environmental.health@ribblevalley.gov.uk</p>	<p> (01200) 425111 (switchboard)</p> <p> (01200) 414464 (direct)</p> <p>Fax: (01200) 414489</p> <p>Web Site: www.ribblevalley.gov.uk</p> <p>Opening Hours: 08.45 – 17.00 Monday – Friday</p>	<p>Out of Hours: Emergency Service available by contacting 01200 444448</p>

2.5 Demands on the Environmental Health Section

There are ever increasing service demands on the environmental health teams in relation to the issue of delivering the cleaner environment agenda, animal welfare, nuisance complaints, industrial air quality regulation, public health, emergency planning, safe & green building construction and generally protecting the public health of the local community.

In relation to Food Safety, the area contains a mix of manufacturing, retail and catering premises. Catering and retail are the dominant sectors within this mix. The businesses are predominantly small to medium sized establishments.

The borough has a normal cross-section of food businesses but has a significant and much higher than average number of 'approved' premises, the majority being on-farm dairies, which are by their nature relatively high risk, complex and resource intensive.

	Number of Premises (as at 01/04/2014)	
Total number of Food Premises (Total)	761	
Categories A-B (High Risk & Approved premises)	26	(3.4 %)
Categories C-E (Others)	730	(96 %)
Non Rated (excluding approved premises)	5	(0.6 %)
Producers	8	
Slaughterhouses (seasonal)	3	
Manufacturers/Packers	29	
Importers/Exporters	1	
Distributors	16	
Retailers	223	
Restaurants and other caterers	449	
Manufacturing Non Food	0	
<i>'Approved' Premises *</i>	21	
Premises where the Section acts as "Home Authority"	0	
External factors impacting on service delivery:	None	
<i>(* included in the figures above)</i>		

2.6 Enforcement Policies

Corporate adoption of the Enforcement Concordat – 2000
 Food Safety Enforcement Policy (Revised January 2011)
 General Environmental Health Enforcement Policy (Revised June 2005)

3.0 Service Delivery

3.1 Food Premises Inspections

It is Ribble Valley Borough Council's policy to carry out programmed inspections in accordance with both the minimum inspection frequencies specified in the Food Standards Agency 'Food Law' Code of Practice (England) [April 2012] and as stipulated in Food Law Practice Guidance (England) [April 2012] .

5

Premise Profile:

	Number of Premises as at 01/04/14	Programmed Number of Inspections Required During the Year (01/04/14 – 31/03/15)
Category A	1 (0.6%)	1
Category B	25 (6.3%)	26
Category C	105 (43%)	65
Category D	318 (15.2%)	97
Category E	307 (31.3%)	40 + #
Non Rated/Overdue	5 (16.6 %)	10
'Approved' Premises (* included in above)	*21	
TOTAL	761	239
		# 59 Cat 'E' premises to be dealt with by Alternative Inspection strategy
Estimated number of revisits:		100
<i>Estimated number of officer hours for these visits</i> (including contract monitoring/administration):		1100
Local areas of targeted inspection:		
Approved Premises - On-Farm Dairies and Milk Products Plants		(19) } Included in
Approved Premises - Meat and Fish Product Plants		(2) } the above
<i>Estimated number of Officer hours for these targeted visits:</i>		(150)}

	Local Performance Indicator:	100% High Risk food premises inspection carried out 100% Other food premises inspections carried out
3.2 Food Complaints/Service requests	<p>It is the policy of Ribble Valley Borough Council to give a first response within 2 working days to all food and food premises complaints/service requests. The 2013/14 performance target was to respond to 90% within 48 hours. <i>In 2013/14, we actually responded to 90% of 199/221 of food related service requests within 48 hours.</i></p>	
3.3 Home Authority Principle	<p>Estimated number of food complaints/service requests: 225 <i>Estimated number of Officer hours: 340</i></p> <p>Ribble Valley Borough Council subscribes to the current Local Authorities Co-ordinating Body on Food & Trading Standards (LACOTS) Home Authority Principal (HAP). The Authority has not been approached by or is aware of any local company likely to be within the remit of HAP currently entered into a formal agreement with any local company.</p> <p><i>Estimated resources spent on Home Authority Work: 0</i></p>	
3.4 Advice to Business	<p>The Authority has a policy of offering advice to any business which has trading premises within our area unless the trader has a Home Authority arrangement with another Local Authority.</p> <p>Planning/Building Control consultation responses, licensing enquiries and property searches: 100 (ave.) <i>Approximate officer hours: 125</i></p> <p>Estimated number of advisory visits: 10 <i>Approximate number of Officer hours: 15</i></p> <p>Approximate number of food related enquiries involving significant work: 25 <i>Approximated number of Officer hours on general customer advice: 50</i></p> <p style="text-align: right;">Total: 190</p>	

3.5 Food Sampling and Inspection	<p>The general policy of Ribble Valley Borough Council is to sample food and drink, supplied, produced and sold within the borough, in accordance with a planned sampling programme to assess its safety and quality and where necessary, in response to food complaints/investigations. The Council will also participate in Lancashire-wide, national and European sampling programmes. A copy of the Food Sampling Policy and 2014/2015 proposed sampling programme is attached at Appendix A. Later this year, the Council will be adopting the UK Food Surveillance System using a Lancashire region grant award from the Food Standards Agency</p> <p><i>Estimated number of Officer hours to be devoted to food sampling and inspection:</i> 175 Estimated number of complaint samples which will be submitted for examination/analysis: 3 Estimated number of surrender visits: 2 <i>Estimated number of hours on surrender visits:</i> 4</p> <p>All formal food samples are submitted to The Lancashire County Public Analyst for compositional analysis or to Food and Environmental Microbiology Service, Preston for microbiological examination.</p>
3.6 Control of the Investigation of Outbreaks and Food Related Infectious Disease	<p>Average number of notifications of gastrointestinal disease: 100</p> <p>Average number of outbreaks: 5</p> <p><i>Estimated number of Officer hours to be devoted to food related infectious disease investigation and control:</i> (total outbreak investigation estimated 200 Hours) 300</p>
3.7 Food Safety Incidents	<p>It is the policy of Ribble Valley Borough Council to comply with Food Standards Agency 'Food Law Code of Practice (England) ' (issued April 2012) in relation to the handling of Food Hazard Warnings and Food Safety Incidents.</p> <p>The number of notifications has significantly increased since the inauguration of the Food Standards Agency on 1 April 2001.</p> <p>Estimated number of Food Hazard Warnings: 50 <i>Estimated number of Officer hours to be devoted to the handling of Food Hazard Warnings:</i> 20</p>

3.8 Liaison with other Organisations	The Authority participates in the following liaison groups related to food safety issues in order to ensure that enforcement action taken within the Borough of Ribble Valley is consistent with those of neighbouring local authorities:	
	<ul style="list-style-type: none"> • Lancashire Chief Environmental Health Officers – Food Officer Sub-Group (FOG) } 20 • FOG/Public Health Laboratory Service Liaison Group } 10 • East Lancashire HA District Infection Committee 5 • United Utilities (North West Water) Liaison Meeting -- • FOG/Trading Standards Sub-Group -- • FOG/Social Services Sub-Group -- • FOG/Lancashire County Council Education Sub-Group -- 	
	<i>Estimated number of Officer hours devoted to liaison activities:</i>	35
3.9 Food Safety Promotion	The Authority will seek to be involved in promotional/training activities in relation to food safety:	
	<ul style="list-style-type: none"> • In particular the enforcement responsibility for 'food allergens' is to be transferred to the food safety inspection officers to incorporate into a food safety audit 75 • 'Safer Food Better Business' awareness and implementation by food businesses • 2014 Food Safety Week – 'Do not wash poultry before cooking' • Food Hygiene Courses directed to & normally undertaken by local training colleges 	
	<i>Estimated number of Officer hours devoted to Health Promotion (including course administration support)</i>	87
3.10 Food Safety Training for Officers	The general aim is to achieve a minimum of 10 hours per officer each year. Training is provided to address needs identified within the officer annual appraisal system and subject to course availability and within available resources.	
	<i>Estimated number of Officer hours devoted to Food Safety Training</i>	30
3.11 Food Safety Management	<i>Estimated number of hours on Food Safety Management and administration</i>	300
3.12	Total estimated officer hours required to deliver Food Safety function:	2891 (1.8 FTE)

4.0 Resources

4.1 Financial Allocation

The Food Safety Service financial costs are contained within the main "Environmental Health Services" cost centre. This cost also contains the majority of costs relating to the provision of the Environmental Health Service eg Health & Safety, LAAPC, Complaint Service requests, animal welfare etc.

The individual service costs have been partially disaggregated. This has been established by the periodic use of time allocation exercise to determine average Officer time spent undertaking each function.

A breakdown of the Officer time estimated and used to calculate the service costs is contained within the Best Value 'Year One' Review which were based on calculated service costs used for CIPFA purposes.

The overall expenditure for the Environmental Health Service cost centre over the previous year and forward budget for 2014/15 is as follows. These figures also include income and expenditure related to Enforcement and capital finance costs.

Environmental Health	2013/14	2014/15 Est
Employee Expenditure	0	0
Premises Expenditure	19,170	18,270
Transport Related	3,140	4,430
Supplies & Services	22,120	17,580
Third Party Payments	5,080	5,610
Support Services	327,390	377,020
Capital Financing	0	2,270
Other grants and reimbursement	-1,050	-3,040
Customer and client receipts	-29,500	-33,620
Net Service Expenditure	346,351	428,800

Estimated food safety costs within the Environmental Health Service cost centre are as follows:

Food Safety /ID costs	2012/13	2013/14 Est
Supplies & Services	610	1,940
Support Services	47,850	54,490
Capital financing	0	0
Total Expenditure	48,460	56,430
Total Income	-0	0
Net Service Cost	48,460	56,430

4.2 Staffing Allocation

The Environmental Health Section is responsible for the delivery of a range of services in addition to food safety, namely:

- Nuisance Complaint Investigation (commercial & residential);
- Local Authority Air Pollution Control (LAAPC);
- Air Quality Assessment and Monitoring;
- Health and Safety Regulation;
- Infectious Disease Control;
- Animal Welfare Licensing;
- Pest Control and Dog Warden Service.
- Housing standards
- Caravan Sites * Private Water Supplies * Environmental – litter, fly tipping

The total resources currently available within the section for the above is: 8.0 (FTE)

This is made up of:

- Enforcement Officers 7.0 (FTE)
- Administrative Support 1 (FTE)

of the above, the resource to deliver the food safety service is: 1.8 (FTE)
22.5 % equiv

of which:

- Qualified to inspect Cat. A – B premises: 1.8 (FTE)
- Qualified to inspect Cat C – E: as above

For the year 2014/15, the food service should be deliverable within existing resource. Within Environmental Health, priority is having to be given to completing the sampling and risk assessment of private water supplies to meet the 31 December 2014 Drinking Water Inspectorate national deadline.

As in previous years, there is significant ongoing work in relation to the National Food Hygiene Rating Scheme. **In line with national guidance, priority will be given to food premises not achieving a 'generally compliant' rating of 3 with the aim of achieving a 100% with a rating of 3 and above.**

If during the year it becomes apparent that the service is unable to complete the intended inspection programme, priorities in all areas of work will be reassessed and resources will be allocated to the food service on 'risk based' principles with priority being given to the regulation and inspection of "high risk" (Category A - B) and 'approved' premises.

Members will be informed of any such re-allocation.

5.0 Analysis of Present Position

5.1 Set out below is the standard SWOT analysis of the Environmental Health Food Safety service:

<p><u>Strengths</u></p> <ul style="list-style-type: none"> • Well developed strategies and policies for the service in line with national guidance. • Service well aligned with corporate strategy/policy. • Well established performance monitoring procedures. • Experienced, professional and dedicated staff. • Low staff turnover. • Clear commitment to quality service delivery. • General achievement of Food Safety Act Code of Practice inspection annually. • Introduced National Food Hygiene Rating Scheme in 2011 	<p><u>Weaknesses</u></p> <ul style="list-style-type: none"> • Minimal resources (always fire fighting). • Proactive work at risk in event of public health emergency/reactive work demands. • Potential remuneration problem in event of vacancies. • Increasing complexity of regulation and enforcement - requirement to specialise to achieve & maintain competency. • Diminishing pool of officers nationally. • Lack of capacity to contribute meaningfully to wider public health agenda – Public Health England.
<p><u>Opportunities</u></p> <ul style="list-style-type: none"> • Multi-skilled public health professionals. • Need to develop proactive public health agenda with other partners – eg No smoking in the workplace, healthy eating etc. • Facilitate local food safety training needs. • Develop new targeted 'intervention' approach to enforcement • Work with other agencies to develop multi-agency lead inspector approach. 	<p><u>Threats</u></p> <ul style="list-style-type: none"> • Increasing complexity of issues – greater need for research/documented procedures. • Food safety service audit by Food Standards Agency if fail to meet targets and deliver mandatory duties. • Increased information gathering and recording – increasing inspection costs. • Projected shortage of EHO's entering profession. • Pressures to PCT/Public Health Network to concentrate resources on health care service delivery rather than prevention partnerships. • Increased duties and demands in relation to private water supplies, clean environment, industrial air pollution regulation and dog control and capacity to achieve. • Introduction of formal hazard analysis requirements under new regulations and associated resources requirements.

6.0 Quality Systems	<p>It is our policy to carry out all areas of food service delivery in accordance with our Food Safety documented procedures and to fulfil any inter authority audit requirements as required with neighbouring authorities.</p>
7.0 Review 7.1 Review Against the previous Plan	<p>This Food Hygiene Intervention Plan will be reviewed annually and reported to members. The review will link into the annual budgetary process and the review of associated plans. Performance monitored on monthly basis and quarterly by management review of progress.</p>
7.2 Annual Performance	<p>In 2013/14:</p> <ul style="list-style-type: none"> • 428 (of 409) food premises were audited, of which 380 food premises received a full inspection and 48 'low risk' premises were dealt with under an Alternative Inspection Programme. • 221 service requests were recorded of which 199 (90%) were actioned within the target response time of 2 working days. • 108 confirmed cases of infectious diseases were investigated in relation to food-born organisms (100% of notified cases). • 113 'milk products' and 'other' food samples were submitted for analysis.
7.3 Compliance with Local Performance Indicator	<p>In addition to the service performance statistics listed in paragraph 7.3 above:</p> <ul style="list-style-type: none"> • Enforcement of food safety legislation has been implemented in accordance with the Ribble Valley 'Food Safety' Enforcement Policy (Rev. January 2011) and associated standard procedures. • In the year 2013/14, there have been no complaints received about the Food Safety enforcement activity.
7.4 Identification of significant variance from Service Plan	<ul style="list-style-type: none"> • To be monitored quarterly and any significant variation from the plan to be reported promptly to the Health & Housing Committee.

7.5 Service Improvement

7.5 (i) The following areas of service development were identified for 2013/14 :

Corporate Objective	Action	Standard	Method of Measurement	Target	Responsible Officer	Resources	Links	Achieved
To focus EH resources to achieve FSA inspection targets	To undertake 100% of programmed audit/inspection of food premises	Food Standards Agency 'Statutory Food Law Code of Practice' (April 2012).	No of inspections/audits completed	409	Senior EHO (Food/Health and Safety) and EHT's	Employ consultants if necessary	LPI	31/3/14
To meet mandatory government guidance	To review Food Safety procedures and update to comply with Food Standards Agency 'Food Law' Code of Practice (April 2012)	Food Standards Agency ' Food Law' Code of Practice (April 2012).	Standard Procedures reviewed and standard documents updated	Review by 31.3.14	Senior EHO (Food/Health and Safety)	Within existing	FSA	Ongoing
Legend:	FSA – Food Standards Agency LPI – Local Performance indicator							

7.5 (ii) Action Plan for the next 12 months:

Corporate Objective	Action	Standard	Method of Measurement	Target	Responsible Officer	Resources	Links	Achieved by
To focus EH resources to achieve FSA inspection targets	To undertake 100% of programmed audit/inspection of food premises	Food Standards Agency 'Statutory Food Law Code of Practice' (April 2012).	No of inspections/audits completed	239 + 59 by alternative inspection	Senior EHO (Food/Health and Safety) and EHT's	Employ consultants if necessary	LPI	31/3/15
To meet mandatory government guidance	To review Food Safety procedures and update to comply with Food Standards Agency 'Food Law' Code of Practice (April 2012)	Food Standards Agency ' Food Law' Code of Practice (April 2012).	Standard Procedures reviewed and standard documents updated	Review by 31.3.14	Senior EHO (Food/Health and Safety)	Within existing	FSA	Ongoing
Transfer of enforcement responsibility from Trading Standards for 'food allergens'	To provide adequate training and develop necessary expertise within the inspection team	Food Standards Agency 'Statutory Food Law Code of Practice' yet to be published	tbc	N/a	Senior EHO (Food/Health and Safety) and EHT's	Unknown		31/3/15

Corporate Objective	Action	Standard	Method of Measurement	Target	Responsible Officer	Resources	Links	Achieved by
Adopt the Food Standards Agency 'UK Food Surveillance System (UKFSS) for recording food sampling and associated results	To utilise grant funding awarded to Lancashire Food Local Authorities Group to introduce UKFSS software	Food Standards Agency Emerging Risk team	Load software to existing Civica APP Software system to provide sampling results to Food Standards Agency	31/3/15	Senior EHO (Food/Health and Safety)	Using awarded FSA Grant funding		

Sampling Policy 2014/ 2015

1. Introduction

- 1.1 Ribble Valley Borough Council recognises the important contribution that food sampling makes to the protection of Public Health and the Food Law Enforcement functions of the Authority.
- 1.2 Food Safety Officers from the Environmental Health Section will be responsible for undertaking the food sampling functions of the Council.
- 1.3 Consideration will be given to food sampling in the following specific situations:
 - National, Regional and Locally co-ordinated surveys/programmes;
 - complaints;
 - process monitoring;
 - inspections;
 - Home Authority Principal activities;
 - special investigations;
 - imported foods.

2. Food Sampling Surveys/Programmes

- 2.1 Ribble Valley Borough Council will make provision to co-operate and, where possible, participate in all food sampling surveys. However, some surveys may involve foods or food premises which are either in short supply or not available in the Ribble Valley, in which case a reduced number of samples or no samples will be submitted to the laboratory.
- 2.2 **National Surveys**
 - 2.2.1 National surveys may be organised through the Food Standards Agency as part of the EC co-ordinated sampling programme.
 - 2.2.2 The Local Authority Co-ordinating Body on Regulatory Services (LACORS) and the Food and Environmental Microbiology Services (PMS) Preston, also arrange National Surveys each year.
- 2.3 **Regional Sampling Programme**
 - 2.3.1 A Survey Sub-Committee comprising of officers from the PMS Laboratory Preston, the Lancashire Food Officer Group and the Greater Manchester Food Liaison Group are responsible for drawing up and distributing a sampling programme every four months. This programme determines the number of samples required and the sampling frequency.
- 2.4 **Local Sampling Programmes**
 - 2.4.1 A local survey may be generated following a food poisoning incident or as a follow-up survey following a local sampling initiative.

3. Food Complaints

- 3.1 Samples of food received as a food complaint may require microbiological examination or chemical analysis. The PMS Laboratory Preston will undertake all microbiological examinations and the County Analyst at the County Laboratory in Preston, is used for any samples which require chemical analysis.
- 3.2 All food complaints are taken seriously and the results of an examination or analysis may generate the need for more controlled sampling of the food product or from the food premises.
- 3.3 Consideration will be given to the sampling of locally produced products, in particular ice cream, cooked meats and high risk confectionary such as vanilla slices and cream based products.

4. Process Monitoring

- 4.1 Process monitoring will not normally be undertaken by this Authority as a matter of routine. However, one exception to this policy relates to on-farm dairies. In the light of knowledge and experience it has been decided, after consultation with food safety colleagues in other authorities in Lancashire and the PMS Laboratory Preston, to undertake process monitoring of milk from on-farm processing (heat treatment) dairies to confirm that food safety is being maintained.
- 4.2 Sampling will comprise of one formal paired sample every year from each processing dairy to test for compliance with the Regulation (EC) No. 852/53/2004 to comply with Regulation (EC) No. 2073/2005 . Where possible, these will generally be taken between December and March.
- 4.3 All samples shall comprise one bottle/container of milk (preferably semi-skimmed if available) from each pasteuriser at the on-farm dairy premises. The annual statutory sample shall also contain a sample of cream where separation of milk takes place on the premises.

5. Inspections

- 5.1 Food sampling will not normally be undertaken as a constituent part of food safety inspections. However, it will be left to the inspecting officer's discretion whether to recommend to the Head of Environmental Health Services that food samples should be taken for monitoring purposes following any inspection.

6. Home/Originating Authority Responsibilities

- 6.1 There have been no requests from any food businesses within the borough for 'Home Authority' agreements. The Authority does, however, act as Originating Authority for some food businesses.
- 6.2 There is no intention to take routine food samples from any food businesses for which this Authority acts as Originating Authority.

7. Special Investigations

- 7.1 Special circumstances may arise during a year, which will require samples to be taken. These samples will most likely be generated during the investigation of food poisoning incidents. Samples may include environmental samples in addition to food samples.

8. Imported Foods

- 8.1 At present there are no companies or businesses in the Ribble Valley Borough area, which regularly receive imported foods directly upon importation into the UK. Therefore, no routine sampling of imported foods at wholesalers will be undertaken. However, consideration will be given to the directed sampling of imported foods wherever possible, with the targeting of 'high risk' animal and non-animal origin imported foods noted during routine inspections or found on display by major retailers.

If, however, circumstances change this Policy will be reviewed in the light of future developments.

Sampling Programme 2014/ 2015

1. Introduction

- 1.1 Ribble Valley Borough Council recognises the important contribution that food sampling makes to the protection of Public Health and the Food Law Enforcement functions of the Authority.
- 1.2 In developing a sampling programme consideration is given to:
 - protecting the consumer through the enforcement of food legislation;
 - identifying foods that pose a hazard to the consumer because they contain significant levels of pathogenic bacteria;
 - increased emphasis being given to the surveillance and sampling of imported foods of animal and non-animal origin, particular attention will be given to products of non-animal origin due to lower sampling levels at point of import;
 - assessing the microbiological quality of food manufactured, distributed or retailed in the area.
 - identifying any contraventions of food safety legislation, eg Food Safety Act 1990 Section 8 (food which is unfit or food which is so contaminated) or Section 14 (food not of the quality);
 - helping determine whether advice or enforcement action would be appropriate where it is suspected that poor practices and procedures exist;
 - offering advice and guidance, if appropriate, on food hygiene matters.

2. Scope of Sampling

- 2.1 Ribble Valley Borough Council is a Shire District Council and, therefore, does not have any responsibility for Food Standards issues such as food composition or labelling, (which usually require analysis of the samples). These matters are the responsibility of the County Council through the Trading Standards Department. Therefore, this Sampling Programme will relate solely to food sampling for microbiological examination.
- 2.2 In accordance with the revised Food Standards Agency 'Food Law' Code of Practice (revised April 2012), the Sampling Programme has been prepared in consultation with colleagues from the Lancashire Food Officer Group and the Greater Manchester Food Liaison Group along with the Food Examiner from the Food and Environmental Microbiology Services (PMS) Preston.
- 2.3 The Council engages the services of the PMS Laboratory Preston, based at the Royal Preston Hospital, to undertake all microbiological examinations.

- 2.4 The County Analyst, based at the County Laboratory in Preston, is used for any foods or water which require analysis. These samples are usually related to the investigation of food complaints and, therefore, they will not form part of the annual sampling programme.
- 2.5 Advice will be sought from the PMS Laboratory Preston regarding the size/quantity of the food sample required for examination.

3. Funding

- 3.1 At present, funding for the examination of routine food samples is borne by the PMS Laboratory, Preston based on a 'credit allocation system' which is calculated on the size of each Authority. However, as the Sampling Programme is agreed jointly by two Food Officer Groups, there is the flexibility to share out unused/surplus credits, by agreement, between Authorities if insufficient credits are available for a particular survey.
- 3.2 Sampling credits are levied for each type of food or examination undertaken. The PMS Laboratory, Preston maintains the register of credits and a report is issued to each Authority on a quarterly basis.
- 3.3 Some examinations are classed by the PMS Laboratory Preston as 'new work' and do not have a credit value allocated to them. Payment for the examination of these samples, along with any fees for analysis of complaint samples, will be made by Ribble Valley Borough Council from the environmental health service sampling budget.

4. Development of the Sampling Programme

- 4.1 The Sampling Programme is developed and published on a four-monthly cycle following discussion/consideration by the Survey Sub-Committee. This usually comprises two officers from each of the Lancashire Food Officer Group and the Greater Manchester Food Liaison Group along with microbiologists from the PMS Laboratory, Preston.
- 4.2 The Survey Sub-Committee usually recommends three surveys for each survey cycle. The number of samples to be obtained by each Authority is determined by various factors including:
 - the ability of the PMS Laboratory Preston to undertake the examination of the samples;
 - the number of premises from which the samples can be obtained; and
 - the number of results necessary to enable meaningful data to be obtained and evaluated.
- 4.3 Recommendations for the surveys to be undertaken in the next survey cycle are agreed by the Survey Sub-Committee and presented to the next meeting of the Food Officer Group for acceptance. Suggestions/justifications for future surveys are made either by food officers through the food liaison meetings or as a result of outbreaks/incidents involving certain foods, where an extended survey could establish whether there could be a more widespread problem.

- 4.4 Where possible, one survey in each cycle shall, in addition to the food product sampled, include a questionnaire where additional information is gathered which may indicate reasons for poor sample results and assist in determining whether advice or enforcement action would be appropriate. A Protocol for the survey shall be drawn up and piloted by two authorities to test and, if necessary, refine the questionnaire/sampling technique before the survey is extended throughout the food liaison groups.

5. Sampling Programme

- 5.1 The Sampling Programme shall consist of the food sample surveys recommended by the Survey Sub-Committee and agreed by the Lancashire Food Office Group.
- 5.2 One formal sample, comprising one pair of bottles/containers of milk from farm processing (heat treatment) dairies shall be obtained every year to test for compliance with the Dairy Products (Hygiene) Regulations. The annual statutory sample shall also contain a sample of cream where separation of milk takes place on the premises.
- 5.3 At the end of each sample survey the PMS Laboratory, Preston shall collate the results and produce a summary of the survey. This summary shall be presented to the next meeting of the Food Liaison Group.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 4 SEPTEMBER 2014
title: REVIEW OF ENVIRONMENTAL HEALTH SERVICE 2013/14
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 2013/2014.

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 August 2013 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 has again not proved 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 then Food Safety (General Food Hygiene) Regulations 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 being 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 409 premises, although in the end it was necessary to undertake a total of 428 premise inspections & assessments. 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.
- 3.2 In the past year, the section has been particularly occupied with several significant 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 1 June 2011. These will be added to by the introduction of the UK Food Surveillance System and the transfer of enforcement responsibility for food allergens.
- 3.3 I am pleased to report that last year, 428 (of 409 target) inspections & audits were undertaken. Food premises inspection & regulation continues to be "the priority" within the environmental health inspection team.

Health and Safety

- 3.4 Last year 23 'High Risk' inspections and 23 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, the limited number of 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 ongoing part time vacancies and the maternity leave of the EHO (Health & Safety) to meet the response times contained in the Environmental Health

Plan, it was not possible to undertake more inspections. Due to the ongoing situation, 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 25 process inspections/audits were undertaken to ensure all processes due an inspection were visited. 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 appointment of the EHO (Pollution & Housing) it is envisaged that the annual inspections will be completed in house 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 2014 Quality 'Update Screening Assessment' was submitted to DEFRA in April for consideration and validation. Inexplicably, the report identifies that Nitrogen Dioxide levels within the borough's only AQMA with levels, whilst still high and of concern, have averaged just below the national air quality objective level of 40µg/m³. As such, detailed monitoring and the preparation of an action plan will need to continue.

Caravan Sites

- 3.11 Ribble Valley has a total of 17 licensed caravan sites. Last year, 3 site licences were reviewed and re-issued. It is intended for a further 3 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 I am pleased to report that following the appointment of the 'fixed term' EHO (Pollution & Housing) it has been possible to make significant inroads with the sampling and risk assessment of the 123 private water supplies serving commercial and 'multiple domestic' properties. Providing no unforeseen circumstances intervene, the necessary work should be completed by the 31 December 2014 deadline.

Pest Control and Dog Warden Service

- 3.16 Last year again saw a further busy year with a total of 385 pest control service requests being received and actioned. I am pleased to report that 90% 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 462 service requests of which 416 (90%) were responded to within 2 working days. With regard to tackling the ongoing issue of dog fouling, I can report that in 2013/14, a further seven Fixed Penalty Notices were issued in relation to dog fouling. This now means that a total of 67 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 6 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, these arrangements continue to work satisfactorily and in budget. A new contract is being renewed in 2014 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 2013/14, 1389 service requests were received representing in the order of 116 per month. Last year, an average of 81% of service requests were actioned within 2 working days, which is exceptional although below our service target of 90%.

Emergency Planning

- 3.21 The past year has continued to be busy. Every year, several major documents need review & updating resulting in the re-issue of the updated plans reflecting the

changes of staff. In particular, the District Emergency Plan has been reviewed and developed into an electronic format, maintained off site but accessible. Work is ongoing on the similar development 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.

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 and caravan site relicensing 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.

Commercial Environmental Health Performance Summary

Appendix 1

	Target	2010/2011	Target Achieved	2011/2012	Target Achieved	2012/2013	Target Achieved	2013/2014	Target Achieved
Food Premise Initial Inspections/Audits	N/a	326 (414)	(79%)	418 (423)	100%	374 (274)	100%	428 (409)	100%
Health and Safety Initial Inspections	N/a	32 + 76 (200) campaigns	(16%) + campaigns	15 + 110 campaigns		38 (80) High Risk + 31 campaigns		23 (36) + 23 campaigns	64%
EPA	N/a	15 (15)	100%	2 (6)	33%	17 (12)	100%	25	100%
Licensing Inspections	N/a	145 (145)	100%	64	N/a		N/a		N/a
Smokefree Premises	250 pa	156 (26)	62%	121(250)	48%	4	N/a		N/a
	Working Days		Within target		Within target				
Food Complaints	within 2 days	160 (150)	94%	268 (256)	96%	332 (322)	97%	221 (199)	90%
Health and Safety	within 2 days	30 (28)	93%	37 (39)	95%	45 (44)	98%	42 (38)	90%
Abandoned Vehicles (initial removal)	within 1 day within 1 day	8 (8)	100%	12 (12)	100%	6 (6)	100%	12 (12)	100%
Air Pollution [dust, odour, smoke]	within 2 days	70 (60)	86%	16 (15)	94%	52 (49)	94%	75 (62)	83%
Environmental litter	within 2 days	432 (333)	77%	547 (426)	78%	445 (371)	83%	524 (412)	79%
Noise	within 2 days	222 (196)	88%	147 (127)	86%	138 (121)	88%	201 (119)	59%
Licensing	within 2 days	63 (46)	73%	23 (11)	48%	213 (178)	84%	222 (207)	93%
Smokefree Premises	within 2 days	5 (4)	80%	3	100%	2 (1)	50%	1	100%
Miscellaneous	within 2 days	54 (49)	91%	83 (76)	92%	88 (86)	98%	91 (81)	89%
	Total	1044 (874)	84%	1136 (965)	85%	1311 (1178)	90%	1389 (1131)	81%
Pest Control	within 2 days	568 (556)	98%	504 (490)	97%	314 (309)	98%	385 (347)	90%
Dog Warden	within 2 days	362 (346)	96%	389 (365)	94%	384 (372)	97%	462 (416)	90%
	Total	930 (902)	97%	893 (855)	96%	698 (681)	97.5%	847 (763)	90%

Commercial Environmental Health Performance Summary

Appendix 1

	Target	2010/2011	Target Achieved	2011/2012	Target Achieved	2012/2013	Target Achieved	2013/2014	Target Achieved	
	Within 1 day	121	100%	136	100%	125	100%	102	100%	
Food Sampling	83		230	N/a	215	N/a		113	n/a	
Accident Investigations	Infectious Disease	30 (38)	93%	21	100%	18	100%	27	100%	
Animal Welfare	[Riding]	2	2	100%	2	100%	3	100%	3	100%
	[Animal Boarding]	8	8	100%	8	100%	8	100%	8	100%
	[Dog Breeding]	2	2	100%	2	100%	2	100%	1	100%
	[Pet Shops]	4	3	100%	3	100%	3	100%	3	100%
	[Zoo & Wild Animals]	2	2	100%	2	100%	2	100%	2	100%
Planning Applications		108		12		158		87		
Housing related complaints	within 2 days			106 (99)	93%	106 (98)	93%	71 (58)	82%	
Drainage	within 2 days			94 (93)	99%	82 (79)	96%	73 (28)	62%	
Caravan site inspections	Within 2 months of Planning Approval			5 (8)	62%			3	100%	

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 4 SEPTEMBER 2014
title: AFFORDABLE WARMTH BID
submitted by: CHIEF EXECUTIVE
principal author: RACHAEL STOTT

1 PURPOSE

- 1.1 To inform Committee of the availability of grant for vulnerable households in Ribble Valley at risk from cold and damp houses.

2 INFORMATION

- 2.1 Lancashire County Council (LCC) is making funding available to district councils to deliver high impact affordable warmth interventions to individuals who are the most vulnerable to harm from cold or damp homes. The funding is subject to LCC approving applications. There is a commitment to fund affordable warmth interventions in 2015/16.

3 ISSUES

3.1 Aim of the fund

To enable delivery of high impact affordable warmth interventions over the coming winter 2014- 2015 to those most vulnerable to the harm that cold homes can have on health.

Ultimately, the funding aims to reduce levels of death and illness over the winter months and to improve people's wellbeing; as a consequence we also hope to see a reduction in hospital admissions and in demand for health and social care services. Supporting people who are experiencing a crisis situation is vital; we also encourage interventions that give people sustainable solutions that help to provide them with an improved quality of life.

3.2 Beneficiaries

The fund is aimed at the most vulnerable to harm from cold or damp homes. This could include a wide range of individuals who either are, or are at serious risk of, experiencing poor health and wellbeing due to a cold home. The evidence indicates the following groups to be particularly vulnerable:

- Older people
- People with long term illnesses or disability:
- Children and young people
- People with mental health conditions

3.3 Guidance on spend – including examples

This year the decision to committee funding has been able to be made much earlier than last year, it is expected that applicants can use this time to develop evidence based proposals that will make a long term contribution to helping people keep their homes warm in winter, and avoid its worst impacts.

Following on from 2013/14, proposals will be assessed against national evidence, it is expected that the majority of proposals will be within the following areas, although the examples given within categories are not exhaustive:

Physical home warmth improvements

Such as heating and boiler service & repairs, insulation measures, gas fire service & repair, draught proofing, radiator reflectors

Emergency and temporary measures to provide relief from cold (when appropriate these measures should be combined with long term solutions)

Such as emergency heaters, loan of oil filled heaters, fuel top up cards

Advice

Advice on keeping warm –including efficient use of heating systems, switching fuel tariffs and income maximisation, energy audits/warm homes checks

Enforcement

Increasing the capacity of private sector housing enforcement team's affordable warmth related work, has also been effectively used to improve the housing conditions for vulnerable residents of privately rented housing

Additional Services

Volunteer neighbourhood action, befriending/caring neighbourhood volunteers to contact vulnerable people ahead of weather warning to enquire about provisions/medicine supplies etc. and provide assistance in a preventative rather than reactive way, volunteer help to make homes accessible in bad weather

Warm home packs will only be funded where they are targeted at those that have an identified need for this type of intervention and where use of pack contents is acceptable to the recipient. Evidence must be provided to show how they will add value to high impact longer term interventions and how they form part of wider project delivery, to ensure that value for money is maximised. **If emergency/ warm home packs proposals meet the above we would not expect them to form more than 10% of a total proposal.**

Whilst keeping some flexibility to help services provide vulnerable citizens with the help they need in winter, proposals are expected to keep a focus on affordable warmth. Proposals that are not included in the above examples will need to provide evidence of effectiveness in reducing the health impacts of cold homes and monitor and evaluate their impacts. All proposals will need to **explain how they will be targeted at the most vulnerable individuals.**

Recent national and international evidence has considered the effectiveness of home based improvements (please see above), especially when targeted at vulnerable health groups, we expect applications to concentrate on these types of longer term interventions. Proposals also need to consider and compliment other services provided and decisions taken by commissioning partners. Again a concentration on

interventions directly related to helping people keep their houses warm and living well through cold weather, will help in this regard.

General community support such as luncheon clubs, hot meals, exercise, cookery classes and funding for extra transport services to medical appointments, are not expected to be sought from this funding.

Applicants are asked to consider the most appropriate funding sources for proposals. Proposals will also need to represent value for money and it is expected that additional or alternative sources of funding are sought wherever possible, including ECO funding, to ensure this fund can go as far as possible.

3.4 Monitoring

Monitoring requirements have been set out in the attached spreadsheet (*to follow*) which district councils will be expected to complete and submit on a monthly basis to monitor the effectiveness of the work done and to capture the learning and outcomes of the work. This is to enable us to continue to build evidence of the impact of affordable warmth interventions on the demand for health and social care services.

District councils are encouraged to gather additional local evidence that could demonstrate the potential benefits of the programme, including client case studies.

3.5 Process for agreeing proposals

Once initial proposals are submitted by the specified deadline, feedback will be given, if elements of proposals are not approved, it is envisaged that there will be an opportunity to adjust applications, before final approval which is likely to be part of grant agreement letter and invoices are accepted.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – Essential the Council submit a bid to be able to support households during winter.
- Technical, Environmental and Legal – No implications identified.
- Political – Ribble Valley is ranked 76th in terms of households in fuel poverty.
- Reputation – During 2012/2013 there was a reported 20 excessive deaths.
- Equality & Diversity – No implications identified.

5 CONCLUSION

5.1 That Committee accept the contents of the report and the bid submitted for Ribble Valley attached as Appendix 1.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

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

REF: RS/EL/040914/H&H

Lancashire Affordable Warmth Funding 2014-15

Name of Local Authority	Ribble Valley Borough Council
Contact Name	Rachael Stott
Address	Council offices Church Walk Clitheroe
Telephone Number of contact	01200 414567
Email address of contact	rachael.stott@ribblevalley.gov.uk

Activity/intervention Proposal	Cost (£)	What will it achieve?	Who will deliver it? (identify partners)	Who will benefit from the intervention and how will those most in need be targeted?
Hospital discharge- warm home check. Any older person who lives alone or who is at risk of going home to a cold home to be offered a home visit. The home visit with a family member will assess the property and give advice on energy efficiency and insulation. If required a top up energy voucher to ensure the property can be warm on the discharge date.	£6500	Reduce hospital readmissions. Prevent older people leaving hospital to go to a cold home. Improve energy awareness amongst older people.	LA energy officer NHS hospital staff. Health and Well-being board.	Older vulnerable people leaving hospital.
Vulnerable Household assistance. Available for families with children under 5 yrs and older households over 65yrs on an income related benefit. To offer funding for fuel top up, essential insulation measures to the property up to a maximum of £300 per application.	£6000	Ensure household are better equipped to keep their property warm.	LA energy officer NHS Home safety assessor Health and well-being board. CAB	Vulnerable families and households.

Activity/intervention Proposal	Cost (£)	What will it achieve?	Who will deliver it? (identify partners)	Who will benefit from the intervention and how will those most in need be targeted?
Emergency heaters and dehumidifiers	£2000	Ensure households who find themselves without any heating have access to emergency oil filled radiators or dehumidifiers if required.	All housing staff and environmental health staff. CAB Help direct	Any household at risk due to lack of heating in an emergency.
Rural household assistance	£2500	Support rural households to operate an oil buying cooperative or options to prevent reliance on unregulated fuel sources.	LA energy officer Rural parish councils LA partnership officer Help direct	Households in rural communities in fuel poverty.
Boiler repairs and/or replacement. Available to vulnerable households in receipt of an income related benefit.	£4000	Provide repair or replacement grant funding for vulnerable households in receipt of an income related benefit.	LA energy officer Help direct	Vulnerable families or households.

Total funding requested (up to the amount shown in appendix 1): £21000.

Appendix 1

Number of households in fuel poverty and funding distribution for 2014/15

LA Name	All Households	Fuel Poor Households ¹	% Fuel Poor	Percentage of Lancashire's Fuel poor households	Funds 2014/15 divided by number of fuel poor households assuming total fund £500,000 (£)
Burnley	37,143	5,013	13.5	9.5	47,435
Chorley	44,414	3,654	8.2	6.9	34,576
Fylde	34,490	2,795	8.1	5.3	26,447
Hyndburn	33,972	4,483	13.2	8.5	42,420
Lancaster	57,170	6,869	12	13.0	64,998
Pendle	36,924	5,552	15	10.5	52,535
Preston	56,931	7,397	13	14.0	69,994
Ribble Valley	23,754	2,317	9.8	4.4	21,924
Rossendale	28,733	3,080	10.7	5.8	29,144
South Ribble	45,583	3,604	7.9	6.8	34,102
West Lancashire	44,888	4,057	9	7.7	38,389
Wyre	46,749	4,019	8.6	7.6	38,029
	490,751	52,840		100.0	500,000.00

¹ 2012 fuel poverty data: Low Income High Costs Department of Energy and Climate Change published 12th June 2014.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 4 SEPTEMBER 2014
title: DFG FUNDING UPDATE
submitted by: CHIEF EXECUTIVE
principal author: RACHAEL STOTT

1 PURPOSE

1.1 To keep Committee updated with the LCC consultation and proposed changes to the DFG process.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To meet the identified housing needs of households in the borough.
- Corporate Priorities - N/A
- Other Considerations – N/A

2 BACKGROUND

2.1 For over 12 months there has been various consultation events considering how to improve the delivery of disabled facilities across the country.

2.2 This was first prompted by the introduction of Better Care Fund and NHS England planning guidance to allocate DFG funding to upper tier (LCC) rather than directly to local authorities.

3 INFORMATION

3.1 Please find attached presentation for the most recent event on 25 July 2014 which was attended by Councillor Hilton and myself.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources - Provision of DFG is a statutory duty that the LA are required to deliver. Therefore funding must be provided to the districts. However, there is a risk that some of the funding may be used to support improvements to the process across the county.
- Technical, Environmental and Legal - RV have always provided a DFG service with no waiting lists or delay to provision.
- Political - Across the county other boroughs have significant waiting times for DFG approval of over 12 months due to lack of funding.

- Reputation – RV have always maintained the position of no waiting list and it is important to applicants this is maintained.
- Equality & Diversity – No implications identified.

5 **CONCLUSION**

- 5.1 Important that Ribble Valley officers and Members are included in any consultation. There are only two districts across the County that have no waiting lists and therefore the majority of boroughs would like to see changes to the process.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

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

REF: ES/EL/040914/H&H

Disabled Facilities Grants

Context

Clare Platt
Specialist in Public Health

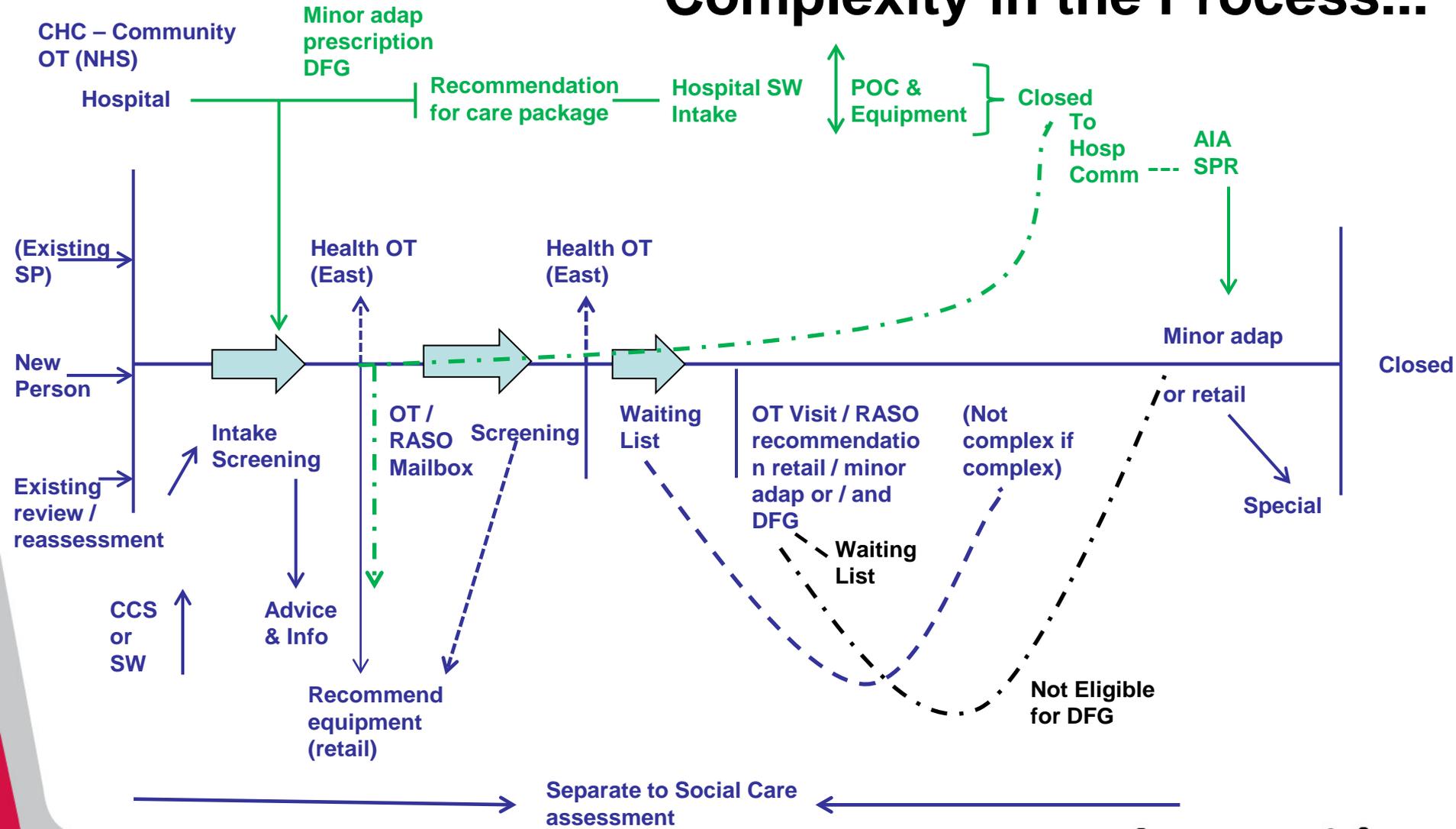
Capital Funding Allocations

Local Authority	2013/14 Initial Allocation	2014/15 Initial Allocation
Burnley	£855,717	£868,943
Chorley	£273,717	£285,619
Fylde	£370,717	£382,794
Hyndburn	£357,717	£369,041
Lancaster	£657,717	£673,344
Pendle	£360,717	£372,385
Preston	£515,717	£529,350
Ribble Valley	£113,717	£119,536
Rossendale	£357,717	£365,949
South Ribble	£237,717	£249,715
West Lancs	£441,717	£454,299
Wyre	£635,717	£655,125
Total	£5,178,604	£5,326,100

Future Funding

- via Better Care Fund from April 2015
- NHS England Planning Guidance
 - Funding to upper tier (LCC) to allocate to housing authorities
 - timely cascade of funding
 - indicative allocations
 - can top up

Complexity in the Process...



Possible Areas for Action

Include:

- Standardise approach to DFG funding & policy – scope & conditions
- Improve & standardise information & advice to clients re. access, process & options, including self-funding
- Pilot active waiting list management including the threshold for holistic assessment and provisional means testing

Possible Areas for Action Include:

- Standardise approach to minor adaptations
- Standardise processes for different adaptation including maintenance and charging criteria
- Work towards standardised approach to allocation of adapted properties through choice based letting processes; and funding of removals to adapted properties

East Lancashire CCG – DFG Pilot

Ann Smith
Area Commissioning Manager

Overview of the Pilot

- Business case presented to ELCCG Local delivery Group – request for £500k
- Rationale
 - Funding needed to meet demand in East Lancashire 3 x current allocation
 - Long waiting lists for DFG up to 18 months
 - 300 people waiting
 - Demonstrate that DFG can support savings for health and social care
 - Measurable impact of a persons wellbeing once adaptation completed

Process for allocating funding

- Occupational Therapist dedicated to the project
- Screened each of the waiting lists – 20% of people removed because they had either died or gone into residential care whilst waiting for the DFG
- Identified people who were at
 - high risk of falls – therefore at potential risk of admission to hospital
 - Risk of skin breakdown, infection
 - Unable to access the community or other parts of their home
 - Asked each identified person to complete a wellbeing assessment before and after

Case Study – Mrs A

- Mrs A is 76 years old, and lives in her own home with her 77 year old husband.
- Mrs A has previously been diagnosed with COPD, Diverticular disease, Osteoporosis, and has been having falls.
- Mrs A is mobile outdoors with a 4 wheeled walker She is mobile within the home with elbow crutches.
- recently been admitted to hospital for 1 week following a fall. unable to use bath equipment to get into the bath, and has had falls in the bathroom
- Her husband has recently had a stroke and has also had falls. He is mobile with a walking stick.

- A shower was recommended in January 2014, and she was placed on the DFG waiting list with the Borough Council.
- The couple were visited in April, by the OT working on the pilot, extra work was recommended
- They scored their level of satisfaction with how they were managing at this time as an average of **1.75** on a scale of 1 (not satisfied at all) – 10 (extremely satisfied).
- The therapists functional rating was scored at **2.5** on a scale of 1 (not able to do it) – 10 (able to do it extremely well).

- All Work was completed in July 2014 and the couple were visited to review their goals.
- Both are now able to shower independently and safely, and are able to safely step in and out of their home.
- Both scored their satisfaction levels at **10** on a scale of 1 (not satisfied at all) – 10 (extremely satisfied).
- The therapist functional rating was averaged at **9.9** on a scale of 1 (not able to do it) – 10 (able to do it extremely well).

The cost of works was £4868

Funding Allocations

Local Authority	2013/14 Initial Allocation	2014/15 Initial Allocation	2015/16 Anticipated Allocation
Burnley	£855,717	£868,943	£961,000
Chorley	£273,717	£285,619	£370,000
Fylde	£370,717	£382,794	£468,000
Hyndburn	£357,717	£369,041	£449,000
Lancaster	£657,717	£673,344	£783,000
Pendle	£360,717	£372,385	£455,000
Preston	£515,717	£529,350	£625,000
Ribble Valley	£113,717	£119,536	£161,000
Rossendale	£357,717	£365,949	£424,000
South Ribble	£237,717	£249,715	£334,000
West Lancs	£441,717	£454,299	£543,000
Wyre	£635,717	£655,125	£792,000
Total	£5,178,604	£5,326,100	£6,365,000

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 4 SEPTEMBER 2014
 title: AFFORDABLE HOUSING NEEDS DATA ACROSS THE BOROUGH
 submitted by: CHIEF EXECUTIVE
 principal author: RACHAEL STOTT

1 PURPOSE

1.1 To inform Committee of the current affordable housing needs data across the borough.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – to meet the identified housing needs in the borough.
- Corporate Priorities – none.
- Other Considerations – none.

2 BACKGROUND

2.1 The housing needs surveys are a key source of evidence when supporting affordable housing development. The housing needs surveys are a postal survey and consult 100% of residents in each Parish. The response rate varies significantly; in the smaller Parish the average response is between 30-35%. In larger villages and market towns a response of between 25-30% is average. To date the highest response rate received was Dunsop Bridge with a 50% response rate and the lowest response was Longridge with a 12% response rate. In an effort to improve response rates, we have recently provided an option of an online survey and also reviewed the survey to reduce the number of questions.

2.2 The following Parishes have had housing needs surveys undertaken since 2009.

Aighton, Bailey & Chaigley	2009
Billington	2011
Chatburn	2009
Chipping including Bowland with Leagram and Thornley with Wheatley	2009
Clayton-le-Dale including Copster Green	2009
Bowland Forest (Higher) including Dunsop Bridge	2009
Bolton-by-Bowland, Gisburn Forest & Sawley	2014
Longridge	2013
Mellor	2014
Osbaldeston	2013
Ribchester	2010
Sabden	2010
Salesbury	2009
West Bradford	2013
Whalley	2010
Wilpshire	2014
Wiswell, Barrow & Pendleton	2011

2.3 The parishes listed below have not been surveyed and therefore will be programmed to be undertaken over the next 12-24 months.

- Downham
- Slaidburn
- Hothersall
- Bashall Eaves & Mitton
- Bowland Forest (Lower)
- Newton
- Dutton
- Ramsgreave

2.4 To provide pre-application advice, affordable needs data for the Parish is required. Therefore, pressure from developers with proposal in parishes often decides the order of priority for new surveys to be undertaken.

3 ISSUES

3.1 The poor response rate in Longridge has meant information from other sources has been used. In addition to the HNS information, the housing waiting list (held by RVH) and the SHMA data is also used. To improve the response rate it is necessary to raise awareness of the survey and the importance of the feedback.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – important up to date housing needs data is available on a parish basis.
- Technical, Environmental and Legal – no implications identified.
- Political – affordable housing is a priority for the Council and essential that it seeks to address local need.
- Reputation – local connection is a legal requirement for affordable schemes, therefore establishing need in each Parish is an essential element.
- Equality & Diversity – no implications identified.

5 CONCLUSION

5.1 Acknowledge the importance of maintaining up to date affordable housing need data on a Parish basis.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

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

REF: RS/EL/040914/H&H

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 10

meeting date: 4 SEPTEMBER 2014
 title: CAPITAL MONITORING 2014/15
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

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 3 new schemes were approved by Policy and Finance Committee and Full Council, together with budget on 3 schemes carried over from the previous year. This made a total planned capital spend for this Committee for the current year of £262,560, 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 £34,680. This includes negative slippage due to an overspend on the Disabled Facilities Grants scheme in 2013/14, following part of that scheme previously having been moved from 2013/14 into 2014/15.

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 2014/15 £	Budget moved from 2013/14 £	Slippage from 2013/14 £	Additional Approvals 2014/15 £	Total Approved Budget 2014/15 £	Actual Expenditure and Commitments as at end July 2014 £	Variance as at end July 2014 £
205,540	57,020	34,680	0	297,240	101,150	-196,090

3.2 To date just over 34% of the annual capital programme for this Committee has been spent or committed.

3.3 The main variations to date are:

- DISCP – Disabled Facilities Grants. In total £67,420 has been committed from the budget in approved adaptations. Further applications have been received which could lead to between 6-8 further schemes being approved.
- LANGR – Landlord/Tenant Grants. There are currently no further approved schemes being undertaken. However, 2 further applications have been received, which subject to review could lead to a further £20,000 of grant being committed.
- REPPF – Repossession Prevention Fund. There are currently no applications for the fund, and the payment made to date this year has since been repaid. However, we give advice to between five and eight households a week and this is a tool considered when appropriate circumstances are presented.

4 CONCLUSION

4.1 The majority of the capital programme for this committee is grant related. Expenditure is driven by the applications that are received for this funding and currently there are a low level of applications for a number of the grants that we have available. This is likely to change as the year progresses.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

HH7-14/LO/AC
26 August 2014

For further information please ask for Lawson Oddie extension 4541.

BACKGROUND PAPERS – None

Health and Housing Committee – Capital Programme 2014/15

Cost Centre	Schemes	Original Estimate 2014/15 £	Budget moved from 2013/14 £	Slippage from 2013/14 £	Total Approved Budget 2014/15 £	Actual Expenditure and Commitments as at end July 2014 £	Variance as at end July 2014 £
CMEXT	Clitheroe Cemetery Extension			4,970	4,970	4,189	-781
DISCP	Disabled Facilities Grants	119,540	10,000	-11,340	118,200	67,420	-50,780
LANGR	Landlord & Tennant Grants	75,000	20,000	40,270	135,270	17,717	-117,553
PWPBC	Replace Pest Control Vehicle PO07 WPB	11,000			11,000	10,889	-111
REPPF	Repossession Prevention Fund		27,020	780	27,800	935	-26,865
	Total Health and Housing Committee	205,540	57,020	34,680	297,240	101,150	-196,090

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 2014/15	4,970	4,189	-781
Actual Expenditure 2013/14	114,036		
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	206,210		

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 2014: Only outstanding issue is the installation of initial grave 'beam' for headstones

October 2013: A contractor has been employed to rotovate and level the ground, following which the area will be seeded early next spring. This will complete the scheme.

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 2014 £	Variance to end July 2014 £
Total Approved Budget 2014/15	118,200	67,420	-50,780
ANTICIPATED TOTAL SCHEME COST	118,200		

Financial Implications - REVENUE

None given

Useful Economic Life

Not applicable.

Progress - Budget Holder Comments

July 2014: Further applications have been received and have yet to be reviewed. This could lead to a further 6 – 8 applications being approved, depending on the outcome of the review of the applications.

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 2014 £	Variance to end July 2014 £
Total Approved Budget 2014/15	135,270	17,717	-117,553
ANTICIPATED TOTAL SCHEME COST	135,270		

Financial Implications - REVENUE

None

Useful Economic Life

Not applicable.

Progress - Budget Holder Comments

July 2014: There are no more approved applications currently underway. However, two applications have been received which, subject to review, could lead to the approval of a further £20,000 of grant.

PWPBC Replacement of Pest Control Vehicle PO07 WPB

Service Area: Environmental Health Services

Head of Service: James Russell

Brief Description:

Replace existing dog warden vehicle on a 5 year rolling programme (current vehicle purchased April 2007).

Start Date, duration and key milestones:

April 2014

Financial Implications - CAPITAL

	£	Actual Expenditure and Commitments as at end July 2014 £	Variance to end July 2014 £
Total Approved Budget 2014/15	11,000	10,889	-111
ANTICIPATED TOTAL SCHEME COST	11,000		

Financial Implications - REVENUE

None

Useful Economic Life

5 years

Progress - Budget Holder Comments

July 2014: Currently waiting for delivery of the vehicle, which is anticipated to be September 2014.

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 2014 £	Variance to end July 2014 £
Total Approved Budget 2014/15	27,800	935	-26,865
ANTICIPATED TOTAL SCHEME COST	27,800		

Financial Implications - REVENUE

None identified.

Useful Economic Life

Not applicable

Progress - Budget Holder Comments

July 2014: There are currently no applications for the fund, and the payment made above has also since been repaid. However, we give advice to between five and eight households a week and this is a tool considered when appropriate circumstances are presented.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No 11

meeting date: 4 SEPTEMBER 2014
 title: REVENUE OUTTURN 2013/14
 submitted by: DIRECTOR OF RESOURCES
 principal author: AMY JOHNSON

1 PURPOSE

1.1 To report on the outturn for the financial year 2013/14 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 has been submitted to Accounts and Audit Committee for their meeting on the 27 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 £137,585 for this committee. After allowing for transfers to and from earmarked reserves this underspend decreases to £88,002. Please note that underspends are denoted by figures with a minus symbol.

Cost Centre	Cost Centre Name	Revised Estimate 2013/14 £	Actual 2013/14 £	Variance £
COMNL	Common Land	3,480	3,014	-466
CLAIR	Clean Air	2,460	861	-1,599
DOGWD	Dog Warden and Pest Control	75,640	81,501	5,861
CLAND	Contaminated Land	12,200	10,114	-2,086
CLMKT	Clitheroe Market	-44,230	-52,538	-8,308
CLCEM	Clitheroe Cemetery	39,000	38,911	-89
ENVHT	Environmental Health	296,590	263,987	-32,603
ENVGR	Grants and Subscriptions	3,080	3,144	64

Cost Centre	Cost Centre Name	Revised Estimate 2013/14 £	Actual 2013/14 £	Variance £
CTBEN	Localised Council Tax Support Administration	-34,670	-72,312	-37,642
HGBEN	Housing Benefits	107,610	90,645	-16,965
HSASS	Housing Associations	12,670	12,591	-79
HSADV	Housing Advances	540	461	-79
SUPPE	Supporting People	1,990	2,170	180
JARMS	Joiners Arms	16,550	15,564	-986
HOMEE	Home Energy Conservation	24,210	23,318	-892
IMPGR	Improvement Grants	32,160	31,753	-407
HOMEG	Homelessness General	49,070	44,291	-4,779
HOMES	Homelessness Strategy	31,130	22,735	-8,395
GRAGE	Non-Dwelling Rents	13,460	10,781	-2,679
WARMH	Warm Homes	29,930	27,217	-2,713
HSTRA	Housing Strategy	65,390	65,025	-365
AWARM	Affordable Warmth	0	-22,558	-22,558
NET COST OF SERVICES		738,260	600,675	-137,585

ITEMS ADDED TO (TAKEN FROM) EARMARKED RESERVES				
HGBAL/H 339	Government Housing Grants Reserve (Warm Homes)	-29,930	-27,217	2,713
HGBAL/H 339	Government Housing Grants Reserve (Affordable Warmth)		22,558	22,558
HGBAL/H 339	Government Housing Grants Reserve (Prevention of Rough Sleeping)		930	930
FNBAL/H 325	VAT Shelter Reserve	-20,000	-20,000	0
HGBAL/H 337	Equipment Reserve		1,300	1,300
HGBAL/H 275	Clean Air Reserve	-480	-480	0
HGBAL/H 337	Equipment Reserve (LCTS New Burdens Grant)		23,950	23,950
HGBAL/H 337	Equipment Reserve (Housing Benefits New Burdens Grant)		6,100	6,100
HGBAL/H 251	Rent Deposit Reserve	0	-7,837	-7,837
HGBAL/H 248	Rural Development Reserve	0	-1,631	-1,631
CPBAL/H 330	Capital Reserve - sale of vehicle	0	1,500	1,500
NET ADDED TO (TAKEN FROM) EARMARKED RESERVES		-50,410	-827	49,583

NET EXPENDITURE AFTER ITEMS ADDED TO OR (TAKEN FROM) EARMARKED RESERVES		687,850	599,848	-88,002
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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 £
DOGWD: Dog Warden & Pest Control	Income generated from pest control fees and charges was lower than budgeted as the anticipated increase in demand has not materialised.	5,861
CLMKT: Clitheroe Market	Expenditure on the repairs and maintenance of the market cabins/stalls was lower than anticipated.	-3,122
	Income generated from the rental of cabins was higher than expected. The budget allows for periods of 'un-occupancy' which have not materialised.	-2,465
ENVHT: Environmental Health	A period of staff vacancies has resulted in a lower than budgeted support services recharge from Chief Executives.	-27,200
	Additional income has been generated from Environmental Protection Registration Fees due to new processes being identified as requiring licences.	-1,867
CTBEN: Localised Council Tax Support Administration	Following the introduction of Local Council Tax Support the council is able to retain any previous overpayments of council tax benefit that have been recovered. Recovery of overpayments was higher than budgeted.	-17,182
HGBEN: Housing Benefits	Due to the current economic climate there has been an increase in payments of statutory and discretionary housing benefits to claimants.	173,142
	Additional subsidy has been received from the Government to fund the increase in housing benefit payments made.	-124,068
	A discretionary housing benefit grant has been received to fund the payment of discretionary housing benefits made to claimants.	-51,282
HOMES: Homelessness Strategy	Demand for homelessness temporary accommodation was lower than expected.	-3,326
	Take up of Tenancy Protection Scheme grants offered to private sector tenants for the payments of bonds was lower than anticipated.	-2,244
	Grant funding to assist with homelessness has been received. This has been added to earmarked reserves for future use.	-2,000
	A grant for the prevention of rough sleeping has been received. This has been added to earmarked reserves for future use.	-1,000

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 £7m, and are compensated by the additional subsidy received from Government.

4 CONCLUSION

4.1 There has been an overall underspend for this committee of £137,585, decreasing to £88,002 after allowing for transfers to and from earmarked reserves.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH9-14/AJ/AC
26 August 2014

BACKGROUND PAPERS

Revised Estimates approved by Committee on 23 January 2014
Closedown Working Papers

For further information please ask for Amy Johnson, extension 4498

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<u>CLAIR: Clean Air</u>					
Expenditure on analysis fees was lower than anticipated.	-1,149				-1,149
Total Clean Air	-1,149				-1,149
<u>DOGWD: Dog Warden and Pest Control</u>					
Expenditure on repairs and maintenance oncosted wages is higher than estimated due to repair/replacement of dog bins.	1,175				1,175
There has been a reduction in recharges due to the non-filling of vacancies and general under spending.			-1,630		-1,630
Income is lower than anticipated which includes a reduction in pest control fees and charges (£5,192) and kennelling fee income (£1,912) which have been offset slightly by additional income in relation to the sale of equipment and materials (-£1,500).		5,604			5,604
Total Dog Warden and Pest Control	1,175	5,604	-1,630		5,149
<u>CLAND: Contaminated Land</u>					
There has been a reduction in the recharge from Community Services due to general underspends on that service.			-1,826		-1,826
Total Contaminated Land			-1,826		-1,826
<u>CLMKT: Clitheroe Market</u>					
There has been a reduction in costs, mainly due to a fall in repairs and maintenance costs (-£3,122) and electricity costs (-£1,412).	-4,534				-4,534
There has been a reduction in the costs of support services due to the non-filling of vacancies and general under spending.			-1,123		-1,123
Income in relation to the rental of cabins is higher than expected.		-2,465			-2,465
Total Clitheroe Market	-4,534	-2,465	-1,123		-8,122

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<u>CLCEM: Clitheroe Cemetery</u>					
Expenditure on the purchase of equipment and materials was lower than anticipated.	-2,508				-2,508
There has been an increase in grounds maintenance recharges.	1,502				1,502
There has been a fall in income, mainly due to a reduction in interment fee income (£1,225) and exclusive burial right income (£2,094).		3,319			3,319
Total Clitheroe Cemetery	-1,006	3,319			2,313
<u>ENVHT: Environmental Health</u>					
Recharges from other departments are lower than anticipated. This is largely due to a reduction in Chief Executives recharges (-£27,200) due to the environmental health section being a member of staff down for a large proportion of the year.			-27,991		-27,991
Income from environmental protection fees is more than expected. This is due to the identification of additional processes requiring licences.		-1,867			-1,867
Total Environmental Health		-1,867	-27,991		-29,858
<u>CTBEN: Localised Council Tax Support Administration</u>					
Expenditure in relation to the implementation of the local council tax support scheme was lower than budgeted. Grant income has been received to fund this expenditure. The underspend has been transferred to an earmarked reserve for future use.	-23,954				-23,954
Payments of council tax rebates were higher than anticipated. Grant funding has been received to finance these payments.	3,805				3,805
There has been a reduction in the cost of support services due to general under spend.			-1,610		-1,610
Recovery of overpayments of previous year's council tax benefits was higher than estimated. Overpayments recovered can be retained by the council.		-17,181			-17,181
Total Localised Council Tax Support Administration	-20,149	-17,181	-1,610		-38,940

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<u>HGBEN: Housing Benefits</u>					
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.	173,142				173,142
Expenditure in relation to non-recurring purchase of equipment in respect of New Burdens was lower than expected. Grant income has been received to fund this expenditure. The underspend has been transferred to an earmarked reserve for use in future years.	-6,100				-6,100
Expenditure on printing & stationery charges was lower than expected.	-1,981				-1,981
There has been a reduction in the cost of support services due to general under spend.			-2,830		-2,830
Grant income has been received at a higher rate than budgeted to offset the additional payment of benefits to claimants.		-124,068			-124,068
Additional discretionary administration grant has been received to help fund payments of discretionary housing benefits made to claimants.		-51,282			-51,282
Total Housing Benefits	165,061	-175,350	-2,830		-13,119
<u>JARMS: Joiners Arms</u>					
The annual service level agreement charge payable to Ribble Valley Homes in relation to the management of the unit was lower than anticipated.	-1,897				-1,897
Total Joiners Arms	-1,897				-1,897
<u>HOMEG: Homelessness General</u>					
Support Service recharges are lower than anticipated due to general underspends.			-4,720		-4,720
Total Homelessness General			-4,720		-4,720

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<u>HOMES: Homelessness Strategy</u>					
Expenditure has decreased, mainly in respect of the provision of temporary accommodation for the homeless (-£3,326) and Tenancy Protection Scheme (-£2,244).	-5,570				-5,570
Additional grant income has been received from DCLG in respect of homelessness (-£2,000) and the prevention of rough sleeping (-£1,000). These have been set aside in an earmarked reserve for future use.		-3,000			-3,000
Total Homelessness Strategy	-5,570	-3,000			-8,570
<u>GRAGE: Non-dwelling Rents</u>					
Expenditure in relation to repairs & maintenance costs was less than anticipated.	-1,604				-1,604
Total Non-dwelling Rents	-1,604				-1,604
<u>WARMH: Warm Homes</u>					
Expenditure is generally lower than anticipated. This is mainly due to a lower than estimated take up of grants in respect of the boiler replacement scheme (-£1,998) and reduced expenditure in respect of the purchase of warm homes packs (-£3,036) which has been offset slightly by an increase in expenditure in relation to promotional activities (£1,102) and oncosted wages (£1,232).	-2,700				-2,700
Total Warm Homes	-2,700				-2,700
<u>AWARM: Affordable Warmth</u>					
Expenditure is lower than anticipated. The underspend consists of the purchase of equipment and materials (-£1,234), grants to other bodies (-£3,384) and grants to individuals (-£16,931). The balance of the underspend has been transferred to an earmarked reserve for future use.	-21,549				-21,549
Total Affordable Warmth	-21,549				-21,549

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
Other Variances	-10,273	393	-1,119	6	-10,993
Total Variances Before Transfers to/(from) Earmarked Reserves	95,805	-190,547	-42,849	6	-137,585
VARIANCES ON ITEMS TO BE ADDED TO OR (TAKEN FROM) EARMARKED RESERVES					
Government Housing Grants Reserve (Warm Homes)					2,713
Government Housing Grants Reserve (Affordable Warmth)					22,558
Government Housing Grants Reserve (Prevention of Rough Sleeping)					930
Equipment Reserve (Dog Control Orders)					1,300
Equipment Reserve (LCTS New Burdens Grant)					23,950
Equipment Reserve (Housing Benefits New Burdens Grant)					6,100
Rent Deposit Reserve					-7,837
Rural Development Reserve					-1,631
Capital Reserve – Sale of Vehicle					1,500
Overall under spending after transfers to/(from) earmarked reserves					-88,002

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO HEALTH AND HOUSING COMMITTEE

INFORMATION

Agenda Item No 12

meeting date: 4 SEPTEMBER 2014
 title: REVENUE MONITORING 2014/15
 submitted by: DIRECTOR OF RESOURCES
 principal author: LAWSON ODDIE

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 overspend of £14,211 on the net cost of services. After allowing for transfers to and from earmarked reserves the overspend is reduced to £4,389. Please note that underspends 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	Localised Council Tax Support Admin	38,290	-85,799	-93,010	-7,211	
HGBEN	Housing Benefits	138,300	-218,872	-196,183	22,689	
COMNL	Common Land	3,600	214	28	-186	
CLCEM	Clitheroe Cemetery	44,200	2,646	9,325	6,679	
ENVGR	Grants & Subscriptions	2,580	630	720	90	
CLAIR	Clean Air	2,750	924	653	-271	
DOGWD	Dog Warden & Pest Control	93,110	1,565	-2,575	-4,140	
ENVHT	Environmental Health Services	292,660	-5,007	-11,590	-6,583	
CLAND	Contaminated Land	10,210	108	0	-108	

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	13,550	0	0	0	Green
HSADV	Housing Advances	550	220	0	-220	Green
AWARM	Affordable Warmth	0	0	7,866	7,866	Red
SUPPE	Supporting People	20,760	18	0	-18	Amber
WARMH	Warm Homes Healthy People	0	0	1,956	1,956	Amber
CLMKT	Clitheroe Market	-48,910	-91,187	-96,397	-5,210	Red
JARMS	Joiners Arms	16,980	10,400	10,151	-249	Green
HOMEG	Homelessness General	51,900	164	45	-119	Green
HOMES	Homelessness Strategy	35,040	10,995	6,576	-4,419	Amber
IMPGR	Improvement Grants	35,500	-2,672	-201	2,471	Amber
HOMEE	Home Energy Conservation	24,350	250	0	-250	Green
GRAGE	Non-Dwelling Rents	-3,500	-3,500	-3,022	478	Green
HSTRA	Housing Strategy	60,670	5,320	6,286	966	Green
	Total:	832,590	-373,583	-359,372	14,211	
Transfers to/(from) Earmarked Reserves						
HGBAL/H275	DEFRA Clean Air Reserve	-480	-480	-480	0	
HGBAL/H339	Warm Homes/Affordable Warmth Grant Reserve	0	0	-9,822	-9,822	
Total after Transfers to/(from) Earmarked Reserves		832,110	-374,063	-369,674	4,389	

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 overspend of £14,211 for the first four months of the financial year 2014/15. After allowing for transfers to and from earmarked reserves the overspend is reduced to £4,389.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

BACKGROUND PAPERS: None

For further information please ask for Lawson Oddie, extension 4541

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
AWARM/4676	Affordable Warmth/Grants to Individuals	0	0	7,523	7,523	A grant was received in 2013/14 to fund this expenditure. The funds are held in reserve.	The budget will be reviewed at revised estimate and the funds held in reserve be brought in to the budget
CTBEN/2809	Localised Council Tax Support Admin/Non Recurring Purchases of Equipment etc.	56,550	14,339	7,788	-6,551	This expenditure relates to items funded under S31 New Burdens grant. Further expenditure will be taking place as the year progresses.	The profile of the budget will be reviewed as the year progresses and firmer spending plans are produced.
HGBEN/2998	Housing Benefits/Software Maintenance	18,640	18,640	40,872	22,232	A commitment of £21,751 is on the system for maintenance fees for the 2015/16 and 2016/17 financial years.	The commitment will be rolled over to the appropriate financial years at year end.
HGBEN/4652	Housing Benefits/Rent Allowance Payments	7,239,080	2,229,638	2,275,774	46,136	Payments to claimants are slightly higher than budgeted. All expenditure is funded by subsidy received.	Payments to claimants will be reviewed for the Housing Benefit mid-year estimate claim (August 2014). The revised budget will be adjusted to reflect this mid-year estimate.

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	-7,273,950	-2,423,682	-2,450,848	-27,166	Income is lower than budgeted due to an adjustment for debtors held on the Northgate benefits system being greater than anticipated when the original estimate budget was prepared.	The budget will be reviewed at revised estimate.
HGBEN/8009z	Housing Benefits/Housing Benefit & CT Benefit Admin Grant	-93,940	-43,588	-54,559	-10,971	Additional admin grant has been received , which was not anticipated at the time of setting the budget.	The budget will be reviewed at the time of setting the revised estimate

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/8441u	Clitheroe Cemetery/Interment Fees	-20,120	-6,704	-4,438	2,267	Income from interments is lower than budgeted.
CLCEM/8447u	Clitheroe Cemetery/Exclusive Burial Rights	-18,510	-6,168	-2,473	3,696	Income from the sale of exclusive burial rights is lower than budgeted.
CLMKT/8824n	Clitheroe Market/Cabins	-96,160	-96,160	-99,012	-2,852	The budget allows for periods of non-occupancy, however as at end July 2014 the occupancy levels have been higher than predicted for in the budget.
ENVHT/2998	Environmental Health Services/Software Maintenance	5,920	5,920	3,112	-2,808	Annual maintenance costs for the Civica system are lower than budgeted.
ENVHT/8417u	Environmental Health Services/private water samples	-3,030	-1,012	-4,095	-3,083	Risk assessment work undertaken on private water supplies which is now obligatory and to be undertaken by 31 December. This increased income will be partly offset by lab fees for the analysis of the water samples taken.
HGBEN/2858	Housing Benefits/Microfilming Maintenance	1,010	1,010	3,740	2,730	A DWP New Burdens Grant has been received, as shown below, which will fund this expenditure.

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
HGBEN/8026z	Housing Benefits/DWP - LA Data Sharing (LADS) IT Costs	0	0	-2,365	-2,365	A grant has been received which wasn't anticipated when the budget was prepared. This is to fund data sharing costs between the council and the DWP 'Atlas' system
HGBEN/8029z	Housing Benefits/DWP- Housing Benefits New Burden Grant	0	0	-3,453	-3,453	A grant has been received which wasn't anticipated when the budget was prepared. This is towards the assessment of applications for discretionary housing benefit.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No.

meeting date: 4TH SEPTEMBER 2014
title: 2013/2014 YEAR-END PERFORMANCE INFORMATION
submitted by: DIRECTOR OF RESOURCES
principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

- 1.1 This is the year-end report of 2013/2014 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 for 2013/14. Some notes have been provided to explain significant variances either between the outturn and the target or between 2013/2014 data and 2012/2013 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 2013/2014 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 19 indicators that can be compared to target:
 - 63.2% (12) of PIs met target (green)

- 15.8% (3) of PIs close to target (amber)
 - 21.0% (4) of PIs missed target (red)
- 2.6 Analysis shows that of the 21 indicators where performance trend can be compared over the years:
- 23.8% (5) of PIs improved
 - 19.1% (4) of PIs stayed the same
 - 57.1% (12) 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** – Schemes have not come forward as private market has become stronger. LA funding and HCA funding reduced.
 - **PI RH5 - Length of stay in temporary accommodation (Hostel)** – The target for length of stay in temporary accommodation has been increased significantly in recent years. Unfortunately move on accommodation is becoming increasingly difficult to secure for households in temporary accommodation. Delivery of new affordable housing has been slower. Economic improvements have not filtered through
 - **PI RH6 - Preventing Homelessness - number of households where homelessness prevented** – The target number of households where homelessness has been prevented has been increased. Again the current economic climate has increased demand on affordable housing and ability to prevent homelessness. Increased presentations and a greater mismatch in supply is continuing to be addressed.
- 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 EH6 - The percentage of air pollution complaints responded to within 2 days and PI EH7 – Percentage of Health and Safety initial inspections that should have been carried out that were carried out** – Part-time EHO (Pollution) post has been vacant for 7 months
 - **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. Complaints relating to 'out of hours' patrol were warranted insufficient –priority given to patrols during office hours. This year the Council issued 7 fixed penalties.

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 2013/2014 performance information provided relating to this committee.

Michelle Haworth
PRINCIPAL POLICY AND
PERFORMANCE OFFICER

Jane Pearson
DIRECTOR OF RESOURCES

BACKGROUND PAPERS:

REF: MH/Health and Housing committee/04.09.14

For further information please ask for Michelle Haworth, extension 4421

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

Housing Performance Information 2013/2014

PI Code	Short Name	2012/13	2013/14		2014/15	2015/16	2016/17	Current Performance	Trend year on year	Target setting rationale	Link to Corporate Objective
		Value	Value	Target	Target	Target	Target				
PI RH1 (BV64)	No of private sector vacant dwellings that are returned into occupation or demolished	4	9	15	8	8	8			Target set in recognition of reducing funding to councils and partners	To meet the housing needs of all sections of the Community
PI RH2	Homeless: Number of applications for assistance	240	236							Not required.	
PI RH3	Homeless: Number of applications accepted	16	7							Not required.	
PI RH5 (BV183b)	Length of stay in temporary accommodation (Hostel)	19.75	13.75	8.00	10.00	8.00	8.00			2014/15 target is still aspirational but reflects current environment. Lower targets for future years due to increased stock.	To meet the housing needs of all sections of the Community
PI RH6 (BV213)	Preventing Homelessness - number of households where homelessness prevented	1.88	2.04	6.00	4.00	5.00	6.00			Targets revised to reflect lead in for new homes/stock and economic lag as impact of welfare changes and repossessions come into effect.	To meet the housing needs of all sections of the Community
PI RH7 (NI 155)	Number of affordable homes delivered (gross)	69	58	70	70	75	80			Targets to reflect anticipated delivery as a result of increased development - need to focus on delivery to support other indicators.	To provide additional affordable homes throughout the Ribble Valley

PI Code	Short Name	2012/13	2013/14		2014/15	2015/16	2016/17	Current Performance	Trend year on year	Target setting rationale	Link to Corporate Objective
		Value	Value	Target	Target	Target	Target				
PI RH8 (NI 156)	Number of households living in temporary accommodation	5	3	6	5	5	5			Targets recognise increasing presentations and increasing supply of accommodation anticipated over the next 3 years. Aspiration is to maintain steady level of households at 5 and not allow numbers to increase.	To meet the housing needs of all sections of the Community

Environmental Health Performance Information 2013/2014

PI Code	Short Name	2012/13	2013/14		2014/15	2015/16	2016/17	Current Performance	Trend year on year	Target setting rationale	Link to Corporate Objective
		Value	Value	Target	Target	Target	Target				
PI EH1	The percentage of food premises' inspections that should have been carried out that were carried out	100%	100%	100%	100%	100%	100%			Maintain performance.	To improve the health of people living and working in our area
PI EH2	The percentage of Health and Safety initial inspections that should have been carried out that were carried out	47.5%	100%	100%	100%	100%	100%			The Health and Safety service is to be scaled back to a reactive service where only workplace complaints and accidents are investigated. Targeted inspection of high risk activities will be carried out where resources allow.	To improve the health of people living and working in our area
PI EH3	The percentage of food complaints responded to within 2 days	96.5%	90.05%	90%	90%	90%	90%			Maintain performance.	To improve the health of people living and working in our area
PI EH4	The percentage of health and safety complaints responded to within 2 days	97.5%	90.48%	90%	90%	90%	90%			Improve performance.	To improve the health of people living and working in our area
PI EH5	The percentage of abandoned vehicles removed within 2 days	100%	100%	100%	100%	100%	100%			Maintain performance.	

PI Code	Short Name	2012/13	2013/14		2014/15	2015/16	2016/17	Current Performance	Trend year on year	Target setting rationale	Link to Corporate Objective
		Value	Value	Target	Target	Target	Target				
PI EH6	The percentage of air pollution complaints responded to within 2 days	91.25%	83.75%	90%	90%	90%	90%			Improve performance.	To conserve our countryside, the natural beauty of the area and enhance our built environment
PI EH7	The percentage of noise complaints responded to within 2 days	88.25%	59.2%	90%	90%	90%	90%			Maintain performance.	
PI EH8	The percentage of pest control complaints responded to within 2 days	99.25%	90.12%	90%	90%	90%	90%			Maintain performance.	
PI EH9	The percentage of requests for dog warden services responded to within 2 days	96%	90.04%	90%	90%	90%	90%			Maintain performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling
PI EH10	The percentage of infectious diseases reported that were responded to immediately	100%	100%	100%	100%	100%	100%			Maintain performance.	To improve the health of people living and working in our area
PI EH15	Number of high profile dog fouling patrols undertaken	327	267	200	200	200	200			Improve performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling
PI EH16	Number of 'Out of Hours' surveillance patrols undertaken	35	44	50	50	50	50			Improve performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling
PI EH17	Number of school presentation runs in order to raise awareness of dog fouling	3	3	3	3	3	3			Improve performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling
PI EH18 (NI 184)	% of Food establishments in the area which are broadly compliant with food hygiene law	98%	97%	90%	90%	90%	90%			Target set at 90% - national average for broadly compliant premises is 88%.	To improve the health of people living and working in our area

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 4 SEPTEMBER 2014
title: GENERAL REPORT
submitted by: MARSHAL SCOTT, 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 PRIVATE WATER SUPPLIES RISK ASSESSMENT PROGRESS

2.1 I am pleased to report that much needed progress is being made with meeting the EU/Drinking Water Inspectorate 31 December 2014 deadline for completion of the initial Risk Assessment and compliance sampling of our private water supplies.

2.2 The majority of the commercial supplies have now being completed, the project lead officer Matthew Riding has confirmed every effort will continue to be made to complete the inspection schedule of 84 remaining supplies by the 31 December 2014 deadline.

3 DOG CONTROL ORDERS

3.1 I am pleased to report that the new Dog Control Orders became operative on 1 August. Community Committee are to consider and agree further related reports on 2 September in relation to authorisation of enforcement officers for the considerable range of controls available under the Clean Neighbourhoods & Environment Act 2005 including dog control issues

3.2 They are also to consider and approve fixed penalty fines under the new regime to be set at £80 with early payment of £50, if paid within 7 days.

4 LOCAL GOVERNMENT DECLARATION ON TOBACCO CONTROL

4.1 Lancashire County Council Public Health 'Tobacco Control and Stop Smoking Services' has recently circulated a 'Frequently Asked Questions' briefing paper on the Local Government Declaration on Tobacco Control. A copy of this paper is attached for your consideration as Appendix A to this report.

5 NW ENERGY TASK FORCE – 'LOCAL BENEFITS OF SHALE GAS EXTRACTION'

5.1 The North West Energy Task Force, a campaign supported by 450 businesses and academics, including economists and earth scientists, has launched a research paper on the potential benefits that shale gas development could bring to the North West.

5.2 Their main conclusion is that 'further research is needed on how the region can best take advantage of the shale opportunity', how can the views of stakeholders be taken into account; what skills should colleges and universities be focussed on to ensure local residents benefit from new jobs; how many new homes will be required to meet

demand, what new transport infrastructure will be needed to support the expanded economy?

- 5.3 The report highlights that North West Task Force was created to understand how responsible extraction of natural gas from Lancashire's shale could be used to create jobs, generate economic growth and boost revenues. The report recognises that the organisation is financially supported by Centrica Energy and Cuadrilla Resources, however, their activities and views are independent.
- 5.4 If you are interested, a copy of this organisations report can be downloaded from www.nwenergy.org.uk

JAMES RUSSELL
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

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

1. Local Government Declaration on Tobacco Control.
2. North West Energy Task Force – Exploring Shale series – What local benefits will shale gas extraction bring to the North West.

JAR/HEALTH & HOUSING/04091406

Local Government Declaration on Tobacco Control

Frequently Asked Questions

1. What is the Local Government Declaration on Tobacco Control

Based on the Nottingham Declaration on Climate Change, which has been signed up to by over 200 councils, it aims to ensure tobacco control is part of mainstream public health work.

The Declaration includes a number of specific commitments to enable local authorities to take leadership on tobacco:

- Reduce smoking prevalence and health inequalities
- Develop plans with partners and local communities
- Participate in local and regional networks
- Support Government action at national level
- Protect tobacco control work from the commercial and vested interests of the tobacco industry
- Monitor the progress of our plans
- Join the Smokefree Action Coalition

2. Why does it matter?

Every year 80,000 people a year die from smoking related illness making smoking the biggest cause of premature death. Not only does smoking cut lives short it damages local communities and economies. It takes money out of the pockets of those who cannot afford it and causes half the difference in life expectancy between the richest and the poorest.

The Local Government Declaration on Tobacco Control is a response to the enormous and ongoing damage smoking does to our communities. It is a commitment to take action and a statement about a local authority's dedication to protecting their local community from the harm caused by smoking.

Further, it is an opportunity for local leadership. We know the best way to tackle smoking is through a comprehensive approach working with all partners. The Local Government Declaration on Tobacco Control can be a catalyst for local action showing the way for partners both inside and outside the local council.

3. How would we implement the Declaration?

To some extent this depends on local practice. For some authorities it would be an acknowledgment of ongoing best practice activities for others there may be areas where further action is needed.

For many local authorities the most appropriate route for ensuring implementation of the Declaration will be through the Health and Wellbeing Board. The Health and Wellbeing Board can be tasked with assessing current practice and establishing a clear way forward. Areas for action might include:

- Ensuring there is a comprehensive tobacco control plan being implemented

- Developing a policy on protecting health policy from the influence of the tobacco industry
- Supporting local and regional networks of support
- Reviewing monitoring processes
- Joining the Smokefree Action Coalition

Regardless, of what actions need to be taken all the commitments in the Declaration are contained in existing policies, strategies and treaties which local authorities are subject to. The Declaration reaffirms these commitments and adds the weight of local council leadership.

4. Is it really necessary to protect local policy from the tobacco industry?

Yes. Tobacco companies have a long record of attempting to influence council policies. In England they have

- Sponsored schools and museums
- Paid for industry branded smoking shelters on council property
- Provided staff and funding and sniffer dogs for joint work on illicit tobacco. These campaigns have focussed on counterfeit and "cheap white" brands rather than main stream branded products sold without tax.
- Worked through front campaigns such as "Love where you live". Supporting environmental campaigns is a great strategy for companies that produce a large proportion of street litter. It has also been a way of distributing industry branded giveaways such as portable ash trays.
- Used subsidiaries to arrange meetings with members and officers on local harm reduction policies

When they cannot divert local policies in their favour they will seek to delay and dilute their implementation. Previously secret industry papers released in court talk of "throwing sand in the gears" of health policy.

Under the World Health Organisation Framework Convention on Tobacco Control, to which the UK is a signatory, countries have pledged to protect health policy from the commercial interests of the tobacco industry. Local authorities are also subject to this treaty however policies on how to ensure local compliance are rare. By signing the Declaration councils are reinforcing their existing obligations and sending a message that they will protect policies from tobacco industry lobbying.

5. How can local government protect health policies from the tobacco industry?

Where local authorities want to take a best practice approach to protecting health policy from the influence of the tobacco industry they should look to develop and implement a local policy. That policy would ensure they were fulfilling their commitments under Article 5.3 of the World Health Organisation Framework Convention on Tobacco control.

As the Declaration states the policy should include: *"not accepting any partnerships, payments, gifts and services, monetary or in kind or research funding offered by the tobacco industry to officials or employees"*

Such a policy should be developed with all relevant council departments and implemented among all staff that might have contact with the tobacco industry.

6. Would the Declaration cause problems for our pension fund investments?

No. Imagine Ayton Council's pension scheme has tobacco investments; but they have a clear stance which protects local policy from tobacco industry interests and

lobbying. On the other hand Beeborough Council has no tobacco investments but has industry branded smoking shelters on its property, its councillors and senior officers meet with industry representatives and attend industry funded events on illicit tobacco. It is Beeborough that needs to look at its policy urgently and would not comply with the commitments in the Declaration.

No. The Declaration does not conflict with other duties. It is a strong way of demonstrating that council's have a robust approach to engagement with the tobacco industry regardless of any share investments. It can also be a tool to deflect media and other criticism regarding tobacco industry share investment by focusing on the key issues of protecting health policy from interference.

The Declaration is not in conflict with existing duties. It commits the council to protect health policy from the influence of the tobacco industry and this can be achieved through a strong policy on engagement and transparency locally. It is possible for a local authority to do this while retaining pension investment in tobacco shares.

However, as part of the development of any policy it may be appropriate to review tobacco share investment in line with a local authorities' fiduciary duty. This will show that the council is acting appropriately.

7. We already have a strong approach to tackling smoking, do we need to sign?

Many of the early signatories will already be leaders in the field. Early signatories are not only sending a message of their commitment to their local community but also to other councils who need to make further progress.

As with the Nottingham Declaration on Climate change early adopters will lead the way for other councils and set the standard for local tobacco control.

8. This was created by a Labour-led council, is it party political?

This is a cross-party document built on the same principles as the Nottingham Declaration on Climate change which is now endorsed by over 300 councils across the country.

There is strong cross party consensus on tobacco control with every major party signed up to a comprehensive approach to reduce smoking. Everything contained in the Declaration has previously been committed to at a national level by all political parties. The Declaration is also strongly supported by the wider public health community including The Trading Standards Association, Chartered Institute of Environmental Health and the Association of Directors of Public Health as well as Public Health England, the Public Health Minister and the Chief Medical Officer.

9. Can we add to the Declaration or change some of the wording?

No but you can commit to go further. The Declaration contains overarching principles not policies. It is for local authorities to decide on the policies which are relevant for their tobacco control plan. For the Declaration to have meaning at a national level it needs to be signed up to as is. The goal of the Declaration is both to support local authority leadership on tobacco control but also to make a collective statement about the importance of this issue. Having multiple versions of the Declaration would weaken this collective statement.

That does not mean that councils can't choose to go further or focus their energy on a specific set of issues. Such extensions to the Declaration might best fit in a council's local tobacco control plan.

10. What does it mean to be a member of the Smokefree Action Coalition?

Membership of the Smokefree Action Coalition (SFAC) is a further demonstration of a local council's commitment to tobacco control and also offers additional benefits.

The SFAC is a coalition of over 170 local and national organisations and has wide membership among the Royal Colleges, the public health professional bodies, local councils and health charities. It campaigns for tobacco control at a national level and provides a network of support and advice to local public health professionals.

Membership of the SFAC gives local council's a national platform to make the case for Central Government action to reduce the level of smoking in support of local authorities. However, no member is required to agree with every policy position and all members would be contacted ahead of their name being put to a specific public statement (e.g. a briefing on a particular issue)