

# RIBBLE VALLEY BOROUGH COUNCIL

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please ask for: STEPHEN BARKER  
direct line: 01200 414412  
e-mail: [stephen.barker@ribblevalley.gov.uk](mailto:stephen.barker@ribblevalley.gov.uk)  
my ref: SB/EL  
your ref:  
date: 13 January 2016

Council Offices  
Church Walk  
CLITHEROE  
Lancashire BB7 2RA

Switchboard: 01200 425111  
Fax: 01200 414488  
[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.30pm** on **THURSDAY, 21 JANUARY 2016** 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 22 October 2015 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

### FOR DECISION

- ✓ 5. To Initiate Discussions to Consider Registering as a Registered Provider for Social Housing – report of Chief Executive – copy enclosed.
- ✓ 6. Proposed Change to Ribble Valley Homes Board – report of Chief Executive – copy enclosed.

- ✓ 7. Revised Capital Programme 2015/2016 – report of Director of Resources – copy enclosed.
- ✓ 8. Revised Revenue Budget 2015/2016 – report of Director of Resources – copy enclosed.
- ✓ 9. Original Revenue Budget 2016/2017 – report of Director of Resources – copy enclosed.

FOR INFORMATION

- 10. Home Improvement Agency Report – report of Chief Executive – copy enclosed.
- 11. Monitoring of HARV Contract – report of Chief Executive – copy enclosed.
- 12. Reports from Representatives on Outside Bodies (if any).

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

FOR INFORMATION

- ✓ 13. General Report – Grants – report of Chief Executive – copy enclosed.
- ✓ 14. Update on Affordable Housing – report of Chief Executive – copy enclosed.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 5

meeting date: 21 JANUARY 2016  
title: TO INITIATE DISCUSSIONS TO CONSIDER REGISTERING AS A PROVIDER FOR SOCIAL HOUSING  
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

## 1 PURPOSE

1.1 This report proposes that Ribble Valley Borough Council investigate the options of registering as a provider of social housing with the Homes and Communities Agency and also as an investment partner. This matter arose from the Leader's discussions with other local authorities.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To assist in meeting affordable housing need in the borough.
- Corporate Priorities - To continue to be a well-managed council providing services based on customer need.
- Other Considerations – None.

## 2 BACKGROUND

2.1 Increasingly local authorities are buying Section 106 homes built by private developers on mixed tenure sites and making them available as shared ownership affordable housing. In Ribble Valley the Council's Registered Provider partners have bought all Section 106 homes to date. More recently as Registered Providers are facing difficulties in funding acquisitions, there is a risk that Register Providers will not be in a position to take on new affordable units as schemes deliver them. It is however proposed that the Council consider registering as a Registered Provider and then it can acquire some Section 106 homes for onward sale as shared ownership housing.

2.2 The proposal represents an opportunity for the Council to directly assist in providing intermediate housing to meet the needs of those first time buyers who live or work in the district. The use of commuted sums represents a funding stream to replace Registered Provider borrowing that might otherwise have been used to purchase these homes. It is also particularly important to maximise funding resources at a time when some Registered Providers are near borrowing capacity.

2.3 Initial discussions have been held with the HCA and the guidance to register both as a provider and also as an investment partner are attached at Appendix 1.

## 3 ISSUES

3.1 Using the commuted sum approach there will be a requirement for up front funding of the units until the equity in the dwelling can be sold. This capital receipt must be

reinvested affordable housing as any subsidy released must be reused for the provision of affordable. As the purchase costs are fixed, the Council does not carry risk of cost over-runs. In practice the Council would aim to have identified a purchaser for the dwelling before the completion in order to achieve a back to back sale making funding requirements short term and fully recoverable. If there is any delay in selling the property, the Council will incur some Council Tax liability and will lose interest on its commuted sum used from the acquisition.

- 3.2 The Council's conveyancing costs may also be added to the sale price and recouped by the Council. There is also likely to be some recoverable marketing costs as potential purchasers of shared ownership housing do not as a rule register on the housing register and therefore homes would be marketed through the help to buy zone agent for Lancashire but also via estate agents, Rightmove and local press etc.
- 3.3 The receipts from the rent charged on the unsold equity can be placed into the general fund and do not have to be used for affordable housing. It is not yet clear whether there are restrictions on the use of capital receipts generated as purchasers buy further trenches in the property at market value. Clarification is being sought on this aspect from DCLG which in the meantime it should be noted that there is no risk to the Council whatever the response. This is because it will recoup its initial capital outlay plus on costs on the first sale of the property. It will then continue to receive rental income on the unsold equity reducing as further trenches are required by the occupier, until such time as the property is sold outright.
- 3.4 As delivery mechanism this approach may provide an appropriate model, however as discussions with the HCA have indicated there are a number of issues that need to be clarified and we are awaiting further information. It is suggested that Members consider the principle and support further investigations to develop an appropriate model.

## 4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications
  - Resources – Any investment would be through income from commuted sums as the affordable housing contribution from the site.
  - Technical, Environmental and Legal –The technical, environmental and legal implications will be considered as part of the investigation. The Council may use commuted sums to purchase affordable homes for intermediate sales providing the terms of the Section 106 Agreement do not prohibit it. The Council has the power to develop housing under Part 2 of the Housing Act 1985 which can be owned without the need for a HRA by requesting a Section 74(3)(d) Direction of the Local Government and Housing Act 1989. DCLG confirms that the Direction will be granted if the total number of dwellings provided by Ribble Valley under Part 2 is fewer than 50 fully owned homes or 100 shared ownership properties.
  - Political – Important to consider this as an option of affordable housing delivery at a time when Registered Providers are limited as to the number of units they can purchase.
  - Reputation – To maintain delivery of affordable housing in the borough is a priority.

- Equality & Diversity – No implications identified.

**5 RECOMMENDED THAT COMMITTEE**

- 5.1 Note the contents of this report and approve that further investigation into whether registering as a Registered Provider of social housing with HCA is an option for the Council.

RACHAEL STOTT  
HOUSING STRATEGY OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

**BACKGROUND PAPERS**

None.

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

REF: RS/EL/210116/H&H

**AFFORDABLE HOMES PROGRAMME 2015-18**

**INVESTMENT PARTNER QUALIFICATION APPLICATION FORM  
GUIDANCE**

## 1. INTRODUCTION

Organisations delivering programmes through the Affordable Homes Programme 2015-2018 (AHP 15-18) must be qualified as HCA Investment Partners.

This document sets out the arrangements for Investment Partner qualification under the AHP 15-18 and, for those organisations not already qualified as Investment Partners, guidance on how to submit an application.

## 2. QUALIFICATION – AN OVERVIEW

As outlined in the AHP 15-18 Prospectus, all organisations delivering programmes through the AHP 15-18 must be an HCA Investment Partner. Investment Partner status must be achieved before payment under a completed grant agreement can be made.

Assessment of applications for Investment Partner status considers an applicant's financial and technical capacity to undertake an agreed programme of new supply, and the organisation's good financial standing.

As confirmed in the AHP 15-18 Prospectus, unregistered providers must become a Registered Provider (RP), if intending to be the landlord of grant funded schemes. Please note that this is a separate process to that undertaken by the HCA in its role as The Regulator of registered providers of social housing.

Details on how to register as a RP are available on the Homes and Communities Agency's (HCA) website here:

<https://www.gov.uk/register-and-de-register-as-a-provider-of-social-housing>

The HCA acting through its Regulation Committee is the Regulator of Social Housing ("the Regulator"). The Regulator is responsible for registering and regulating providers of social housing. Any eligible provider of social housing can be registered with the Regulator and only registered providers are subject to regulation.

Providers seeking registration should start discussions with the Regulator's registration team at the earliest opportunity to understand the timescales and requirements for achieving RP status.

Applications can be submitted for consideration at any time and turnaround time is estimated at 8 weeks from receipt of a full application. Applicants are encouraged to complete their application for Investment Partner status at the same time as submitting bids for the Affordable Homes Programme 2015-2018.

Applications not linked with a bid to the Affordable Homes Programme 2015-2018 will be considered unsolicited.

Unsolicited applications are not encouraged and prospective partners should have secured an allocation, have submitted or be preparing a bid for the Affordable Homes Programme 2015-2018. Unsolicited applications will not be accepted and prospective partners must always contact their local HCA office in the first instance.

### 3. **THE PROCESS: NEW PARTNERS**

Any provider may submit bids for delivery under the 2015-18 Affordable Homes Programme, but will have to achieve HCA Investment Partner status before payment under an agreed grant agreement contract can be made.

Organisations not already qualified as Investment Partners with the HCA will need to apply for Investment Partner status by submitting an Application. Organisations are encouraged to complete their Investment Partner Qualification Application form at the same time as submitting their bids. The Investment Partner Qualification Application form is available to download from:

<https://www.gov.uk/government/publications/affordable-homes-programme-2015-to-2018-qualification>

For detailed guidance on completing the application form please see section 5.

Organisations seeking to qualify for Investment Partner status should complete the application form, which consists of 4 sections:

- Section 1 Respondent organisation details
- Section 2 Statement of Good Standing
- Section 3: Financial and Commercial Standing
- Section 4: Managing Development

HCA seeks to ensure that its assessment processes are proportionate to the scale of funding sought to improve access to funding.

Applications for Investment Partner status may be as a single entity or a consortium of organisations, a Special Purpose Vehicle ("SPV"), (including Local Authority-led Special Purpose Vehicles) or a joint venture company ("JV") constituted as a single entity.

A "consortium" means a group of companies or separate legal entities identifiable at the point of application formally acting together for the purpose of bidding for grant under the Affordable Homes Programme 2015-18.

For consortium applications, a lead organisation must be identified and will be expected to be the point of contact for the HCA, to work closely with other consortium members throughout the grant agreement period to deliver the supply envisaged, and be responsible for collating and providing information from consortium members to the HCA on delivery of the various parameters included in the AHP 2015-18 agreement.

All applications will be acknowledged by receipt and turnaround time is estimated at 8 weeks from receipt of a full application.

### 4. **THE PROCESS: EXISTING INVESTMENT PARTNERS**

Existing HCA Investment Partners are not required to submit a new qualification application.

Investment Partner performance is reviewed annually through the annual Continuous Qualification review and those already qualified as an HCA Investment Partner and meeting the required annual performance thresholds have been notified they remain Investment Partners for the new Affordable Homes Programme 2015-2018.

Existing HCA Investment Partners should notify the HCA of any changes to existing partnerships for the new Affordable Homes Programme 2015-2018, for example membership changes to consortia. New members may be identified both at bid stage, and during the programme period.

Partnership changes will be dealt with on a case by case basis and, depending on the nature of the change, may require submission of a new application for qualification.

Existing HCA Investment Partners wishing to make changes to their partnership should, in the first instance, contact their HCA Contract Manager.

## **5. GUIDANCE ON COMPLETING THE APPLICATION FORM**

### **5.1. General**

All applicants completing the Investment Partner Qualification Application Form should answer all questions as accurately and concisely as possible. Where a question is not relevant to the respondent organisation, this should be indicated, with an explanation.

Supporting information should be presented in the same order as, and should be referenced to, the relevant question.

For Section 3, where an applicant has already submitted information to the HCA or the Regulator, this information is not required again. The information will need to have been submitted in precisely the form specified and there should have been no changes since submission. Applicants should specify when they previously submitted information and to whom.

For Section 4, questions 4.5 (development experience), 4.6 (management experience) and 4.7 (risk management) will be scored. A minimum score of 11 points must be achieved for each question and minimum of 33 overall by an applicant in order to receive Investment Partner status.

The criteria used to evaluate an Investment Partner Qualification Application can be found in Annex 1.

The response may cover the applicant solely or for Consortium/SPV applications, the information may relate to the relevant participating organisation(s).

If a contractor/managing agent is to be appointed, the response should draw on their experience. If a contractor/developing agent is yet to be appointed and procurement is yet to be completed, Section 4 cannot be assessed at this stage.

All case studies should have been completed successfully (ie on time, within budget and without claims or latent defects).

Where certification/accreditation is being actively pursued and strong evidence points to the likelihood of it being gained in the near future, then it may be scored as gained.

The HCA reserves the right to request additional information in relation to an application for Investment Partner status.

By submitting an application for Investment Partner status, Registered Providers will be giving consent that relevant financial information provided to the Regulator may be shared on a confidential basis.

To complete the Investment Partner Qualification Application Form, respondent organisations will require software, which is compatible with Microsoft Word.

Respondent organisations must complete the electronic version of the application form and submit one complete copy of the application form and any supporting documents (including scanned letter(s) of good standing on letter headed paper and signed with a wet signature) by email to: [completed.pggforms@hca.gsi.gov.uk](mailto:completed.pggforms@hca.gsi.gov.uk).

Please ensure that all sections of the application form are completed and returned with your submission by email.

No unauthorised alteration or addition (save for the inclusion of the relevant information) should be made to the form. The completed application form must not be accompanied by any covering letter or any statement that could be construed as rendering the application form equivocal and/or placing it on a different footing from other application forms.

## **5.2. Applications from Bodies responding as single entities**

An organisation applying as a single entity must complete all of the sections (excluding Section 1.2) fully and provide all the necessary supplementary information requested.

## **5.3. Consortium Applications**

Any response on behalf of a consortium must be co-ordinated by a designated Consortium Leader.

In the case of consortium applications, "respondent organisation" means the Consortium Leader of a consortium application.

The Consortium Leader is responsible for:

- ensuring that the information supplied in the application form is accurate, to the best of its knowledge;
- completing all Sections of the application form;
- providing all the necessary supplementary information from participating organisations (where applicable) so as to enable the HCA to assess the overall proposal for the delivery of the proposed programme(s).

Please note that different questions require information from individual participating organisations, from all participating organisations or from the Consortium Leader only – this has been indicated, where relevant.

It should also be noted that the statement of good standing requested in Section 2 is required from ALL consortium members.

#### **5.4. SPV and JV Applications**

Any response on behalf of an SPV or JV must be co-ordinated by the principal SPV/JV shareholder or member (actual or designated).

In the case of SPV and JV applications, "respondent organisation" means the principal shareholder or the member who will take a lead in negotiations with the HCA on behalf of the SPV or JV.

The principal SPV/JV shareholder or member is responsible for:

- ensuring that the information supplied in the application form is accurate, to the best of its knowledge;
- completing all Sections of the application form;
- providing all the necessary supplementary information from participating organisations (where applicable) so as to enable the HCA to assess the overall proposal for the delivery of the proposed programme(s).

Please note that different questions require information from individual participating organisations, from all participating organisations or from the respondent organisation only – this has been indicated, where relevant.

It should also be noted that the statement of good standing requested in Section 2 is required from ALL members of an SPV or JV.

#### **5.5. Re-Evaluation**

In the event that there is:

- i) a change in the membership of a Consortium or SPV/JV from the date of submission of this application form to the award of any agreement between the Consortium/SPV/JV and the Homes and Communities Agency; and/or
- ii) a change in information supplied by a respondent organisation or any of the participating organisations at Sections 1 to 4 of the application form the HCA reserves the right to re-evaluate the application of the Consortium/SPV/JV on the basis of the new member/ shareholder or the new information and act in accordance with the results of such re-evaluation.

#### **5.6. Undertaking**

All respondent organisations should note that any false information included in any of the responses will result in exclusion from the subsequent stages of the Affordable Homes Programme 2015-2018.

The Agency has a bribery and corruption policy in place and, therein a zero tolerance approach. The web page with a summary description of all current HCA ethical policies (including the anti-bribery and corruption policy) is as follows:

<https://www.gov.uk/government/collections/ethical-policies>

All respondent organisations shall ensure that they do not and, where appropriate, all other participating organisations in the Consortium/SPV/JV do not:



## Housing (<https://www.gov.uk/topic/housing>) – guidance **Register and de-register as a provider of social housing**

**From:** Homes and Communities Agency (<https://www.gov.uk/government/organisations/homes-and-communities-agency>)  
**First published:** 4 November 2014  
**Last updated:** 2 April 2015, see all updates  
**Part of:** Regulation (<https://www.gov.uk/topic/housing/regulation>), Housing (<https://www.gov.uk/topic/housing>) and Rented housing sector (<https://www.gov.uk/government/policies/rented-housing-sector>)  
**Applies to:** England

How to register or de-register as a social housing provider, how much it costs and how long it will take.

### **Register as a provider of social housing**

Under section 114A of the Housing and Regeneration Act 2008, local authorities who begin to provide social housing are subject to compulsory registration. Notification that a local authority is beginning to provide social housing should be made to [mail@homesandcommunities.gov.uk](mailto:mail@homesandcommunities.gov.uk)

In the first instance, please see Registration requirements 2015

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/420147/Registration\\_requirements\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/420147/Registration_requirements_2015.pdf)) (PDF, 150KB, 4 pages) .

Applicants other than local authorities are required to apply for registration. To register as a provider of social housing you should first complete the Preliminary application form for registering as a provider of social housing

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/424436/00\\_registration\\_prelim\\_application\\_form\\_FINAL.docx](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/424436/00_registration_prelim_application_form_FINAL.docx)) (MS Word Document, 152KB) .

This will allow us to check whether you meet the eligibility requirements of registration

Having assessed the information at the preliminary application stage, we will tell you if you meet the eligibility requirements. If you do, you will be invited to complete the Word or PDF versions of Detailed application form for registering as a provider of social housing - Word format

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/424437/00\\_registration\\_detailed\\_application\\_form\\_FINAL.docx](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/424437/00_registration_detailed_application_form_FINAL.docx)) (MS Word Document, 199KB) , Detailed application form for registering as a provider of social housing - PDF format

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/438330/00\\_registration\\_detailed\\_application\\_form\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/438330/00_registration_detailed_application_form_FINAL.pdf)) (PDF, 480KB, 59 pages) . Applicants cannot begin the registration process by completing this form but must first complete the preliminary application process.

Details of eligibility, registration criteria and the application process are in the Registration guidance

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/420591/Reg\\_Guidance\\_full.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/420591/Reg_Guidance_full.pdf)) (PDF, 210KB, 25 pages) . Guidance on the completion of the application forms is included within each form.

Preliminary applications will usually be dealt with within 15 working days, although this may take a little longer for applicants that are not already landlords of social housing.

Detailed applications take longer. It usually takes at least three months from the time that an applicant submits a complete detailed application for the regulator to have the assurance that the applicant has met the registration criteria.

The time taken will depend on the nature of the application submitted, especially whether it raises any novel issues for the regulator. It also depends on the responsiveness of the applicant to requests for additional information and the number of other applications under consideration at the same time.

Applicants are advised to bear this timescale in mind when preparing their application, particularly if registration is a pre-condition to accessing grant, receiving the transfer of social housing, or another transaction.

### **De-register as a provider of social housing**

In the first instance, please see De-registration requirements 2015

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/420150/De-registration\\_requirements\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/420150/De-registration_requirements_2015.pdf)) (PDF, 103KB, 3 pages) .

If you want to deregister as a provider of social housing, you should complete the Application form for voluntary de-registration as a provider of social housing ([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/364813/RP\\_de-registration\\_application\\_form.doc](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/364813/RP_de-registration_application_form.doc)) (MS Word Document, 80.5KB) .

Details of eligibility and de-registration criteria are in the De-registration guidance

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/420148/RP\\_guidance\\_on\\_applying\\_for\\_de\\_registration.doc](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/420148/RP_guidance_on_applying_for_de_registration.doc)) (MS Word Document, 153KB) .

Once we have received the completed application form we will give you an estimate of how long we think the process will take.

## **Where to send applications to register or de-register and how much it will cost**

Applications to register should be emailed to [registrations@hca.gsi.gov.uk](mailto:registrations@hca.gsi.gov.uk). Applications to de-register should be emailed to [mail@homesandcommunities.co.uk](mailto:mail@homesandcommunities.co.uk)

Either application can be posted to:

Referrals and Regulatory Enquiries Team  
Homes and Communities Agency  
1st Floor Lateral  
8 City Walk  
Leeds  
LS11 9AT

Registration and de-registration is free.

## **How to make general queries**

For general queries on registering or de-registering (but not applications) please contact:

Referrals and Regulatory Enquiries Team

0300 123 4500

[mail@homesandcommunities.co.uk](mailto:mail@homesandcommunities.co.uk)



Form

## Affordable Homes Programme 2015 to 2018: qualification

**From:** Homes and Communities Agency (<https://www.gov.uk/government/organisations/homes-and-communities-agency>)  
**First published:** 13 January 2015  
**Part of:** Affordable Homes Programme 2015 to 2018: guidance and allocations (<https://www.gov.uk/government/collections/affordable-homes-programme-2015-to-2018-guidance-and-allocations>) and House building (<https://www.gov.uk/government/policies/house-building>)  
**Applies to:** England

Guidance on how to apply to become an HCA investment partner and the application form.

### Documents

#### Investment partner qualification application form - guidance

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/394964/AHP\\_2015-18\\_Investment\\_Partner\\_Qualification\\_Application\\_form\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/394964/AHP_2015-18_Investment_Partner_Qualification_Application_form_guidance.pdf))  
PDF, 204KB, 11 pages

This file may not be suitable for users of assistive technology.

#### Investment partner qualification application form – sections 1 & 2

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/394730/AHP\\_2015-18\\_Investment\\_Partner\\_Qualification\\_Application\\_form\\_-\\_Sections\\_1\\_and\\_2.doc](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/394730/AHP_2015-18_Investment_Partner_Qualification_Application_form_-_Sections_1_and_2.doc))  
MS Word Document, 95KB

This file may not be suitable for users of assistive technology.

#### Investment partner qualification application form – section 3

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/394732/AHP\\_2015-18\\_Investment\\_Partner\\_Qualification\\_Application\\_form\\_-\\_Section\\_3.doc](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/394732/AHP_2015-18_Investment_Partner_Qualification_Application_form_-_Section_3.doc))  
MS Word Document, 49.5KB

This file may not be suitable for users of assistive technology.

#### Investment partner qualification application form – section 4

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/394733/AHP\\_2015-18\\_Investment\\_Partner\\_Qualification\\_Application\\_form\\_-\\_Section\\_4.doc](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/394733/AHP_2015-18_Investment_Partner_Qualification_Application_form_-_Section_4.doc))  
MS Word Document, 63.5KB

This file may not be suitable for users of assistive technology.

### Detail

Organisations delivering programmes through the Affordable Homes Programme 2015 to 2018 must be qualified

as HCA investment partners.  
Guidance on how to apply to  
become an investment partner  
and the application form are  
available [here](#).

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 7

meeting date: 21 JANUARY 2016  
title: REVISED CAPITAL PROGRAMME 2015/16  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

### 1 PURPOSE

1.1 To approve the revised capital programme for the current financial year 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 needs.
- Other Considerations – none identified.

### 2 BACKGROUND

2.1 The original capital programme for 2015/16 was approved by Policy and Finance Committee in February 2015.

2.2 Regular reports have been presented to this Committee on progress with the capital programme.

### 3 ORIGINAL CAPITAL PROGRAMME 2015/16

3.1 The original 2015/16 Health and Housing Committee capital programme included two schemes at a total estimated cost of £236,000.

3.2 In addition, further changes have been made to the original programme. Firstly, not all planned expenditure for 2014/15 was spent by the year-end. The balance of this, £30,150 on three schemes, has been transferred into this financial year. This is known as slippage.

3.3 Secondly, an additional approval was gained from Policy and Finance Committee in June 2015 to complete the Cemetery Extension Installation of Infrastructure scheme in 2015/16, through the installation of initial headstone foundation beams. The additional budget of £2,730 was funded from Health and Housing revenue contributions.

3.4 The total of these three elements created a 2015/16 Health and Housing Committee capital programme with three schemes and a total approved budget of £268,880, which is shown at Annex 1.

### 4 REVISING THE 2015/16 CAPITAL PROGRAMME

4.1 We have now discussed each of the schemes in the capital programme with budget holders and revised the programme to reflect scheme progress and estimated full year expenditure. Following this review, the revised estimate for 2015/16 is £267,330, a reduction of £1,550. The main reasons for this are:

- The Installation of Cemetery Infrastructure scheme was completed in the first part of the year, with an underspend of £1,446.

- The final 2015/16 Disabled Facilities Grant allocation was confirmed in April 2015, after the original estimate was set. This allocation, £160,895, is £105 less than the original estimate.

4.2 Annex 1 shows the full capital programme by scheme, including the budget and expenditure (including commitments) to date. The summary position is shown below.

<b>Original Estimate 2015/16 £</b>	<b>Slippage from 2014/15 £</b>	<b>Additional Approvals 2015/16 £</b>	<b>Total Approved Budget 2015/16 £</b>	<b>Revised Estimate 2015/16 £</b>	<b>Actual Expenditure including commitments as at end of December 2015 £</b>
<b>236,000</b>	<b>30,150</b>	<b>2,730</b>	<b>268,880</b>	<b>267,330</b>	<b>246,200</b>

4.3 Expenditure (including commitments) on these schemes at the end of December 2015 is £246,200, which is 92% of the revised estimate. This reflects that the Installation of Cemetery Infrastructure scheme is complete, the Landlord Tenant Grants scheme is fully committed and the budget for the Disabled Facilities Grants scheme will be fully committed. A waiting list is being used for Disabled Facilities Grants because the remaining 2015/16 budget cannot support the seventeen applications either being currently considered for approval or waiting to be considered.

4.4 Updated capital evaluation forms completed by the responsible officers for all the schemes were reported to Committee in the previous cycle.

## 5 RISK ASSESSMENT

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

- Resources – Approval of the revised capital programme will see a minor decrease of £1,550 in the level of financing resources needed in the 2015/16 financial year.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

## 6 CONCLUSION

6.1 The revised estimate for this Committee's capital programme is £267,330, which is a £1,550 reduction from the previously approved capital budget.

6.2 The Installation of Cemetery Infrastructure scheme is complete, the Landlord Tenant Grants budget is fully committed and the Disabled Facilities Grants budget is on track to be fully committed by year-end. A waiting list is being used for Disabled Facilities Grants because the 2015/16 budget cannot support all applications received so far this year.

7 RECOMMENDED THAT COMMITTEE

7.1 Approve the revised capital programme for 2015/16 as set out in Annex 1.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH3-15/AC/AC  
8 January 2016

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – None

## HEALTH AND HOUSING COMMITTEE – REVISED CAPITAL PROGRAMME 2015-16

Cost Centre	Schemes	Original Estimate 2015/16	Slippage from 2014/15	Additional Approvals in 2015/16	Total Approved Budget 2015/16	Revised Estimate 2015/16	Actual Expenditure including commitments (as at end of December 2015)
		£	£	£	£	£	£
DISCP	Disabled Facilities Grants	161,000	11,150	0	172,150	172,050	150,917
LANGR	Landlord/Tenant Grants	75,000	18,130	0	93,130	93,130	93,129
CMEXT	Installation of Cemetery Infrastructure	0	870	2,730	3,600	2,150	2,154
<b>Total Health and Housing Committee</b>		<b>236,000</b>	<b>30,150</b>	<b>2,730</b>	<b>268,880</b>	<b>267,330</b>	<b>246,200</b>

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 2

meeting date: 21 JANUARY 2016  
 title: REVISED REVENUE BUDGET 2015/16  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: ANDREW COOK

### 1 PURPOSE

1.1 To agree a revised revenue budget for 2015/16.

### 2 BACKGROUND

2.1 The original estimate for this current financial year was set in March 2015. As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.

2.2 At this time of year we take the opportunity to revise the estimates for the current financial year in order to better assess the level of movement anticipated within our earmarked reserves and balances, and to allow us to better forecast for the coming financial year.

2.3 The 2015/16 budget included provision for price increases of 2% and for the settled pay award of 2.2% spread over two years (2014/15 and 2015/16), which equated to approximately 1% pay increase for 2015/16. Overall general inflation for the year has been less than this and of late has even been negative, the largest contributor to this being falling fuel prices.

### 3 REVISED REVENUE BUDGET 2015/16

3.1 The revised budget is £38,720 lower than the original estimate. This changes to £9,280 lower than the original estimate after allowing for transfers to and from earmarked reserves. A comparison between the original and revised budgets for each cost centre is shown below.

Cost Centre	Cost Centre Name	Original Estimate 2015/16 £	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Revised Estimate 2015/16 £
CTBEN	Localised Council Tax Support Administration	107,700	5,830	-46,790	-29,460	0	37,280
HGBEN	Housing Benefits Administration	74,400	-223,610	253,800	16,890	0	121,480
UCRED	Universal Credit	19,980	-140	-20,240	410	0	10
COMNL	Common Land	2,730	0	0	-420	0	2,310
CLCEM	Clitheroe Cemetery	50,410	5,260	-3,800	2,480	-30	54,320
ENVGR	Grants & Subscriptions	2,180	-740	0	-1,440	0	0
CLAIR	Clean Air	1,870	620	0	-230	0	2,260
DOGWD	Dog Warden & Pest Control	89,040	-1,490	7,630	-6,830	-200	88,150
ENVHT	Environmental Health	290,150	6,840	-9,740	210	0	287,460
CLAND	Contaminated Land	15,770	0	50	-6,920	0	8,900
HSASS	Housing Associations	6,000	800	0	160	0	6,960
HSADV	Housing Advances	90	-110	20	0	0	0

Cost Centre	Cost Centre Name	Original Estimate 2015/16 £	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Revised Estimate 2015/16 £
SUPPE	Supporting People	16,570	16,880	-28,370	-3,510	0	1,570
CLMKT	Clitheroe Market	-45,790	-1,950	0	-1,390	1,810	-47,320
JARMS	Joiners Arms	18,750	430	0	-530	2,750	21,400
HOMEG	Homelessness General	53,880	-480	0	-53,400	0	0
HOMES	Homelessness Strategy	34,780	1,760	-25,000	54,180	0	65,720
IMPGR	Improvement Grants	27,580	0	0	27,900	0	55,480
HOMEE	Home Energy Conservation	13,720	-530	0	2,090	0	15,280
SHARE	Shared Ownership Rents	-610	0	0	40	0	-570
HSTRA	Housing Strategy	55,160	3,190	-3,040	3,450	0	58,760
AWARM	Affordable Warmth	0	33,020	-16,830	0	0	16,190
<b>NET COST OF SERVICES</b>		<b>834,360</b>	<b>-154,420</b>	<b>107,690</b>	<b>3,680</b>	<b>4,330</b>	<b>795,640</b>

ITEMS ADDED TO/(TAKEN FROM) BALANCES AND RESERVES							
	Clean Air Reserve	-480	0	0	0	0	-480
	Government Housing Grants Reserve – Affordable Warmth	0	6,440	-22,630	0	0	-16,190
	Government Housing Grants Reserve – Single Homelessness Initiative	0	25,000	0	0	0	25,000
	Government Housing Grants Reserve – Domestic abuse support services	0	14,190	0	0	0	14,190
	Equipment Reserve – Local Council Tax Support new burdens	0	8,860	0	0	0	8,860
	Equipment Reserve – Housing Benefits new burdens	0	2,020	0	0	0	2,020
	Equipment Reserve – Dog control order signs	0	0	-1,010	0	0	-1,010
	Equipment Reserve - FERIS Administration	0	1,000	0	0	0	1,000
	Repossession Prevention Fund Reserve	0	0	-5,720	0	0	-5,720
	Capital Reserve	0	1,290	0	0	0	1,290
<b>NET EXPENDITURE</b>		<b>833,880</b>	<b>-95,620</b>	<b>78,330</b>	<b>3,680</b>	<b>4,330</b>	<b>824,600</b>

3.2 The difference between the revised and original estimate is a net decrease in expenditure of £38,720. After taking into account transfers to and from earmarked reserves the revised estimate shows a decrease in net expenditure of £9,280. Detailed variations from the original estimate to revised estimate for each cost centre are shown at Annex 1. However, a summary of the main variances that contribute to the net decrease in expenditure is shown overleaf.

Description	Variances from original estimate to revised estimate £
<p><b>CTBEN - Localised Council Tax Support Administration</b> Following the introduction of Local Council Tax Support, and the move from Council Tax Benefit, any previous years' overpayments of Council Tax Benefit recovered by the Council are now retained by the Council, whilst any back payments of Council Tax Benefits to claimants falls on the Council. The likely net position for 2015/16 is net retained overpayments of £35,500.</p>	-35,500
<p><b>HOMES – Homelessness Strategy</b> The Council will receive some residual Single Homelessness Initiative grant monies from the DCLG funded East Lancashire scheme. This residual grant is likely to be set aside in the Government Housing Grants earmarked reserve at year-end, to support future expenditure.</p>	-25,000
<p><b>UCRED – Universal Credit</b> The Council has an agreement to provide services to Universal Credit claimants in the borough on behalf of the DWP. Income to be received in 2015/16 for these services has now been agreed with the DWP.</p>	-20,240
<p><b>SUPPE – Supporting People</b> A non-recurring domestic abuse additional support services grant of £28,370 has been received from Lancashire County Council to cover additional services to be provided between October 2015 and September 2016. Of this income, £14,180 will be spent on service provision in 2015/16 and the rest will be set aside in the Government Housing Grants earmarked reserve at year-end to support expenditure in 2016/17.</p>	-14,190
<p><b>CTBEN – Localised Council Tax Support Administration and HGBEN – Housing Benefits Administration</b> Increased allocation of IT system licence and support costs in-year to Housing Benefits and Local Council Tax support, because of a change in IT cost allocations across various cost centres.</p>	10,400
<p><b>AWARM – Affordable Warmth</b> Estimated expenditure on affordable warmth schemes in-year of £33,020. The Council has received a grant in 2015/16 from Lancashire County Council of £16,830 to help fund this expenditure. The estimated increase in net expenditure will be funded by amounts previously set aside in the Government Housing Grants earmarked reserve for affordable warmth.</p>	16,190
<p><b>HGBEN - Housing Benefits Administration</b> An allowance for bad debt has been made in the budget. This relates to sundry debtors raised for Housing Benefits overpayments to be recovered from people no longer on benefits. The overpayments debtors balance outstanding is increasing year-on-year and some of the debts are difficult to collect.</p>	30,000

#### 4 CONCLUSION

- 4.1 The revised budget is £38,720 lower than the original budget. After taking into account transfers to and from earmarked reserves the revised budget is £9,280 lower than the original estimate.

## 5 RISK ASSESSMENT

### 5.1 Approval of this report may have the following implications

- Resources – it is estimated that the net cost of this committee is £38,720 lower than originally estimated. This net decrease becomes £9,280, after taking into account transfers to and from earmarked reserves.
- Technical, Environmental and Legal – the Council has a statutory duty to carry out some of the services which fall under the responsibility of this committee.
- Political – services offered by this committee help in the achievement of the Council's political priorities.
- Reputation – failure to offer the current level of services may impact upon the reputation of the Council.
- Equality and Diversity – none.

## 6 RECOMMENDED THAT COMMITTEE

### 6.1 Approve the revised revenue budget for 2015/16.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH2-16/AC/AC  
8 January 2016

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS - None

## Health and Housing Committee – Movements between Original and Revised Estimates 2015/16

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>CTBEN: Localised Council Tax Support Administration</b>					
<b>Employee related expenses – other training expenses and tuition fees</b> Other training expenses budget only needs funding for one-off specific courses, so can be reduced, and the tuition fees budget is no longer required.	-530				-530
<b>Supplies and services – non-recurring purchases</b> This expenditure budget mirrors income received from central government to fund expenditure for new burdens placed on the Council as a result of Council Tax Support system changes. Expenditure in-year is lower than budgeted, but does include all in-year new burdens requirements to date. The year-end underspend will be transferred to an earmarked reserve to spend on any future new burdens requirements.	-8,860				-8,860
<b>Supplies and services – microfilming maintenance</b> Scanning costs in 2015/16 are covered by the new burdens funding, so less call on the recurring microfilming budget in-year.	-510				-510
<b>Supplies and services – software maintenance</b> Higher allocation of IT system licence and support costs in-year, because of a change in system cost allocations across various services. This is offset by a lower IT support services recharge.	5,200				5,200
<b>Supplies and services – consultants</b> Consultant costs to review the Local Council Tax Support scheme in 2015/16 are covered by the new burdens funding, so there is less call on the recurring consultants budget in-year.	-500				-500

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<p><b>Supplies and services – other</b>  A move to shared copiers has reduced photocopying costs. The publicity budget is no longer required. Latest mobile phone costs projection is less than original estimate. There are no Local Council Tax Support bank charges in-year and some were budgeted for.</p>	-260		-330		-590
<p><b>Support services</b>  A net reduction in expenditure following a re-assessment of costs to date in several support services areas. The main reductions were:</p> <ul style="list-style-type: none"> <li>Financial Services and Legal Services - lower transactions processed than budgeted for.</li> <li>IT Services - some IT costs now being charged direct to services, which reduces the recharge.</li> </ul>			-29,130		-29,130
<p><b>Council Tax Rebates</b>  Following the introduction of Local Council Tax Support, the Council is still required to make some payments of Council Tax benefit. This expenditure would previously have been fully reimbursed by central government Council Tax subsidy. However, it is now a cost that has to be borne by the Council.</p>	11,290				11,290
<p><b>Overpayments of Council Tax Benefit</b>  Following the introduction of Local Council Tax Support, previous years' overpayments of Council Tax benefit recovered by the Council are now retained by the Council.</p>		-46,790			-46,790
<b>Total Localised Council Tax Support Administration</b>					<b>-70,420</b>

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>HGBEN: Housing Benefits Administration</b>					
<b>Employee related expenses – salaries, national insurance and superannuation overtime</b> The Council received Fraud and Error Reduction Incentive Scheme (FERIS) funding from central government in 2015/16 to support additional Benefits section staff time in reviewing benefit cases for fraud.	3,000				3,000
<b>Employee related expenses – other training expenses and tuition fees</b> Other training expenses budget only needs funding for one-off specific courses, so can be reduced, and the tuition fees budget is no longer required.	-540				-540
<b>Supplies and services – non-recurring purchases</b> This expenditure budget mirrors income received from central government to fund expenditure in two areas: <ul style="list-style-type: none"> <li>• For new burdens placed on the Council as a result of Housing Benefits system changes; and</li> <li>• To support work on reviewing benefit cases for fraud (FERIS).</li> </ul> Expenditure in-year is lower than budgeted on both FERIS and new burdens, but does include all in-year new burdens requirements to date. The year-end underspend will be transferred to earmarked reserves to spend on any future FERIS work and new burdens requirements.	-1,890				-1,890

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Supplies and services – microfilming maintenance</b> Scanning costs in 2015/16 are covered by the new burdens funding, so less call on the recurring microfilming budget in-year.	-520				-520
<b>Supplies and services – software maintenance</b> Higher allocation of IT system licence and support costs in-year, because of a change in system cost allocations across various services. This is offset by a lower IT support services recharge.	5,200				5,200
<b>Supplies and services – consultants</b> No consultant costs required in-year for Housing Benefits issues.	-500				-500
<b>Supplies and services – bailiff costs</b> One-off bailiff costs incurred in-year.	90				90
<b>Supplies and services – bank charges</b> A higher number of bank transactions in-year than budgeted for.			520		520
<b>Supplies and services – other</b> A move to shared copiers has reduced photocopying costs. The publicity budget is no longer required. Latest mobile phone costs projection is less than original estimate.	-280				-280
<b>Support services</b> A net reduction in expenditure following a re-assessment of costs to date in several support services areas. The main increase was Financial Services, due to higher transactions processed than originally budgeted for. This is partly offset by a reduction in IT Services charges, due to some IT costs now being charged direct to services.			16,370		16,370

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<p><b>Rent Allowance benefit payments</b>            Estimated reduction in amounts to be paid to claimants is £278,340. This reduction is based on reduced claimant caseload in-year, amended for the level of Housing Benefits overpayments that the Council expects to recover.            Offset against this reduction, is the inclusion of a £30,000 bad debt provision increase for Housing Benefits overpayments recovered from people no longer on benefits - these overpayments are increasing year-on-year and some are difficult to collect.            Reduced costs in-year are broadly reflected by reduced subsidy grant income (see below).</p>	-248,340				-248,340
<p><b>Non-HRA Rent Rebate benefit payments</b>            Estimated increase in payments to claimants, amended for the level of Housing Benefits overpayments that the Council expects to recover.            Increased costs in-year are broadly reflected by increased subsidy grant income (see below).</p>	17,440				17,440
<p><b>Discretionary Housing Payments</b>            The Council can make additional discretionary benefit payments to some claimants and the estimated additional payments have been factored into the revised estimate. Additional costs are covered by grant income from DWP (see below).</p>	2,730				2,730
<p><b>Rent Allowance grant</b>            Reduced subsidy grant income to cover the estimated reduction in payments to rent allowance claimants (see above).</p>		277,270			277,270
<p><b>Non-HRA Rent Rebate grant</b>            Increased subsidy grant income to cover the estimated increased payments to rent rebate claimants (see above).</p>		-14,130			-14,130

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Discretionary Housing Payments grant</b> Additional grant income to cover the estimated costs of additional Discretionary Housing Payments (see above).		-2,730			-2,730
<b>DWP grant income - various</b> Higher grant income than anticipated at original estimate has been received in-year for general new burdens costs, local authority data sharing, fraud investigation and migrants access to grants. There is a corresponding cost to undertaking some of this work.		-6,610			-6,610
<b>Total Housing Benefits Administration</b>					<b>47,080</b>
<b><i>UCRED: Universal Credit</i></b>					
<b>Supplies and services – purchase of equipment and materials</b> This budget, for housing forum costs, is no longer required.	-140				-140
<b>Support services</b> A net increase in expenditure following a re-assessment of costs to date in Revenues Services.			410		410
<b>Universal Credit service income</b> Income estimated to be received for services provided to Universal Credit claimants on behalf of the DWP.		-20,240			-20,240
<b>Total Universal Credit</b>					<b>-19,970</b>

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>COMNL: Common Land</b>					
<b>Support services</b> A net reduction in expenditure, following a re-assessment of costs to date and time allocations in support services areas, mainly in Community Services.			-420		-420
<b>Total Common Land</b>					<b>-420</b>

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>CLCEM: Clitheroe Cemetery</b>					
<b>Employee related expenses – wages national insurance and superannuation</b> Wages on-cost budgets no longer required.	-90				-90
<b>Premises related expenses – emergency tree work</b> One-off costs in-year for work on dangerous trees.	1,950				1,950
<b>Premises related expenses – removal of headstone</b> Expenditure in-year on removing headstones – this expenditure is recovered by income received from those responsible for the headstones (see below)	600				600
<b>Premises related expenses – metered water supplies</b> Faulty flusher system in the cemetery toilets led to a one-off increase in water usage and costs.	440				440
<b>Premises related expenses – grounds maintenance</b> Increase in projected charges from the grounds maintenance team in-year, based on updated budgeted costs and recharge rates.			2,560		2,560
<b>Premises related expenses – other</b> Reduced costs projected for electricity in-year. Business rates and surface water charges paid in-year are lower than the original estimate.	-330				-330
<b>Supplies and services – non-recurring purchases</b> One-off purchase of new grave shoring equipment, to replace the older equipment.	2,990				2,990

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Supplies and services – purchase of equipment and materials</b> In-year purchases have been kept to a minimum on this code to provide funding towards purchase of new grave shoring equipment and a contribution to the capital costs of the new extension headstone foundation beams.	-2,540				-2,540
<b>Supplies and services – maintenance</b> New recurring budget created for annual inspection and certification of grave shoring equipment.	330				330
<b>Supplies and services – trees, seeds, shrubs, plants and flowers</b> Increase in purchases of commemorative trees requested by families and some yew trees for landscaping. The increased commemorative trees costs are covered by charges made to those requesting the trees (see below).	1,450				1,450
<b>Supplies and services– plaques</b> Plaque purchases are higher than anticipated at original estimate due to increased demand. The increased costs are covered by income received from those requesting the plaques (see below).	420				420
<b>Supplies and services – rent</b> Minor increase in cemetery toilets rental items.	40				40
<b>Support services</b> Minor net reduction in expenditure following a re-assessment of costs to date and time allocations in several support services areas.			-80		-80
<b>Depreciation and impairment – depreciation</b> Minor reduction, after a review of asset values and charges in-year.				-30	-30

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Customer and client receipts – cemetery plaques, commemorative trees and removing/refixing headstones</b> Increased income to cover the additional costs of plaques and commemorative trees requested in-year (see above). Increased income from those responsible for the headstones that have been removed in-year (see above).		-2,900			-2,900
<b>Customer and client receipts – exclusive burial rights</b> Higher demand for exclusive burial rights for the new grave plots now available in the new cemetery extension.		-1,110			-1,110
<b>Customer and client receipts – monument fees</b> Higher than anticipated number of requests for monuments in-year.		-300			-300
<b>Customer and client receipts – dwelling rents</b> Actual income is higher than anticipated at original estimate.		-100			-100
<b>Customer and client receipts – provision of headstone foundation</b> Budget no longer required - the cost of a headstone foundation is now included in the fee for a grave plot in the new extension.		610			610
<b>Total Clitheroe Cemetery</b>					<b>3,910</b>

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>ENVGR: Environmental Grants and Subscriptions</b>					
<i>The budgets on this cost centre have been added into the Environmental Health Service (ENVHT) cost centre from 2015/16 revised estimate stage – this budget included emissions service subscriptions only and these relate to services provided on the ENVHT cost centre. ENVGR cost centre will no longer be used.</i>					
<b>Supplies and services – subscriptions</b> Budget transferred to ENVHT cost centre (see below).	-740				-740
<b>Support services – community services</b> Budget transferred to ENVHT cost centre (see below).			-1,440		-1,440
<b>Total Environmental Grants</b>					<b>-2,180</b>
<b>CLAIR: Clean Air</b>					
<b>Supplies and services – analysts</b> Actual air sampling costs to date and projections for the year are lower than anticipated at original estimate.	-200				-200
<b>Supplies and services – consultants</b> Estimated air quality plan costs added into the budget for 2015/16.	820				820
<b>Support services</b> A net reduction in expenditure, following a re-assessment of costs to date and time allocations in support services areas, mainly in the Chief Executive's Department.			-230		-230
<b>Total Clean Air</b>					<b>390</b>

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b><i>DOGWD: Dog Warden and Pest Control</i></b>					
<b>Premises related expenses – repair and maintenance on-costed wages</b> Main reason is in-year expenditure on dog control order signs, the majority of which will be funded by a transfer from the Equipment earmarked reserve. There is also some in-year expenditure on repairing dog bins.	1,490				1,490
<b>Premises related expenses – depot recharge</b> A net reduction in expenditure, following a re-assessment of costs to date and time allocations at the depot.			-450		-450
<b>Premises related expenses – grounds maintenance</b> Increase in projected charges from the grounds maintenance team in-year, based on updated budgeted costs and recharge rates.			1,190		1,190
<b>Transport related expenses – diesel and HGV and other licences</b> Reduced diesel costs in-year compared to the original estimate, partly due to a vacant part-time pest control officer post, so the pest control van is using less diesel. Also no MOT budget is required this year.	-1,010				-1,010
<b>Supplies and services – purchase of equipment and materials</b> One-off reduction in spend to help fund in-year spend on fitting dog control order signs (see above) and fund one-off Clitheroe Market replacement bins costs (see CLMKT cost centre).	-310				-310

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Supplies and services – baits and poisons</b> Actual expenditure is below budget, reflecting less demand and income for pest control and wasps' nests services (see below).	-370				-370
<b>Supplies and services – protective clothing</b> In-year spend projection is higher than the original estimate.	30				30
<b>Third party payments – kennelling fees</b> Actual expenditure to date and full year projection are below levels anticipated at original estimate budget, reflecting less demand for kennelling for the year to date and experience from previous years (see below).	-1,320				-1,320
<b>Support services – Chief Executive's Department</b> A net reduction in expenditure following a re-assessment of costs to date and time allocations from the Chief Executive's Department Environmental Health service – mainly due to a vacant part-time pest control officer post.			-9,240		-9,240
<b>Support services – other</b> A net increase in expenditure following a re-assessment of costs to date and time allocations in several support services areas - Legal Services, Financial Services and Organisation and Member Development Services.			1,670		1,670
<b>Depreciation and impairment – depreciation</b> Reduced depreciation charge in-year for the dog warden and pest control vans, after a review of asset values and charges in-year.				-200	-200

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Other grants, reimbursements - kennelling income</b> Reduced income estimated for the year, based on reduced demand and expenditure for the year to date and experience from previous years (see above).		900			900
<b>Customer and client receipts – pest control and wasps nests income</b> Reduced income estimated for the year, based on reduced demand and income for the year to date and experience from previous years. This also reflects the vacant part-time pest control officer post.		7,160			7,160
<b>Miscellaneous recharges – recharge income to pest control</b> New income from 2015/16 onwards for monthly pest control work at Salthill depot.		-430			-430
<b>Total Dog Warden and Pest Control</b>					<b>-890</b>

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>ENVHT: Environmental Health Service</b>					
<b>Supplies and services – non-recurring purchases</b> Budget for one-off purchase of a noise monitor – the current noise monitor is in need of replacement.	6,000				6,000
<b>Supplies and services – purchase of equipment and materials</b> Budget created for various sundry purchases. In-year spend to date and experience from previous years confirms a budget need.	170				170
<b>Supplies and services – printing and stationery</b> Projected spend for the year, based on the year to date and previous years, suggests increased costs in-year.	150				150
<b>Supplies and services – telephone lines</b> Budget no longer required – all telephone costs are charged within the Chief Executive’s Department support service budgets.	-260				-260
<b>Supplies and services – software maintenance</b> Yearly licence and support costs are payable each year on the food standards FSS connector purchased in 2014/15, so increased budget is required.	160				160
<b>Supplies and services – subscriptions</b> Budget of £740 transferred from the closed down ENVGR cost centre for EMAQ emissions services, netted off by a £120 reduction in other environmental health subscription costs in-year.	620				620

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<p><b>Support services</b> A minor net increase in expenditure following a re-assessment of costs to date and time allocations in several support services areas – Chief Executive’s Department, Community Services, Legal Services, Financial Services and Organisation &amp; Member Development Services. These updated estimates also reflect the transfer of some Community Services recharges from the closed down ENVGR cost centre.</p>			210		210
<p><b>Customer and client receipts – environmental protection registration fees</b> Several new and one-off fees have been charged in-year. The majority of these will not apply in future years.</p>		-5,600			-5,600
<p><b>Customer and client receipts – private water samples</b> Extra small supply risk assessments have been undertaken in-year, because less risk assessments than planned were completed in 2014/15. The extra assessments have created additional income.</p>		-4,140			-4,140
<b>Total Environmental Health Service</b>					<b>-2,690</b>
<b>CLAND: Contaminated Land</b>					
<p><b>Support services</b> A net reduction in expenditure following a re-assessment of costs to date and time allocations in Community Services – mainly relates to less time input by engineering staff.</p>			-6,920		-6,920
<p><b>Customer and client receipts – contaminated land enquiries</b> Budget no longer required – no receipts in the last four years.</p>		50			50
<b>Total Contaminated Land</b>					<b>-6,870</b>

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>HSASS: Housing Associations</b>					
<b>Supplies and services – promotional activities</b> Budget created for awareness events and advertising to match people requiring affordable housing with affordable units available.	800				800
<b>Support services</b> A minor increase in expenditure following a re-assessment of costs to date and time allocations in Financial Services and Chief Executive's Department.			160		160
<b>Total Housing Associations</b>					<b>960</b>
<b>HSADV: Housing Advances</b>					
<b>Supplies and services – software maintenance</b> Mortgages system no longer required – budget for system maintenance is no longer required.	-110				-110
<b>Interest – HFPA mortgages</b> De-minimis level of interest left on one outstanding mortgage only - budget no longer required.		20			20
<b>Total Housing Advances</b>					<b>-90</b>
<b>SUPPE: Supporting People</b>					
<b>Supplies and services – subscriptions</b> Budget added for recurring yearly subscription to the Older People's Champion Network.	200				200

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Transfer payments – grants to other bodies</b> Budget added for half of the £5,000 yearly cost of Domestic Violence service provision by Lancashire County Council. Payment shared with Community Safety budget from 2015/16 onwards.	2,500				2,500
<b>Third party payments – other contract payments</b> Expenditure on additional domestic abuse services between October 2015 and March 2016. This expenditure is funded by grant from Lancashire County Council (see below).	14,180				14,180
<b>Support services – Chief Executives</b> A net reduction in expenditure following a re-assessment of costs to date and time allocations from the Chief Executive’s Department Housing service.			-3,510		-3,510
<b>Other grants, reimbursements, contributions – domestic abuse agreement with LCC</b> One-off grant income from Lancashire County Council to support additional domestic abuse services between October 2015 and September 2016. Half of this income will be transferred to the Government Housing Grants earmarked reserve at year-end, to support expenditure in 2016/17.		-28,370			-28,370
<b>Total Supporting People</b>					<b>-15,000</b>
<b>CLMKT: Clitheroe Market</b>					
<b>Employee related expenses – employee insurances</b> Increased insurance premium allocated to the Market, based on claims history.	80				80

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Premises related expenses – repairs and maintenance – buildings</b> Projection for the full year shows reduced costs, based on spend to date in-year, compared to original estimate.	-580				-580
<b>Premises related expenses – electricity</b> Reduced usage and cost in-year, based on usage for the year to date and the previous three years.	-2,380				-2,380
<b>Premises related expenses – national non-domestic rates</b> Actual business rates paid in-year were lower than original estimate.	-20				-20
<b>Premises related expenses – cleaning materials</b> Cleaning materials costs are estimated to be lower than original estimate and some of the budget has been used to help fund the one-off purchase of replacement bins at the Market (see below).	-500				-500
<b>Premises related expenses – premises insurance</b> Increase in insurance allocation following a review of how the premium is recharged.	340				340
<b>Premises related expenses - refuse collection</b> A reduction in expenditure following a re-assessment of costs to date and weight allocations by the refuse collection service.			-400		-400
<b>Supplies and services – non-recurring purchases</b> Budget set aside for one-off purchase of replacement bins for the Market site - many of the current bins were not fit for purpose.	960				960
<b>Supplies and services – compensation</b> One-off payment made in year.	200				200

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Supplies and services – telephone lines</b> Projected spend for the year is less than the original estimate.	-50				-50
<b>Support services</b> A minor net reduction in expenditure following a re-assessment of costs to date and time allocations in several support services areas, the main changes being in Community Services, Legal Services and Financial Services.			-990		-990
<b>Depreciation and impairment – depreciation</b> Increase in depreciation charge caused by an increase in the Market's asset value, following a revaluation of council assets at the end of 2014/15.				1,810	1,810
<b>Customer and client receipts – market café</b> Increased rental income following the September 2015 rent review.		-210			-210
<b>Customer and client receipts – cabins</b> Cabin occupancy levels and income is higher for the year to date than originally estimated.		-950			-950
<b>Customer and client receipts – stalls</b> Actual income levels for the year to date and full year projections show higher income levels than the original estimate.		-480			-480
<b>Customer and client receipts – pitches and other</b> Actual income levels for the year to date and full year projections show lower income levels than the original estimate.		200			200
<b>Miscellaneous recharges - market office recharge to CCTV</b> Reduced recharge to the CCTV budget because of reduced expenditure on cleaning materials and electricity in-year (see above).		1,440			1,440
<b>Total Clitheroe Market</b>					<b>-1,530</b>

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>JARMS: Joiners Arms</b>					
<b>Premises related expenses – repairs and maintenance</b> Estimated increase in repairs costs for the year, including water mains and fire doors work.	300				300
<b>Premises related expenses – national non-domestic rates</b> Actual business rates paid in-year were lower than original estimate.	-60				-60
<b>Premises related expenses – sewerage and environmental supplies</b> Estimated increase in metered sewerage charges in-year, based on in-year costs to date.	220				220
<b>Supplies and services – rental</b> Increase in costs of sanitary disposal unit.	30				30
<b>Third party payments – other contract payments</b> Actual hostel management payment in-year is lower than original estimate.	-60				-60
<b>Support services</b> A minor net reduction in expenditure following a re-assessment of costs to date and time allocations in several support services areas - Community Services, Legal Services and Financial Services.			-530		-530
<b>Depreciation and impairment – depreciation</b> Increase in depreciation charge caused by an increase in the Joiners Arms asset value following a revaluation of council assets at the end of 2014/15.				2,750	2,750
<b>Total Joiners Arms</b>					<b>2,650</b>

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<p><b>HOMEG: Homelessness General</b>  <i>The budgets on this cost centre have been added into the Homelessness Strategy (HOMES) cost centre from 2015/16 revised estimate stage – this budget included costs that relate to the homelessness service and merging the budgets means that the full homelessness budget can be managed on one cost centre.  HOMEG cost centre will no longer be used.</i></p>					
<p><b>Supplies and services – purchase of equipment and materials, conference expenses and council meeting expenses</b>  Budgets transferred to the HOMES cost centre (see below).</p>	-480				-480
<p><b>Support services – Financial Services and Chief Executive’s Department</b>  Budgets transferred to the HOMES cost centre (see below).</p>			-53,400		-53,400
<b>Total Homelessness General</b>					<b>-53,880</b>
<p><b>HOMES: Homelessness Strategy</b></p>					
<p><b>Premises related expenses – rent of buildings</b>  Reduced need for placement of homeless clients in bed and breakfast and other temporary accommodation in-year.</p>	-500				-500
<p><b>Transport related expenses – rail fares</b>  Increase in costs in-year to support people moving to stay with family and friends in other areas, which prevents homelessness and reduces temporary accommodation costs.</p>	70				70

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Transport related expenses – car parking</b> Budget no longer required – car parking expenses are charged into the Chief Executive’s Department support service budget.	-20				-20
<b>Supplies and services – purchase of equipment and materials</b> Budget transferred from the HOMEG cost centre (see above).	330				330
<b>Supplies and services – software maintenance</b> Lower IT costs in-year for the main APP system support than anticipated at original estimate.	-210				-210
<b>Supplies and services – food</b> Housing forum food costs have been moved to the Housing Strategy cost centre.	-110				-110
<b>Transfer payments - grants to other bodies</b> One-off reduction in costs in 2015/16 for the Pennine Lancashire Mental Health and Housing Service.	-1,520				-1,520
<b>Transfer payments – grants to individuals</b> Lower than expected take up of Tenancy Protection Fund grants and other support to prevent homelessness in 2015/16 so far.	-2,000				-2,000
<b>Transfer payments – grants to individuals – Repossession Prevention Fund</b> Amounts paid out in 2015/16 so far to help prevent repossession and eviction in certain cases. Total expenditure in-year will be covered either by subsequent repayments from the recipients or by a transfer from the Repossession Prevention Fund earmarked reserve.	5,720				5,720

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<p><b>Support services</b> Chief Executive's Department and Financial Services budgets have been transferred from the HOMEG cost centre, totalling £53,400 (see above). In addition, there is a net increase in expenditure of £780 following a re-assessment of costs to date and time allocations in several support services areas, the main ones being Chief Executive's Department and Financial Services.</p>			54,180		54,180
<p><b>Government grants – DCLG – Single Homelessness Initiative</b> One-off receipt of residual Single Homelessness Initiative grant from the DCLG funded East Lancashire scheme. This income will be either spent in-year or transferred to the Government Housing Grants earmarked reserve at year-end.</p>		-25,000			-25,000
<b>Total Homelessness Strategy</b>					<b>30,940</b>
<b><i>IMPGR: Improvement Grants</i></b>					
<p><b>Support services</b> A net increase in expenditure following a re-assessment of costs to date and time allocations in several support services areas. The vast majority of the increase is from Community Services, due to an increase in surveyor's time allocated to Disabled Facilities Grants schemes and Landlord Tenant Grants schemes.</p>			27,900		27,900
<b>Total Improvement Grants</b>					<b>27,900</b>

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>HOMEE: Home Energy Conservation</b>					
<b>Supplies and services – printing and stationery</b> Reduction in purchases on this cost centre in 2015/16, as the vast majority of home energy conservation expenditure has been focused on the Affordable Warmth budget (see below).	-530				-530
<b>Support services</b> A net increase in expenditure following a re-assessment of costs to date and time allocations in two support services areas, Financial Services and Chief Executive’s Department.			2,090		2,090
<b>Total Home Energy Conservation</b>					<b>1,560</b>
<b>SHARE: Shared Ownership Rents</b>					
<b>Support services</b> A minor net increase in expenditure following a re-assessment of costs to date and time allocations in two support services areas - Financial Services and Revenue Services.			40		40
<b>Total Shared Ownership Rents</b>					<b>40</b>
<b>HSTRA: Housing Strategy</b>					
<b>Supplies and services – food</b> Housing Forum catering budget moved from HOMES budget to this budget and increased by £40, based on expected costs.	150				150

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Transfer payments – grants to other bodies</b> Estimated one-off payments to Ribble Valley Homes for changes made to the Council's housing register system and allocations policy under new "Right to Move" provisions. This expenditure is funded by a grant from DCLG (see below).	3,040				3,040
<b>Support services</b> A net increase in expenditure following a re-assessment of costs to date and time allocations in several support services areas, the main ones being Community Services and Chief Executive's Department.			3,450		3,450
<b>Government grants – DCLG Implementing Right to Move</b> One-off grant received in-year to fund the cost of changes made to the Council's housing register system and allocations policy under new "Right to Move" provisions (see above).		-3,040			-3,040
<b>Total Housing Strategy</b>					<b>3,600</b>
<b><i>AWARM: Affordable Warmth</i></b>					
<b>Premises related expenses – repairs on-costed wages</b> Estimated in-year expenditure on falls prevention and snow angels path clearance work for vulnerable households. Expenditure funded by grant income from Lancashire County Council (see below) and a transfer from the Government Housing Grants earmarked reserve.	2,980				2,980
<b>Supplies and services - purchase of equipment and materials</b> Estimated purchases to support eligible households, such as oil-filled radiators, dehumidifiers, electric blankets and carbon monoxide monitors. Expenditure funded by grant income from Lancashire County Council (see below) and a transfer from the Government Housing Grants earmarked reserve.	5,200				5,200

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Supplies and services - promotional activities</b> Planned expenditure on promotional activities and events, such as draught proofing workshops and winter warmth and energy assistance events. Expenditure funded by grant income from Lancashire County Council (see below) and a transfer from the Government Housing Grants earmarked reserve.	1,650				1,650
<b>Third party payments – other contract payments</b> In-year payments to support the Cosy Homes in Lancashire (CHIL) affordable energy scheme and planned in-year expenditure on energy efficiency and home safety checks. Expenditure funded by grant income from Lancashire County Council (see below) and a transfer from the Government Housing Grants earmarked reserve.	7,200				7,200
<b>Transfer payments – grants to individuals</b> Estimated in-year financial assistance through boiler grants, carpet insulation grants and fuel top up vouchers issued to qualifying residents. Expenditure funded by grant income from Lancashire County Council (see below) and a transfer from the Government Housing Grants earmarked reserve.	15,990				15,990
<b>Government grants – Affordable Warmth - LCC</b> Affordable Warmth grant received from Lancashire County Council to fund expenditure on “Affordable Warmth” measures (see above).		-16,830			-16,830
<b>Total Affordable Warmth</b>					<b>16,190</b>
<b>Committee movements – sub-total</b>	<b>-154,420</b>	<b>107,690</b>	<b>3,680</b>	<b>4,330</b>	<b>-38,720</b>

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>Transfers to/from(-) Earmarked Reserves</b>					
<b>HGBAL/H339: Government Housing Grants Reserve</b> Transfer to support Affordable Warmth expenditure in-year, from unspent 2013/14 and 2014/15 grant funding.		-22,630			-22,630
<b>HGBAL/H339: Government Housing Grants Reserve</b> Estimate of Affordable Warmth 2015/16 grant funding unspent at year-end.	6,440				6,440
<b>HGBAL/H339: Government Housing Grants Reserve</b> Single Homelessness Initiative residual funding received in 2015/16 and estimated to be unspent at year-end.	25,000				25,000
<b>HGBAL/H339: Government Housing Grants Reserve</b> Domestic abuse additional support services grant income received in 2015/16, but set aside to support planned expenditure in 2016/17.	14,190				14,190
<b>HGBAL/H337: Equipment Reserve</b> Estimate of Local Council Tax Support new burdens 2015/16 funding unspent at year-end.	8,860				8,860
<b>HGBAL/H337: Equipment Reserve</b> Estimate of Housing Benefits new burdens 2015/16 funding unspent at year-end.	2,020				2,020
<b>HGBAL/H337: Equipment Reserve</b> Transfer to support dog control order signs expenditure in 2015/16.		-1,010			-1,010
<b>HGBAL/H337: Equipment Reserve</b> Estimate of FERIS administration 2015/16 funding unspent at year-end.	1,000				1,000

	Movement in Expenditure £	Movement in Income £	Movement in Support Services £	Movement in Capital Costs £	Total Movement £
<b>HGBAL/371: Repossession Prevention Fund Reserve</b> Transfer to cover amounts paid out under the repossession prevention fund scheme to prevent homelessness in 2015/16.		-5,720			-5,720
<b>HGBAL/H330: Capital Reserve</b> Clitheroe cemetery revenue contribution to help fund cemetery headstone foundation beams capital expenditure in 2015/16.	1,290				1,290
<b>Total transfers to/from(-) Earmarked Reserves movements</b>					<b>29,440</b>
<b>Committee movements – TOTAL</b>	<b>-95,620</b>	<b>78,330</b>	<b>3,680</b>	<b>4,330</b>	<b>-9,280</b>

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO HEALTH AND HOUSING COMMITTEE

DECISION

Agenda Item No 9

meeting date: 21 JANUARY 2016  
title: ORIGINAL REVENUE BUDGET 2016/17  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

### 1 PURPOSE

- 1.1 To agree the Health and Housing Committee draft revenue budget for 2016/17 for consideration at Special Policy and Finance Committee.

### 2 BACKGROUND

- 2.1 The three year forecast to Policy and Finance Committee in September showed significant reductions to our budget of £263K in 2016/17, £445K in 2017/18 and £853K in 2018/19 based on estimated future grant allocation reductions at that time.
- 2.2 Our provisional Settlement Funding Assessment, announced on the 17 December 2015, is £1,862,605 for 2016/17. In comparison our current year's allocation is £2,240,595. This represents therefore a reduction of 17% in our core government funding.
- 2.3 The finance settlement also includes the option of a guaranteed settlement for every council for the 4 years 2016/17 to 2019/20, where the council can demonstrate efficiency savings. This will require an efficiency plan to be published, although it is unclear at this time what this would entail. The core funding offered for 2017/18, 2018/19 and 2019/20 show that our grant reductions in future years will be more severe than anticipated. By 2019/20 not only will our Revenue Support Grant be eliminated but the Government propose to introduce a further reduction of £109K which will increase our tariff payable under the Business Rates Retention Scheme.
- 2.4 Based on the information provided in the finance settlement, the three year forecast has been reviewed and now indicates increased requirements for reductions to the Council's budget. The forecast shows reductions needed of £423K in 2016/17, £756K in 2017/18 and £1,161K in 2018/19 which are markedly worse than we predicted.
- 2.5 The Government announce movements in our 'Spending Power' which includes income from Council Tax Payers, New Homes Bonus and other grants when quoting our funding allocations. According to the Government we will see an increase of 2.8% in our Spending Power in 2016/17. This includes the Government's assumption that the Council will take up the ability to increase its council tax by the maximum allowed of £5, being a special concession for lower quartile authorities.
- 2.6 The Budget Working Group will continue to meet over the coming weeks and will ultimately make recommendations to Special Policy and Finance Committee on 9 February 2016.

### 3 2016/17 DRAFT REVENUE BUDGET

- 3.1 As far as this Committee's budget is concerned, the estimates have been prepared on the current levels of service, and they allow for pay and price increases at 1.5%.
- 3.2 Detailed in the following section of the report are the individual budget areas under this Committee. These show the movements from the 2015/16 original estimate, to the proposed original estimate for 2016/17. Comments are also provided on the main variances.

## 4 COMMITTEE SERVICE ESTIMATES

### 4.1 LOCALISED COUNCIL TAX SUPPORT ADMINISTRATION

Service Description							CTBEN
<p><i>District councils have a statutory duty to administer claims for Local Council Tax Support. This involves producing forms for the public to complete and then processing them on a bespoke computer system once evidence of all income and savings has been verified. We are also required to investigate suspected fraudulent claims.</i></p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	780	10		-530			260
Supplies & Services	27,150	400		-6,310	-330		20,910
Support Services	173,670				-27,020		146,650
<b>Total Expenditure</b>	<b>201,600</b>	<b>410</b>	<b>0</b>	<b>-6,840</b>	<b>-27,350</b>	<b>0</b>	<b>167,820</b>
Government Grants	-93,900	-1,410		28,320			-66,990
<b>Total Income</b>	<b>-93,900</b>	<b>-1,410</b>	<b>0</b>	<b>28,320</b>	<b>0</b>	<b>0</b>	<b>-66,990</b>
<b>NET</b>	<b>107,700</b>	<b>-1,000</b>	<b>0</b>	<b>21,480</b>	<b>-27,350</b>	<b>0</b>	<b>100,830</b>
Comments							
<p>Employee Related expenses have reduced by £530 because the tuition fees budget is no longer required and less budget is required for other training expenses.</p> <p>Supplies and Services costs have reduced by £6,640 in total, due to:</p> <ul style="list-style-type: none"> <li>- £11,400 reduction on spending for New Burdens placed on the Council as a result of Council Tax Support system changes - because there is expected to be no funding from DCLG to support such expenditure in 2016/17 (see below).</li> <li>- £5,280 increase in IT system licence and support costs, because of a change in IT cost allocations across various services.</li> <li>- £520 net decrease from minor changes in other supplies and services budgets.</li> </ul> <p>Government Grant income has reduced by £28,320 because there is no New Burdens funding anticipated from DCLG (£11,400 was received in 2015/16) and Administration funding from the DWP and DCLG is expected to reduce by £16,920.</p> <p>Support Services costs have reduced by £27,020 following a re-assessment of cost allocations in several support services. The main reasons are:</p> <ul style="list-style-type: none"> <li>- Financial Services and Legal Services - this is partly allocated on a transaction basis, and less transactions are anticipated than previously budgeted for.</li> <li>- IT Services - some IT costs now to be charged direct to services, which reduces the recharge.</li> </ul>							

## 4.2 HOUSING BENEFITS ADMINISTRATION

Service Description							HGBEN
<p>District councils have a statutory duty to administer claims for housing benefit. This involves producing forms for the public to complete and then processing them on a bespoke computer system once evidence of all rental income and savings has been verified.</p> <p>The Council pays out Housing Benefits to eligible claimants and these payments are reimbursed by subsidy grant received from the DWP.</p>							
Link to Ambitions							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	790	10		-540			260
Supplies and Services	22,480	330		-1,550	530		21,790
Transfer Payments	7,535,480	113,040	-112,660	-517,010			7,018,850
Support Services	173,700				18,320		192,020
Total Expenditure	7,732,450	113,380	-112,660	-519,100	18,850	0	7,232,920
Government Grants	-7,658,050	-114,880	113,160	542,490			-7,117,280
Total Income	-7,658,050	-114,880	113,160	542,490	0	0	-7,117,280
NET	74,400	-1,500	500	23,390	18,850	0	115,640
Comments							
<p>Employee Related expenses have reduced by £540 because the tuition fees budget is no longer required and less budget is required for other training expenses.</p> <p>Supplies and Services costs have reduced by £1,020, due to:</p> <ul style="list-style-type: none"> <li>- £6,600 reduction in spending for New Burdens placed on the Council as a result of Housing Benefits and welfare system changes and Fraud and Error reduction (see below) - because there is no confirmed funding from DWP to support such expenditure in 2016/17.</li> <li>- £5,280 increase in IT system licence and support costs, because of a change in IT cost allocations across various services.</li> <li>- £300 net increase from minor changes in other supplies and services budgets.</li> </ul> <p>Transfer Payments have reduced by £629,670. This is mainly due to a £649,180 reduction in Rent Allowance payments, because of a reducing claimant caseload and no inflation increase planned, as a result of the 1% reduction in social rents and freezes on local housing allowance and other applicable amounts payable to benefits claimants. This reduction is partly offset by a £17,160 increase in Rent Rebates payments, due to an increase in homeless unit occupancy, and a £2,350 increase in discretionary housing payments made, based on expected funding available from DWP.</p> <p>Government Grant income has reduced by £655,650, due to:</p> <ul style="list-style-type: none"> <li>- £649,850 reduction in Rent Allowance subsidy from the DWP, because of lower Rent Allowance payments, partly offset by a £13,850 increase in Rent Rebates subsidy and a £2,350 increase in discretionary housing payments funding, because of higher payments in those areas.</li> <li>- Administration funding from the DWP and DCLG is expected to reduce by £16,920.</li> <li>- No Fraud and Error Reduction (FERIS) funding confirmed from DWP, which reduces income by £5,080.</li> </ul> <p>Support Services costs have increased by £18,320 following a re-assessment of cost allocations in several support services. The main increase was in Financial Services, because a higher number of transactions is anticipated than previously budgeted for. This is partly offset by a reduction in IT Services charges, due to some IT costs now to be charged direct to services.</p>							

### 4.3 UNIVERSAL CREDIT

*The Council has been working in partnership with the DWP to provide support to Universal Credit claimants in the borough.*

#### Link to Ambitions

To be a well managed council providing efficient services based on identified customer needs

Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Supplies and Services	140			-140			0
Support Services	19,840				710		20,550
<b>Total Expenditure</b>	<b>19,980</b>	<b>0</b>	<b>0</b>	<b>-140</b>	<b>710</b>	<b>0</b>	<b>20,550</b>
<b>NET</b>	<b>19,980</b>	<b>0</b>	<b>0</b>	<b>-140</b>	<b>710</b>	<b>0</b>	<b>20,550</b>

#### Comments

Supplies and Services costs have reduced by £140 because a budget is no longer required for a landlord awareness event.

The £710 increase in Support Services costs is due to changes in cost allocations from Revenues Services.

### 4.4 COMMON LAND

#### Service Description COMNL

*The Council has a responsibility for the management of the common land at Salesbury and Copster Green, and an overseeing role regarding common land in general.*

#### Link to Ambitions

To protect and enhance the existing environmental quality of our area

Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Premises Related	530	10					540
Supplies and Services	110						110
Support Services	2,090				-400		1,690
<b>Total Expenditure</b>	<b>2,730</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>-400</b>	<b>0</b>	<b>2,340</b>
<b>NET</b>	<b>2,730</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>-400</b>	<b>0</b>	<b>2,340</b>

#### Comments

The £400 reduction in Support Services costs is due to changes in cost allocations from Community Services and Legal Services.

#### 4.5 CLITHEROE CEMETERY

Service Description							CLCEM
<p>The Council provides a municipal cemetery service at Clitheroe Cemetery, primarily for the residents of Ribble Valley. This includes traditional burials and interment of ashes, woodland burial and also a remembrance arboretum.</p> <p>The Council is also responsible for several closed churchyards that have been entrusted to the Council within 12 months of their closure. These are St Bartholomew's at Chipping, St Mary Magdalene's and St James's at Clitheroe and a portion of St Mary's at Gisburn. This includes the grounds maintenance, upkeep of walls, fences, paths and the safety of headstones.</p>							
Link to Ambitions							
To protect and enhance the existing environmental quality of our area							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	90			-90			0
Premises Related	54,780	240	20	330	4,400		59,770
Supplies and Services	5,320	70		-410			4,980
Support Services	28,290				910		29,200
Depreciation and Impairment	6,090					30	6,120
Total Expenditure	94,570	310	20	-170	5,310	30	100,070
Customer and Client Receipts	-44,160	-660		-10			-44,830
Total Income	-44,160	-660	0	-10	0	0	-44,830
NET	50,410	-350	20	-180	5,310	30	55,240
Comments							
<p>Employee Related costs have reduced by £90 because an overtime budget is no longer required.</p> <p>Premises Related costs have increased by £4,750. This is due to a £4,400 increase in grounds maintenance team charges, because of a change in their cost allocations, and a £350 net increase as a result of minor changes on other premises related budgets.</p> <p>Supplies and Services costs have reduced by £410. This is due to a £1,000 reduction on the purchase of equipment and materials budget, because of less equipment being required, offset by net increases of £590 from minor changes on other supplies and services budgets.</p> <p>Support Services costs have increased by £910 because of changes in cost allocations across several support services, the main increase being from Community Services.</p>							

#### 4.6 GRANTS AND SUBSCRIPTIONS

Service Description							ENVGR
<p><i>ENVGR cost centre will no longer be used from 2016/17 onwards.</i></p> <p><i>The budgets on this cost centre have been added into the Environmental Health Service (ENVHT) cost centre - this budget included emissions service subscriptions and these relate to services provided on the ENVHT cost centre.</i></p>							
Link to Ambitions							
N/A							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Supplies & Services	740	10		-750			0
Support Services	1,440				-1,440		0
Total Expenditure	2,180	10		-750	-1,440		0
NET	2,180	10	0	-750	-1,440	0	0
Comments							
Budgets moved to Environmental Health Service (ENVHT) for 2016/17.							

#### 4.7 CLEAN AIR

Service Description							CLAIR
<p><i>The Council is required to undertake periodic screening and assessments of local air quality. To meet the requirements, the Council undertakes local air quality monitoring, including localised monitoring of NOx on Whalley Road, Clitheroe, associated with traffic congestion.</i></p>							
Link to Ambitions							
To help make people's lives safer & healthier							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Supplies & Services	750	10		630			1,390
Support Services	1,120				40		1,160
Total Expenditure	1,870	10		630	40		2,550
NET	1,870	10	0	630	40	0	2,550
Comments							
Supplies and Services costs have increased by £630 because of £830 budgeted costs to fund an Air Quality Plan, offset against a £200 reduction in air monitoring tube costs.							

#### 4.8 DOG WARDEN AND PEST CONTROL

Service Description							DOGWD
<p><i>A dedicated pest control and dog warden service is provided in the Borough. The pest control service deals with the control and eradication of a range of public health pests in private residential and commercial premises and also the control and eradication of rodents within the public sewer system. The dog warden service deals with dog-related complaints, including stray dogs, dog fouling and noise arising from barking dogs.</i></p>							
Link to Ambitions							
To help make people's lives safer & healthier							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Premises Related	17,100	50		4,640	1,370		23,160
Transport Related	3,780	60		830			4,670
Supplies and Services	3,840	60					3,900
Third Party Payments	5,720	90		-510			5,300
Support Services	72,990				1,030		74,020
Depreciation	4,470					-200	4,270
<b>Total Expenditure</b>	<b>107,900</b>	<b>260</b>	<b>0</b>	<b>4,960</b>	<b>2,400</b>	<b>-200</b>	<b>115,320</b>
Other Grants and Reimbursements	0			-2,470			-2,470
Customer and Client Receipts	-18,860	-290		3,080			-16,070
Miscellaneous Income	0			-440			-440
<b>Total Income</b>	<b>-18,860</b>	<b>-290</b>	<b>0</b>	<b>170</b>	<b>0</b>	<b>0</b>	<b>-18,980</b>
<b>NET</b>	<b>89,040</b>	<b>-30</b>	<b>0</b>	<b>5,130</b>	<b>2,400</b>	<b>-200</b>	<b>96,340</b>
Comments							
<p>Premises Related Costs have increased by £6,010. This is due to £4,640 planned charges from the Council's Works Admin team, who will carry out sewer bailing work instead of Pest Control officers in 2016/17 (£4,340) and carry out dog bin repairs (£300), plus a £1,840 increase in grounds maintenance team charges and a £470 reduction in depot recharges, because of a change in cost allocations in both sections.</p> <p>Transport Related costs have increased by £830 due to vehicle insurance costs being allocated to this service from 2016/17.</p> <p>Third Party Payments have reduced by £510 because of reduced kennelling costs, based on previous years' actual costs.</p> <p>The £1,030 net increase in Support Services costs is due to changes in cost allocations in Financial Services, Legal Services, Organisation &amp; Member Development Services and Chief Executive's Department.</p> <p>Depreciation costs have reduced by £200, following a review of asset values at the end of the 2014/15 financial year.</p> <p>Other Grants and Re-imbursments have increased by £2,470 because £3,080 kennelling and dog bin emptying income has been re-classified as Re-imbursments rather than Customer and Client Receipts, and kennelling income has reduced by £610, based on previous years' actual income.</p> <p>Customer and Client Receipts have decreased by £3,080 because kennelling and dog bin emptying income has been re-classified as Re-imbursments rather than Customer and Client Receipts.</p> <p>Miscellaneous Income has increased by £440 because of income from pest control work at Salthill Depot.</p>							

## 4.9 ENVIRONMENTAL HEALTH

Service Description							ENVHT
<p><i>These functions are principally regulatory and consist mainly of staff time spent on food control, health and safety work, nuisance complaint investigation, private water supply regulation, infectious diseases, Local Authority Pollution Prevention Control, associated registration of premises and animal welfare licensing.</i></p>							
Link to Ambitions							
To help make people's lives safer & healthier							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Supplies and Services	10,260	140		1,390			11,790
Support Services	304,270				3,940		308,210
Total Expenditure	314,530	140	0	1,390	3,940	0	320,000
Customer and Client Receipts	-24,380	-370		2,390			-22,360
Total Income	-24,380	-370	0	2,390	0	0	-22,360
NET	290,150	-230	0	3,780	3,940	0	297,640
Comments							
<p>The £1,390 increase in Supplies and Services costs is due to an increase of £610 in subscription costs (mainly from the transfer of EMAQ+ emissions service subscription costs from the ENVGR cost centre), a £250 increase in nuisance costs (cost of two yearly noise monitor callibration), a £290 increase in water sample costs (based on the profile of regular audit and check samples) and a £240 net increase as a result of minor changes on other supplies and services budgets.</p>							
<p>The £3,940 net increase in Support Services costs is due to the transfer of £1,440 of Community Services recharges from the ENVGR cost centre and changes in cost allocations in Community Services, Financial Services, Legal Services, Organisation &amp; Member Development Services and Chief Executive's Department.</p>							
<p>Customer and Client Receipts have reduced by £2,390 due to a £2,900 reduction in Environmental Protection and Registration Fees (because some previous year's fees were one-offs and Waste Oil Burner fees are likely to be abolished in 2016/17), offset by a £510 increase in private water sample income (based on the profile of regular audit and check samples).</p>							

#### 4.10 CONTAMINATED LAND

Service Description							CLAND
<i>The authority has a statutory duty under Part IIA of the Environmental Protection Act 1990 to produce a contaminated land strategy, setting out how it intends to identify and subsequently see remedied any land in its area that is considered to be contaminated.</i>							
Link to Ambitions							
To help make people's lives safer & healthier							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Supplies and Services	330						330
Support Services	15,490				-4,040		11,450
<b>Total Expenditure</b>	<b>15,820</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-4,040</b>	<b>0</b>	<b>11,780</b>
Customer and Client Receipts	-50			50			0
<b>Total Income</b>	<b>-50</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET</b>	<b>15,770</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>-4,040</b>	<b>0</b>	<b>11,780</b>
Comments							
The £4,040 reduction in Support Services costs is due to a change in cost allocations in Community Services, mainly due to a reduction in time input by engineering staff.							
Customer and Client Receipts have reduced by £50 because an income budget is no longer required for this cost centre.							

#### 4.11 HOUSING ASSOCIATIONS

Service Description							HSASS
<i>Enabling the delivery of affordable housing, working in partnership with Housing Associations to identify potential sites and support bids to assist delivery.</i>							
Link to Ambitions							
To match the supply of homes in our area with the identified housing needs.							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Supplies & Services	0			500			500
Support Services	6,000				50		6,050
<b>Total Expenditure</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>50</b>	<b>0</b>	<b>6,550</b>
<b>NET</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>50</b>	<b>0</b>	<b>6,550</b>
Comments							
Supplies and Services costs have increased by £500 because a budget has been added for awareness events and advertising for affordable housing units.							
The £50 increase in Support Services costs is due to a change in cost allocations from the Chief Executive's Department.							

#### 4.12 HOUSING ADVANCES

Service Description							HSADV
<p><i>Following the redemption of previous mortgages the Council's mortgage portfolio now only consists of one outstanding mortgage. Here are shown the interest receipts plus the software maintenance costs and support service costs associated with the administration of the Housing Advances.</i></p>							
Link to Ambitions							
To match the supply of homes in our area with the identified housing needs.							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Supplies and Services	110			-110			0
Support Services	0						0
Total Expenditure	110	0	0	-110	0	0	0
Interest	-20			20			0
Total Income	-20	0	0	20	0	0	0
NET	90	0	0	-90	0	0	0
Comments							
<p>The Council currently only has one housing advance mortgage debtor. The principal outstanding on this mortgage is likely to be less than £100 at the beginning of 2016/17. Consequently:</p> <ul style="list-style-type: none"> <li>- The reduction in Supplies and Services costs of £110 is due to the housing mortgages IT system no longer being used.</li> <li>- The reduction in Interest income of £20 is due to no interest being expected on the principal outstanding.</li> </ul>							

#### 4.13 SUPPORTING PEOPLE

Service Description							SUPPE
<p><i>Supporting People is the funding stream which funds the support element of any supporting housing scheme. The service looks to ensure existing schemes continue to receive appropriate financial support and seeks to identify new areas of need and submit appropriate bids for new allocations.</i></p> <p><i>This service area also covers additional support areas, such as domestic violence provision and older people's support.</i></p>							
Link to Ambitions							
To match the supply of homes in our area with the identified housing needs.							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Supplies & Services	0			200			200
Transfer Payments	0			2,540			2,540
Third Party Payments	0			14,190			14,190
Support Services	16,570				-1,560		15,010
Total Expenditure	16,570	0	0	16,930	-1,560	0	31,940
NET	16,570	0	0	16,930	-1,560	0	31,940
Comments							
<p>Supplies and Services costs have increased by £200 as a budget has been added for the recurring yearly subscription to the Older People's Champion Network.</p> <p>Transfer Payments have increased by £2,540 as a budget has been added for half of the yearly costs of domestic violence service provision by Lancashire County Council. The rest of the costs are covered by the Community Safety budget.</p> <p>Third Party Payments have increased by £14,190 due to the expenditure on additional domestic abuse support services between April and September 2016 - note, this expenditure is covered by a contribution from the Government Housing Grants Reserve in 2016/17.</p> <p>The £1,560 net reduction in Support Services costs is due to a change in cost allocations in Financial Services and the Chief Executive's Department.</p>							

## 4.14 CLITHEROE MARKET

Service Description							CLMKT
<p>The market site was redeveloped in 1995 to provide a modern facility with adjacent car parking. General retail markets are held on three days per week (Tuesday, Thursday and Saturday) with a collectors market held on Friday. Cabins are rented to market traders under contract arrangements. Stalls and pitches are also provided for traders.</p> <p>Please note - The 2016/17 original estimate is based on a normal trading year for the market. This will be re-visited at revised estimate time for 2016/17, once the timings for the market development are finalised.</p>							
Link to Ambitions							
To protect and enhance the existing environmental quality of our area							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Related	2,920	50	10	-360			2,620
Premises Related	38,750	590	360	-2,760	-410		36,530
Supplies and Services	3,070	50		-50			3,070
Support Services	39,770				-610		39,160
Depreciation and Impairment	3,090					1,810	4,900
<b>Total Expenditure</b>	<b>87,600</b>	<b>690</b>	<b>370</b>	<b>-3,170</b>	<b>-1,020</b>	<b>1,810</b>	<b>86,280</b>
Customer and Client Receipts	-126,000	-1,890		-1,450			-129,340
Miscellaneous Recharges	-7,390			960			-6,430
<b>Total Income</b>	<b>-133,390</b>	<b>-1,890</b>	<b>0</b>	<b>-490</b>	<b>0</b>	<b>0</b>	<b>-135,770</b>
<b>NET</b>	<b>-45,790</b>	<b>-1,200</b>	<b>370</b>	<b>-3,660</b>	<b>-1,020</b>	<b>1,810</b>	<b>-49,490</b>
Comments							
<p>Employee Related costs have reduced by £360 due to a reduction in employee insurance costs, because of a change in allocation of insurance costs across the Council.</p> <p>The £2,810 net reduction in Premises Related costs is due to a reduction in electricity costs of £2,150 (based on the level of usage and costs in previous years and after factoring in an above inflation price increase), a £590 reduction in repairs costs (based on previous years' spend) and a £70 net reduction from minor changes on other premises related budgets.</p> <p>The £610 net reduction in Support Services costs is due to a change in cost allocations in several areas, the main ones being Community Services, Financial Services and Legal Services.</p> <p>Depreciation costs have increased by £1,810 due to an increase in the market's asset value, following a revaluation of council assets at the end of the 2014/15 financial year.</p> <p>Customer and Client Receipts have increased by £1,450 due to increased income for the market cabins, £960, and market stalls, £490, based on actual levels of income in recent years.</p> <p>Miscellaneous Recharges to the CCTV budget for use of the market office have reduced by £960 because there is less expenditure budgeted on electricity (see above).</p>							

#### 4.15 JOINERS ARMS HOMELESSNESS UNIT

Service Description							JARMS
<p>The Joiners Arms unit provides seven units of temporary accommodation; five of which are family units. The service oversees the allocation of the units and the ongoing engagement to ensure households do not remain in temporary accommodation for longer than the target length of stay of 7 weeks. The Joiners Arms is managed by Ribble Valley Homes, on behalf of the Council.</p>							
Link to Ambitions							
To match the supply of homes in our area with the identified housing needs.							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Premises Related	2,320	40		700			3,060
Supplies and Services	210			30			240
Third Party Payments	8,850	130					8,980
Support Services	3,620				-220		3,400
Depreciation and Impairment	3,750					2,750	6,500
Total Expenditure	18,750	170	0	730	-220	2,750	22,180
NET	18,750	170	0	730	-220	2,750	22,180
Comments							
<p>Premises Related expenses have increased by £700 due to an estimated increase in repairs costs of £300 (based on recent years' spend), an increase in premises insurance costs of £240 (based on a change in insurance cost allocations across Council properties) and a £160 net increase from minor changes on other Premises Related budgets.</p> <p>The net decrease in Support Services costs of £220 is due to changes in cost allocations in Community Services, Financial Services and Legal Services.</p> <p>Depreciation costs have increased by £2,750 due to an increase in the asset value of the Joiners Arms, following a recent revaluation of all council assets.</p>							

#### 4.16 HOMELESSNESS GENERAL

Service Description							HOMEG
<p>HOMEG cost centre will no longer be used from 2016/17 onwards. This budget included the costs of the Housing Needs Service, which provides advice and assistance to households that are facing homelessness. This budget has now been added into the Homelessness Strategy (HOMES) cost centre so that the full homelessness budget can be managed on one cost centre.</p>							
Link to Ambitions							
N/A							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Supplies and Services	480			-480			0
Support Services	53,400				-53,400		0
Total Expenditure	53,880	0	0	-480	-53,400	0	0
NET	53,880	0	0	-480	-53,400	0	0
Comments							
Budgets moved to Homelessness Strategy (HOMES) from 2016/17.							

#### 4.17 HOMELESSNESS STRATEGY

Service Description							HOMES
<p><i>This service includes:</i></p> <ul style="list-style-type: none"> <li>- Homeless prevention work, which includes provision of the tenancy protection scheme, referrals to floating support and mediation.</li> <li>- Development of the Homelessness Strategy, maintaining the Homeless Forum and achievements towards the homeless action plan.</li> <li>- The housing needs service, which provides advice and assistance to households that are facing homelessness. It is often appropriate for home visits to be made to undertake the initial interview.</li> </ul>							
Link to Ambitions							
To match the supply of homes in our area with the identified housing needs.							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Employee Costs	210						210
Premises Related	3,000	50					3,050
Supplies & Services	3,380	50		10			3,440
Transport Related	50			50			100
Transfer Payments	12,990	190		-1,000			12,180
Support Services	15,150				54,720		69,870
Total Expenditure	34,780	290	0	-940	54,720	0	88,850
NET	34,780	290	0	-940	54,720	0	88,850
Comments							
<p>The net increase in Supplies and Services costs of £10 is due to a £330 purchase of equipment budget being transferred from the Homelessness General budget (see above), offset by a £210 decrease in software maintenance costs (based on lower IT system licence and support costs) and a £110 decrease in food costs (based on housing forum costs being moved to the Housing Strategy budget).</p> <p>The decrease in Transfer Payments of £1,000 is due to an estimated reduction in homelessness prevention payments, such as the Tenancy Protection Fund, based in spend in this area in recent years.</p> <p>The net increase in Support Service costs of £54,720 is due to £53,400 of Chief Executive's Department and Financial Services support services costs being transferred from the Homelessness General budget (see above) and net increases of £1,320 from changes in cost allocations in Chief Executive's Department, Financial Services and Legal Services.</p>							

#### 4.18 IMPROVEMENT GRANTS

Service Description							IMPGR
<p>The service administers and oversees the delivery of the disabled facilities grants and landlord tenant grants. Disabled facilities grants enable homeowners and tenants to remain in their own home. Landlord tenant grants facilitate an increase in affordable housing units in the borough. Delivery of disabled facilities grants requires the greatest input from the service.</p>							
Link to Ambitions							
To match the supply of homes in our area with the identified housing needs.							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Support Services	35,740				35,430		71,170
Total Expenditure	35,740	0	0	0	35,430	0	71,170
Customer and Client Receipts	-8,160	-120		1,030			-7,250
Total Income	-8,160	-120	0	1,030	0	0	-7,250
NET	27,580	-120	0	1,030	35,430	0	63,920
Comments							
<p>The net increase in Support Services costs of £35,430 is due to changes in cost allocations in several support services areas. The main increase of £34,800 from Community Services is due to an increase in surveyors time allocated to work on Disabled Facilities Grants and Landlord Tenant Grants schemes.</p> <p>The reduction of £1,030 in Customer and Client Receipts is due to a decrease in the planned value of Landlord Tenant Grants and Disabled Facilities Grants to be administered in 2016/17, which in turn reduces administration fees income.</p>							

#### 4.19 HOME ENERGY CONSERVATION

Service Description							HOME
<p>The service provides advice to households as to how to improve the energy efficiency of their home and reduce CO2 emissions as well as aiming to raise the profile of renewable energy sources and their benefits, particularly in new build developments.</p>							
Link to Ambitions							
To make people's lives safer and healthier.							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Supplies and Services	740	10					750
Support Services	12,980				50		13,030
Total Expenditure	13,720	10	0	0	50	0	13,780
NET	13,720	10	0	0	50	0	13,780
Comments							
<p>The net increase in Support Services costs of £50 is due to a change in cost allocations from the Chief Executive's Department.</p>							

#### 4.20 SHARED OWNERSHIP RENTS

<i>This budget represents income received from shared ownership property rents at Riverside, Clitheroe, and any related costs.</i>							
<b>Link to Ambitions</b>							
To be a well managed council providing efficient services based on identified customer needs							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Support Services	580				60		640
Total Expenditure	580	0	0	0	60	0	640
Customer and Client Receipts	-1,190	-20					-1,210
Total Income	-1,190	-20	0	0	0	0	-1,210
NET	-610	-20	0	0	60	0	-570
<b>Comments</b>							
The net increase in Support Services costs of £60 is due to changes in cost allocations in Financial Services and Revenue Services.							

#### 4.21 HOUSING STRATEGY

<b>Service Description</b>							HSTRA
<i>The Strategic Housing Service addresses the housing needs in the borough through partnership working with Registered Housing Providers and support providers. The service also undertakes housing needs surveys to assess the affordable housing need in the borough. A housing forum is held twice a year to update stakeholders on housing strategy progress and key issues.</i>							
<b>Link to Ambitions</b>							
To match the supply of homes in our area with the identified housing needs.							
Budget Analysis	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
	£	£	£	£	£	£	£
Supplies and Services	1,530	20		150			1,700
Third Party Payments	5,510	80					5,590
Support Services	48,120				-380		47,740
Total Expenditure	55,160	100	0	150	-380	0	55,030
NET	55,160	100	0	150	-380	0	55,030
<b>Comments</b>							
The increase in Supplies and Services costs is due to a £150 increase in food costs, based on the £110 housing forum catering budget being transferred from the Homeslessness Strategy budget and an estimated £40 increase in costs for 2016/17.							
The net decrease in Support Services costs of £380 is due to changes in cost allocations in Community Services, Financial Services, Legal Services and the Chief Executive's Department.							

## 5 SUMMARIES

- 5.1 The proposed original estimate for 2016/17 is £920,430, after allowing for transfers to and from earmarked reserves. Net expenditure has increased by £86,550 between the 2015/16 original estimate and the 2016/17 original estimate.
- 5.2 The draft budget is summarised in two ways. One over the net cost of the service provided by the Committee (objective). The other is over the type of expenditure and income (subjective).

### a) *Cost of Services Provided (Objective)*

Cost Centre	Service Name	BUDGET ANALYSIS						
		Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
CTBEN	Localised Council Tax Support Administration	107,700	-1,000	0	21,480	-27,350	0	100,830
HGBEN	Housing Benefits Administration	74,400	-1,500	500	23,390	18,850	0	115,640
UCRED	Universal Credit	19,980	0	0	-140	710	0	20,550
COMNL	Common Land	2,730	10	0	0	-400	0	2,340
CLCEM	Clitheroe Cemetery	50,410	-350	20	-180	5,310	30	55,240
ENVGR	Grants & Subscriptions	2,180	10	0	-750	-1,440	0	0
CLAIR	Clean Air	1,870	10	0	630	40	0	2,550
DOGWD	Dog Warden & Pest Control	89,040	-30	0	5,130	2,400	-200	96,340
ENVHT	Environmental Health	290,150	-230	0	3,780	3,940	0	297,640
CLAND	Contaminated Land	15,770	0	0	50	-4,040	0	11,780
HSASS	Housing Associations	6,000	0	0	500	50	0	6,550
HSADV	Housing Advances	90	0	0	-90	0	0	0
SUPPE	Supporting People	16,570	0	0	16,930	-1,560	0	31,940
CLMKT	Clitheroe Market	-45,790	-1,200	370	-3,660	-1,020	1,810	-49,490
JARMS	Joiners Arms	18,750	170	0	730	-220	2,750	22,180
HOMEG	Homelessness General	53,880	0	0	-480	-53,400	0	0
HOMES	Homelessness Strategy	34,780	290	0	-940	54,720	0	88,850
IMPGR	Improvement Grants	27,580	-120	0	1,030	35,430	0	63,920
HOMEE	Home Energy Conservation	13,720	10	0	0	50	0	13,780
SHARE	Shared Ownership Rents	-610	-20	0	0	60	0	-570
HSTRA	Housing Strategy	55,160	100	0	150	-380	0	55,030
<b>NET COST OF SERVICES</b>		<b>834,360</b>	<b>-3,850</b>	<b>890</b>	<b>67,560</b>	<b>31,750</b>	<b>4,390</b>	<b>935,100</b>

ITEMS ADDED TO/(TAKEN FROM) BALANCES AND RESERVES								
	Clean Air Reserve	-480	0	0	0	0	0	-480
	Government Housing Grants Reserve	0	0	0	-14,190	0	0	-14,190
<b>NET COST OF SERVICES</b>		<b>833,880</b>	<b>-3,850</b>	<b>890</b>	<b>53,370</b>	<b>31,750</b>	<b>4,390</b>	<b>920,430</b>

b) **Type of Expenditure/Income (Subjective)**

	Original Estimate 2015/16	Inflation at 1.5%	Inflation above or below 1.5%	Unavoidable Changes to Service Cost	Support Services	Capital	Original Estimate 2016/17
Employee Costs	4,790	70	10	-1,520	0	0	3,350
Premises Costs	116,480	980	380	2,910	5,360	0	126,110
Transport Costs	3,830	60	0	880	0	0	4,770
Supplies and Services	80,640	1,150	0	-6,890	200	0	75,100
Third Party Payments	20,080	300	0	13,680	0	0	34,060
Transfer Payments	7,548,470	113,230	-112,660	-515,470	0	0	7,033,570
Support Services	1,024,830	0	0	0	26,190	0	1,051,020
Depreciation & Impairment	17,400	0	0	0	0	4,390	21,790
<b>TOTAL EXPENDITURE</b>	<b>8,816,520</b>	<b>115,790</b>	<b>-112,270</b>	<b>-506,410</b>	<b>31,750</b>	<b>4,390</b>	<b>8,349,770</b>
Government Grants	-7,751,950	-116,290	113,160	570,810	0	0	-7,184,270
Other Grants and Reimbursements	0	0	0	-2,470	0	0	-2,470
Customer & Client Receipts	-222,800	-3,350	0	5,090	0	0	-221,060
Interest	-20	0	0	20	0	0	0
Miscellaneous Recharges	-7,390	0	0	520	0	0	-6,870
<b>TOTAL INCOME</b>	<b>-7,982,160</b>	<b>-119,640</b>	<b>113,160</b>	<b>573,970</b>	<b>0</b>	<b>0</b>	<b>-7,414,670</b>
<b>NET COST OF SERVICES</b>	<b>834,360</b>	<b>-3,850</b>	<b>890</b>	<b>67,560</b>	<b>31,750</b>	<b>4,390</b>	<b>935,100</b>

ITEMS ADDED TO/(TAKEN FROM) BALANCES AND RESERVES							
Clean Air Reserve	-480	0	0	0	0	0	-480
Government Housing Grants Reserve	0	0	0	-14,190	0	0	-14,190
<b>NET COST OF SERVICES</b>	<b>833,880</b>	<b>-3,850</b>	<b>890</b>	<b>53,370</b>	<b>31,750</b>	<b>4,390</b>	<b>920,430</b>

5.3 Net expenditure for this committee has increased by £86,550 between the 2015/16 original estimate and the 2016/17 original estimate. The main reasons that contribute to the net increase in expenditure are summarised overleaf.

Description	Variances to net expenditure between 2015/16 and 2016/17 £
<b>CTBEN – Localised Council Tax Administration and HGBEN – Housing Benefits Administration</b> Estimated reduction in Administration Grant income from DWP and DCLG in 2016/17.	33,840
<b>ALL cost centres – Support Services</b> Net increase in Support Services recharges for the Health and Housing Committee overall, following a change in cost allocations in all support services areas. The main significant change is a £34,800 increase in Community Services charges to the Improvement Grants budget, based on a re-assessment of surveyors' time input to Disabled Facilities Grants and Landlord Tenant Grants.	31,750
<b>CTBEN – Localised Council Tax Administration and HGBEN – Housing Benefits Administration</b> Increased allocation of IT system licence and support costs in-year to Local Council Tax Support and Housing Benefits, because of a change in IT cost allocations across various services.	10,560
<b>VARIOUS cost centres – Capital Charges</b> A net increase in depreciation charges for the Health and Housing Committee overall, the main increases being due to an increase in the asset values of the Clitheroe Market site and Joiners Arms homeless unit as a result of the recent re-valuation of Council properties.	4,390
<b>DOGWD – Dog Warden &amp; Pest Control</b> From 2016/17, the Council's Works Administration team will undertake the sewer bailing pest control work for United Utilities, instead of the Pest Control officers. The Dog Warden and Pest Control budget will be recharged for that work by the Works Administration budget, based on the income received from United Utilities.	4,340

5.4 This Committee's subscriptions estimates for 2016/17 are shown in Annex 1.

## 6 RISK ASSESSMENT

6.1 The approval of this report may have the following implications

- Resources – approval of the original estimate for 2016/17 of £920,430 would see an increase in net expenditure of £86,550 compared with the original estimate for 2015/16 of £833,880, after allowing for transfers to and from earmarked reserves.
- Technical, Environmental and Legal – none identified.
- Political – none identified.
- Reputation – sound financial planning safeguards the reputation of the Council.
- Equality and Diversity – Equality and diversity issues are considered in the provision of all Council services.

7 FEES AND CHARGES

- 7.1 Fees and charges for this Committee were agreed in October 2015, and have been increased by 1.5%. Detailed rates will be contained in the Council's fees and charges book and the new rates will be applicable from 1 April 2016.

8 RECOMMENDED THAT COMMITTEE

- 8.1 Agree the revenue budget for 2016/17 and submit this to the Special Policy and Finance Committee, subject to any further consideration by the Budget Working Group.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH1-16/AC/AC  
8 January 2016

For further information please ask for Andrew Cook

## Health and Housing Committee – Subscriptions

Cost Centre	Body	Budgeted Subscription £	Benefits and Outcomes	Since
<b>ENVHT</b> Environmental Health	<b>EHC Net</b> Chartered Institute of Environmental Health (CIEH) Environmental Health Network	£510	Membership is compulsory amongst all local authorities within the UK. It enables communication with other environmental health officers and allows members to obtain advice and communicate information.	1999/2000
<b>ENVHT</b> Environmental Health	<b>Environmental Health Lancashire (EHL)</b> A network of Chief Environmental Health Officers from all Lancashire local authorities.	£300	The subscription funds best practice for officers to meet their CPD requirements. Membership of this body allows economies of scale to be obtained leading to more cost effective training. Some training days are included within the membership fee.	2002/03
<b>ENVHT</b> Environmental Health	<b>EMAQ+</b> EMAQ+ provides professional development training and technical guidance to help Environmental Protection Officers build the knowledge and understanding they need to implement the functions required of a local authority.	£750	The subscription provides essential training and competency for officers dealing with emissions and air quality. Included within the subscription are seminar places and access to technical reference materials. It is viewed as best practice to subscribe.	2000/01
<b>CTBEN + HGBEN</b> Localised Council Tax Support and Housing Benefits Administration	<b>Ovaltech</b> Calculation service for Housing Benefits and Local Council Tax Support.	£550	Website based calculator service for Ribble Valley residents to access via the Council website. It allows them to enter their own details to check whether they are eligible for benefits and the levels they would receive.	2012/13

Cost Centre	Body	Budgeted Subscription £	Benefits and Outcomes	Since
<b>CTBEN + HGBEN</b> Localised Council Tax Support and Housing Benefits Administration	<b>QuickCalc</b> Calculation service for Housing Benefits and Local Council Tax Support.	£230	Technical benefits calculator service that the Benefits section access to calculate Housing Benefits payable and Local Council Tax Support to be granted, based on claimants' income levels.	2006/07
<b>CTBEN + HGBEN</b> Localised Council Tax Support and Housing Benefits Administration	<b>HB Info</b> Technical service for Housing Benefits and Local Council Tax Support.	£210	Subscription service that provides up to date information on benefits in the form of technical guidance, case law updates and regular bulletins. The service also supports a message forum for benefits professionals to share queries and information.	2006/07
<b>CTBEN + HGBEN</b> Localised Council Tax Support and Housing Benefits Administration	<b>IRRV Forum</b> Technical service for Housing Benefits and revenues services. Provided by the Institute of Revenues, Ratings and Valuation.	£540	Subscription provides regular technical updates, mainly in the form of regular bulletins put together by technical experts. This service provides essential technical reference service for benefits and also revenues related issues.	2012/13
<b>SUPPE</b> Supporting People	<b>Older People's Champion Network</b> A network of Local Authority elected member older peoples champions in the North West.	£200	The network provides support to the Council's elected member Older People's Champion and all North West older people's champions, allowing them to influence their local authorities to actively respond to the needs of older people. It also shares good practice among members.	2013/14

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 10

meeting date: 21 JANUARY 2015  
 title: HOME IMPROVEMENT AGENCY REPORT  
 submitted by: MARSHAL SCOTT - CHIEF EXECUTIVE  
 principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

### 1 PURPOSE

- 1.1 To provide Committee with a progress report from Homewise, the home improvement agency commissioned to deliver the Integrated Home Improvement Service in Ribble Valley from June 2015.
- 1.2 Relevance to the Council's ambitions and priorities
- Community Objectives – assist in meeting the housing needs in the borough.
  - Corporate Priorities - none
  - Other Considerations - none

### 2 BACKGROUND

- 2.1 Homewise were awarded the contract after bidding for the tender in a partnership with St Vincent's Homecare and Repair Services. Both organisations are not for profit and have over 40 years' collective experience of delivering the Home Improvement Agency handy person service by Lancashire County Council Supporting People and minor adaptations, and are accredited retailers via the service level agreement and contracts from Lancashire County Council and adult and community services.
- 2.2 Both have a highly trained and committed workforce and are qualified trusted assessors and all staff are dementia friends and dementia champions that have been DBS checked and trained in diversity, health and safety and safeguarding etc.
- 2.3 Hyndburn Homewise and St Vincent's Homecare and Repair successfully worked in partnership from 2009 to 2013 to deliver structural adaptations in Hyndburn and Ribble Valley. Both organisations share a similar culture and this led to the two organisations providing a bid for the opportunity to co-deliver the integrated home improvement service for Hyndburn, Ribble Valley and Rossendale.

#### Outcomes to be focused on for this contract

- 2.4 In order to deliver, improve, maintain health and quality of life and independence, Homewise will focus on the delivery of the following core outcomes:
- Property is safe and secure, risks are reduced.
  - Feeling safer, overcoming fear
  - Improved knowledge of local resources
  - Improve wellbeing

In addition, Homewise will identify achievement of the following outcomes for the appropriate areas of service provision:

- Improve mobility inside and outside of the home
- The person feels better able to cope
- They have improved social connections
- They have access to other local resources
- They are using local health and social care services appropriately
- Their family feel reassured

### Benefits of the Services

2.5 The benefits from delivering on these chosen outcomes will include a reduction in:

- Death from cold related conditions and falls
- Hospital and care admissions and readmissions
- Usage of primary care service
- Use of medication
- Health conditions triggered by excess cold
- Number of people in fuel poverty
- Targeting of vulnerable groups for crime resulting from our work in fitting security measures and tackling rogue traders

2.6 Appendix 1 - Monitoring information from work completed in Ribble Valley.

Appendix 2 - A normal day working in Ribble Valley.

Appendix 3 - Memory matters service.

Appendix 4 - Homewise Annual Report.

Appendix 5 - Free Maintenance Checks.

Appendix 6 - Recycling Disability Aids.

## 3 RISK ASSESSMENT

3.1 The approval of this report may have the following implications

- Resources – The service is funded through the Better Care Fund and a contribution from the Council of £5,350.
- Technical, Environmental and Legal – None
- Political - None
- Reputation – Homewise is an essential service for older and vulnerable households.
- Equality & Diversity – Homewise assist in our provision for vulnerable households in the borough.

4 **RECOMMENDED THAT COMMITTEE**

4.1 Accept the contents of the report.

RACHAEL STOTT  
HOUSING STRATEGY OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

BACKGROUND PAPERS

None.

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

REF: RS/EL/210116/H&H

**INTEGRATED HOME IMPROVEMENT SERVICES - MONITORING INFORMATION**

<b>DISTRICT - RIBBLE VALLEY</b>		
<b>Period June to November 2015</b>		
Number of Core Completed Jobs including Fundraising		21
Value of work		£4,391.00
Number of ongoing cases		20
Number of Handyperson jobs/Rep Off Homecare/Security		117
Value of work		£3,263.86
Free Handyperson jobs	40	
Subsidies Handyperson jobs	62	
Security		
Repair Officers - Homecare full costs	15	
Affordable Warmth	37	£1,580.00
Number of minor adaptations (non structural) completed (as listed below)		160
Value of work		£12,800.00
Joinery/Plumbing	24	
Grab rails	12	
Bannister rails	96	
Landing rails	24	
Wall to floor poles/floor to ceiling poles	4	
Number of minor adaptations (structural) completed (as listed below)		58
Value of work		£12,200.00
Steps	12	
Outside rails	45	
Widen Door way	1	
Number of Trusted Assessor HHA carried out		51

**PREVENTION/ADDITIONAL SERVICES AND SUPPORT**

Accident Prevention/Falls surveys/Security checks and measures installed - **Keeping people safe and secure**

Additional funded obtained - £2,500 awarded by CSP to make homes secure in rural areas

Affordable Warmth/Energy Efficiency - **reducing fuel poverty**  
Additional funding available via LCC Affordable Warmth funding

Benefit checks/fundraising for repairs/improvements - **enable people to continue to live independently in their own home**

**Recycling of Disability Aids - Keeping people safe at an affordable price****East Lancashire Service - See attached leaflet**

Items sold:

Hyndburn	285
Ribble Valley	12
Rossendale	26
Burnley	17
Pendle	3
other	18
	361

**Memory Matters - supporting people living with East Lancashire Service - Dementia and their carers****See attached report**

Cases dealt with

Hyndburn	86
Ribble Valley	27
Rossendale	8
Burnley	5
Pendle	18
other	1
	145

In addition in order to promote our services - **see list of presentation, exhibitions, drop in sessions etc, attended**

**CLIENTS COMMENTS:**

"..... was polite, patient, understanding and did an excellent job – Many Thanks"

"..... in the office was also very helpful and took into consideration our very specific need for appointment times"

"Very prompt, little waiting time. Good quality equipment and materials"

"Very efficient and tidy. Would recommend to anyone"

"A pleasure to have for a good job done\_

"Very satisfied, a very pleasant and skilled operative"

"Excellent tradesman, very professional, polite and gave an excellent service"

"The guy really good, first rate"

"Excellent work, very much appreciated"

"Every lady really helpful"

"Excellent service, thank you"

"Well done"

"Service always excellent and the workers most helpful"

"All very good"

## JUST A NORMAL DAY IN RIBBLE VALLEY

A 76 year old gentleman whose boiler had broken down, leaving him with no heating or hot water. The gentleman lives alone and suffers with high blood pressure, severe arthritis and diabetes. He is in receipt of Pension Credit, had little savings and was dreading having no heating during the colder months. Affordable Warmth funding was awarded and the new boiler replaced. In addition an application is being made for Attendance Allowance.

***Outcome: The gentleman is extremely happy and is able to remain warm and well in his home.***

Ribble Valley BC asked if we could find funding for a radiator for an 81 year old gentleman who had no heating in his bedroom. Due to his medical conditions he no longer sleeps in same bedroom as his wife, and was struggling to keep warm. The gentleman suffers with cancer of colon, aneurysm in his arteries, stents in his heart and is severely deaf. His wife who is 79 year old suffers with breast cancer, melanoma and recovering from a hip replacement. We managed to raise the required £300 and the new radiator was installed within 4 weeks.

***Outcome: The couple were extremely grateful for all our help, as they had been advised that there would be possibly no funding.***

A 74 year old lady who lives alone and suffers with arthritis, spondylitis, diabetes and thyroid problems, was referred by Ribble Valley Borough Council for an assessment to ensure she was warm and well in her own home. A carbon monoxide detector was supplied and fitted at the time of appointment and the assessment highlighted that there was damp in the property. The Technical Officer has produced a report on the repairs needed and quotes are being obtained with a view of the work being completed in the New Year. She had also been provided with an information pack outlining the support available to meet her future needs.

***Outcome: The lady now has knowledge and support of services that will enable her to continue to live in her own home.***

An 86 year old lady needed assistance regarding her roof as she had a leak. She had asked a local tradesmen who had told her she needed a new roof that would be very costly, she didn't know if she could trust what he had said. Our Technical Officer's assessment found that the problem was the gutter at the downspout which just needed checking to see if it was blocked with leaves. A tradesman cleaned the gutters at a cost of £40 which has solved the problem. The assessment has also recommended she replace the glass in her bay window and although she is not looking at carrying out the work at the moment, she is glad to know that we have trusted tradesmen that are monitored by the service.

***Outcome: The lady can now live independently and have essential repairs carried out on her home with a service she can trust.***



# Memory Matters



Free advice and support to help  
people throughout East Lancashire living  
with dementia stay safe in their home

Are you finding difficulty in managing day to day tasks due to memory issues? Do you have a family member or friend that your are concerned about because of their memory?

Small changes to your home make huge differences;



Brightly coloured grab rails

A good network of support is vital;



Befriending/sitting in service/social care package

Advice on grant funding for larger adaptations and housing options explored if needed;



Applying for funding for larger adaptations to aid independent living

Please phone or call in to arrange for a free assessment

Registered Address:  
Hyndburn Homewise, 2/4 Whalley Road, Accrington BB5 1AA  
THERE ARE NO COSTS FOR THIS SERVICE  
Contact: Lyndsay Wheatcroft/Anne Aspden  
Tel: 01254 232249 email: [info@homewiseonline.co.uk](mailto:info@homewiseonline.co.uk)





## Re-Use Not Refuse Recycling Project



Many people with dementia may not qualify for disability aids via the NHS Prescription Service so Homewise provides a Re-Use not Refuse Project to give people the choice of purchasing new or recycled aids. All products are cleaned and Inspected before being sold on for a fraction of the cost of new items



£55.00 RRP  
£5.00 Our  
Price



£62.40 RRP  
£8.00 Our  
Price



£54.00 RRP  
£5.00 Our  
Price



£48.00 RRP  
£10.00 Our  
Price

**H**omewise is at your service  
**O**ffering flexible sensitive options that  
**M**eet your needs, to  
**E**nhance independent living, by  
**W**orking with you to  
**I**mprove your quality of life by providing a  
**S**ervice you can trust and  
**E**ndeavouring always to give satisfaction

## JUST A NORMAL DAY

A gentleman in his 80's who suffers with dementia and severe walking difficulties. He struggled to carry cups and plates from room to room, after assessment he purchased a recycled kitchen trolley which not only helped him with his balance but enabled him to transfer food and warm drinks from room to room safely.

**Outcome: The gentleman is now living in a safe environment with reduced chance of falling.**



\*\*\*\*\*  
76 year old lady's home was cold and damp, because she had no heating, consequently £2,850 was raised from local and national charities to pay for a Central Heating system.

**Outcome: the lady is now living in a warm, damp free home.**

\*\*\*\*\*  
An OT referred a 76 year old gentleman for a level access shower as there is a long waiting list for DFG's. 9 charities were approached and 6 contributed £3,009 to pay for the work.

**Outcome: This gentleman can now have a shower independently**

\*\*\*\*\*  
We were approached by the daughter of an 82 year old lady, as she was having problems with the installation of a level access shower and had been quoted £3,714.43 which did not include labour. Since paying the deposit the company had delayed the start date three times. We supported the lady to write to the contractor explaining that they were in Breach of Contract and negotiated a refund of 80% of the deposit. This lady had not been able to have a shower independently for six months. Homewise arranged for the work to be completed at a cost of £4324.30.

**Outcome: This lady can now have a shower and saved over £2000.00 on the cost of the work.**

\*\*\*\*\*  
Environmental Health referred a 72 year old gentleman who has severe arthritis and asthma and is living in a very cold house causing further health issues. He had one gas fire in his living room and the boiler had been condemned. An Eco grant and further monies were raised to provide and install a full central heating system.

**Outcome: The gentleman is now living in a warm and energy efficient property that has had a positive impact on his health and well-being.**

\*\*\*\*\*  
An 86 year old lady phoned in tears, her boiler had broken down and she was left with no hot water or central heating. The property was open plan and she was sitting very close to the gas fire, wrapped in blankets to keep warm. An emergency winter pack (including a fire) was provided, unfortunately the boiler was too old to repair and a replacement was needed. Subsequent funding was agreed and the work was carried out the next day.

**Outcome: The lady now has peace of mind and is living in a warm environment; the boiler is more energy efficient and is saving her money.**

\*\*\*\*\*  
The daughter of an 82 year old lady contacted Homewise as she was concerned over the quote of £4,800 for her mother's bathroom refurbishments. Subsequently we obtained a quote for £3,300 which was agreed and all work completed to her satisfaction.

**Outcome: The lady saved £1500.00 and had the confidence of knowing that she was employing a reputable company to complete the works for her.**

\*\*\*\*\*  
A single mother with two small children had been without heating or hot water for a few days and couldn't afford the repairs. Homewise arranged for a plumber to call the same day and carried out the repairs at a cost of £220.80 which Homewise fundraised for.

**Outcome: the children can now have hot baths and the family home is warm.**

\*\*\*\*\*  
An 85 year old lady's boiler had stopped working completely, she had no hot water and was struggling to keep warm, wash and generally do household tasks e.g. washing up. She is in receipt of Pension Credit and has limited savings, it was therefore agreed to grant £500 towards the cost of £1,475 for the replacement boiler.

**Outcome: Reduced the chances of hospital admission and health problems was in place the next day.**

LOOK AFTER YOUR HOME & IT WILL LOOK AFTER YOU



## APPENDIX 4



# ANNUAL REPORT 2013-2014

LOOK AFTER YOUR HOME AND IT WILL  
LOOK AFTER YOU



HOMEWISE - HELPING YOU TO CARE FOR YOUR HOME

"A safe, warm, well maintained home is the foundation of health and well-being"

2/4 Whalley Road, Accrington BB5 1AA

Tel: 01254 232249

Industrial and Provident Society with Charitable Status Reg. 27708R

اگر آپ کو ہوم وائز سروس کے بارے میں اردو زبان میں مزید معلومات درکار ہوں تو شوکت علی سے ایڈوائزری سنٹر میں اس نمبر (01245-380144) پر رابطہ کریں



## CHAIRMAN'S REPORT 2014

As the cuts in public services continue to bite, Homewise are working hard with clients to ensure that their homes are well-maintained and provide a comfortable environment in which to live.

Home is our sanctuary and it needs to be warm, safe and secure so Homewise's services have never been needed more than at this time.

Our staff have years of experience of helping people to solve their housing problems from a small handyman job to a large adaptation. We can provide information and practical support on everything from fitting a curtain rail to moving to a more suitable property or adapting the one you live in.

Our Independent Living Centre is staffed by Trusted Assessors who can advise on essential daily living aids and our newly opened Re-use not Refuse project sells sanitised, reconditioned, nearly new aids so you have a choice of buying new or recycled.

I would like to express my appreciation of the staff at Homewise who once more have worked hard and effectively to ensure Homewise is at the centre of the support for the people of Hyndburn.

Chairman.

**Bernard Holden MBE JP Chairman**



## Equal Opportunities Policy

Homewise recognises that this country is a diverse society and believes that no person or group should suffer discrimination on the grounds of ethnic origin, religious beliefs, gender, disability, age, sexual orientation, marital status or low income and actively works to ensure that all information, advice and assistance is available to everyone.

پالیسی برائے مساوی حقوق

ہم ہائیر اس بات پر یقین رکھتے ہیں کہ ہر ایک شخص کو ایک محفوظ، مکمل اور مذہب کے لوگوں کے لئے مربوط ہے۔ ہم اپنا تمام وقت اور وسائل اس بات کو یقینی بنانے کے لئے کوشاں ہیں کہ ہر ایک شخص کو اپنا گھر کی تلاش میں، مذکورہ، معذور، عمر بھر یا آمدنی کی بنیاد پر ان کے ساتھ فرسٹ رائیڈ ڈونیشن کیا جا سکتا ہے، اور ہم اپنا پوری وقت کرتے ہیں کہ ہر شخص کی معلومات، مشورہ اور مدد کے لئے کمال سے کیا جاسکے۔ ہر شخص کی معلومات کے لئے سٹیٹون نمبر 01284 232249 پر رابطہ کریں۔

## Homewise is registered as an Industrial and Provident Society with Charitable Status and governed by volunteers

- Bernard Holden (Chair)
- Mohammed Abid (Vice Chair)
- David Duckworth (Treasurer)
- Pat McGrath
- Eileen Booth
- Dorothy Wheatcroft
- Dorothy Westell
- Councillor Pam Barton
- Councillor Paul Cox
- Councillor Marlene Haworth



## Focus Group: Your views are important to us.

Homewise supports a local focus group of clients who have used and still use our services.

Clients' views are essential in ensuring we provide the services that meet their needs.

We offer a wide range of choices in service delivery to meet individual needs and would like to know if we can improve any aspect of our service or the choices we offer.

New members are always welcome, meetings are informal and held quarterly,

please ask for details.

## Dedicated/experienced staff team - Here to help.

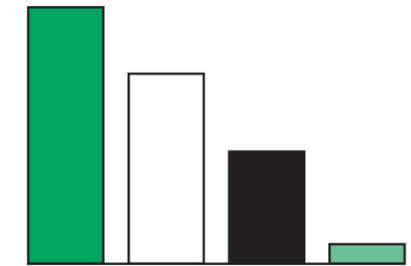
- Sue Sinclair – Manager
- Carole Perkin – Service Manager
- Lyndsay McGrath – Case Worker
- Tracie Hamilton – Case Worker
- Sandra Ward – Monitoring & Administration Officer
- Paige Conlon – Business/Admin Apprentice
- Keith Nolan – Adaptation & Repair Officer
- David Aspin – Adaptation & Repair Officer
- Tony Westwell - Repair Officer
- Allan Perkin – Recycling Development Assistant



## BEST VALUE - COST EFFECTIVE SERVICES

Performance Indicators and Targets

Item to be measured	Yearly Target	Achieved
No. of Enquiries	2500	3248
No. of clients assisted with work	1000	2439
Value of work completed	£500,000.00	£399,467.61
Time from enquiry to first action	1 week	0.02 weeks
Average No. weeks to completion Minor Works	8 weeks	1.93 weeks
Average No. weeks to completion Major Works	20 weeks	18.6 weeks
No. of Repair Officers jobs	1500	1861
Average No. days for aids and adaptations	30 days	12.6 days
Average No. of days for small repairs	30 days	27 days
No. of Maintenance Surveys	30	27
Energy Efficiency referrals/surveys	100	172
% of clients who continue to live independently	70%	97%
Percentage of BME Clients	3%	2.88%
Percentage of Elderly Clients	60%	77.86%
Percentage of clients disabled	30%	75.85%



## COST OF SERVICE

- Core Service £101,984.26
- Aids & Adaptations £92,632.44
- Independent Living £81,555.78
- Security £2,912.44

## Grateful thanks to all our funders and partners - "We couldn't do it without you":

Hyndburn Borough Council, Lancashire County Council Supporting People and Social Services, Hyndburn Homes, Big Lottery Awards for all, Prospects/EnergieKontor, Lancashire Police Authority, Lancashire Fire & Rescue Service, HARV, Victim Support, Help Direct, Energy Efficiency Installers, Maundy Relief, Age UK, CAB, Crossroads, Carer's Link, Community Solutions, Royal British Legion and charities: The Act Foundation, Printing Charity, BCOP, Barchester Health. Helping Hands, NHS Pensioner Trust, B & C Benefits Scheme, Retail Trust, Talisman Charitable Trust, Footwear Friends, Margaret's Fund, Hospitality Action, AFTAID, The Drinks Benevolent, Independence at Home, Junius S. Morgan Benevolent, ABTA, Grocery Aid, EEIBA, Paper Industry Charitable Trust, Ruby & Will George Trust, National Benevolent Charity, Army Benevolent Fund, Foundations Independent Living Trust and many others who don't wish to be named, **not least an extra special thanks to the many clients who have given donations and to everyone who has helped and encouraged our work during the year; although you may not be named specifically we hope you will still know how greatly we value your support.**

## IF YOU ARE TALKING TO HOMEWISE – WE'RE LISTENING TO YOU!

### MAINTAINING HIGH QUALITY SERVICES:

#### MAINTAINING CLIENT SATISFACTION

Client satisfaction is very important to us, with all aspects of our service being monitored for quality.

This is measured in a variety of ways from client satisfaction questionnaires, follow up phone calls and technical officer's inspections.

During the year I am proud to report that 88.12% of our clients have responded, of which 99.8% felt that our service was either excellent (97.67%) or very good (2.1%) and 0.2% felt the service was good, which is overwhelmingly positive, confirming how much they value the service. We have had no complaints during the year.

### Homewise is committed to providing high quality services and our greatest asset is our staff.

Homewise was assessed in December 2013 and has successfully maintained the Investor in People standard (since 1998). The assessor commented "this was an excellent performance (yet again!) against a rigorous nationally recognized business improvement framework. The organisation is very effectively led and managed. High quality services are designed, planned and carried out for the benefit of clients. Services provided really do make a difference to the lives of individuals and also have a wider social impact which benefits the whole community. Despite the prevailing economic environment over the last 3 years the organisation has through sheer determination and steel not only managed to survive and hold its own in what is a competitive environment despite challenges to its primary contract and funding stream but has also created and experienced growth in its service offer"

In addition Homewise was selected as a winner by Lancashire Trading Standards – Safe Trader Awards 2013 which recognised our business in terms of regularly collecting feedback from customers with consistently high ratings.

### Manager's Report:

It has been a very busy and challenging year; adapting to all the cuts in funding and changes around us, continuing to maintain a high quality of service at the same time always looking at ways to develop and improve the services we provide to meet our clients changing needs.

As we get older the condition of our home becomes increasingly important to our health. More than half a million people aged over 65 are admitted to hospital with potentially avoidable conditions e.g. fractures, respiratory infections, many of which would be avoided through housing related improvements and better care at home.

If as planned in the vision for health and care services "Everyone has a bed – it is in their own home", then the importance of maintaining your home has never been more vital.

Hyndburn was successful for a 3rd year in securing funding to provide the much needed scheme: "Keep Warm and Keep Safe this Winter in Hyndburn". The Affordable Warmth project was another huge success and in partnership with the Community and Voluntary sector for the £30,000 awarded, 1,769 people were provided with assistance in addition to a further 10,700 people who were supported to a value of £395,325.49 of extra services, benefits and support e.g. **For every £1 the Community & Voluntary Sector provided an additional £13.17**

My friendly, caring and professional staff are experts in providing help, advice and practical solutions to problems however great or small and I am very proud of their dedication and commitment to go the extra mile every day to meet the needs of our clients.

### Looking to the future:

With more challenges ahead, we need to look at new ways of working, to maximise limited resources and continue to find ways of meeting the needs that are not being met by all the massive public sector cuts.

Alzheimers Society "found that people with dementia and carers greatly value living in their own home but many are not receiving the support and care needed"

Hot off the press: Homewise has been awarded funding from East Lancashire Clinical Commissioning Group to provide "Memory Matters" – a project which will provide help and practical advice to people living with dementia and their carers over a 12 month period.

Grateful thanks to my fantastic staff who make it all happen and Members of the Management Committee and Focus Group for their support and guidance.  
Best Wishes

Sue

### If you're talking to Homewise we're listening to you!!

What clients are saying about us:

"Thank you for your promptness and for the politeness of the lady on the phone and the young man who did the work".

" I really appreciate this service because I could never do these jobs on my own and I feel I can trust the people who come".

"The tradesman I used sorted out my problems and their work was excellent.

I was most grateful to you all"

"Super job, always turn up trumps when I use Homewise"

"Brilliant job, excellent advice, made my day"

"Fantastic service always there to help"

"Will use again very happy with the result"

"Very pleased with the entire service"

"Many thanks for a wonderful service!"

"Excellent and courteous service"

"Fabulous service, long may it continue"

### LOOK AFTER YOUR HOME & IT WILL LOOK AFTER YOU

## HOMEWISER HERE TO HELP

Homewise is a non profit making organisation registered with the Industrial & Provident Society with Charitable Status and services the whole community of Hyndburn by providing a comprehensive impartial help, advice and support service that deals with all aspects of home improvements, adaptations, repairs and maintenance works with additional support for older and disabled people.

### Homewise continues to provide services you can trust and that meet clients needs.

- DISCUSS** in detail the works required and agree the best course of action
- HELP** to identify what improvements, repairs, adaptations or maintenance works required.
- PROVIDE** lists of local reputable tradesmen who have been recommend by local people
- ADVISE** on financial options available to fund the work
- MAXIMISE** income through benefit checks, energy efficiency advice/referrals and charitable sources
- ARRANGE** for tradesmen to provide competitive quotations and carry out the work
- OFFER** a handyperson service for small essential DIY repairs for over 60s
- ASSIST** older and disabled clients achieve successful adaptations to their home
- MAKE** homes safe and secure to aid independent living
- GIVE** help and support throughout the work
- ENSURE** clients are totally happy with the work before payment is made



**ALL NEGOTIATIONS CAN BE CARRIED OUT WITH OUR INVOLVEMENT SO CLIENTS NEED NEVER FEEL ON THEIR OWN**

**Re Use of Equipment Can help You to stay Comfortable/safe when Living In your home and reduce the Need to worry Guidance and information available on request**

Re-Use not Refuse, based in Unit 21 Arndale Centre We recycle disability aids no longer needed, they are cleaned and checked and made available at a fraction of the retail costs. Due to the generosity of people we have large stock levels and wish to ensure that people who have to pay for their disability aids have a choice of purchasing new or good as new!!



### HOMES ARE FUNDAMENTAL TO HEALTH, WELL BEING AND QUALITY OF LIFE

Housing conditions have a link to a wide range of common chronic health conditions, including respiratory illnesses, stroke, heart disease and depression; they also impact on risk of injury and accidents particularly falls, amongst older people.

**"The simple aspiration of the majority of older people is to live safely and well at home"**

### Why Homewise is so important and needed?

- 90% of older people live in general housing
- 75% of older people are home owners
- People over 65 spend over 80% of their time at home
- Depression affects 22% of men and 28% of women aged 65 or over
- Over 750,000 older people need adapted housing because of a medical condition or disability
- Over the next 20 years the number of people aged 85 and over is expected to increase by 106%
- By 2030 the number of older people with care needs is predicted to rise by 61%
- By 2032 more than 40% of households are expected to be people living on their own
- The number of people living with dementia is due to more than double over the next 30 years
- 1 in 3 people over 65 and 1 in 2 over 80, fall each year and 1 in 5 die as a result of a hip fracture
- **The NHS spend £600 million treating people every year because of poor housing**

### What makes a good home in later life?

**Location** – proximity to family, friends, social opportunities, public transport, GP/health facility, library, shops and good neighbours

**Design** – warm with affordable heating, safe, secure, adaptable/adapted with space for belongings and to socialise, for family, privacy "my own front door"

### Main reported housing difficulties:

**Cold** – cost of heating is greatest worry "my home is damp & cold"

**Repairs** – "my biggest worry is repairs and maintenance"

**Adaptations** – "I have mobility difficulties... steps to kitchen and bathroom means I need help... ramps would make all the difference".

### LOOK AFTER YOUR HOME & IT WILL LOOK AFTER YOU



A Technical officer will visit your home to advise on repairs/improvements including providing written reports and guidance.



Help advice and support on all aspects of property repairs, improvements, aids/adaptations and maintenance.

## Homewise Helping you to live independently in a safe, secure and warm home



Practical help, advice and support to ensure any adaptations carried out will enable clients to live safely and independently.



Advice on grants and subsidies available to keep homes warm and energy efficient.



Competitive quotes for most joinery works carried out by time served joiners.



Up to one hour to carry out small essential repairs to your home. There is a small charge of £10.00 plus materials.

**HOMEWISE  
OFFERS  
MORE  
EXPERTISE  
WITH  
INNOVATIVE  
SERVICES  
EVERYTIME**



**HOMEWISE  
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MORE  
EXPERTISE  
WITH  
INNOVATIVE  
SERVICES  
EVERYTIME**



Offering clients a package of services allowing them to make the right choice about accommodation that suits their needs.



Giving clients who have to pay for disability equipment a choice of purchasing reconditioned items.

## Homewise Helping you to care for your home



Working in partnership with Trading Standards we have lists of reputable tradesmen recommended by local people, constantly monitored for quality and client satisfaction.



Lancashire Constabulary trained staff provide crime prevention advice and install security measures e.g. door alarms, window locks, etc.



Approaching alternative funding organisations for people in need.



Understanding the need to adapt homes so that people living with dementia can do so in a safe, secure environment.



Lancashire County Council Accredited Retailer and NHS Prescription Providers with staff who are trained Trusted Assessors to ensure clients buy products suitable for their needs.



## PRESS RELEASE

Winter is an ideal time to make sure your home is warm and weatherproof.

Homewise can help by offering a FREE maintenance check on your property which will detail any necessary repairs together with approximate costings.

In addition, we can advise on measures to improve the energy efficiency of your home as well as assisting you to access grants and subsidies towards the cost – measures include improving insulation, draughtproofing, central heating and associated water heating for the first time and replacement of defective boilers.

Homewise is an independent Home Improvement Agency which provides a comprehensive, impartial help and advice service on all aspects of home improvements, adaptations, repairs and maintenance with particular emphasis on older, disabled and/or disadvantaged people.

### To apply

Contact **Homewise** on **01254 232249**, email [info@homewiseonline.co.uk](mailto:info@homewiseonline.co.uk) or call in to our offices at 2-4 Whalley Road, Accrington.

UNIT 3 ALLIED HOUSE  
BURNLEY ROAD  
CLAYTON LE MOORS  
BB5 5TW

Tel: 01254 232249

Email: [info@homewiseonline.co.uk](mailto:info@homewiseonline.co.uk)

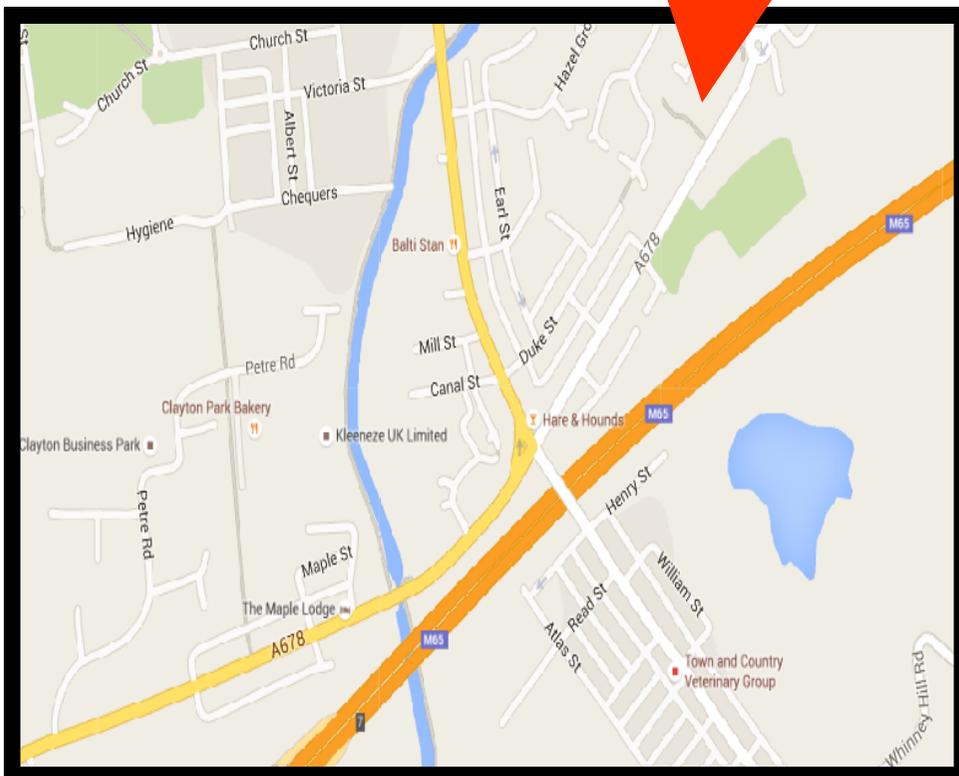


**HOMEWISE**  
DISABILITY AIDS  
RECYCLING CENTRE



**WE  
ARE  
HERE**

Re Use of  
Equipment  
Can help  
You to stay  
Comfortable and safe when  
Living  
In your home and reduce the  
Need to worry.  
Guidance and information  
available on request



Your local Recycling Centre providing daily  
living aids to help you to remain living in  
your own home safely and independently



SUPPORTED

BY

**NHS**  
East Lancashire  
Clinical Commissioning Group  
Led by clinicians, accountable to local people

# Independent Living Aids

## Recycling Centre

We recycle small aids no longer needed, in order to give those people who have to pay for their equipment a choice of purchasing reconditioned items. All products are cleaned and checked before being sold on for a fraction of the cost of new items. All our recycled products are sold by trained trusted assessors who make sure that the customer is buying the right product for the right need.

### Bathroom Aids



Toilet Seat with Frame

New £60.00

Nearly New £10.00



Toilet Frame

New £60.50

Nearly New £10.00



Bathboard

New £37.40

Nearly New £10.00



Bath Step

New £55.00

Nearly New £5.00



Raised Toilet Seat

New £18.70

Nearly New £5.00



Shower Chair

New £135.00

Nearly New £20.00



Round Shower Stool

New £32.00

Nearly New £10.00



Shower Bench

New £30.80

Nearly New £15.00

### Mobility Aids



Trolley

New £83.99

Nearly New £15.00



Glide about Commode

New £ 140.00

Nearly New £25.00



Tri-walker

New £ 45.00

Nearly New £20.00



Rollator

New £95.00

Nearly New £30.00



Walking sticks

New £9.99 and more

Nearly New £5.00



Crutches

New £24.99

Nearly New £8.00



Walking Frame

New £55.00

Nearly New £5.00

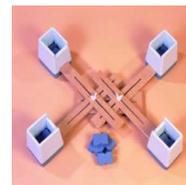


Walking frame with arm rest

New £178.00

Nearly New £10.00

### Daily Living Aids



Chair Raisers

New £50.00

Nearly New £10.00



Perching Stool

New £45.60

Nearly New £5.00

We have many more products available please call in and ask staff for information

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

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Agenda Item No. 11

meeting date: 21 JANUARY 2016  
title: MONITORING OF HARV CONTRACT  
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

## 1 PURPOSE

- 1.1 To provide Committee with a monitoring report from HARV who deliver the domestic abuse service in the Ribble Valley.
- 1.2 Relevance to the Council's ambitions and priorities
  - Community Objectives – To address the safety of victims of domestic abuse.
  - Corporate Priorities – None.
  - Other Considerations – None.

## 2 BACKGROUND

- 2.1 In January 2015 Lancashire County Council, the 12 district housing authorities and the current domestic abuse refuge providers created a joint funding bid for the Lancashire 12 districts to strengthen accommodation based specialist domestic abuse service provision.
- 2.2 The application was submitted to the Department for Communities and Local Government for a total of £751,580 across the Lancashire 12 districts. The funding is to strengthen Lancashire's refuge service by increasing capacity, creating new safe house provision, increasing support for specialist services and developing the national coverage of refuges to keep victims of domestic abuse safe. Lancashire was successful in securing this grant and therefore Ribble Valley received an allocation of £28,375.

## 3 ISSUES

- 3.1 The Service Level Agreement provided at Appendix 1 requires HARV to provide a quarterly monitoring report.
- 3.2 Appendix 2 sets out the number of clients supported by the service during the quarter.
- 3.3 Appendix 3 describes the services offered by HARV.

## 4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications
  - Resources – The service is funded for one year by the DCLG grant.

- Technical, Environmental and Legal – No implications identified.
- Political – The monitoring report demonstrates the demand for the service.
- Reputation – Domestic abuse victims in Ribble Valley are receiving one to one support delivered in the borough.
- Equality & Diversity – No implications identified.

**5 RECOMMENDED THAT COMMITTEE/CONCLUSION**

- 5.1 Accept there is significant demand for the service in the borough and victims of domestic abuse are receiving an improved service.

RACHAEL STOTT  
HOUSING STRATEGY OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

BACKGROUND PAPERS  
None

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

REF: RS/EL/210116/H&H

# SERVICE LEVEL AGREEMENT FOR THE PROVISION OF DOMESTIC ABUSE SERVICES FOR VICTIMS OF DOMESTIC ABUSE IN RIBBLE VALLEY 2015 - 2016

## THIS AGREEMENT IS BETWEEN:-

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**Service Commissioner:-** Regeneration and Housing Services, Ribble Valley Borough Council – subsequently referred to as Housing Services

**Service Provider:-** HARV Domestic Violence Team, PO Box 77, Accrington. BB5 1GJ – subsequently referred to as HARV

### 1. Purpose

- 1.1 This Service Level Agreement (SLA) will provide funding to strengthen the domestic abuse service provision in Ribble Valley.
- 1.2 The SLA will contribute to Ribble Valley's Community Safety Partnership that has domestic abuse as one of their priorities.

### 2. Term

- 2.1 This SLA covers the period from 1 Oct 2015 to 30 Sept 2016.
- 2.2 The funding has been secured via a bid to DCLG (Department of Communities and Local Government) to help strengthen refuge / safe house services so there is an effective national coverage that keeps victims of domestic abuse safe.

### 3. Payment for Services

- 3.1 Housing Services will provide a sum of £28,375 (being revenue funding) for the term of this SLA for the provision of the services detailed in Section 4 of this SLA.
- 3.2 Payment will be made quarterly, the first payment will be on commencement of the agreement however HARV will submit details of expenditure relating to the scheme on a quarterly basis to Housing Services.

### 4. Services to be provided by HARV

- 4.1 The purpose of this agreement is for HARV to provide additional workers in the Ribble Valley providing support to women, children and young people experiencing domestic violence. The workers will prioritise families seeking alternate accommodation due to domestic abuse and will support the family to access support wherever appropriate within Lancashire.
- 4.2 HARV will do this by further development of links with Ribble Valley services, and Lancashire refuge and safe house accommodation.
- 4.3 To undertake this work HARV will recruit a part time worker to support adult victims and a part time children's worker to support children and young people.

- 4.4 All staff will be supported by the HARV service managers but also have the support of other members of the team.
- 4.5 The workers will have responsibility to deliver the work plan and meet the targets outlined within this agreement, but the responsibility for reporting is the HARV CEO.
- 4.6 Service provision will include:
- Dedicated Ribble Valley Adult team worker to provide support to women at venues across the Ribble Valley, and support them into safe accommodation or work to keep them safer at home.
  - A specific worker to support Ribble Valley children and young people who have experienced domestic violence, and may need to leave their home. The support will be delivered face to face.
  - Services and activities delivered by HARV will be monitored and gaps identified.
  - Multi agency working and partnerships will be supported and encouraged to overcome barriers associated with rural issues, community cohesion and access to services.,
  - Reports will be provided monthly to the Strategic Housing Officer to monitor progress and delivery of service to evidence grant delivery. Meetings will be held monthly.
- 4.7 The funding provided will enable the provision of dedicated specialist staff to improve access to and raise the standard of support to residents in the safe houses and allow support to be given to residents with more complex needs. Subject to further discussion (outside the scope of this SLA) during the lifetime of this agreement it may be possible to increase the capacity by the creation of a further safe house in the Borough.
- 4.8 The funding will enable HARV to provide the following areas of support:
- Co-ordination Resource
  - Access to support from Refuge Support & Resettlement
  - Access to support for children & young people
  - Access to support for complex needs eg alcohol & substance misuse and mental health
- 4.9 Staff will be recruited to posts to enable these areas of support to be delivered at the safe houses.

## **5. Monitoring**

- 5.1 HARV will comply with the obligations imposed on the Council by the funding agreement entered into by the Lancashire County Council and the Council which is attached as Appendix 1 to this Agreement and detailed in the individual service specifications below.
- a) Access to support from Refuge support and resettlement (DA service spec)
  - b) Enhanced Support for Children and Young People

c) Enhanced Support for Adults with complex needs



- 5.2 HARV will repay to the Council any part of the Grant that has not been applied in accordance with this Agreement or which shall remain unspent at the end of the term referred to in clause 2 above.
- 5.3 HARV shall provide Housing Services with quarterly monitoring reports on the following dates:-
- 31 December 2015
  - 31 March 2016
  - 30 June 2016
  - 30 September 2016
- 5.4 The monitoring reports shall contain information detailed in the service specification attached to this SLA including details of expenditure incurred.
- 5.5 Monitoring will also be discussed at regular meetings between the parties to this SLA.
- 5.6 In addition the Lancashire Housing and Support Partnership group will establish a safe house development task group that will meet regularly to monitor the delivery of the additional resources to the safe houses in Lancashire and ensure the delivery of shared outcomes.

**6. Signatures**

**Signed on behalf of Ribble Valley BC**

**Signed on behalf of HARV**

Name:-

Name:-

Position:-

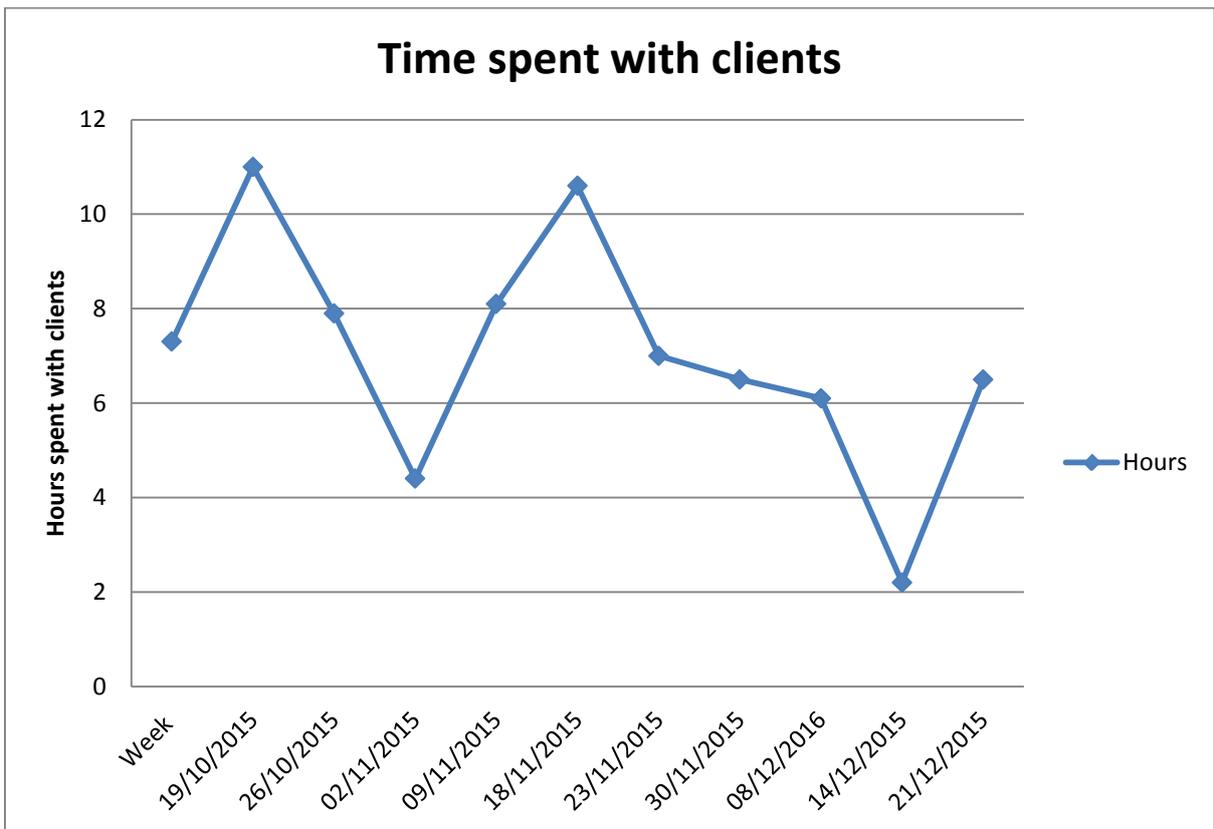
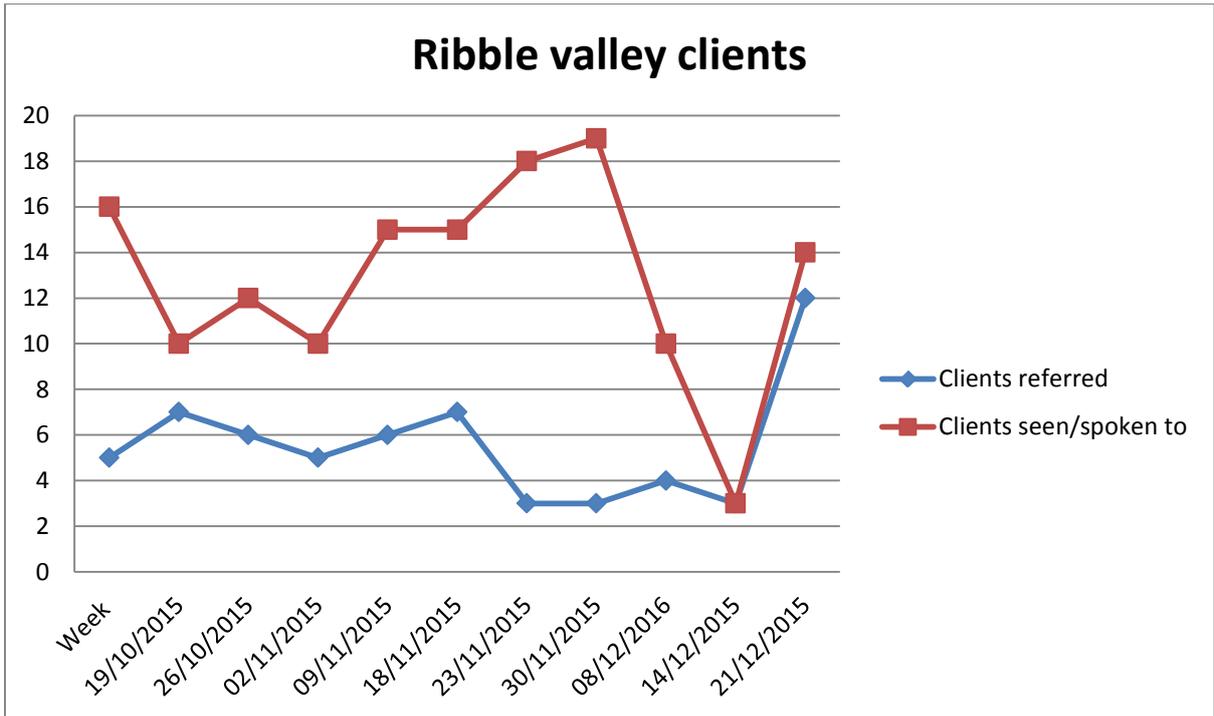
Position:-

Date:-

Date:-

**APPENDIX 2**

19/10/2015	5	16	440	7.3
26/10/2015	7	10	658	11
02/11/2015	6	12	475	7.9
09/11/2015	5	10	259	4.4
18/11/2015	6	15	485	8.1
23/11/2015	7	15	636	10.6
30/11/2015	3	18	420	7
08/12/2016	3	19	390	6.5
14/12/2015	4	10	356	6.1
21/12/2015	3	3	125	2.2
04/01/2016	12	14	390	6.5





#### **IDVA Service:**

The main purpose of Independent Domestic Violence Advisors (IDVA) is to address the safety of victims at **high risk** (high risk is identified as a score of 10+ on an accredited risk assessment system).

The IDVA Service offers;

- timely risk assessment, safety planning, immediate safety advice and options
- high risk victims one to one support for up to 6 sessions
- safeguarding through the Multi Agency Risk Assessment process
- court support through the criminal justice system
- access to civil orders through legal surgery at Harv
- liaising with other agencies on your behalf – your voice
- signposting to appropriate agencies and services
- Due to risk you should expect to receive a designated worker, regular telephone contact and meet regularly with your appointed worker.
- Safe house accommodation for women and children

#### **Early Support Service:**

The Early Support Service is able to support the whole family and will be offering a range of interventions. Support for children can be offered if they are on level 2 or 3 on continuum of need.

- One to one support for the children and victims
- Groups for children, a 8 week group intervention
- Helping hands group children aged 5-11
- Groups for the victim, 12 week freedom programme (with crèche), 12 week recovery tool kit, and various daily sports activities.

#### **Outreach Service:**

- Risk assessment, safety planning, advice and emotional & practical support
- Refuge referrals.
- One to one support for up to six weeks.
- Counselling.
- Legal surgery.
- Liaising with other agencies on behalf of service users.
- signposting to appropriate agencies and services
- Freedom programme.

**E-mail Contact:** [info@harvoutreach.org.uk](mailto:info@harvoutreach.org.uk)

**Tel. Number:** 01254 879855

**HARV has a “confidential relationship” with our families. It is our intention to respect the privacy of children and their parents and carers, while ensuring their safety and well being. There are record keeping systems in place at HARV that meet the legal requirements as defined by The Data protection Act and The Human Rights Act. Individuals have the right to access these records by making a request in writing in the first instance to the HARV Manager who will begin a process of consent to disclose.**