

RIBBLE VALLEY BOROUGH COUNCIL

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date: 5 January 2018

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Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.30pm** on **THURSDAY, 18 JANUARY 2018** 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 19 October 2017 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

FOR DECISION

- ✓ 5. Revised Capital Programme 2017/2018 – report of Director of Resources – copy enclosed.
- ✓ 6. Revised Revenue Budget 2017/2018 – report of Director of Resources – copy enclosed.
- ✓ 7. Original Revenue Budget 2018/2019 – report of Director of Resources – copy enclosed.

- ✓ 8. Temporary Accommodation Review – report of Chief Executive – copy enclosed.
- ✓ 9. RVBC as a Dementia Friendly Council – report of Chief Executive – copy enclosed.
- ✓ 10. Housing and Planning Act 2016 – Civil Penalties – report of Chief Executive – copy enclosed.
- ✓ 11. The Smoke and Carbon Monoxide Alarm (England) Regulations – report of Chief Executive – copy enclosed.
- ✓ 12. The Litter Strategy for England and Related Issues – report of Chief Executive – copy enclosed.
- ✓ 13. Adoption of Revised Cat Boarding Model Standards Licence Conditions – report of Chief Executive – copy enclosed.

FOR INFORMATION

- ✓ 14. Update on Disabled Facilities Grants – report of Chief Executive – copy enclosed.
- ✓ 15. Tackling Rogue Landlords – report of Chief Executive – copy enclosed.
- ✓ 16. Introduction of the Homelessness Reduction Act 2017 – report of Chief Executive – copy enclosed.
- ✓ 17. Wigwam Holidays Ribble Valley, Moorgate Farm, Dinckley – report of Chief Executive – copy enclosed.
- ✓ 18. Calder Farm Caravan Site, Bolton by Bowland – report of Chief Executive – copy enclosed.
- ✓ 19. Homeless Forum Minutes – copy enclosed.
- 20. Reports on Representatives on Outside Bodies (if any).

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

FOR INFORMATION

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

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO HEALTH AND HOUSING COMMITTEE

DECISION

Agenda Item No 5

meeting date: 18 JANUARY 2018
title: REVISED CAPITAL PROGRAMME 2017/18
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

1.1 To approve the 2017/18 revised estimate for this Committee's capital programme.

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 Two new schemes for this Committee, totalling £211,000, were approved by the Policy and Finance Committee and Full Council at their meetings in February and March 2017.

2.2 Since approval of the budget for this Committee it was confirmed that the Disabled Facilities Grants (DFGs) funding for 2017/18 was £297,106. The DFGs scheme budget was initially set at £161,000 on the basis that this would be changed to reflect the DFGs funding that was actually received. Therefore, the DFGs original estimate was confirmed as £297,110 and this Committee's original estimate capital programme was increased by the difference of £136,110 to £347,110.

2.3 In addition to the original estimate, the following changes have been made so far in 2017/18:

- The Clitheroe Market Improvements scheme, totalling £175,000, was put on hold in 2016/17, and the scheme budget was moved from 2016/17 to the 2017/18 capital programme.
- Not all planned capital budgets for 2016/17 were spent on three schemes. The unspent balance of this (£210,190) is known as slippage. This slippage was transferred into the 2017/18 capital programme budget.
- A new scheme, Remaining Share of Alma Place Property, with a budget of £26,670, was approved to be added to the 2017/18 capital programme in June 2017.
- Additional Affordable Warmth – Capital Grants ring-fenced funding was received from Lancashire County Council (LCC) in-year. This increased the budget for that scheme by £10,250, as reported to this Committee on 7 September 2017.

2.4 As a result of the above, the total approved budget for this Committee's capital programme of five schemes was £769,220. This is shown at Annex 1.

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

3 REVISING THE 2017/18 CAPITAL PROGRAMME

3.1 We have now discussed each of the schemes in the capital programme with budget holders and revised the programme to reflect their progress and estimated full year expenditure. Following this review, the revised estimate is £634,340, a reduction of £134,880 from the total approved budget. The main reasons for this are:

- **Clitheroe Market Improvements (-£175,000):** This scheme is on hold, awaiting the final plans for the Clitheroe Market Development scheme. As a result, there is expected to be no expenditure on the scheme in 2017/18. It is recommended that the £175,000 budget for this scheme is moved to the 2018/19 financial year and the 2017/18 revised estimate nil.
- **Disabled Facilities Grants (+£27,110):** £27,113 extra DFGs funding has been allocated to the Council directly from the DCLG in December 2017, on top of the current DFGs budget allocation. Thus, the revised estimate for DFGs is £494,350, an increase of £27,110.
- **Affordable Warmth - Capital Grants (+£13,010):** The Council has now received confirmation from LCC that it has been granted up to £21,684 of additional capital funding in 2017/18 for the Affordable Warmth Capital Grants scheme. 60% of the total grant funding (£13,010) has been allocated to the Council already. The final 40% will only be allocated by LCC in-year once the Council can demonstrate it can spend at least 50% of the full allocation (i.e. £10,842).

At this stage, it is not guaranteed that enough spend will be undertaken in-year to trigger receipt of the final 40% of funding in the 2017/18 financial year. Thus, the revised estimate for the scheme has been set at £37,800, which is an increase of £13,010 to match the additional 2017/18 allocation already received.

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

Original Estimate 2017/18 £	Budget Moved from 2016/17 £	Slippage from 2016/17 £	Additional Approvals 2017/18 £	Total Approved Budget 2017/18 £	Revised Estimate 2017/18 £	Budget Moved to 2018/19 £	Actual Expenditure and Commitments as at end of December 2017 £
347,110	175,000	210,190	36,920	769,220	634,340	175,000	267,312

3.3 Expenditure (including commitments) on these schemes at the end of December 2017 is £267,312, which is 42.1% of the revised estimate.

3.4 The main reasons for the underspend on the full year budget to date are:

- **Disabled Facilities Grants (-£297,176):** Committed expenditure at the end of December 2017 was £197,174, based on six schemes approved prior to this financial year and twenty six schemes approved so far in 2017/18. There are a further nine applications awaiting approval and thirteen applications working towards approval following recommendation referrals received from Occupational Therapists. All schemes approved to date and those applications awaiting approval can be funded from the remaining 2017/18 budget.

Further applications are expected in-year. The level of these and the rate at which applications in the system are approved will determine whether the DFGs budget will be fully committed or not by year-end. *Note - The Council has now implemented its new DFGs policy, covering the “Ribble Valley Adaptations Grant” and “Discretionary Top-up Grant” schemes.*

- **Landlord/Tenant Grants (-£49,020):** One scheme for £15,900 has been completed and one scheme for £10,600 has been approved in October 2017 and work has started on that scheme. Two potential applicants are currently in touch with the Council.
- **Affordable Warmth - Capital Grants (-£20,829):** The committed expenditure at the end of December 2017 was £16,971, based on six grants approved in 2016/17, fourteen grants approved so far in 2017/18 and also the purchase of radiator reflectors to be granted to eligible residents in due course. The number of further applications received in-year will determine whether the Affordable Warmth budget will be fully committed or not by year-end.

4 RISK ASSESSMENT

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

- Resources – Approval of the revised capital programme will see a decrease of £134,880 in the level of financing resources needed in 2017/18 and £175,000 of capital financing resources will be moved into 2018/19.
- 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.

5 CONCLUSION

- 5.1 The revised estimate for this Committee’s capital programme is £634,340, which is a reduction of £134,880 from the previously approved capital budget.
- 5.2 The Clitheroe Market Improvements scheme is on hold and it is recommended that the £175,000 budget is moved to 2018/19 at revised estimate stage.
- 5.3 Additional external funding has been received to support two of the housing capital grant schemes in-year and the additional budget amounts, totalling £40,120, have been included in the 2017/18 revised estimate.
- 5.4 The £367,028 underspend to date against the full year revised estimate is due to lower levels of grant applications being approved for the year to date when compared to the levels of full-year funding the Council has in place for the Disabled Facilities Grants, Landlord Tenant Grants and Affordable Warmth Capital Grants schemes.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Approve the 2017/18 revised estimate of £634,340 for this Committee's capital programme, as set out in Annex 1.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH3-18/AC/AC
4 January 2018

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – None

HEALTH AND HOUSING COMMITTEE – REVISED CAPITAL PROGRAMME 2017-18

Cost Centre	Scheme	Original Estimate 2017/18 £	Budget Moved from 2016/17 £	Slippage from 2016/17 £	Additional Approvals 2017/18 £	Total Approved Budget 2017/18 £	Revised Estimate 2017/18 £	Budget Moved to 2018/19 £	Actual Expenditure and Commitments as at end of December 2017 £
CMIMP	Clitheroe Market Improvements	0	175,000	0	0	175,000	0	175,000	0
DISCP	Disabled Facilities Grants	297,110	0	170,130	0	467,240	494,350	0	197,174
LANGR	Landlord/Tenant Grants	50,000	0	25,520	0	75,520	75,520	0	26,500
CWARM	Affordable Warmth – Capital Grants	0	0	14,540	10,250	24,790	37,800	0	16,971
PURAP	Remaining Share of Alma Place Property	0	0	0	26,670	26,670	26,670	0	26,667
	Total Health and Housing Committee	347,110	175,000	210,190	36,920	769,220	634,340	175,000	267,312

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 6

meeting date: 18 JANUARY 2018
title: REVISED REVENUE BUDGET 2017/18
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

- 1.1 To agree a revised revenue budget for 2017/18 for this committee.

2 BACKGROUND

- 2.1 The original estimate for this current financial year was set in March 2017.
- 2.2 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.
- 2.3 At this time of year we revise the estimates for the current financial year in order to predict the likely outturn. In essence the Revised Estimate is the council's latest forecast for the outturn on the current financial year's budget. This also assists us in preparing the original estimate for the coming financial year.

3 REVISING THE ORIGINAL ESTIMATE

- 3.1 Since the budget was originally set we now have the benefit of information from the outturn position for 2016/17 and the variances that were experienced in that financial year. Furthermore, as we have been monitoring our budgets during the year we can also use this information to inform the revised budget process.
- 3.2 The 2017/18 budget included provision for pay at 1.1% and price increases of 1.5%.
- 3.3 Whilst our committee income and expenditure may increase or decrease at the revised estimate items such as our budgeted core government funding and our council tax precept remain fixed. As a result, any compensating movement is within our earmarked reserves and general fund balances.
- 3.4 In addition to the use of data on past performance there have been detailed discussions with budget holders and heads of service on past service provision and future plans, playing an integral part in the budget setting process.
- 3.5 Furthermore, decisions and actions required as a result of committee meetings are incorporated into the budget setting process, whilst financial implications would likely have already been identified as part of any committee decision.
- 3.6 As part of the setting of the revised estimate, this report is now presented to committee to seek comment and approval. Once approved by this committee, the revised estimate will be reported to Special Policy and Finance Committee.

3.7 The proposed revised estimate for this committee is now presented in the following section, with details of the movements that effect this revision being detailed at Annex 1. There are also details of the current actual position as at the end of November against the profiled Original Estimate and alongside the proposed Revised Estimate at Annex 2.

4 PROPOSED REVISED REVENUE BUDGET 2017/18

4.1 A comparison between the original and revised budgets for each cost centre is shown below, together with the associated movements in earmarked reserves.

Cost Centre and Description	Original Estimate 2017/18	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2017/18
APLAC: Alma Place Unit	0	6,830	-5,460	1,410		2,780
AWARM: Affordable Warmth	0	800				800
CLAIR: Clean Air	2,520	290		50		2,860
CLAND: Contaminated Land	8,990			-620		8,370
CLCEM: Clitheroe Cemetery	59,950	-2,020	-1,860	-2,760		53,310
CLMKT: Clitheroe Market	-46,220	280	-5,280	2,050	380	-48,790
CMGHH: Community Groups - Health & Housing	0			39,570		39,570
COMNL: Common Land	2,360			50		2,410
CTBEN: Localised Council Tax Support Administration	108,970	3,350	-14,680	-2,500		95,140
DOGWD: Dog Warden & Pest Control	98,840	2,790	3,430	-19,020		86,040
ENVHT: Environmental Health Services	293,490	770	-130	-1,060		293,070
HGBEN: Housing Benefits Administration	128,770	69,030	-105,370	240		92,670
HOMEE: Home Energy Conservation	13,170			-1,450		11,720
HOMES: Homelessness Strategy	85,720	5,040	-25,250	-6,150		59,360
HSASS: Housing Associations	6,670	3,400	-3,910	200		6,360
HSTRA: Housing Strategy	51,880	-1,570		-8,080		42,230

Cost Centre and Description	Original Estimate 2017/18	Movement in Expenditure	Movement in Income	Movement in Support Services	Movement in Capital Charges	Revised Estimate 2017/18
IMPGR: Improvement Grants	73,670		-3,510	12,280		82,440
JARMS: Joiners Arms	15,710	16,750	-35,390	10,250	370	7,690
SHARE: Shared Ownership Rents	-1,230					-1,230
SUPPE: Supporting People	11,880	30,670	-47,880	290		-5,040
UCRED: Universal Credit	9,400		0	-2,220		7,180
Grand Total	924,540	136,410	-245,290	22,530	750	838,940
Associated Movements in Earmarked Reserves						
HGBAL/H337 Equipment Reserve	0	-3,050	12,600			9,550
HGBAL/H339 Government Housing Grants Reserve	-130	-2,320	37,340			34,890
CPBAL/H330 Capital Reserve	0		4,020			4,020
Net after Movements in Earmarked Reserves	924,410	131,040	-191,330	22,530	750	887,400

- 4.2 The difference between the revised and original estimate is a decrease in net expenditure of £85,600 or a decrease in net expenditure of £37,010 after allowing for movements on earmarked reserves.

5 KEY MOVEMENTS FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE

5.1 Within the proposed Revised Estimate there are a number of substantial movements, and these are summarised in the table overleaf. A more detailed analysis of the movements is provided at Annex 1.

Description	Variance Original Estimate 2017/18 to DRAFT Revised Estimate 2017/18 £
<p>ALL cost centres - Support Services Net decrease in Support Services recharges for the Health and Housing Committee overall, following a reassessment of costs to date and time allocations in all support services areas. <i>Note - this is the net decrease in support services recharges after separately identifying the recharge of £39,570 for the new Community Groups cost centre (see CMGHH below).</i></p>	-17,040
<p>HGBEN - Housing Benefits Rent Allowance subsidy receiveable from the DWP is estimated to be £50,700 higher than Rent Allowance payments, after adjusting for recovery of housing benefits overpayments and non-cash transactions. This difference is £14,840 higher than budgeted for at original estimate stage in 2017/18.</p>	-14,840
<p>CTBEN - Localised Council Tax Support Administration Following the introduction of Local Council Tax Support and the move from Council Tax Benefit, any previous years' overpayments of Council Tax Benefits recovered by the Council are now retained by the Council, whilst any back payments of Council Tax Benefit to claimants falls on the Council. These amounts are not budgeted for at original estimate because they cannot be estimated. The likely net position for 2017/18 is net retained overpayments of £14,160.</p>	-14,160
<p>HGBEN - Housing Benefits Additional income received in-year from the DWP, which was not known about at original estimate stage, for various benefit changes and reforms the Council is required to implement in-year. This covers areas such as real time data matching, implementing the benefit cap changes, increased discretionary housing payments administration, fraud investigation and removal of the spare room subsidy.</p>	-12,770
<p>HGBEN - Housing Benefits Estimated receipt of Flexible Homelessness Support Grant, to help cover Rent Rebate subsidy not received from the DWP for rent paid on behalf of temporary accommodation benefit claimants that is above the Local Housing Allowance level. This grant income was not known about at original estimate stage.</p>	-9,750

Description	Variance Original Estimate 2017/18 to DRAFT Revised Estimate 2017/18 £
<p>JARMS - Joiners Arms</p> <p>The Joiners Arms scheme warden post duties and scale point were finalised after the original estimate budget was set. The actual costs of the role are less than the amount included in the original estimate plus the warden post will be vacant for an estimated period of two months from mid-December 2017.</p>	-6,950
<p>CMGHH - Community Groups - Health & Housing</p> <p>A new budget for this committee introduced at revised estimate stage, reflecting the cost of the time that partnership officers and regeneration staff spend working with community groups. The budget has been transferred from Planning, because this work on behalf of the community is more aligned with this Committee's supporting people agenda.</p>	39,570

6 CONCLUSION

- 6.1 The difference between the revised and original estimate is a decrease in net expenditure of £37,010 after allowing for transfers to and from earmarked reserves.

7 RISK ASSESSMENT

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

- Resources: approval of the revised estimate would see a decrease in net expenditure of £85,600 or £37,010 after allowing for movements on 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.

8 RECOMMENDED THAT COMMITTEE

- 8.1 Approve this committee's revenue revised estimate for 2017/18.

SENIOR ACCOUNTANT
HH1-18/AC/AC

DIRECTOR OF RESOURCES

11 December 2017

For further background information please ask for Andrew Cook
BACKGROUND PAPERS - None

HEALTH AND HOUSING COMMITTEE
 VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
APLAC: Alma Place Unit					
<i>Note - This is a new cost centre in 2017/18, this is a one-bedroom property providing move-on accommodation for people previously supported in other homelessness accommodation. The unit opened in August 2017.</i>					
Premises related expenses - repairs and maintenance Costs of enabling works to make the property fit for rental and some in-year repairs.	5,170				5,170
Premises related expenses - other Service charges, insurance, furniture and equipment in-year spend, plus void costs for cleaning, utilities and council tax.	1,510				1,510
Supplies and services - legal Valuation costs on purchase of the property.	150				150
Support services Allocation of support services time from financial services for this new property.			1,410		1,410
Customer and client receipts - dwelling rents First year's estimated rent income and furniture/equipment charge income from August onwards.		-1,740			-1,740
Government grants - Flexible Homelessness Support Grant Use of grant from DCLG to fund some of the enabling costs in-year.		-3,720			-3,720
Total Alma Place Unit	6,830	-5,460	1,410	0	2,780

HEALTH AND HOUSING COMMITTEE
 VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
AWARM: Affordable Warmth					
<i>Note - All 2017/18 spend on this cost centre is funded by grant income received from Lancashire County Council previously, which was set aside in the Government Housing Grants Reserve.</i>					
Third party payments - other contract payments Estimated in-year expenditure on energy efficiency/home safety checks and path clearance work.	600				600
Transfer payments - grants to individuals Estimated in-year fuel top up vouchers provided to eligible households.	200				200
Total Affordable Warmth	800	0	0	0	800
CLAIR: Clean Air					
Supplies and services - consultants Cost for additional Air Quality report re NOx levels.	290				290
Support services A net increase in expenditure following a re-assessment of costs to date and time allocations in the Chief Executive's department.			50		50
Total Clean Air	290	0	50	0	340
CLAND: Contaminated Land					
Support services A net decrease in expenditure following a re-assessment of costs to date and time allocations in Community Services.			-620		-620
Total Contaminated Land	0	0	-620	0	-620

HEALTH AND HOUSING COMMITTEE
 VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
CLCEM: Clitheroe Cemetery					
Premises related expenses - emergency tree work One-off costs in-year for work on dangerous trees.	1,150				1,150
Premises related expenses - grounds maintenance Reduced input estimated from the grounds maintenance team, based on updated hours input and costs to date.	-5,430				-5,430
Premises related expenses - other Minor increases in grounds maintenance oncosted wages, business rates, metered water and sewerage costs, set against reductions in electricity and insurance costs.	300				300
Supplies and services - purchase of equipment and materials Estimated increase in day-to-day purchases, due to additional grave shoring and matting equipment.	380				380
Supplies and services - trees, seeds, shrubs, plants and flowers Spend on trees for landscaping plus more purchases of trees to be sold on as commemorative trees in-year, due to a new area of land suitable for trees being cleared (reflected in increased commemorative trees income, see below).	1,580				1,580

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Support services A net decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decreases being in the Chief Executive's department and Financial Services.			-2,760		-2,760
Customer and client receipts - rechargeable works One-off income in-year from a health and safety review for another local cemetery.		-300			-300
Customer and client receipts - interment fees Estimated decrease in interments income in-year, based on interments income for the year to date and recent years' trends.		700			700
Customer and client receipts - monuments Estimated decrease in monuments rights income in-year, based on monuments rights income for the year to date and recent years' trends.		230			230
Customer and client receipts - exclusive burial rights Estimated increase in exclusive burial rights income in-year, based on exclusive burial rights income for the year to date and recent years' trends.		-1,730			-1,730
Customer and client receipts - exclusive woodland burial rights Estimated decrease in exclusive woodland burial rights income in-year, based on exclusive woodland burial rights income for the year to date and recent years' trends.		940			940

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Customer and client receipts - commemorative trees More commemorative trees sold than originally budgeted for. This is due to a new area of land suitable for trees being cleared (reflected in increased trees and shrubs costs, see above).		-1,700			-1,700
Total Clitheroe Cemetery	-2,020	-1,860	-2,760	0	-6,640
CLMKT: Clitheroe Market					
Employee related expenses - wages and insurance Increased market cover staff costs in-year, based on the cover profile for the year to date, and a minor reduction in employee insurance costs	470				470
Premises related expenses - repairs and maintenance Less 2017/18 repairs work estimated by surveyors than originally budgeted for.	-3,120				-3,120
Premises related expenses - other Minor increases in business rates, metered water, sewerage, insurance and refuse collection costs, set against reductions in electricity costs.	830				830
Supplies and services - publicity Increased advertising, publicity and event related costs for the Christmas market and other specialist market events staged in 2017/18. These additional costs are covered by Special Events Fees income (see below).	2,100				2,100

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Support services A net increase in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main increases being in Community Services, Financial Services and Legal Services.			2,050		2,050
Depreciation and impairment - depreciation Minor increase in the depreciation charges based on the valuation of the market site and market cafe.				380	380
Miscellaneous recharges - market office recharge to CCTV Estimated minor reduction in the recharge to the CCTV cost centre budget for use of the market office.		120			120
Customer and client receipts - cabins Estimated increase in cabins income in-year, based on cabins occupancy levels and income for the year to date and recent years' trends.		-3,970			-3,970
Customer and client receipts - stalls, pitches and other Estimated decrease in stalls and pitches income in-year, based on stalls and pitches income for the year to date and recent years' trends.		670			670
Customer and client receipts - special events fees Increased income from the Christmas markets and other specialist market events staged in 2017/18.		-2,100			-2,100
Total Clitheroe Market	280	-5,280	2,050	380	-2,570

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
CMGHH: Community Groups - Health & Housing					
<i>Note - A new cost centre in 2017/18. This budget reflects the cost of the work that the Council's Partnerships and Regeneration teams do with community groups to enable them to work in partnership with other public sector agencies and common interest groups, gain access to grant funding streams and support vulnerable groups in the borough.</i>					
Support services Allocation of partnership officer and regeneration staff time costs and other costs from the Chief Executive's department, related to working with community groups.			39,570		39,570
Total Community Groups - Health & Housing	0	0	39,570	0	39,570
COMNL: Common Land					
Support services A net increase in expenditure following a re-assessment of costs to date and time allocations in Legal Services.			50		50
Total Common Land	0	0	50	0	50
CTBEN: Localised Council Tax Support Admin					
Supplies and services - non-recurring purchases One-off purchase of IT licence keys relating to Local Council Tax Support system changes. This is funded by the Local Council Tax Support (LCTS) s31 New Burdens earmarked reserve.	2,800				2,800
Supplies and services - other Minor increases in equipment purchases and consultants costs, set against reductions in printing & stationery and mobile phone costs.	30				30

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Support services A net decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decreases being in Financial Services and Revenue Services.</p>			-2,500		-2,500
<p>Council Tax Rebates Following the introduction of LCTS, 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 Rebate subsidy. However, it is now a cost that has to be borne by the Council. This is the estimated cost for 2017/18, based on payments in the year to date.</p>	520				520
<p>Overpayments of Council Tax Benefit income Following the introduction of LCTS, previous years' overpayments of Council Tax Rebate benefit recovered by the Council in-year are now retained by the Council. This is the estimated amount to be retained in 2017/18, based on amounts recovered in the year to date.</p>		-14,680			-14,680
Total Localised Council Tax Support Admin	3,350	-14,680	-2,500	0	-13,830

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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<i>DOGWD: Dog Warden & Pest Control</i>					
Premises related expenses - repairs and maintenance One-off work to upgrade the Pest Control store to meet safety regulations.	2,240				2,240
Premises related expenses - other Minor increases in depot charges and grounds maintenance team charges, set against reductions in repairs oncosted wages costs.	790				790
Transport related expenses - vehicle repairs and maintenance Estimated additional maintenance expenditure on the dog warden and pest control vans in-year, based on costs for the year to date.	470				470
Transport related expenses - other Reduced diesel costs, mainly because of the part-time pest control officer post vacancy, and a minor reduction in vehicle insurance costs.	-710				-710
Support services A net decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decrease being in the Chief Executive's department, due to vacancies in-year.			-19,020		-19,020

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Customer and client receipts - rodent pest control, wasps nests treatment and missed appointments charges Reduced income estimated for the year, based on reduced usage for the year, in the context of there being a part-time pest control officer vacancy.		3,170			3,170
Customer and client receipts - dog fouling fixed penalty notices Reduced income estimated for the year, based on penalty notices income received for the year to date.		170			170
Other grants and contributions and miscellaneous recharges - other Minor income reductions estimated for stray dog charges and Salthill depot pest control work, set against minor one-off internal recharges for pest control work in-year at other Council premises.		90			90
Total Dog Warden & Pest Control	2,790	3,430	-19,020	0	-12,800
ENVHT: Environmental Health					
Supplies and services - water samples Estimated increase in water samples costs, based on the one-off additional cost of RADON risk assessment sample costs in-year, set against lower than estimated other water sample costs for the year.	800				800
Supplies and services - other Minor reduction in software maintenance costs, set against an increase in subscriptions costs.	-30				-30

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Support services A net decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decrease being in the Chief Executive's department.			-1,060		-1,060
Customer and client receipts - fixed penalty notices Increased income estimated for the year, based on litter and waste offences fixed penalty notices income received for the year to date.		-1,400			-1,400
Customer and client receipts - licences and registration fees Increased income estimated for the year, based on licences and registration fees income received for the year to date.		-2,020			-2,020
Customer and client receipts - food hygiene rating scheme rescore inspection Additional income received from the new rescore inspection service made available to businesses in 2017/18.		-460			-460
Customer and client receipts - private water samples Reduced income estimated because no private water supply risk assessments were carried out in-year until the Council's approach to RADON risk in the new private water supply risk assessment regime was approved at Health and Housing Committee in October.		3,260			3,260

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Customer and client receipts - environmental protection registration fees Estimated reduced income in-year from environmental permits issued, based on the permits issued for the year to date.		490			490
Total Environmental Health	770	-130	-1,060	0	-420
HGBEN: Housing Benefits Administration					
Supplies and services - non-recurring purchases Additional in-year spend on updating the benefits IT system for Local Authority data sharing, that is funded by additional DWP funding in-year (see below).	10,030				10,030
Supplies and services - other Minor reductions in printing & stationery, consultants, mobile phones and bank charges costs, set against a minor increase in equipment purchases.	-600				-600
Support services A net minor increase in expenditure following a re-assessment of costs to date and time allocations in support services areas.			240		240

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Transfer payments - rent allowance benefit payments Estimated increase in amounts paid to claimants, based on the payments made to claimants for the year to date and amended for an estimate of the level of housing benefits overpayments that the Council will recover from claimants and non-cash transactions. Increased costs in-year are broadly reflected by increased subsidy grant income (see below).</p>	54,980				54,980
<p>Transfer payments - non-HRA rent rebate benefit payments Estimated reduction in payments to claimants, based on rent rebate payments made for the year to date. Reduced costs in-year are broadly reflected by reduced subsidy grant income (see below).</p>	-8,010				-8,010
<p>Transfer payments - discretionary housing payments Estimated additional discretionary housing payments the Council will pay to some claimants, based on the increase in grant funding from the DWP in-year (see below) to support discretionary housing payments.</p>	12,630				12,630
<p>Government grants - rent allowance subsidy Estimated increase in rent allowance subsidy grant income to broadly cover the increased rent allowances paid out in-year, based on the payments made to claimants for the year to date (see above).</p>		-69,820			-69,820

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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Government grants - non-HRA rent rebate subsidy Estimated reduction in rent rebate subsidy grant income which reflects the reduced rent rebates paid out in-year, based on the payments made for the year to date (see above).		9,890			9,890
Government grants - discretionary housing payments grant Additional grant income to broadly cover the estimated costs of additional discretionary housing payments made in-year (see above).		-12,890			-12,890
Government grants - DWP LA Data Sharing IT costs funding Additional DWP funding provided in-year to cover the costs of updating the benefits IT system for Local Authority data sharing (see above).		-10,030			-10,030
Government grants - DWP Right Benefit Initiative grant Additional DWP funding received in-year to support additional Council costs in carrying out real time data matching.		-5,000			-5,000
Government grants - DWP discretionary housing payments administration funding Additional DWP funding received in-year to reflect the additional burden on the Council of administering discretionary housing payments.		-3,590			-3,590

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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Government grants - DWP implementing the benefit cap funding Additional DWP funding received in-year to reflect the additional burden on the Council of implementing the benefit cap.		-2,410			-2,410
Government grants - DWP other additional funding Additional funding in-year from the DWP for various benefit changes and reforms the Council is required to implement, such as migrants access to grants, performance review programme participation, fraud investigation, real time data matching, pension AIP reform, ESA changes, limiting support to two children, reducing temporary absence outside the UK, bereavement support payments and removal of the spare room subsidy.		-1,770			-1,770
Government grants - DCLG Flexible Homelessness Support Grant Estimate of Flexible Homelessness Support grant received in-year, which will be allocated to Housing Benefits to cover rent rebate subsidy not received from the DWP for rent paid on behalf of claimants in temporary accommodation which is above the Local Housing Allowance level.		-9,750			-9,750
Total Housing Benefits Administration	69,030	-105,370	240	0	-36,100

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 VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
HOMEE: Home Energy Conservation					
Support services A decrease in expenditure following a re-assessment of costs to date and time allocations in the Chief Executive's department.			-1,450		-1,450
Total Home Energy Conservation	0	0	-1,450	0	-1,450
HOMES: Homelessness Strategy					
Supplies and services - non-recurring purchases Non-recurring budget set up for any additional costs to the Council from preparation for the Homelessness Reduction Act, which comes into force on 1 April 2018. The budget is covered by New Burdens funding received from the DCLG (see below).	4,490				4,490
Supplies and services - consultants One-off expenditure on a review of homelessness case law to support housing's work on assessing homelessness cases.	630				630
Third party payments - other contract payments This is the transfer of home improvement agency and housing mental health service costs from the transfer payments budget (see below) to this third party payments budget, because these services are provided under a service agreement rather than being grant funded.	7,330				7,330

HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Transfer payments - grants to other bodies This is the transfer of home improvement agency and housing mental health service costs from this transfer payments budget to the third party payments budget (see above), because these services are provided under a service agreement rather than being grant funded.</p>	-7,410				-7,410
<p>Support services A net decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decreases being in the Chief Executive's department and Financial Services.</p>			-6,150		-6,150
<p>Government grants - DCLG Homelessness Reduction Act grant funding Receipt of £4,490 of Homelessness Reduction Act New Burdens funding, to support any additional costs from preparation for the Act (see above).</p>		-4,490			-4,490
<p>Government grants - DCLG Preventing Homelessness grant One-off receipt of Preventing Homelessness grant. There are currently no plans to spend this grant in 2017/18, so it will be set aside in the Government Housing Grants reserve at year-end, to support future expenditure in this area.</p>		-13,700			-13,700

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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Government grants - DCLG Flexible Homelessness Support Grant Flexible Homelessness Support Grant received in-year and used to fund a review of homelessness case law, £630, plus £6,430 of Flexible Homelessness Support Grant received in-year that is estimated to be unspent at year end. The unspent grant will be set aside in the Government Housing Grants reserve at year-end, to support future expenditure in this area.</p>		-7,060			-7,060
Total Homelessness Strategy	5,040	-25,250	-6,150	0	-26,360
HSASS: Housing Associations					
<p>Employee related expenses - salaries, national insurance and superannuation overtime Additional Housing officer costs for housing work undertaken on behalf of Ribble Valley Homes. This is to be reimbursed by Ribble Valley Homes (see below).</p>	3,910				3,910
<p>Supplies and services - promotional activities The affordable housing external advertising budget is no longer required.</p>	-510				-510
<p>Support services A minor increase in expenditure following a re-assessment of costs to date and time allocations in the Chief Executive's department.</p>			200		200

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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Other grants and contributions - rechargeable works income Estimated income from Ribble Valley Homes to reimburse the costs of housing work undertaken on their behalf (see above).		-3,910			-3,910
Total Housing Associations	3,400	-3,910	200	0	-310
HSTRA: Housing Strategy					
Supplies and services - postages Housing needs postage surveys are no longer required.	-1,570				-1,570
Support services A net decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decreases being in the Chief Executive's department and Financial Services.			-8,080		-8,080
Total Housing Strategy	-1,570	0	-8,080	0	-9,650
IMPGR: Improvement Grants					
Support services A net increase in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main increases being in the Chief Executive's department and Community Services. This reflects additional time spent on Disabled Facilities Grants by Housing officers and the Surveyors team.			12,280		12,280

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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Customer and client receipts - admin charge - Disabled Facilities Grants An estimated increase in the value of Disabled Facilities Grants schemes expected to be completed in-year means an expected increase in admin charge income.		-600			-600
Customer and client receipts - admin charge - Improvement Grants Fewer Landlord Tenant Grants schemes estimated to be completed in-year than originally planned for means an expected decrease in admin charge income.		1,110			1,110
Other income - Improvement grants Repayment of a capital-related home improvement loan, which must be initially accounted for within the revenue budget but then set aside in capital reserves at year-end.		-4,020			-4,020
Total Improvement Grants	0	-3,510	12,280	0	8,770
JARMS: Joiners Arms					
Employee related expenses - salaries, national insurance, superannuation and overtime The Joiners Arms scheme warden post duties and scale point were finalised after the original estimate budget was set. The actual costs of the role are less than the amount included in the original estimate plus the warden post will be vacant for an estimated period of two months from mid-December 2017.	-6,950				-6,950

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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Employee related expenses - employee insurance A budget is required for employee insurance, as one was not included at original estimate stage.	170				170
Premises related expenses - repairs oncosted wages Estimated staff cover costs for when the warden post is vacant for an estimated period of two months from mid-December 2017.	2,520				2,520

**HEALTH AND HOUSING COMMITTEE
VARIANCES FROM ORIGINAL ESTIMATE TO REVISED ESTIMATE 2017/18**

ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Premises related expenses - repairs and maintenance</p> <p>There was a broad estimate budget set for the first year of the Council taking back management of the Joiners Arms. In practice, repairs costs have been much higher due to:</p> <ul style="list-style-type: none"> - £14,500, one-off fire safety and extractor fan work to ensure fire regulations are complied with. A supplementary estimate budget was approved by Health and Housing Committee in October 2017 for this work. - £4,970, other additional first year repair work has been undertaken that was not anticipated at budget setting stage, such as new fire alarm installation, cutting off the gas supply, tarmac external areas, guttering and a high level of call out repairs. - £1,790, the previously separate alarm monitoring budget has been merged in with this repairs budget, as these items are managed together at all Council properties. <p>Flexible Homelessness Support Grant income, £19,470, has been used to fund the additional fire safety and extractor fan work and the other additional first year repair work (see below).</p>	21,260				21,260
<p>Premises related expenses - alarm monitoring</p> <p>The alarm monitoring budget has been merged in with the repairs and maintenance budget (see above), as these items are managed together at all Council properties.</p>	-1,790				-1,790

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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Premises related expenses - other Minor increases in electricity, void period council tax payments, metered water and cleaning materials costs, set against reductions in gas, business rates, sewerage, window cleaning and premises insurance costs.</p>	180				180
<p>Transport related expenses - mileage allowances This budget is no longer required, as the new warden post is based at the Joiners Arms.</p>	-150				-150
<p>Supplies and services - purchases and telephone lines A broad estimate purchases budget was set for the first year of the Council taking back management of the Joiners Arms. In practice costs have been higher due to the inclusion of laundry contract costs taken over from Ribble Valley Homes, along with the purchase of new washers and dryers for when the laundry contract ends. In addition, there is a minor increase in estimated telephone costs.</p>	1,510				1,510
<p>Support services An increase in expenditure following a re-assessment of costs to date and time allocations in Community Services and Financial Services, mainly reflecting additional input in areas such as managing rental income, repairs and call outs, arising from the Council taking back management of Joiners Arms.</p>			10,250		10,250

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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Depreciation and impairment - depreciation Minor increase in the depreciation charges based on the valuation of the property.</p>				370	370
<p>Customer and client receipts - dwelling rents The service charges income budget of £11,700 has been transferred from the miscellaneous recharges budget (see below) to this customer and client receipts budget, because rent income and service charges are being accounted for together. In addition, an increase in rent income and service charges income of £2,550 is expected, based on levels of rent income and occupancy at Joiners Arms for the year to date.</p>		-14,250			-14,250
<p>Customer and client receipts - other There is expected income of £730 from electric cards and £40 from non-refunded deposits that must now be budgeted for.</p>		-770			-770
<p>Miscellaneous recharges - service charges The service charges income budget of £11,700 has been transferred from this miscellaneous recharges budget to the customer and client receipts budget (see above), because rent income and service charges are being accounted for together.</p>		11,700			11,700

**HEALTH AND HOUSING COMMITTEE
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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>Government grants - DCLG Flexible Homelessness Support Grant Some of the Flexible Homelessness Support Grant received in-year has been used to fund the additional fire safety and extractor fan work and the other additional first year repair work in 2017/18 (see above).</p>		-19,470			-19,470
<p>Other grants and contributions - contributions & donations This is the Joiners Arms Sinking Fund reserve paid across by Ribble Valley Homes when the Council took over the running of Joiners Arms. It is to be used to pay for furniture and equipment purchases at Joiners Arms, when required. It will be set aside as the Joiners Arms Sinking Fund earmarked reserve at year-end.</p>		-12,600			-12,600
Total Joiners Arms	16,750	-35,390	10,250	370	-8,020
SUPPE: Supporting People					
<p>Third party payments - other contract payments Estimated payments of £30,670 to Hyndburn and Ribble Valley (HARV) Domestic Violence team for the provision of the Domestic Violence Support Worker and Support Resources scheme between April 2017 and March 2018 and the Sanctuary Security scheme between November 2017 and March 2018. These additional services have been funded by grant received from Lancashire County Council in 2017/18 (see below).</p>	30,670				30,670

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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Support services A net increase in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main increase being in the Chief Executive's department.			290		290
Other grants and contributions - Domestic Abuse Agreement - LCC grant Grant income from Lancashire County Council for the Domestic Violence Support Worker and Support Resources scheme (see above). Some funding relates to 2018/19 and will be set aside in the Government Housing Grants Reserve at year-end.		-42,880			-42,880
Other grants and contributions - Sanctuary Domestic Violence grant - LCC Grant income from Lancashire County Council for the Domestic Violence Sanctuary security scheme (see above). Some funding relates to 2018/19 and will be set aside in the Government Housing Grants Reserve at year-end.		-5,000			-5,000
Total Supporting People	30,670	-47,880	290	0	-16,920
UCRED: Universal Credit					
Support services A decrease in expenditure following a re-assessment of costs to date and time allocations in Revenues Services.			-2,220		-2,220

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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
Government grants - DWP Universal Credit Service Income 2017/18 income budget moved from this service income vatable code to the service funding non-vatable code (see below) because the income from DWP is now part of yearly funding allocations rather than being provided under a service agreement.		11,380			11,380
Government grants - DWP Universal Credit Service funding 2017/18 income budget moved from the service income vatable code (see above) to this service funding non-vatable code because the income from DWP is now part of yearly funding allocations rather than being provided under a service agreement.		-11,380			-11,380
Total Universal Credit	0	0	-2,220	0	-2,220
Committee Movements - Subtotal	136,410	-245,290	22,530	750	-85,600
MOVEMENT IN EARMARKED RESERVES					
HGBAL/H330: Capital Reserve Repayment of a capital-related home improvement loan received in-year, set aside to support future capital expenditure, +£4,020.		4,020			4,020

HEALTH AND HOUSING COMMITTEE
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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>HGBAL/H339: Government Housing Grants Reserve Funds set aside from previous years will be released at year-end to cover 2017/18 spend, as follows:</p> <ul style="list-style-type: none"> - DCLG Single Homelessness Initiative grant to fund Alma Place Unit enabling works, -£1,450. - Lancashire County Council Affordable Warmth grant to fund affordable warmth expenditure, -£800. - DCLG Prevention of Rough Sleeping grant to fund temporary accommodation to help single homeless people, -£200 (Note, -£130 was planned at original estimate stage). <p>Funds are planned to be set aside at 2017/18 year-end to support relevant expenditure in future years, as follows:</p> <ul style="list-style-type: none"> - Lancashire County Council Domestic Abuse Agreement grant re the Domestic Violence Support Worker and Support Resources scheme, +£14,290. - Lancashire County Council Sanctuary Domestic Violence grant re the Domestic Violence Sanctuary security scheme, +£2,920. - DCLG Flexible Homelessness Support grant unspent in 2017/18, +£6,430. - DCLG Preventing Homelessness Grant unspent in 2017/18, +£13,700. 	-2,320	37,340			35,020

**HEALTH AND HOUSING COMMITTEE
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ANNEX 1

	MOVEMENT IN EXPENDITURE £	MOVEMENT IN INCOME £	MOVEMENT IN SUPPORT SERVICES £	MOVEMENT IN CAPITAL £	TOTAL MOVEMENT £
<p>HGBAL/H337: Equipment Reserve Funds set aside from previous years will be released at 2017/18 year-end to cover 2017/18 spend, as follows: - Purchase of IT licence keys relating to Local Council Tax Support scheme IT system changes, -£2,800. - Installation of dog control order signs, -£250.</p> <p>Funds are planned to be set aside at 2017/18 year-end to support relevant expenditure in future years, as follows: - The Joiners Arms Sinking Fund reserve monies received from Ribble Valley Homes, +£12,600.</p> <p>Funds are to be moved within the Equipment Reserve at 2017/18 year-end, as follows: - Merge all funds from the Clitheroe Cemetery Headstone Foundation beams reserve, -£3,640, and the Clitheroe Cemetery Ashes Plot Foundation beams reserve, -£770, into one reserve called the Clitheroe Cemetery Foundation beams reserve, +£4,410.</p>	-3,050	12,600			9,550
Total Movement in Earmarked Reserves	-5,370	53,960	0	0	48,590
Total Committee Movements	131,040	-191,330	22,530	750	-37,010

ACTUAL TO DATE WITH ORIGINAL ESTIMATE AND PROPOSED REVISED ESTIMATE

Cost Centre	Description	Original Estimate to end of November	Actual and Commitments to end of November	Full Year Original Estimate	Proposed Revised Estimate
APLAC	Alma Place Unit	5,170	5,526	0	2,780
AWARM	Affordable Warmth	0	360	0	800
CLAIR	Clean Air	1,118	280	2,520	2,860
CLAND	Contaminated Land	0	0	8,990	8,370
CLCEM	Clitheroe Cemetery	15,320	10,513	59,950	53,310
CLMKT	Clitheroe Market	-92,064	-103,060	-46,220	-48,790
CMGHH	Community Groups - Health & Housing	0	0	0	39,570
COMNL	Common Land	442	42	2,360	2,410
CTBEN	Localised Council Tax Support Administration	-29,711	-31,515	108,970	95,140
DOGWD	Dog Warden & Pest Control	9,365	10,262	98,840	86,040
ENVHT	Environmental Health Services	-15,170	-18,032	293,490	293,070
HGBEN	Housing Benefits Administration	238,014	263,335	128,770	92,670
HOMEE	Home Energy Conservation	272	0	13,170	11,720
HOMES	Homelessness Strategy	-9,282	-26,992	85,720	59,360
HSASS	Housing Associations	342	-124	6,670	6,360
HSTRA	Housing Strategy	6,956	5,688	51,880	42,230
IMPGR	Improvement Grants	-4,312	-9,409	73,670	82,440
JARMS	Joiners Arms	20,155	-1,453	15,710	7,690
SHARE	Shared Ownership Rents	-1,230	-1,227	-1,230	-1,230
SUPPE	Supporting People	1,856	-21,442	11,880	-5,040
UCRED	Universal Credit	-11,380	-10,429	9,400	7,180
Committee Subtotal		135,861	72,322	924,540	838,940
Earmarked Reserves					
HGBAL/ H337	Equipment Reserve	0	9,550	0	9,550
HGBAL/ H339	Government Housing Grants Reserve	0	14,370	-130	34,890
HGBAL/ H330	Capital Reserve	0	4,017	0	4,020
Subtotal Earmarked Reserves		0	27,937	-130	48,460
Committee Total after Transfers to / from Earmarked Reserves		135,861	100,259	924,410	887,400

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 7

meeting date: 18 JANUARY 2018
title: ORIGINAL REVENUE BUDGET 2018/19
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

- 1.1 To agree this committee's draft revenue budget for 2018/19, for consideration at Special Policy and Finance Committee.

2 BACKGROUND - COUNCIL'S OVERALL FINANCIAL POSITION

- 2.1 In September we updated the Council's four year Budget Forecast which predicted budget gaps as follows: £774k in 2018/19, £956k in 2019/20, £1,139k in 2020/21.
- 2.2 In October 2016 this Council submitted an Efficiency Plan to the Government in order to secure a multi year finance settlement. We were notified on 16 November 2016 that we are now formally on the multi-year settlement and can expect to receive the allocations published as part of the 2016/17 local government finance settlement in 2017/18, 2018/19 and 2019/20.
- 2.3 On 19 December we were informed of the provisional Local Government Finance Settlement for 2018/19. As anticipated the figures provided previously in the multi-year settlement will be honoured. Additionally, the Government announced that our Rural Services Delivery Grant will not be reduced to £66,618 as previously indicated, but will instead remain at £86,603, as received in 2017/18.

3 BUDGET WORKING GROUP

- 3.1 The Budget Working Group have been undertaking detailed reviews over the past few months of the various funding streams of the council. These have particularly focused on Business Rates, New Homes Bonus and Council Tax. This will be further reviewed now that the full details of the individual committee budgets have been calculated, and once the Local Government Finance Settlement has been announced.

4 BUDGET PROCESS

- 4.1 Presented to committee for decision in October were the proposed fees and charges for 2018/19. The consequential impact of these approved fees and charges have been incorporated into the service budgets shown within this report.
- 4.2 Following a great deal of in-depth service analysis and meetings with regard to this committee's budgets by the council's accountants, budget holders, heads of service and management team, a proposed draft budget is now presented to members. This budget is agreed as that which best reflects the services of this committee for the next financial year.

4.3 When all committees have approved their detailed estimates the overall position will be considered by Budget Working Group.

4.4 The Budget Working Group will then make recommendations in order to produce a balanced budget for consideration at the Special meeting of Policy and Finance Committee. The final budget report will then be presented to Full Council, at which point the Council Tax for 2018/19 will also be approved.

5 2018/19 DRAFT REVENUE BUDGET

5.1 As far as your budget is concerned, the estimates have been prepared on the current levels of service, and they allow for pay and price increases at 2%.

5.2 Within this report the budget is shown in the same manner in which they are reviewed. Each cost centre within the report is shown individually. Behind each cost centre are more detailed subjective level budgets, but for the purposes of this report they are summarised into the standard local government CIPFA Service Reporting Code of Practice basis:

- **Employee Related:** this group includes the cost of employees, both direct and indirect to the council.
- **Premises Related:** this group includes expenses directly related to the running of premises and land.
- **Transport Related:** this group includes all costs associated with the provision, hire or use of transport, including travelling allowances.
- **Supplies and Services:** this group includes all direct supplies and service expenses to the council.
- **Third Party Payments:** a third party payment is a payment to an external provider which is operating independently, in return for the provision of a service.
- **Transfer Payments:** this includes the cost of payments to individuals for which no goods or services are received in return by the local authority. A key item here would be the payment of housing benefits.
- **Support Services:** charges for services that support the provision of services to the public. At this council the main support service cost is the support from staff based at the council office's building and the building's associated cost.
- **Depreciation and Impairment:** this is the revenue impact of capital items shown in the service revenue accounts of the council.
- **Income:** this includes income from fees and charges, grants, donations and contributions. Also shown here is the associated 'income' to a support service from the redistribution of its costs to those providing services to the public.

5.3 As you will see, the draft proposed budget for 2018/19 for each service area is also built up looking at a number of stages. The starting point is the base budget, being the Original Estimate for the current financial year. A summary of the various elements is given below:

- **Original Estimate 2017/18:** This represents the base budget for the council and assumes no change in service level from that set for the previous year's original estimate.
- **Savings:** Here any savings or additional income that is identified from past service experience or trends would be brought into the budget to adjust the base budget.
- **Inflation at 2%:** The budget forecast allows for inflation on pay and prices at 2% (with some exceptions such as grants). This is where that general allowance for inflation is brought into the individual budget areas.
- **Variation to Standard Budgeted Inflation %:** Inevitably, as we undertake detailed work on the budget it becomes evident that there are some items of income or spend that experience a greater or lower level of inflation. This is where we adjusted for those differing levels of inflation. An example is energy costs.
- **Unavoidable Changes to Service Costs:** This relates to changes to a service, for example where costs are demand driven. In past years items included under the new 'Savings' heading were also included here.
- **Support Services:** Any changes that relate to the recharging of support service costs are included in this column.
- **Capital:** Any changes relating to depreciation and impairment are included in this column.
- **DRAFT Original Estimate 2018/19:** The final column is the total of all preceding columns and is constructed from the base budget and any necessary changes to the base that are needed. If approved this will then form the base budget in next year's budget process.

5.4 Detailed in the following section of the report are the individual budget areas under this committee. Shown are the movements from the 2017/18 Original Estimate, to the DRAFT Original Estimate for 2018/19. Comments are also provided on the main variances.

6 COMMITTEE SERVICE ESTIMATES

6.1 Cost Centre and Description APLAC: Alma Place Unit

A one-bedroom property providing move-on accommodation for people previously supported in other homelessness accommodation.

Note - The original estimate was NIL because the opportunity to purchase the leasehold on the property and run it as move-on accommodation was not identified until Spring/Summer 2017. All the budgets added in are for the first full year of operation of the property.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Premises Related Expenditure	0		0		1,700			1,700
Supplies & Services	0		0		580			580
Support Services	0		0			700		700
Depreciation and Impairment	0		0				530	530
Total Expenditure	0	0	0	0	2,280	700	530	3,510
Customer & Client Receipts	0		0		-2,830			-2,830
Total Income	0	0	0	0	-2,830	0	0	-2,830
Net Expenditure	0	0	0	0	-550	700	530	680

APLAC: Alma Place Unit**Commentary on Substantial Budget Changes****Premises Related Expenditure - unavoidable changes to service costs, +£1,700**

Full year budgets for repairs, service charges, insurance, furniture and equipment, plus void costs for cleaning, utilities and council tax that fall to the council when the property is vacant.

Customer & Client Receipts - unavoidable changes to service costs, -£2,830

Full year rent and furniture and equipment charge estimated income, after allowing for void periods.

6.2 **Cost Centre and Description** AWARM: Affordable Warmth

Services available to help vulnerable residents stay warm in winter – the services available are dependent on grant provided by Lancashire County Council.

Note - This is an estimate of affordable warmth grant funding that will be unspent at the end of 2017/18 and will be rolled forward into 2018/19 to be spent on services such as home safety/energy efficiency checks, path clearance and fuel top up grants.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Third Party Payments	0		0		600			600
Transfer Payments	0		0		150			150
Total Expenditure	0	0	0	0	750	0	0	750
Net Expenditure	0	0	0	0	750	0	0	750
Associated Movement in Earmarked Reserves	0		0		-750			-750
Net After Earmarked Reserves	0	0	0	0	0	0	0	0

6.3 **Cost Centre and Description** CLAIR: Clean Air

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.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Supplies & Services	1,380		30		290			1,700
Support Services	1,140		0			70		1,210
Total Expenditure	2,520	0	30	0	290	70	0	2,910
Net Expenditure	2,520	0	30	0	290	70	0	2,910

6.4 **Cost Centre and Description** CLAND: Contaminated Land

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.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Support Services	8,990		0			-530		8,460
Total Expenditure	8,990	0	0	0	0	-530	0	8,460
Net Expenditure	8,990	0	0	0	0	-530	0	8,460

6.5 **Cost Centre and Description** CLCEM: Clitheroe Cemetery

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.

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.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Premises Related Expenditure	68,090		1,360	60	-4,480			65,030
Supplies & Services	4,860		100		990			5,950
Support Services	30,850		0			-1,100		29,750
Depreciation and Impairment	6,120							6,120
Total Expenditure	109,920	0	1,460	60	-3,490	-1,100	0	106,850
Customer & Client Receipts	-49,970		-1,000	-16,980	-850			-68,800
Total Income	-49,970	0	-1,000	-16,980	-850	0	0	-68,800
Net Expenditure	59,950	0	460	-16,920	-4,340	-1,100	0	38,050

CLCEM: Clitheroe Cemetery

Commentary on Substantial Budget Changes

Premises Related Expenditure - unavoidable changes to service costs, -£4,480

The main reason is a projected decrease in grounds maintenance team charges of £4,770, based on the projected hours to be input in 2018/19. In addition, there is a £290 net increase as a result of minor changes on other premises related budgets.

Support Services, -£1,100

A net decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decreases being in Financial Services and the Chief Executive's department.

Customer & Client Receipts - variation to standard budgeted inflation, -£16,980

An estimated increase in interments, exclusive burial rights and monuments fees income, based on the higher than inflation increases in 2018/19 fees approved by Health and Housing Committee in October 2017. The impact of the fees increase on the actual numbers of interments, exclusive burial rights and monuments fees may differ in practice to what is estimated here.

6.6 **Cost Centre and Description** CLMKT: Clitheroe Market

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.

Note - The 2018/19 original estimate is based on a normal trading year for the market. This will be re-visited at revised estimate stage for 2018/19.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	1,550		30		440			2,020
Premises Related Expenditure	35,640		710	790	-4,250			32,890
Supplies & Services	3,060		60					3,120
Support Services	36,300		10			2,150		38,460
Depreciation and Impairment	8,790		0				380	9,170
Total Expenditure	85,340	0	810	790	-3,810	2,150	380	85,660
Customer & Client Receipts	-125,270		-2,510		-2,560			-130,340
Miscellaneous Recharges	-6,290		-130		-50			-6,470
Total Income	-131,560	0	-2,640	0	-2,610	0	0	-136,810
Net Expenditure	-46,220	0	-1,830	790	-6,420	2,150	380	-51,150

CLMKT: Clitheroe Market

Commentary on Substantial Budget Changes

Premises Related Expenditure - unavoidable changes to service costs, -£4,250

The main reasons are an estimated reduction in repairs expenditure at the market of £3,930, in the context of repairs required across all Council properties, and an estimated reduction in electricity costs of £1,050. In addition, there is a £730 net increase as a result of minor changes on other premises related budgets.

Support Services, +£2,150

A net increase in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main increases being in Community Services, Financial Services and Legal Services.

Customer & Client Receipts - unavoidable changes to service costs, -£2,560

The main reason is an estimated increase in cabins income of £3,240, based on the increased cabins occupancy to date in 2017/18 continuing in 2018/19. In addition, stalls and pitches income is estimated to reduce by £680, based on projected income levels for 2018/19 being similar to those currently estimated for 2017/18.

6.7 **Cost Centre and Description** CMGHH: Community Groups - Health & Housing

The Council's Partnerships and Regeneration teams work with community groups to enable them to:

- work in partnership with other public sector agencies and common interest groups
- gain access to grant funding streams; and
- support vulnerable groups in the borough.

Note - This budget has been transferred from the Planning department budget, because this work on behalf of the community is better aligned with the Health and Housing Committee's supporting people agenda.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Support Services	0		0			46,300		46,300
Total Expenditure	0	0	0	0	0	46,300	0	46,300
Net Expenditure	0	0	0	0	0	46,300	0	46,300

CMGHH: Community Groups - Health & Housing

Commentary on Substantial Budget Changes

Support Services +£46,300

Full year budget, based on an allocation of partnership officer and regeneration staff time costs and other costs related to working with community groups.

6.8 **Cost Centre and Description** COMNL: Common Land

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.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Premises Related Expenditure	660		10		-10			660
Support Services	1,700		0			60		1,760
Total Expenditure	2,360	0	10	0	-10	60	0	2,420
Net Expenditure	2,360	0	10	0	-10	60	0	2,420

6.9 **Cost Centre and Description** CTBEN: Localised Council Tax Support Admin

District councils have a statutory duty to administer claims for Local Council Tax Support and respond to any legacy issues raised regarding Council Tax Benefit. 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.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	260		10					270
Supplies & Services	20,070		400		370			20,840
Support Services	154,910		0			230		155,140
Total Expenditure	175,240	0	410	0	370	230	0	176,250
Government Grants	-66,270		-1,330		7,960			-59,640
Total Income	-66,270	0	-1,330	0	7,960	0	0	-59,640
Net Expenditure	108,970	0	-920	0	8,330	230	0	116,610

CTBEN: Localised Council Tax Support Admin

Commentary on Substantial Budget Changes

Government Grants - unavoidable changes to service costs, +£7,960

An estimated reduction of £7,960 in Housing Benefits and Local Council Tax Support administration grant funding for 2018/19, based on the trend for funding reductions in recent years. Note - The actual allocations from the DWP and the DCLG will be confirmed in due course.

6.10 **Cost Centre and Description** DOGWD: Dog Warden & Pest Control

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.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Premises Related Expenditure	23,660		480		1,590			25,730
Transport Related Expenditure	4,720		90		-10			4,800
Supplies & Services	3,960		80					4,040
Third Party Payments	4,380		90					4,470
Support Services	76,940		0			-1,460		75,480
Depreciation and Impairment	4,270							4,270
Total Expenditure	117,930	0	740	0	1,580	-1,460	0	118,790
Other Grants and Contributions	-2,340		-50		110			-2,280
Customer & Client Receipts	-16,310		-320		270			-16,360
Miscellaneous Recharges	-440		-10		80			-370
Total Income	-19,090	0	-380	0	460	0	0	-19,010
Net Expenditure	98,840	0	360	0	2,040	-1,460	0	99,780

DOGWD: Dog Warden & Pest Control

Commentary on Substantial Budget Changes

Premises Related Expenditure - unavoidable changes to service costs, +£1,590

Increased input to dog warden work by the Grounds Maintenance team of £980 and the dog warden & pest control share of increased depot costs for 2018/19 of £610.

Support Services, -£1,460

A net decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decrease being in Financial Services.

6.11 **Cost Centre and Description** ENVHT: Environmental Health Services

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.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Supplies & Services	11,040	-290	210		660			11,620
Support Services	310,390		0			8,680		319,070
Total Expenditure	321,430	-290	210	0	660	8,680	0	330,690
Customer & Client Receipts	-27,940		-540	-840	10			-29,310
Total Income	-27,940	0	-540	-840	10	0	0	-29,310
Net Expenditure	293,490	-290	-330	-840	670	8,680	0	301,380

ENVHT: Environmental Health Services

Commentary on Substantial Budget Changes

Support Services, +£8,680

A net increase in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main increase being in the Chief Executive's department. Note - This increase represents a 2.8% increase in recharges from the 2017/18 original estimate, so is mainly a reflection of inflation increases between 2017/18 and 2018/19.

6.12 **Cost Centre and Description** HGBEN: Housing Benefits

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.

The Council pays out Housing Benefits to eligible claimants and these payments are reimbursed by subsidy grant received from the DWP.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	260		10					270
Supplies & Services	20,900		420		-290			21,030
Transfer Payments	6,701,010		134,020	-133,330	-367,790			6,333,910
Support Services	202,850		0			2,900		205,750
Total Expenditure	6,925,020	0	134,450	-133,330	-368,080	2,900	0	6,560,960
Government Grants	-6,796,250		-135,940	133,880	356,440			-6,441,870
Total Income	-6,796,250	0	-135,940	133,880	356,440	0	0	-6,441,870
Net Expenditure	128,770	0	-1,490	550	-11,640	2,900	0	119,090

HGBEN: Housing Benefits

Commentary on Substantial Budget Changes

Transfer Payments - variation to standard budgeted inflation, -£133,330

This is mainly due to no inflation related increase planned for most housing benefits payments as a result of the 1% reduction in social rents and freezes on local housing allowance and other applicable amounts payable to benefit claimants.

Transfer Payments - unavoidable changes to service costs, -£367,790

The main reason is a £372,660 estimated reduction in Rent Allowance benefit payments because of a reducing claimant caseload and migration of some benefit claims to Universal Credit in 2018/19. Note - Universal Credit is administered by the DWP rather than the Council. In addition, there is a £8,010 estimated reduction in Rent Rebate benefit payments, based on the reduced payments estimated to date in 2017/18 continuing in 2018/19, and a £12,880 estimated increase in discretionary housing payments made, based on estimated funding received from the DWP in 2018/19 being at a similar level to the funding received in 2017/18.

Support Services, +£2,900

A net increase in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main increase being in Financial Services.

Government Grants - variation to standard budgeted inflation, +£133,880

This is mainly due to a reduction in housing benefits subsidy from the DWP due to no inflation related increase planned for most housing benefits payments (see above).

Government Grants - unavoidable changes to service costs, +£356,440

This is mainly due to a £361,060 estimated reduction in Rent Allowance subsidy from the DWP, due to lower Rent Allowance payments (see above). In addition, there is a £9,890 estimated reduction in Rent Rebate subsidy from the DWP, due to lower Rent Rebate payments (see above), an estimated reduction of £7,960 in Housing Benefits and Local Council Tax Support administration grant funding for 2018/19, based on the trend for funding reductions in recent years, and an estimated net reduction of £420 for other New Burdens related DWP funding in 2018/19. These reductions are partly offset by a £13,140 estimated increase in discretionary housing payments funding from the DWP and a £9,750 estimated receipt of Flexible Homelessness Support Grant, to help cover Rent Rebate subsidy not received from the DWP for rent paid on behalf of temporary accommodation benefit claimants that is above the Local Housing Allowance level. Note - The actual Housing Benefits and Local Council Tax Support administration grant allocations from the DWP and the DCLG will be confirmed in due course.

6.13 **Cost Centre and Description** HOME: Home Energy Conservation

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.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Supplies & Services	400		10					410
Support Services	12,770		0			540		13,310
Total Expenditure	13,170	0	10	0	0	540	0	13,720
Net Expenditure	13,170	0	10	0	0	540	0	13,720

6.14 **Cost Centre and Description** HOMES: Homelessness Strategy

This service includes:

- Homeless prevention work, which includes provision of the tenancy protection scheme, referrals to floating support and mediation.
- Development of the Homelessness Strategy, maintaining the Homeless Forum and achievements towards the homeless action plan.
- 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.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	210		0					210
Premises Related Expenditure	3,100		60					3,160
Transport Related Expenditure	100		0					100
Supplies & Services	3,270		70	110	34,370			37,820
Third Party Payments	0		0		7,700			7,700
Transfer Payments	10,460		210		-7,560			3,110
Support Services	68,580		0			-4,680		63,900
Total Expenditure	85,720	0	340	110	34,510	-4,680	0	116,000
Government Grants	0		0		-34,370			-34,370
Net Expenditure	85,720	0	340	110	140	-4,680	0	81,630
Associated Movement in Earmarked Reserves	-130		0		130			0
Net After Earmarked Reserves	85,590	0	340	110	270	-4,680	0	81,630

HOMES: Homelessness Strategy

Commentary on Substantial Budget Changes

Supplies & Services - unavoidable changes to service costs, +£34,370

Non-recurring budget set up for any additional costs to the Council to prevent and deal with homelessness and from implementation of the Homelessness Reduction Act, which comes into force on 1 April 2018. The budget is covered by Flexible Homelessness Support Grant and New Burdens funding received from the DCLG (see below).

Third Party Payments - unavoidable changes to service costs, +£7,700

This is the transfer of home improvement agency and housing mental health service costs from the transfer payments budget (see below) to this third party payments budget, because these services are provided under a service agreement rather than being grant funded.

Transfer Payments - unavoidable changes to service costs, -£7,560

This is the transfer of home improvement agency and housing mental health service costs from this transfer payments budget to the third party payments budget (see above), because these services are provided under a service agreement rather than being grant funded.

Support Services, -£4,680

A net decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decrease being in the Chief Executive's department.

Government Grants - unavoidable changes to service costs, -£34,370

This is mainly due to the receipt of £30,250 of Flexible Homelessness Support Grant and £4,120 of Homelessness Reduction Act New Burdens funding, to support any additional costs from preventing and dealing with homelessness and implementation of the Homelessness Reduction Act (see above).

6.15 **Cost Centre and Description** HSASS: Housing Associations

Enabling the delivery of affordable housing, working in partnership with Registered Housing Providers to identify potential sites and support bids to assist delivery. Work undertaken on behalf of Registered Housing Providers is also reflected here.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Supplies & Services	510	-510	0					0
Support Services	6,160		0			170		6,330
Total Expenditure	6,670	-510	0	0	0	170	0	6,330
Net Expenditure	6,670	-510	0	0	0	170	0	6,330

6.16 **Cost Centre and Description** HSTRA: Housing Strategy

The Strategic Housing Service addresses the housing needs in the borough through partnership working with Registered Housing Providers, support providers and Community Groups. A housing forum is held twice a year to update stakeholders on housing strategy progress and key issues.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Supplies & Services	1,920	-1,570	0					350
Third Party Payments	5,670		110					5,780
Support Services	44,290		0			-7,010		37,280
Total Expenditure	51,880	-1,570	110	0	0	-7,010	0	43,410
Net Expenditure	51,880	-1,570	110	0	0	-7,010	0	43,410

HSTRA: Housing Strategy

Commentary on Substantial Budget Changes

Supplies & Services - savings, -£1,570

Postage costs savings because housing needs postage surveys are no longer required.

Support Services -£7,010

A net decrease in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main decreases being in Financial Services and the Chief Executive's department.

6.17 **Cost Centre and Description** IMPGR: Improvement Grants

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 significant input from housing officers and the council's surveyors team.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Support Services	80,130		0			11,720		91,850
Total Expenditure	80,130	0	0	0	0	11,720	0	91,850
Customer & Client Receipts	-6,460		-130		-470			-7,060
Total Income	-6,460	0	-130	0	-470	0	0	-7,060
Net Expenditure	73,670	0	-130	0	-470	11,720	0	84,790

IMPGR: Improvement Grants

Commentary on Substantial Budget Changes

Support Services +£11,720

A net increase in expenditure following a re-assessment of costs to date and time allocations in support services areas, with the main increases being in the Chief Executive's department and Community Services.

6.18 **Cost Centre and Description** JARMS: Joiners Arms

The Joiners Arms unit provides seven units of temporary accommodation, five of which are family units, to help prevent and deal with homelessness. The housing service manages the units and provides ongoing engagement with the households in the unit to try and ensure they do not remain in temporary accommodation for longer than the target length of stay of 7 weeks.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	15,920	-5,470	210		470			11,130
Premises Related Expenditure	15,170	-690	290	340	2,710			17,820
Transport Related Expenditure	150	-150	0					0
Supplies & Services	2,190	-120	40		400			2,510
Support Services	4,350		0			10,460		14,810
Depreciation and Impairment	6,730						370	7,100
Total Expenditure	44,510	-6,430	540	340	3,580	10,460	370	53,370
Customer & Client Receipts	-17,100		-340	340	-13,930			-31,030
Miscellaneous Recharges	-11,700		-230	230	11,700			0
Total Income	-28,800	0	-570	570	-2,230	0	0	-31,030
Net Expenditure	15,710	-6,430	-30	910	1,350	10,460	370	22,340

JARMS: Joiners Arms

Commentary on Substantial Budget Changes

Employee Related Expenditure - savings, -£5,470

The Joiners Arms scheme warden post duties and scale point were finalised after the 2017/18 original estimate was set. The actual costs of the role are £5,470 less than the amount included in the 2017/18 original estimate.

Premises Related Expenditure - unavoidable changes to service costs, +£2,710

This is mainly due to an increase in the repairs budget of £1,960, based on the surveyors assessment of yearly costs after the first year of the Council taking back management of Joiners Arms. In addition, there is a £750 net increase as a result of minor changes on other premises related budgets.

Support Services, +£10,460

This is due to an increase in expenditure following a re-assessment of costs to date and time allocations in Financial Services and Community Services. It is mainly due to increased input on managing rental income, repairs and call outs, arising from the Council taking back management of Joiners Arms.

Customer & Client Receipts - unavoidable changes to service costs, -£13,930

There are two main reasons for this increase. Firstly, an increase in rent income of £1,440 is expected, when compared to the original estimate set for 2017/18, based on levels of rent income and occupancy at Joiners Arms in 2017/18 to date. Secondly, the service charges income budget of £11,700 has been transferred from the miscellaneous recharges budget (see below) to this customer & client receipts budget, because rent income and service charges are being accounted for together. In addition, there is expected income of £790 from electric cards that is now budgeted for.

Miscellaneous Recharges - unavoidable changes to service costs, +£11,700

The service charges income budget of £11,700 has been transferred from this miscellaneous recharges budget to the customer & client receipts budget (see above), because rent income and service charges are being accounted for together.

6.19 **Cost Centre and Description** SHARE: Shared Ownership Rents

This budget represents income received from shared ownership property rents at Riverside, Clitheroe, and any related costs.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Customer & Client Receipts	-1,230		-20					-1,250
Total Income	-1,230	0	-20	0	0	0	0	-1,250

6.20 **Cost Centre and Description** SUPPE: Supporting People

This service area covers additional support areas, such as liaison with supported housing scheme providers, domestic violence support and older people's support.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Supplies & Services	200		0					200
Third Party Payments	0		0		17,210			17,210
Transfer Payments	2,580		50					2,630
Support Services	9,100		0			260		9,360
Total Expenditure	11,880	0	50	0	17,210	260	0	29,400
Net Expenditure	11,880	0	50	0	17,210	260	0	29,400
Associated Movement in Earmarked Reserves	0		0		-17,210			-17,210
Net After Earmarked Reserves	11,880	0	50	0	0	260	0	12,190

SUPPE: Supporting People

Commentary on Substantial Budget Changes

Third Party Payments - unavoidable changes to service costs, +£17,210

Estimated payments of £17,210 to Hyndburn and Ribble Valley (HARV) Domestic Violence team for the provision of the Domestic Violence Support Worker and Support Resources scheme between April and September 2018 and the Sanctuary Security scheme between April and October 2018. These additional services have been funded by grant funding received from Lancashire County Council in 2017/18 and set aside in the Government Housing Grants reserve at 31 March 2018 (see below).

Associated Movement in Earmarked Reserves, -£17,210

Estimated transfer of £17,210 of Lancashire County Council funding from the Government Housing Grants reserve to fund the additional domestic abuse support services provided in 2018/19 (see above).

6.21 **Cost Centre and Description** UCRED: Universal Credit

The Council has been working on behalf of the DWP to provide support to Universal Credit claimants in the borough.

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Support Services	20,780		0			320		21,100
Total Expenditure	20,780	0	0	0	0	320	0	21,100
Government Grants	-11,380		-230		1,370			-10,240
Total Income	-11,380	0	-230	0	1,370	0	0	-10,240
Net Expenditure	9,400	0	-230	0	1,370	320	0	10,860

UCRED: Universal Credit

Commentary on Substantial Budget Changes

Government Grants - unavoidable changes to service costs, +£1,370

An estimated reduction of £1,370 in Universal Credit administration grant funding for 2018/19, based on the trend for funding reductions in recent years. Note - The actual allocation from the DWP will be confirmed in due course.

7 SUMMARIES

7.1 The draft budget is summarised in two ways. One over the 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 and Description	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
APLAC: Alma Place Unit	0		0		-550	700	530	680
AWARM: Affordable Warmth	0		0		750			750
CLAIR: Clean Air	2,520		30		290	70		2,910
CLAND: Contaminated Land	8,990		0			-530		8,460
CLCEM: Clitheroe Cemetery	59,950		460	-16,920	-4,340	-1,100		38,050
CLMKT: Clitheroe Market	-46,220		-1,830	790	-6,420	2,150	380	-51,150
CMGHH: Community Groups - Health & Housing	0		0			46,300		46,300
COMNL: Common Land	2,360		10		-10	60		2,420
CTBEN: Localised Council Tax Support Admin	108,970		-920		8,330	230		116,610
DOGWD: Dog Warden & Pest Control	98,840		360		2,040	-1,460		99,780
ENVHT: Environmental Health Services	293,490	-290	-330	-840	670	8,680		301,380

a) Cost of Services Provided (Objective)

Cost Centre and Description	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
HGBEN: Housing Benefits	128,770		-1,490	550	-11,640	2,900		119,090
HOMEE: Home Energy Conservation	13,170		10			540		13,720
HOMES: Homelessness Strategy	85,720		340	110	140	-4,680		81,630
HSASS: Housing Associations	6,670	-510	0			170		6,330
HSTRA: Housing Strategy	51,880	-1,570	110			-7,010		43,410
IMPGR: Improvement Grants	73,670		-130		-470	11,720		84,790
JARMS: Joiners Arms	15,710	-6,430	-30	910	1,350	10,460	370	22,340
SHARE: Shared Ownership Rents	-1,230		-20					-1,250
SUPPE: Supporting People	11,880		50		17,210	260		29,400
UCRED: Universal Credit	9,400		-230		1,370	320		10,860
Grand Total	924,540	-8,800	-3,610	-15,400	8,720	69,780	1,280	976,510
Associated Movement in Earmarked Reserves	-130		0		-17,830			-17,960
Net After Earmarked Reserves	924,410	-8,800	-3,610	-15,400	-9,110	69,780	1,280	958,550

b) Type of Expenditure/Income (Subjective)

	Original Estimate 2017/18	Savings	Inflation at 2%	Variation to Standard Budgeted Inflation %	Unavoidable Changes to Service Costs	Support Services	Capital	DRAFT Original Estimate 2018/19
Employee Related Expenditure	18,200	-5,470	260		910			13,900
Premises Related Expenditure	146,320	-690	2,910	1,190	-2,740			146,990
Transport Related Expenditure	4,970	-150	90		-10			4,900
Supplies & Services	73,760	-2,490	1,420	110	37,370			110,170
Third Party Payments	10,050		200		25,510			35,760
Transfer Payments	6,714,050		134,280	-133,330	-375,200			6,339,800
Support Services	1,070,230		10			69,780		1,140,020
Depreciation and Impairment	25,910		0				1,280	27,190
Total Expenditure	8,063,490	-8,800	139,170	-132,030	-314,160	69,780	1,280	7,818,730
Government Grants	-6,873,900		-137,500	133,880	331,400			-6,546,120
Other Grants and Contributions	-2,340		-50		110			-2,280
Customer & Client Receipts	-244,280		-4,860	-17,480	-20,360			-286,980
CEC Recharged to Other GF Serv	0		0					0
Miscellaneous Recharges	-18,430		-370	230	11,730			-6,840
Total Income	-7,138,950	0	-142,780	116,630	322,880	0	0	-6,842,220
Net Expenditure	924,540	-8,800	-3,610	-15,400	8,720	69,780	1,280	976,510
Associated Movement in Earmarked Reserves	-130		0		-17,830			-17,960
Net After Earmarked Reserves	924,410	-8,800	-3,610	-15,400	-9,110	69,780	1,280	958,550

8 EARMARKED RESERVES

- 8.1 In the Original Estimate for 2017/18 this committee planned to use £130 from earmarked reserves to support its net expenditure. Looking forward to 2018/19, the proposal included in the estimates is that this committee plans to use £17,960 from earmarked reserves to support its net expenditure.
- 8.2 The table below provides a summary of the DRAFT Original Estimate for 2018/19 together with the budgeted impact on the relevant earmarked reserves. Also detailed is a summary of the reasons for the movements on the earmarked reserves.

	DRAFT Original Estimate 2018/19	Reason for Movement on Earmarked Reserve
Committee Net Cost of Services	976,510	
HGBAL/H339: Government Housing Grants Reserve	-17,960	<p>This is where housing related grants received but not spent at the end of each financial year are set aside, to then be committed to grant related expenditure in future years.</p> <p>In 2018/19, grant funding set aside from previous years will be released in-year to fund additional expenditure on specific services:</p> <p>-£750 for affordable warmth services such as home safety/energy efficiency checks, path clearance and fuel top up grants.</p> <p>-£14,290 for a domestic violence support worker and support resources.</p> <p>-£2,920 for domestic violence sanctuary security measures.</p>
Committee Net Cost of Services after Movements on Earmarked Reserves	958,550	

9 KEY VARIATIONS

9.1 The net expenditure for this committee has increased by £34,140 after allowing for associated movements on earmarked reserves. The main reasons for this net increase are summarised in the table below.

Description	Variance Original Estimate 2017/18 to DRAFT Original Estimate 2018/19 £
<p>CMGHH - Community Groups - Health & Housing A new budget for this committee in 2018/19, reflecting the cost of the time that partnership officers and regeneration staff spend working with community groups. The budget has been transferred from Planning, because this work on behalf of the community is better aligned with this Committee's supporting people agenda.</p>	46,300
<p>HGBEN - Housing Benefits and CTBEN - Localised Council Tax Support Admin Estimated reduction of £15,920 in Housing Benefits and Local Council Tax Support administration grant funding for 2018/19, based on the trend for funding reductions in recent years. Note - The actual allocations from the DWP and the DCLG will be confirmed in due course.</p>	15,920
<p>IMPGR - Improvement Grants Net increase in support services recharges from the Chief Executive's department and Community Services, mainly reflecting additional time spent on Disabled Facilities Grants by Housing officers and the Surveyors team.</p>	11,170
<p>JARMS - Joiners Arms Net increase in support services recharges from Financial Services and Community Services, mainly reflecting additional input on areas such as managing rental income, repairs and call outs, arising from the Council taking back management of Joiners Arms.</p>	10,460
<p>HGBEN - Housing Benefits Estimated receipt of Flexible Homelessness Support Grant, to help cover Rent Rebate subsidy not received from the DWP for rent paid on behalf of temporary accommodation benefit claimants that is above the Local Housing Allowance level.</p>	-9,750
<p>HGBEN - Housing Benefits Rent Allowance subsidy receiveable from the DWP is estimated to be £47,460 higher than Rent Allowance payments, after adjusting for recovery of housing benefits overpayments and non-cash transactions. This difference is £11,600 higher than budgeted for at original estimate stage in 2017/18.</p>	-11,600

Description	Variance Original Estimate 2017/18 to DRAFT Original Estimate 2018/19 £
<p>CLCEM - Clitheroe Cemetery Estimated increase in interments, exclusive burial rights and monuments fees income, based on the higher than inflation increases in 2018/19 fees approved by Health and Housing Committee in October 2017. The impact of the fees increase on the actual numbers of interments, exclusive burial rights and monuments rights granted may differ in practice to what is estimated here.</p>	-16,980

10 RISK ASSESSMENT

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

- Resources: Approval of the original budget for 2018/19 would see an increase in net expenditure of £51,970 compared with the original budget for 2017/18 or an increase in net expenditure of £34,140 after allowing for movements on 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.

11 RECOMMENDED THAT COMMITTEE

11.1 Approve the revenue original estimate for 2018/19 and submit this to the Special Policy and Finance Committee.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH2-18/AC/AC
5 January 2018

For further background information please ask for Andrew Cook

BACKGROUND PAPERS - None

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 8

meeting date: 18 JANUARY 2018
title: TEMPORARY ACCOMMODATION REVIEW
submitted by: CHIEF EXECUTIVE
principal author: RACHAEL STOTT, HOUSING STRATEGY OFFICER

1 PURPOSE

1.1 To provide a review of the use of 90 Whalley Road, Clitheroe as the temporary accommodation provision in the borough.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – Address the affordable housing needs of the borough.
- Corporate Priorities - To meet the statutory duties of the Council under the Homeless Reduction Act.
- Other Considerations – None.

2 BACKGROUND

2.1 12 months ago Committee approved a year pilot use of 90 Whalley Road as the Council's principal offer for temporary accommodation in the borough. Of the 7 flats within the scheme, 4 self contained and 3 share bathroom facilities with shared communal area and laundry room in the basement.

2.2 At the time various options for temporary accommodation were considered as alternatives to using the existing building. This review came about due to the risk of the support contract which is funded by LCC being withdrawn and Ribble Valley Homes no longer managing the building.

3 ISSUES

3.1 Over the past 12 months the building has been managed by the Council and we have secured funding from LCC for the support to continue.

3.2 An on-site warden employed by the Council is on site 20 hours per week and this role oversees day to day management of the accommodation. Over the past 12 months the maintenance of the building has proved to be more costly than predicted. This is mainly due to the fire protection measures undertaken in light of the Grenfell fire tragedy and the risks this highlighted. This was reported to Committee in September 2017. Improvements have also been made to the fire detection and extraction in each flat. The nature of the building, its age and location means that it is a building that requires a continuing maintenance programme.

3.3 However, the rental income has shown that the occupancy levels remain high. In the past 12 months since Ribble Valley Borough Council have managed the scheme, 31 households have stayed in the accommodation. During this period an average stay in temporary accommodation is 20 weeks for each household.

- 3.4 The new homeless legislation is due to be introduced from April 2018, details of this are included in a report to this Committee. This new legislation is likely to create an increased demand for temporary accommodation on its implementation from April and therefore it is foreseen that the demand for temporary accommodation will certainly not decrease. Appendix 1 sets out the main expenditure for last year, current year and year ahead proposed estimate. The appendix also details the main budget variances.
- 3.5 In light of the support contract continuing and therefore removing any safeguarding risks and the change in welfare reform, which means the rent able to be charged ensures the scheme remains viable.
- 3.6 Therefore with these two factors addressed and with a more onerous homeless legislation it is recommended that the use of 90 Whalley Road is continued.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications
- Resources – 90 Whalley Road is a valuable asset for the Council and overall allows the Council to offer temporary accommodation within the borough.
 - Technical, Environmental and Legal – Alternative options were considered but the building is fit for purpose.
 - Political – Provision of temporary accommodation within the borough is important; using out of borough would remove households from their support network.
 - Reputation – Maintaining good quality temporary accommodation is essential in delivering the homelessness service.
 - Equality & Diversity – Use of the accommodation is monitored and will be reported annually to Health and Housing Committee.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Agree to continue to use 90 Whalley Road as the Council's primary temporary accommodation for the borough.
- 5.2 Review use of accommodation on an annual basis and report to Committee.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

(If any)

For further information please ask for Rachael Stott, extension 3235.

REF: RS/EL/180118/H&H

APPENDIX 1

Joiners Arms - 2016/17, 2017/18 and 2018/19 net expenditure

	Actual 2016/17	Original Estimate 2017/18	PROPOSED Revised Estimate 2017/18	PROPOSED Original Estimate 2018/19
Employee Related Expenditure	0	15,920	9,140	11,130
Premises Related Expenditure	6,819	15,170	37,340	17,820
Transport Related Expenditure	0	150	0	0
Supplies & Services	358	2,190	3,700	2,510
Third Party Payments	3,856	0	0	0
Support Services	4,310	4,350	14,600	14,810
Depreciation and Impairment	6,724	6,730	7,100	7,100
Total Expenditure	22,067	44,510	71,880	53,370
Customer & Client Receipts	0	-17,100	-32,120	-31,030
Miscellaneous Recharges	0	-11,700	0	0
Government Grants	0	0	-19,470	0
Other Grants and Contributions	0	0	-12,600	0
Total Income	0	-28,800	-64,190	-31,030
Net Expenditure	22,067	15,710	7,690	22,340
Transfers to / (from) earmarked reserves	0	0	12,600	0
Net Expenditure after transfers to / (from) reserves	22,067	15,710	20,290	22,340

Main points

The 2018/19 original estimate of £22,340 and 2017/18 revised estimate of £20,290 are similar to the actual net expenditure of £22,067 in 2016/17, which was the last year of Ribble Valley Homes managing the unit, and are higher than the high level original estimate budget set for 2017/18.

The proposed budget for 2018/19 is based on much more knowledge of the income and expenditure at the unit, based on experience from the first year of the Council taking back management of the unit in 2017/18.

The main areas of risk in relation to achieving the budgets set are as follows:

- Repairs and maintenance - controlling costs for the rest of 2017/18 and into 2018/19 re call outs and other general repairs, now that several one-off jobs have been completed in 2017/18 to ensure the accommodation continues to meet relevant regulations and provides a decent basic level of accommodation.
- The level of rent income and service charge income received - this is reliant on occupancy levels at the unit and is demand led, based on people requiring temporary accommodation.

Explanation of main budget variances

The main changes between the 2017/18 original estimate and 2017/18 revised estimate are:

- £22,170 increase in premises costs, which is mainly due to an increase in repairs and maintenance costs.

One off costs of £14,500 for fire safety and extractor fan work is the main item, as reported to this Committee and approved by Policy and Finance Committee in November 2017, along with additional costs for new fire alarm installation, capping off the gas supply, tarmac external areas, guttering work and a high level of call out repairs.

- £19,470 of Government Grant funding, from the Flexible Homelessness Support Grant, is being used to cover additional repairs costs in-year.

- £6,780 decrease in employee related costs, because the duties and scale point for the Joiners Arms scheme warden post were only finalised after the 2017/18 original estimate was set and the costs of the post are less than budgeted for.

- £10,250 increase in support services charges from Financial Services and Community Services. It is mainly due to increased input on managing rental income, repairs and call outs, arising from the Council taking back management of Joiners Arms.

- £12,600 was received from Ribble Valley Homes for the Joiners Arms Sinking Fund, which is a reserve built up from service charges to fund basic furniture and equipment purchases at the Joiners Arms. This reserve money will be transferred to the Equipment earmarked reserve at year-end.

The main changes between the 2017/18 original estimate and 2018/19 original estimate are:

- £4,790 decrease in employee related costs, because the duties and scale point for the Joiners Arms scheme warden post were only finalised after the 2017/18 original estimate was set and the costs of the post are less than budgeted for.

- £10,460 increase in support services charges from Financial Services and Community Services. It is mainly due to increased input on managing rental income, repairs and call outs, arising from the Council taking back management of Joiners Arms.

Note - The miscellaneous recharges budget has been merged with the Customer & Client Receipts budget, because the service charges and rent income collected is being accounted for under one income code.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 9

meeting date: THURSDAY, 18 JANUARY 2018
title: RVBC AS A DEMENTIA FRIENDLY COUNCIL
submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE
principal author: COLIN HIRST, HEAD OF REGENERATION AND HOUSING

1 PURPOSE

1.1 To agree the actions to becoming dementia friendly.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – The matters addressed in this report support the actions of the Council's Community Strategy to build on the dementia friendly initiative.
- Corporate Priorities – The Council has stated in the corporate strategy a desire to become a dementia friendly Borough which supports the aims of making people's lives healthier and safer.
- Other Considerations – None.

2 BACKGROUND

2.1 The Council has supported work on dementia for a number of years initiated through the work of the former Strategic Partnership and continued through the Community Strategy adopted by Policy and Finance Committee in October 2014. Work on becoming a dementia friendly Council was identified as a key area of action during the Year of Health and Wellbeing, which the Council coordinated during 2014/2015 and has continued to progress with a series of projects. In relation to dementia there was significant progress made in instigating activities and promoting community awareness and support for people with dementia. Progress on this was reported to Health and Housing Committee under the Year of Health and Wellbeing agenda in March 2014, Minute 665 refers. Following staff changes, work has focused on supporting partners in relation to dementia, compared to direct delivery by the Council.

2.2 The Council's actions in terms of delivering against the Community Strategy objective in developing the dementia friendly initiative has been to work alongside a number of partners to establish a Dementia Action Alliance for Ribble Valley through which the partners can deliver a range of initiatives, supporting people with dementia. Having a Dementia Action Alliance in place is recognised by the Alzheimer's Society as a key step in delivering a dementia friendly community and this does place the Council with an advantage in terms of its dementia programme. The Ribble Valley Dementia Action Alliance is supported by the Council as a key partner, with the provision of secretariat services and facilitation of meetings. This has provided the Council the opportunity to deliver against its Community Strategy objective, developing dementia care and to participate in a range of activities that supports dementia care in the borough with a minimal resource implication to the Council.

2.3 The growing importance of supporting dementia care in the borough has been further recognised by the inclusion of the aim to become a dementia friendly borough within the Council's Corporate Plan. As Members will be aware a report on the initiative was considered by Committee at its meeting held in October (minute 345 refers) and dedicated working group was established to take forward the initiative which has met to discuss in detail the way forward and to identify specific actions. Minutes from the working group meetings are attached as Appendix 1 to this report.

3 ISSUES

3.1 In seeking to support the creation of a dementia friendly borough it is important to recognise that it takes time to develop and implement measures to address dementia and support carers in the wider Ribble Valley community. Formal recognition of dementia friendly communities is governed by a process administered by the Alzheimer's Society who offers guidance and a recognised British Standard accredited pathway. Similar guidance is aimed at individual organisations who seek to become recognised in their own right for the way in which they contribute to the wider community by the way in which they undertake their business.

3.2 The Council has a number of roles to consider when progressing its dementia work as it carries out a range of duties and responsibilities. This includes its community leadership role as well as the services it offers and how those services are delivered. It is proposed that the Council adopts the foundation criteria as a framework to progress this initiative and to provide a basis for action planning. A summary of the foundation criteria is attached at Appendix 2 to this report, together with the proposed actions identified to move the process forward.

3.3 As members are aware work has been undertaken to support the local Dementia Alliance and it is recognised that the Council has an important role in this partnership. It is recommended by the working group that the current support provided by the council be continued in order to help deliver the Council's role in supporting dementia. The formal recognition of the Dementia Action Alliance (DAA) and the further strengthening of links between the Council and the DAA will address key elements of the foundation criteria for the Council. It is proposed that the council's Dementia programme is reported through and monitored by the Ribble Valley Health and Wellbeing Partnership.

3.4 Recent discussions with the East Lancashire Clinical Commissioning Group (CCG) have identified an opportunity for the council to draw on the experience and capacity of the newly appointed Locality Manager to help develop our work around Dementia. Discussions at the beginning of February are anticipated with the new manager once they are in post. This will provide a useful opportunity to look at service areas and possible areas of joint working.

3.5 It is proposed to establish an officer working group to be responsible for implementing the actions and to progress the Council's dementia work, reporting back to the Corporate Management Team and the Health and Well-being Partnership. The Officer group will be responsible for undertaking, on a task and finish basis the more detailed service reviews and making recommendations on key actions to improve services to CMT in regard to Dementia.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – Existing work on dementia is accommodated through partnership work. There are no specific budgets established to deliver against any initiatives. Any additional resource requirements will have to be considered as part of the Council's normal budgeting process.
- Technical, Environmental and Legal – No implications identified.
- Political – The desire to become a dementia friendly borough is a stated objective of the Council.
- Reputation – The Council in becoming a recognised dementia friendly Council will add to the Council's reputation as a community friendly organisation.
- Equality & Diversity – The measures outlined in this report will support the Council's ability to meet its obligations under the equality and diversity legislation.

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Note the minutes of the Dementia Working Group attached as Appendix 1 to this report.
- 5.2 Endorse the continued support for the Dementia Action Alliance and ask that the opportunities for further joint working are explored by the Ribble Valley Health and Well-being Partnership.
- 5.3 Endorse as a framework to guide the work of the Council on its dementia initiative, the Alzheimer's Society Foundation Criteria, and agree the Dementia Action Plan each as set out in Appendix 2.
- 5.4 Delegate to the Chief Executive the formation of an Officer Working Group to implement the action plan, reporting progress to the Health and Well-being Partnership as appropriate and keeping this committee informed by means of a 6 month monitoring report.

COLIN HIRST
HEAD OF REGENERATION AND HOUSING

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

Dementia files.

**MINUTES OF THE
DEMENTIA WORKING GROUP
HELD ON WEDNESDAY, 4 OCTOBER 2017 AT 4.30PM**

PRESENT:

Councillors: B Hilton (Chair)
S Bibby
P Elms
K Hind
S Knox

Officers: Colin Hirst
Dilys Day

APOLOGIES

Apologies were received from Marshal Scott.

ISSUES PAPER ON DEMENTIA

Members had considered a paper circulated prior to the meeting, incorporating an overview of various aspects of the work required to become a Dementia Friendly Borough Council. This included reference to the Alzheimer's Society outline of characteristics for registration as a Dementia Organisation. Attention was also drawn to the State of the Nation Report on Dementia in 2013.

Councils were encouraged to work in partnership with other community organisations, with examples of contributions arising in respect of planning, housing and adaptations, and transport.

Registration with the Alzheimer's Society would be required, and satisfaction of their criteria, along with compliance with a Code of Practice issued by the British Standards Institution in 2015.

Consideration would need to be given as to how to deliver the officer time required to achieve these goals and to maintain a strategy.

TERMS OF REFERENCE/OBJECTIVES

Colin reported that the Terms of Reference, once drafted, would need to be reported to Health and Housing Committee for ratification. These were likely to be defined by reference to the broader objectives of the working group.

There was discussion on the Council's distinct role in relation to Dementia Awareness and support, and the actions already being undertaken in the wider community by organisations (possibly already registered) who would be partners. There was general agreement on a number of objectives, comprised of:

1. Creation of an environment to enable people with Dementia to live in their own homes for as long as it is safe for them to do so.

2. Support for Lancashire County Council in their Dementia Awareness Campaign.
3. Raising awareness in every aspect of the Borough Council of the need to be Dementia friendly in the community, including staff training as appropriate.
4. Encouragement of the people of the Ribble Valley to become more aware of Dementia, and not to be afraid to approach their GP in respect of concerns.
5. Engagement with people with Dementia and their carers, and creation of a focus group to which to contribute and from which to receive further insight.
6. Working in partnership with relevant partners such as the Dementia Action Alliance, Lancashire County Council, the Police and the Fire Service.

There was discussion of the work already carried out by the Council in relation to or taking account of people with Dementia, including the Dementia Action Alliance, and the extent to which the Council has a role in identifying people with Dementia and directing them for medical assessment.

As a Council, consideration would need to be given to supporting staff to develop an awareness of Dementia, both when relating to colleagues and when looking outwards to the wider community. The Council would need to consider Dementia issues with regard to its buildings, policies and services, with staff being trained as appropriate.

Terms of reference should be framed to guide development of the process and monitor the progression of Ribble Valley Borough Council into becoming a Dementia Friendly Borough Council. There should also be an assessment of where the Council already stands in relation to the criteria for registration, as many systems and processes were already in place, and work should be done to identify gaps in the current processes rather than duplication of existing work.

A PROCESS OF BECOMING A DEMENTIA FRIENDLY COUNCIL

The working group was referred to the 7 foundation criteria identified by the Dementia Action Alliance for registration as a Dementia friendly community. It was explained that the local Dementia Action Alliance had already taken steps to meet these criteria, and that their registration process was already underway. In many boroughs, the process was approached as a partnership between the Council and the Dementia Action Alliance.

There was discussion with regard to the reports that had previously been given on Dementia issues, to the Health and Wellbeing Partnership and the Health and Housing Committee.

There was discussion on the process of delivery, including funding (possibly with assistance from outside bodies such as the CCG if permissible and available) and manpower resources. Consideration also could be given to establishing whether the Dementia Action Alliance could guide or access funds for the process.

The meeting closed at 5.35pm.

MINUTES OF THE DEMENTIA WORKING GROUP HELD ON MONDAY, 18 DECEMBER 2017 AT 2.30PM

PRESENT:

Councillors: B Hilton (Chair)
S Bibby
K Hind

Officers: Marshal Scott
Colin Hirst

APOLOGIES

Apologies were received from Councillor S Knox and Dilys Day. It was reported that Councillor P Elms had resigned from the group.

MINUTES OF LAST MEETING

The minutes of the meeting of 4 October 2017 were approved as a true record.

MATTERS ARISING

There were no matters arising.

DISCUSSION PAPER – COUNCILLOR K HIND

Councillor Hind had prepared a discussion paper, which had been circulated to the group prior to the meeting and which is attached to these minutes. This acknowledged the Ribble Valley Dementia Action Alliance (DAA) as an umbrella organisation for a number of service providers for people with dementia and their carers, and for established Dementia Friendly Communities (which could be groups of any size supporting those with dementia and their carers). The role of Ribble Valley Borough Council was more as an enabling body, whose services could be tailored to support those with dementia, their carers and service providers and Dementia Friendly Communities. This related to a number of aspects of the work carried out by the Council, including planning, housing, leisure, grants, affordable warmth and community transport.

It was agreed that the DAA could not take responsibility for the statutory functions of the Council, but they should work in partnership with the Council. Certain aspects of the DAA and the organisations under their umbrella could attract funding that was not accessible for local authorities.

Members agreed that a collaborative approach was required, without any political considerations.

It was agreed that becoming a Dementia Friendly Borough Council would mean the Council becoming dementia friendly in its provision of services. This would involve training of staff.

A new locality manager was due to take up post at East Lancashire CCG at the end of January 2018, who had experience with dementia issues. It was reported that it might be possible to engage her expertise in sessions for Ribble Valley Borough Council.

Issues were considered, including:

- Denial on the part of those with dementia or a reluctance to accept that their condition fell within the general description.
- There was a need to establish links between the Council and GPs to identify who has particular needs in this respect.
- There could be cross boundary issues for Longridge residents, who fall within the Preston/Mid Lancs CCG area.

In conclusion, Councillor Hind put forward the following approach:

- i) RVBC recognise the DAA.
- ii) There be a recommendation to Health and Housing Committee to continue provision of officer support to the DAA.
- iii) RVBC work with the DAA in the field of dementia.
- iv) RVBC work with the Ribblesdale Locality Manager to become a Dementia Friendly Council (with the Ribblesdale Locality Manager being invited to present to Health and Housing Committee).

DISCUSSION PAPER – COUNCILLOR S BIBBY

Councillor Bibby had prepared a short plan of action for establishment of a Dementia Friendly Council, circulated before the meeting and attached to these minutes. The issues had been largely covered in discussion on the previous item, and in a paper presented to a previous meeting on staff awareness and the work environment.

Issues were extracted and highlighted. It was agreed that the Council should seek to concentrate on particular issues rather than attempting to embrace all aspects of dementia. It was also emphasised that attempts should be made to remove any stigma from those affected by dementia.

The Chairman and Councillor Hind were invited to attend the next meeting of the DAA (or the subsequent one if the next scheduled meeting was the AGM).

BRIEFING PAPER – COUNCILLOR B HILTON

Councillor Hilton had prepared a briefing paper, circulated before the meeting and attached to these minutes. The points raised had already been discussed under the previous items.

NEXT STEPS

Councillor Brunskill had passed on information with regard to the Dementia Buddy scheme organised by Lancashire Fire & Rescue, to seek to avoid those with dementia from going out unsupported and becoming lost. Councillor Bibby explained that this initiative required use of a smart phone, and that for those without such devices a capsule to be carried with relevant information could assist. It was agreed to look for endorsement of adoption of devices to assist in tracking people.

Colin Hirst reported that the Ribble Valley Borough Council framework was in draft with a view to a report being submitted to Health and Housing Committee on 18 January 2018.

OTHER BUSINESS

Marshal Scott had asked how the Council could take steps to support lifestyles that tried to prevent the onset or impact of dementia, within the services already provided by the Council. This could include support for luncheon clubs, exercise and healthy lifestyles, and steps to address loneliness and isolation.

NEXT MEETING

It was agreed that this working group should not meet again, but that the issues be taken on by the Health and Wellbeing Partnership.

The meeting closed at 3.50pm.

Dementia Friendly Communities Recognition Process

This process enables public recognition for work towards becoming dementia friendly.

It asks communities to commit to delivering change and is structured around two key documents:

- BSI Code of Practice for Dementia Friendly Communities – detailed guidance and structure around what dementia friendly looks like and key areas for action.
- Foundation Criteria for Dementia Friendly Communities – seven criteria which help a community understand the way their dementia friendly community should be structured.

It is recommended that communities spend at least three to six months undertaking dementia friendly work before applying for recognition.

In order to apply for recognition as ‘working towards becoming dementia friendly’ the community should be able to:

- Meet the Foundation Criteria (below)
- State what actions the community has taken to date
- State what plans or targets the community has for the future and how the community plans to meet them
- State how the community has involved people affected by dementia in this work

Foundation Criteria

1. *Make sure you have the right local structure in place to maintain a sustainable dementia friendly community*

A local Dementia Action Alliance is the recommended model for this.

2. *Identify a person or people to take responsibility for driving forward the work to support your community to become dementia friendly and ensure that individuals, organisations and businesses are meeting their stated commitments*

For example: Dementia Action Alliance chair, a Councillor/Parish Councillor or local business leader.

3. *Have a plan to raise awareness about dementia in key organisations and businesses within the community that support people with dementia*

For example, leaflets, e-learning, Dementia Friends Champions or healthcare professionals.

4. *Develop a strong voice for people with dementia living in your communities. This will give your plan credibility and will make sure it focuses on areas people with dementia feel are most important.*

Engage those with dementia and take their views on board.

5. *Raise the profile of your work to increase reach and awareness to different groups in the community*

Develop a communications plan to spread the word of your dementia friendly communities plan or local Dementia Action Alliance to the wider community.

6. *Focus your plans on a number of key areas that have been identified locally*

Identify two or three priorities based on local analysis and evidence e.g. transport or local business.

7. *Have a plan in place or system to update on progress of your community after six months and one year*

Set out how you intend to report on progress towards becoming dementia friendly at six months and self-assess annually e.g. focus groups, research, mystery shopper, seeking opinions of local employees.

Dementia Action Plan

Health & Housing (H&H); Head of Regeneration & Housing (HRH);
Officer Working Group (OWG); Corporate Management Team (CMT);
Health and Wellbeing Partnership (HWBP).

FOUNDATION CRITERIA	CRITERIA GUIDANCE	RVBC ACTIONS	LEAD	PROGRESS
<p>Make sure you have the right local structure in place to maintain a sustainable dementia friendly community</p>	<p>A local Dementia Action Alliance is the recommended model for this.</p>	<p>Confirm support and develop working with local DAA</p> <p>Establish Officer group to undertake dementia review and implement actions</p>	<p>H&H COMMITTEE</p> <p>HRH</p>	
<p>Identify a person or people to take responsibility for driving forward the work to support your community to become dementia friendly and ensure that individuals, organisations and businesses are meeting their stated commitments</p>	<p>For example: Dementia Action Alliance chair, a Councillor/Parish Councillor or local business leader.</p>	<p>Chairs of Ribble Valley Health and Wellbeing Partnership and DAA in place.</p> <p><i>Meetings of RVHWBP provide vehicle for reporting joint working.</i></p> <p>.</p>	<p>Relevant Chairs</p>	
<p>Have a plan to raise awareness about dementia in key organisations and businesses within the community that support people with dementia</p>	<p>For example, leaflets, e-learning, Dementia Friends Champions or healthcare professionals.</p>	<p>Staff training programme to be developed to raise awareness and refresh previous training.</p> <p>Identify additional opportunities for Council to assist in awareness raising with relevant partners.</p>	<p>Personnel</p> <p>OWG/HWBP</p>	

<p>Develop a strong voice for people with dementia living in your communities. This will give your plan credibility and will make sure it focuses on areas people with dementia feel are most important.</p>	<p>Engage those with dementia and take their views on board.</p>	<p>Identify additional opportunities to seek views including hosting keynote event.</p>	<p>OWG</p>	
<p>Raise the profile of your work to increase reach and awareness to different groups in the community</p>	<p>Develop a communication plan to spread the word of your dementia friendly communities plan or local Dementia Action Alliance to the wider community.</p>	<p>Develop RVBC Communication programme using Council media</p>	<p>Comms Team</p>	
<p>Focus your plans on a number of key areas that have been identified locally</p>	<p>Identify two or three priorities based on local analysis and evidence e.g. transport or local business.</p>	<p>Undertake service area review to identify priority focus. Agree priority area of joint work with partners.</p>	<p>OWG/CMT/HWBP</p>	
<p>Have a plan in place or system to update on progress of your community after six months and one year</p>	<p>Set out how you intend to report on progress towards becoming dementia friendly at six months and self-assess annually e.g. focus groups, research, mystery shopper, seeking opinions of local employees.</p>	<p>Monitor actions through Ribble Valley Health and Well-being Partnership. Progress report to July Health and Housing Committee.</p>	<p>HWBP HRH</p>	

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 10

meeting date: THURSDAY, 18 JANUARY 2018
title: THE HOUSING AND PLANNING ACT 2016 CIVIL PENALTIES
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: HEATHER BARTON – HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To implement the new enforcement powers contained in the Housing and Planning Act 2016 (part 2 Rogue Landlords and Property Agents in England) including the use of civil penalty notices.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To sustain a strong and prosperous Ribble Valley.
- Corporate Priorities – The implementation of these powers will assist the Council in improving the private rented property on offer across the Borough.
- Other Considerations – None.

2 BACKGROUND

2.1 In May 2016 the Housing and Planning Act received Royal Assent. It was one of five measures designed to tackle rogue landlords/property agents. The Act also introduced mechanisms allowing landlords to legally recover abandoned properties without the need to go to court and powers on electrical safety and client money protection.

2.2 Local authorities were given a range of different measures such as a database of rogue landlords/property agents, planning orders, civil penalties, extension of rent repayment orders and tougher fit and proper person tests for landlords of licensed properties.

3 ISSUES

3.1 Civil Penalty Notices

Civil Penalty Notices

The Housing and Planning Act 2016 introduced civil penalties of up to £30,000 as an alternative to prosecution for certain offences under the Housing Act 2004. These changes were introduced on the 6 April 2017. It is necessary for Ribble Valley Borough Council to agree a policy to begin to use these penalties.

The following offences can now attract civil penalties.

- Failure to comply with an Improvement Notice.
- Offences in relation to the licensing of Houses in Multiple Occupation.
- Offences of contravention of an overcrowding notice.

- Offences in relation to licensing of houses under selective licensing.
- Failure to comply with management regulations in respect of Housing in Multiple Occupation.

The imposition of a civil penalty precludes the Council from perusing a prosecution for the same offence. However this will not reduce the amount of investigatory work as the Secretary of States guidance states that the same burden of proof required for a criminal prosecution is required for a civil penalty. It is the Intention of the Council to use civil penalties in preference to prosecution in all cases

The guidance issued by the Secretary of State requires each local authority to have a policy in relation to when civil penalties will be used and what level of penalties will be imposed. It is expected that the maximum amount, of £30,000 will be reserved for the worst offenders. The actual amount levied in any case should reflect the severity of the offence as well as the landlords previous record of offending.

Non-payment of the civil penalty may be enforced through the County or High Court. The offender has the right of appeal to the First Tier Tribunal (Residential Property Tribunal), which has the power to confirm, vary, increase or reduce the amount of the penalty or cancel the civil penalty.

Section 8.1 of the guidance issued by the Secretary of State requires that income from civil penalties can be retained by the local authority provided it is used for further local authority statutory functions in relation to their enforcement activities covering the private rented sector

The civil penalty policy and matrix as attached in appendix 1 has been create as a guide for enforcement officers to assist them in determining the level of fine. This will offer transparency and promote consistency in the enforcement process. Once approved the policy and matrix will be added to the existing Environmental Health enforcement policy.

The policy and matrix has been agreed with the other Pennine Lancashire Authorities, again this will assist in the authorities imposing the civil penalties consistently across the east of the county as a number of landlords own properties in more than one borough.

3.2 Rent Repayment Orders

The Housing Act 2004 introduced the sanction of rent repayment orders where a landlord of a house or house in multiple occupation has failed to obtain the necessary licence for those premises.

From the 1 April 2017 the Housing and Planning Act 2016 has extended this power to cover a much wider range of offences including:

- failure to comply with an improvement notice;
- offences in relation to licensing of Houses in multiple occupation;
- offences in relation to licensing of houses under selective licensing;
- offences of contravention of an overcrowding notice;
- failure to comply with management regulation in respect of a House in multiple occupation;
- breaching a Banning Order.

Where a landlord has been convicted of one of the offences listed above and if the rent has been paid through housing benefit/universal Credit the Council can apply to the first Tier Tribunal (Residential Property Tribunal) for a rent repayment order. If the tribunal decides in favour of the local authority they must require the landlord to repay the rent to the local authority up to a maximum of 12 months.

Non Payment of a rent repayment order May be enforced through the County or High Court.

3.3 Other Sanctions

The Housing and Planning Act 2016 also details other power in relation to:

- banning Orders, to stop the worst criminal landlords from operating in England or face imprisonment and a fine;
- the Use of a Rogue Landlord Database to share enforcement information across England.

However to date these powers have not been implemented.

4 RISK ASSESSMENT

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

- Resources – None.
- Technical, Environmental and Legal –_None arising from this report.
- Political – None.
- Reputation – A positive adoption of enforcement within the private rented sector.
- Equality & Diversity – None identified.

Policy: The Environmental Health Enforcement policy will need to be revised to take account of these changes.

5 REASON FOR RECOMMENDATIONS

- 5.1 The use of these powers will support and complement the work that the Council continues to deliver to tackle rogue landlords. The civil penalties and extension of the use or rent repayment orders could be a powerful deterrent to rogue landlord behaviour through the enforcement of significant financial penalties.

6 RECOMMENDED THAT COMMITTEE

- 6.1 To recommend that Council approves the Policy and Matrix for the use of civil penalties (Appendix 1) and its inclusion into the Environmental Health Enforcement Policy.
- 6.2 Delegate to the Head of Environmental Health Services all powers to issue, use and enforce civil penalties as detailed in the Housing and Planning Act 2016 and any regulations made there under.

- 6.3 Delegate to the Head of Environmental Health Services all powers to issue, use and enforce rent repayment orders as detailed in the Housing and Planning Act 2016 and any regulations made there under.

HEATHER BARTON
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

APPENDICES

Appendix 1 Policy and Matrix for the use of Civil Penalties

LIST OF BACKGROUND PAPERS

Housing and Planning Act 2016

Civil penalties under the Housing and Planning Act 2016 - Guidance for Local Housing Authorities

For further information please ask for Heather Barton, extension 4466.

REF: HB/CMS/H&H/18 JAN 18

APPENDIX 1

POLICY AND MATRIX FOR THE USE OF CIVIL PENALTIES

Introduction

The Housing and Planning Act 2016 introduces Civil Penalties of up to £30,000 as an alternative to prosecution for certain Housing Act 2004 offences from 6th April 2017.

The power to impose a civil penalty as an alternative to prosecution for these offences was introduced by section 126 and Schedule 9 of the Housing and Planning Act 2016.

These are:

- Section 30 failure to comply with an Improvement Notice;
- Section 72 offences in relation to licensing of Houses in Multiple Occupation (HMO);
- Section 95 offences in relation to licensing of houses under part 3 (Selective Licensing);
- Section 139(7) failure to comply with an overcrowding notice;
- Section 234 Management Regulations in respect of HMOs.

In determining the Civil Penalty amount the Local Housing Authority will have regard to the statutory guidance issued under schedule 9 of the Housing and Planning Act 2016 and the Civil Penalty Matrix developed by the Department for Communities and Local Government.

Burden of Proof

The criminal burden of proof, beyond all reasonable doubt must be satisfied before a Civil Penalty can be issued as an alternative to prosecution. The Local Housing Authority must satisfy itself that there would be a realistic prospect of conviction, applied objectively, to the evidence available.

In assessing the evidence regard must be given to the Code for Crown Prosecutors and when deciding whether there is sufficient evidence to prosecute consideration must be given as to whether the evidence can be used and is reliable.

Due regard must be given to any potential defences available and in certain circumstances the Local Housing Authority may decide to conduct an interview under caution in accordance with PACE codes of practice to assist in determining whether the issue of a Civil Penalty is appropriate or not.

Factors to consider when determining to prosecute or issue a civil penalty

Each case will be determined on its own merits taking into account all available evidence. Prosecution is likely to be the most appropriate action where the offence is particularly serious and/or where the landlord has a history of non-compliance in relation to property condition or property management.

The following factors, whilst not exhaustive, are examples of where it would be appropriate to consider the issuing of a Civil Penalty:

- The offender had no evidence of previous non-compliance with appropriate legislation.
- The offender had no previous convictions recorded.

- The offence was committed as a result of a genuine mistake or misunderstanding (these factors must be balanced against the seriousness of the offence).
- The offenders co-operation is beyond what would be expected.
- The offender does not need continuous chasing to rectify the offence.

Factors to Consider when Determining the Level of Civil Penalty

The actual amount levied in any particular case should reflect the severity of the offence, as well as the landlord's previous record of offending. The Council should consider the following factors to help ensure the civil penalty is set at an appropriate level:

- Severity of the offence, determined by harm caused and culpability of the offender.
- The history of compliance of the offender.
- Punishment of the offender for the offence.
- The deterrent from repeating the offence.
- The deterrent from others committing similar offences.
- Removing any financial benefit obtained from committing the offence.

These factors are contained in the financial penalty matrix which helps officers to determine the level of fine that should be imposed by creating a score and band for each case.

FINANCIAL PENALTY MATRIX

Officers should first determine the severity of the offence by looking at the harm and culpability categories.

Examples of Harm Categories

The table below contains factors relating to both actual harm and risk of harm.

High	<p>Serious adverse effect on individuals and/or having a widespread impact.</p> <p>High risk of an adverse effect on individuals including where persons are vulnerable.</p> <p>Housing defect giving rise to the offence poses an imminent or serious and substantial risk of harm to the occupants and/or visitors, for example Housing Health and Safety Rating System (HHSRS) imminent category 1 hazards such as danger of electrocution, carbon monoxide poisoning, serious fire safety risk or excess cold with vulnerable resident.</p>
Medium	<p>Adverse effect on individuals</p> <p>Medium risk of an adverse effect on individuals including where persons are vulnerable.</p> <p>Tenant misled/disadvantaged by the failing.</p> <p>The housing defect giving rise to the offence poses a serious risk of harm to the occupants and/or visitors, for example HHSRS category 1 hazards, multiple high category 2 hazards such as falls between levels, excess cold, asbestos exposure.</p>
Low	<p>Low risk of an adverse effect on individuals</p> <p>The housing defect giving rise to the offence poses a risk of harm to the occupants and/or visitors, for example low category 2 hazards under the HHSRS, localised damp and mould.</p>

Examples of Culpability Categories

Very High (Deliberate Act)	<p>Where the offender intentionally breached, or flagrantly disregarded, the law.</p> <p>For example repeatedly ignored reminders to apply for a property or HMO licence. Failure to comply with a correctly served improvement notice. No attempt made to contact the local authority to discuss breaches.</p>
High (Reckless Act)	<p>Actual foresight of or wilful blindness to the risk of offending but risks nevertheless taken by the landlord or property agent, for example failure to comply with HMO Management Regulations.</p>

Medium (Negligent Act)	Failure of the landlord or property agent to take reasonable care to put in place and enforce proper systems that prevent the offence being committed, for example part compliance with a schedule of works but failure to fully complete all schedule items within notice timescale. Partially completed licensing application form.
Low (Low or no culpability)	Offence committed with little or no fault on the part of the landlord or property agent, for example significant efforts were made to address the risk but they were obstructed by the tenant to allow contractor access or damage caused by tenants. Failings were minor and occurred as an isolated incident such as low category 2 hazards under the HHSRS found in one property from a large portfolio.

Having determined the category the officers should refer to the following starting points to reach a penalty band. Officers should then consider whether further adjustments should be made for aggravating and mitigating features.

Starting Points

Culpability	Harm category 1	Harm category 2	Harm category 3
Very high	6	5	4
High	5	4	3
Medium	4	3	2
Low	3	2	1

Banding Levels

Band 1	£0 to £4,999
Band 2	£5,000 to £9,999
Band 3	£10,000 to £14,999
Band 4	£15,000 to £19,999
Band 5	£20,000 to £24,999
Band 6	£25,000 to £30,000

The starting point for each band will be the mid-point e.g. for Band 1 the mid-point will be £2,500.

An offender will be assumed to be able to pay any financial penalty imposed unless they can demonstrate otherwise.

Aggravating Factors

The penalty can be increased by £1000 for each aggravating factor up to a maximum of £5000.

Mitigating Factors

The penalty can be decreased by £1000 for each mitigating factor up to a maximum of £5000.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 11

meeting date: THURSDAY, 18 JANUARY 2018
 title: THE SMOKE AND CARBON MONOXIDE ALARM (ENGLAND) REGULATIONS 2015
 submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE
 principal author: HEATHER BARTON, HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

- 1.1 To authorise the Head of Environmental Health Services and Environmental Health Officers to carry out enforcement under the Smoke and Carbon Monoxide Alarm (England) Regulations and to seek approval for the statement of principles which the local authority will following in determining the amount of a penalty charge related to a breach of the Smoke and Carbon Monoxide Alarm (England) Regulations.
- 1.2 To ensure that the Head of Environmental Health Services is authorised to exercise all necessary operational enforcement powers under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 in respect of smoke and carbon monoxide alarms.
- 1.3 To ensure that the Local Housing Authority is able to undertake its statutory duty to serve remedial notices, to arrange remedial action and serve penalty charge notices.
- 1.4 Relevance to the Council's ambitions and priorities:
- Community Objectives } To make people's lives safer and healthier and to
 - Corporate Priorities } protect and enhance the existing environmental
 - Other Considerations } quality of the area.

2 BACKGROUND

- 2.1 Under the Council's Scheme of Delegation, the authorisation of enforcement action in respect of housing standards is delegated to the Head of Environmental Health Services to ensure that operational enforcement decisions can be made efficiently and in the public interest.
- 2.2 In March 2015, the Government laid before Parliament the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 requiring all private sector landlords from October 2015 to ensure that working smoke alarms and in some cases carbon monoxide alarms are installed in privately rented properties. It is estimated that this will prevent 23 deaths and 586 injuries each year across England. It is noted that people are 4 times more likely to die in a fire in the home if there is no working smoke alarm. These regulations come with strong support after a consultation into conditions in the private rented sector.
- 2.3 Each of England's 46 fire and rescue authorities are expected to support private landlords in their own areas to meet their new responsibilities with the provision of free alarms, with one off grant funding from government. Lancashire Fire and Rescue Authority have 12,000 smoke alarms and 1400 carbon monoxide alarms to distribute and fit for landlords.

3 ISSUES

- 3.1 The Regulations - made under section 150(1) - (6) and (10) of the Energy Act 2013 and paragraph 3(a) of Schedule 4 to the Housing Act 2004 came into force on 1 October 2015.
- 3.2 The Regulations require private landlords to ensure that there is a working smoke alarm installed on each storey of a privately rented home, whether the floor is occupied or not, that a working carbon monoxide alarm is in place in each room containing a solid fuel burning combustion appliance (open fire, wood burning or multi fuel stove) and to check that appropriate alarms are in working order at the start of each tenancy. It is estimated that nationally 90% of properties in the private rented sector have one or more smoke alarms. It is unclear whether those who have smoke alarms, have working smoke alarms on each storey. It is estimated that there are very few properties containing a solid fuel burning combustion appliance that would require a carbon monoxide alarm.
- 3.3 The Regulations will be enforced by Local Housing Authorities who must serve remedial notices on those landlords in breach of their duty to comply. In any case where a landlord fails to comply with a remedial notice, the Authority must, if the necessary consent is given by the occupier of the premises, arrange for remedial action to be taken. It may also require the landlord to pay a civil penalty charge of up to £5000.
- 3.4 It is the duty of the Local Housing Authority to serve a remedial notice within 21 days where it has reasonable grounds to believe that a relevant landlord is in breach of the Regulations. The landlord has 28 days to comply and if the landlord does not comply with the remedial notice, the Local Housing Authority must arrange for an authorised person to take remedial action by undertaking the works in default and fitting the necessary alarms within a 28 day period. The Authority may require the landlord to pay a penalty charge which must not exceed £5000 and it must prepare and publish a statement of principles which it proposes to follow in determining the amount of a penalty charge. There is a right of appeal to the First-Tier Tribunal (Residential Property Tribunal) for any landlord who is required to pay a penalty charge.
- 3.5 Ribbles Valley Borough Council as the Local Housing Authority will require the landlord to pay a penalty charge. A statement of principles to determine the amount of a penalty charge is attached at Appendix 1 and this will be published. The local authority may revise its statement of principles and where it does so, it must publish the revised statement. The reason that landlords will be required to pay a fixed penalty charge is because the local housing authority has a duty to arrange remedial action and works in default. These costs will need to be recovered. Additionally, the landlord will have already been aware of their breach and given 28 days to comply. Penalty charges are only for landlords who refuse to co-operate with the local housing authority even after they have been made aware of their breach. The costs will cover the works in default, officer time, administration charges, recovery costs and a fine. The landlord will be able to appeal to the local housing authority and then to the Residential Property Tribunal against the local housing authority's decision.
- 3.6 A discussion has taken place with the other East Lancashire Councils to determine the level of fixed penalty charge that we should all apply. This scale of charges is set out in the statement of principles in appendix 1 to this report.
- 3.7 The conditions within the licences for Houses in Multiple Occupation will also be reviewed and revised if necessary to bring them in line with the new regulations.
- 3.8 The regulations exclude student halls of residence, hostels and refuges, care homes, hospitals and hospices and other accommodation relating to healthcare provision.

4 RISK ASSESSMENT

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

- Resources - There are no major financial implications for the Council as the smoke and carbon monoxide detectors will be either provided by the Fire Authority via a grant from Government or paid for by private landlords. The enforcement will be undertaken by existing members of the Private Sector Housing Team. If a landlord does not comply with a remedial notice, the Local Housing Authority has a duty to undertake the work in default. Normal cost recovery mechanisms will be used.
- Technical, Environmental and Legal - The Council's Scheme of Delegation needed to be amended to take account of the regulations and the relevant amendments.
- Political - The Council's Private Sector Housing Enforcement Policy will be revised to include the new regulations.
- Reputation – Within the existing resources of the Private Sector Housing Team it is not possible to visit every property to ensure that they are complying with the new regulations. Inspections will be made in where we are made aware of a possible breach of the regulations and during day to day work such as requests for service from tenants There is a risk that there will still be properties within this sector which do not have adequate protection and could lead to loss of life. However, it is the landlords' responsibility and not the Council's to ensure adequate protection.
- Equality & Diversity – No implications identified.

5 RECOMMENDED THAT COMMITTEE

- 5.1 That the Head of Environmental Health Services and Environmental Health Officers be authorised to exercise the Council's full enforcement powers under the Smoke and Carbon Monoxide Alarm (England) Regulations made under Section 150(1)-(6) and (10) of the Energy Act 2013 and paragraph 3(a) of Schedule 4 to the Housing Act 2004 that came into force on 1 October 2015.
- 5.2 That the statement of principles which the local authority will follow in determining the amount of a penalty charge related to a breach of the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 are approved.
- 5.3 The Council's Private Sector Enforcement Policy be amended to include the new regulations.

HEATHER BARTON
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

"The Smoke and Carbon Monoxide Alarm (England) Regulations 2015"
<http://www.legislation.gov.uk/ukdsi/2015/9780111133439/contents>

For further information please ask for Heather Barton, extension 4466.

REF: HC/EL/1180118/H&H

THE SMOKE AND CARBON MONOXIDE ALARM (ENGLAND) REGULATIONS 2015

Statement of Principles

Introduction

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 introduces the following requirements for all landlords during any period beginning on or after 1 October 2015 when the premises are occupied under the tenancy:

- (i) a smoke alarm is equipped on each storey of the premises on which there is a room used wholly or partly as living accommodation.
- (ii) a carbon monoxide alarm is equipped in any room of the premises which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance.
- (iii) checks are made by or on behalf of the landlord to ensure that each prescribed alarm is in proper working order on the day the tenancy begins if it is a new tenancy.

Enforcement

Where a local housing authority has reasonable grounds to believe that

- There are no or insufficient number of smoke alarms or carbon monoxide detectors in the property as required by the regulations; or
- The Smoke Alarms or carbon monoxide detectors were not working at the start of a tenancy or licence.

Then the authority shall serve on the landlord in a method prescribed by the Regulations, a remedial notice detailing the actions the landlord must take to comply with the regulations.

If after 28 days the landlord has not complied with the remedial notice, a penalty charge shall be levied through a penalty charge notice.

Principles to be followed in determining the amount of a Penalty Charge

The authority considers that a lesser penalty will be merited on the occasion of a first offence and that prompt payment of the penalty on that first occasion should attract a reduced penalty in recognition of early admission of liability and savings in administration costs.

The level of penalty should, however, as a minimum cover the cost of all works in default, officer time, recovery costs, as administration fee and a fine.

Repeated offences should attract a progressively higher penalty in view of continuing disregard for legal requirements and tenant safety.

If, following the service of a first penalty charge notice, a notice (or notices) is (are) served in respect of a further offence(s) but the further offence(s) arose prior to the service of the first notice, the penalty charge in respect of each notice shall be treated as a first offence penalty charge. Subsequent offences will, however, be treated cumulatively.

Level of Penalty Charge

The penalty charge shall be set at £2,500 for the first offence but this will be reduced to £1,250 if paid within a 14 day period. The penalty charge for the second offence is set at £5,000 with a reduction to £2,500 if paid within 14 days.

Should the landlord not comply with future remedial notices, then the fine shall be set according to the table below:

Offence	Fine
Third or more	£5,000

No discount will be given for prompt payment after the second occasion.

Appeals in relation to a Penalty Charge Notice

The landlord can request in writing, in a period that must not be less than 28 days beginning with the day on which the penalty notice was served, that the local housing authority review the penalty charge notice.

The local housing authority must consider any representation and decide whether to confirm, vary or withdraw the penalty charge notice. A landlord who is served with a notice confirming or varying a penalty charge notice may appeal to the first tier tribunal against the local housing authority's decision.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 12

meeting date: THURSDAY, 18 JANUARY 2018
title: THE LITTER STRATEGY FOR ENGLAND & RELATED ISSUES
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: HEATHER BARTON – HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 This report gives:

- a summary of the Government's Litter Strategy for England; and
- discussion with regard to regional working to develop behavioural change and education initiatives to help reduce litter and fly tipping and the potential impact of the introduction of a plastic bottle deposit scheme.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To support health, environmental, economic and social wellbeing of people who work, live and visit Ribble Valley.
- Corporate Priorities – To enable the delivery and provide effective and efficient services.
- Other Considerations – None.

2 THE LITTER STRATEGY FOR ENGLAND

2.1 In April 2017 the Government published its Litter Strategy for England which sets out its vision for being the generation to leave the natural environment of England in a better state than it found it (document summary at Appendix I). In summary the Government proposes:-

2.2 The Strategy considers litter in three separate contexts – resource efficiency & waste management, aquatic & marine litter and fly-tipping. It also highlights the need for behavioural change and education & awareness, the need to improve enforcement and provision of better cleaning and litter infrastructure. The Strategy also picks up on the introduction of charging at Household Waste Recycling Centres (HWRCs) for non-household waste by some councils and the guidance produced by WRAP with regard to managing HWRCs with regard to charging for DIY type waste. This guidance is due to be reviewed by WRAP and new guidance issued by the end of 2017.

2.3 The County Council will review its current policy on charging for non-household waste with regard to new guidance and any changes in legislation once these are known. The Strategy also highlights working in two tier authorities and how inefficient transfers of costs between waste collection & disposal authorities can sometimes hinder joint working and management of waste and recycling services. Government proposes to work with councils and WRAP to look at cost sharing arrangements. The Shared Savings Scheme already implemented in Devon already gives a mechanism for closer working and sharing of benefits which is beginning to deliver results.

3 ISSUES – REVIEW OF FIXED PENALTIES FOR ENVIRONMENTAL OFFENCES AND INTRODUCTION OF CIVIL PENALTIES FOR LITTERING FROM VEHICLES OUTSIDE LONDON'

3.1 Alongside the Litter Strategy, Government also published a consultation document entitled 'Review of Fixed Penalties for Environmental Offences and Introduction of Civil Penalties for Littering from Vehicles outside London'. This seeks views on whether the fines for littering and related offences should be increased as well as the introduction of new legislation to allow councils to issue fixed penalty notices for littering from vehicles. Individual councils have responded to the consultation, a summary of the consultation is given in Appendix II.

3.2 Since May 2016 councils now have powers to issue fixed penalties for small scale fly-tipping offences. Under the Code of Practice on Litter and Refuse the deposit of a single black sack of rubbish should usually be considered a fly tipping offence rather than littering. These powers have already been used successfully in Devon.

4. SUSTAINABILITY CONSIDERATIONS

4.1 The Litter Strategy for England, better enforcement and closer working across partner organisations to promote behavioural change, awareness and education all help to create a more sustainable world.

5. LEGAL CONSIDERATIONS

5.1 Anti-littering and fly tipping is already covered by legislation with fixed penalty notices issued for minor litter and fly tipping offences with more serious offences punishable by hefty fines and imprisonment. The consultation on fines for littering from vehicles will need legislation to be passed before it can be implemented.

6. FINANCIAL CONSIDERATIONS

6.1 Any campaign with regard reducing littering or fly tipping will need financial support at some level. The Committee may wish to consider this at the budget meeting later this autumn.

7. ENVIRONMENTAL IMPACT CONSIDERATIONS

7.1 There are no known negative environmental impacts relating to the recommendations, and reduction in littering and fly tipping has a positive environmental impact.

8. EQUALITY CONSIDERATIONS

8.1 There are no equality considerations relating to the recommendations.

9 RISK MANAGEMENT CONSIDERATIONS

9.1 There are no risks identified with the recommendations.

10 PUBLIC HEALTH IMPACT

10.1 Litter and fly tipping has the potential to impact negatively on public health particularly where it may be close to human activity and is not cleared in a timely manner.

11 RECOMMENDED THAT COMMITTEE

- 11.1 Note and support the Litter Strategy for England; and
- 11.2 that further work be undertaken working across the region with partner bodies to develop behavioural change and education initiatives to help to reduce litter and fly tipping.

HEATHER BARTON
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

(If any)

For further information please ask for Heather Barton, extension 4466.

REF: HC/EL/180118/H&H

The Litter Strategy for England – Summary

We want our whole country to be a great place to live in, with clean water and air; beautiful countryside to enjoy and urban areas that are prosperous, vibrant and welcoming. A littered environment is bad for our wellbeing, and bad for the economy.

The facts concerning litter speak for themselves:

- Street cleaning cost local government £778m in 2015/16. A significant portion of this will have been avoidable litter clear-up and the money could have been better spent on vital public services.
- The National Crime Survey has found that 28-30% of people perceive “litter and rubbish lying around” to be a problem in their area.
- 81% of people are angry and frustrated by the amount of litter lying all over the country.
- In the 2016 Great British Beach Clean 802 litter items were collected per 100 metres of beach in England.
- Last year the RSPCA received over 5,000 phone calls about litter-related incidents affecting animals.

Our ambition is to be the first generation to leave the natural environment of England in a better state than it found it. We are clear that we must act now to clean up the country and change our culture so that it is no longer acceptable to drop litter. The changes in how local government is funded also make it vital for local authorities to attract business and housing growth. Keeping streets cleaner and litter-free will be of the utmost importance in their efforts to do this.

Our strategy is to apply best practice in education, enforcement and infrastructure to deliver a substantial reduction in litter and littering behaviour, so that in the coming years we see demonstrable improvements against the figures above.

We will:

- Send a clear and consistent anti-litter message, by:
 - developing, seeking funding for, and delivering a world class national anti-littering campaign
 - developing an anti-littering culture which aims to educate young people not to litter
 - inspiring and engaging local communities, and empowering them to take action, including introducing a new ‘litter innovation fund’ to pilot, implement and evaluate small scale local research projects that could be replicated more widely
 - making a compelling business case for businesses of all kinds to invest in anti-litter activity
 - exploring voluntary and regulatory measures that aim to increase recycling and reduce litter
 - working with stakeholders to look at innovative ‘nudge’ techniques’ to tackle littering behaviour
 - Improve enforcement against offenders, including:
 - delivering on our Manifesto commitment to review the case for increasing fixed penalties for littering and related offences

- introducing new regulations to help councils tackle littering from vehicles
 - providing improved guidance for councils on how to use their enforcement powers proportionately and appropriately, and
 - raising councils' and magistrates' awareness of the range of sanctions available to tackle littering and fly-tipping.
- Clean up the country, including:
 - supporting national clean-up days
 - working with Highways England to put in place measures to deliver a lasting improvement in cleanliness at 25 priority litter hotspots on the Strategic Road Network, including updating the Code of Practice on Litter and Refuse to clarify the expected standards of cleanliness on the Network
 - producing new guidance on “binrastructure” (the design, number and location of public litter bins and other items of street furniture) for local areas to help them reduce levels of litter
 - working with the relevant industries to tackle certain types of particularly problematic litter, including fast-food packaging, smoking-related litter and chewing gum
 - exploring the ways in which packaging and packaging design can contribute to reducing litter.

This is not a strategy that will just gather dust. We want everyone to step up and deliver, and one of our first actions will be to develop a new 'litter baseline' to measure the progress being made. Where voluntary approaches are not working we will continue to consider other measures which could help to achieve our strategic aims, as well as promote a more resource-efficient economy.

Good infrastructure and clear social expectations, supported by proportionate enforcement, will help reinforce social pressure on everyone to do the right thing. Throughout, we want to encourage innovation, and the continued development of effective new ways to reduce littering, as well as ensuring that approaches which are proven to work are implemented as widely as possible.

The publication of this Strategy is the beginning, not the end, of the process. We will continue to work hard to start to implement this new strategic approach, and we will report annually for the remainder of this Parliament on our progress.

Review of Fixed Penalties for Environmental Offences and Introduction of Civil Penalties for Littering from Vehicles Outside London. April 2017

Open consultation Reducing litter: penalties for environmental offences Department for Environment, Food and Rural Affairs (DEFRA)

The consultation closed on 18 June 2017

Background

DEFRA were seeking views on increasing fines for littering, graffiti, fly-posting and introducing new fines for throwing litter from vehicles.

Littering, and associated environmental offences like dog fouling, blight our communities and impose avoidable costs on the public purse. The levels for fixed penalties under section 88 of the Environmental Protection Act 1990 have not changed since 2006, but adjusting for inflation since that time means that a maximum penalty of £80 in 2006 would now be £100.

The consultation sought views on proposals by DEFRA to:

- Increase the levels for section 88 fixed penalties in the Environmental Protection Act 1990 for littering and other environmental offences;
- Change the provision for how councils can use the income from fixed penalties for environmental offences; and
- Remove the requirement for the parish council enforcement officers to attend a specified training course.

DEFRA are also seeking views on potential amendments to the default penalties for littering and related offences, which are set out in the Environmental Protection Act 1990. They propose to make any changes on these points by amending the Regulations.

The consultation also sought views on introducing new regulations to enable councils to issue fixed penalties (civil fines) to the keeper of a vehicle from which litter is thrown, where the litterer cannot be identified. It is recognised that when litter is thrown from a vehicle it can be hard to identify the offender.

London borough councils are currently able to issue a penalty charge notice to the keeper of a vehicle from which litter is thrown, even if they cannot establish the identity of the person who threw the litter. Section 154 of the Anti-social Behaviour, Crime and Policing Act 2014 enables the Government to make regulations which would extend similar powers to other local authorities. Introducing these regulations will improve the suite of enforcement powers available to councils to tackle littering offences.

Fixed Penalties for Environmental Offences

Environmental offences" include littering, graffiti, fly-posting, dog fouling and other offences which harm the public space.

Enforcement against these environmental offences is carried out primarily by local authorities (district and London borough councils and unitary authorities, rather than county councils), and also by National Park Authorities and parish councils amongst others.

Although these environmental offences do attract a criminal penalty, fixed penalty notices can be issued as an alternative to prosecution. Prosecuting an offender can be expensive, so fixed penalty notices offer councils an alternative to prosecution and enable straightforward cases to be diverted from the court system.

The default fixed penalty for each offence is set out in primary legislation. For some of the environmental offences, councils can also choose to set the level of fixed penalty locally, within a range set out in the Regulations. If a council does not set a local level, then it must use the default fixed penalty. In some cases, councils may also discount (reduce) the fixed penalty if it is paid promptly. The minimum discounted fixed penalty is also set out in Regulations.

This table shows the current minimum, default, maximum and minimum discounted fixed penalty which can be imposed for each of the environmental offences:

Offence	Default Penalty	Minimum Full Penalty	Maximum Full Penalty	Minimum Discounted Penalty
Littering	£75	£50	£80	£50
Dog Control Offences	£75	£50	£80	£50
Graffiti	£75	£50	£80	£50
Fly Posting	£75	£50	£80	£50
Unauthorised Distribution of Free Literature on Designated Land	£75	£50	£80	£50

The full consultation document is available online at www.gov.uk/government/publications

Summary of Consultation Questions

Levels and Ranges of Fixed Penalties for Littering Offences

1. Should fixed penalties for littering offences be increased (Y/N)?
2. For local council respondents only: What impact would an increase in these fixed penalties have on your authority? Please consider both costs and benefits, and provide evidence to support your response (e.g. number and level of fixed penalties that you currently issue per year and payment rate, costs of enforcement, prosecutions and implementation of any changes etc.).

Options for Increasing fixed penalties

3. Which of these options do you prefer?
 - a. Option 1 - increase the minimum, default and maximum fixed penalties to £60, £95 and £100 respectively.
 - b. Option 2(a) – increase only the maximum fixed penalty to £100
 - c. Option 2(b) – increase only the maximum fixed penalty to £150
 - d. Option 3 - increase the minimum, default and maximum fixed penalty to £60, £100 and £150 respectively.

Please use the free text box to tell us why.

Fixed penalties for graffiti, fly-posting and unauthorised distribution of free literature in a designated area

4. Do you agree that changes to the range of and default fixed penalties for littering should be applied in the same way to the fixed penalties for:

- a. Graffiti (Y / N)
- b. Fly-posting (Y / N) and
- c. The unauthorised distribution of free literature in a designated area (Y / N)?
Yes

If you answered 'no' to any of these, please use the free text box to explain your reasoning.

How Income from Fixed Penalty Notices can be used by District or Unitary Councils and Parish Councils

- 5. Do you agree that all councils should have the ability to spend their income from environmental offences on "any of their functions"? If not, please use the free text box to explain why.
- 6. For local council and parish council respondents only: Do you currently issue fixed penalty notices for environmental offences, and if so, how do you spend the income from these fixed penalty notices?

Transparency

- 7. Should the Local Government Transparency Code be amended to make it clear that data on enforcement activities against littering and the other environmental offences should be published?
- 8. For local council respondents only: Do you publish this data already? If so, where?

Training for Parish Council Enforcement Officers

- 9. Do you agree with the proposal to remove the requirement for training providers for parish council enforcement officers to be approved by the Secretary of State?

Littering from Vehicles

- 10. Do you agree with the proposed exemption for the keeper of public service vehicles, taxis and private hire vehicles when the littering offence is committed by a passenger?
 - a) If no, why?
- 11. Should the regulations provide for any other exemptions from liability to pay a civil penalty notice (as opposed to grounds for appeal against a civil penalty notice)?
- 12. Should councils be able to use the income from civil penalties for littering from a vehicle in the same way as they can spend income from fixed penalties for littering offences? (Y / N)
 - a. If no, why do you consider that income from the two penalty regimes should be treated differently?
- 13. Should the default amount payable under a civil penalty notice be equivalent to the default amount payable under a fixed penalty notice for a littering offence (reflecting any changes to the default level of fixed penalty notices for littering)? (Y / N)
 - a. If no, why, and at what level should the default amount payable under a civil penalty notice be set?

14. Do you agree that, to encourage prompt payment, a late payment notice is issued if the amount payable under the civil penalty notice is not paid within 28 days?
 - a. If not, why?
15. Do you agree that the maximum increased civil penalty payable under a late payment notice should be the amount payable under the civil penalty notice increased by 100% (i.e. the amount payable under the civil penalty notice multiplied by 2)? (Y / N)
 - a. If no, why, and by what factor should the civil penalty be increased?
16. For local council respondents only: What impact would the introduction of civil penalty notices have on your council? Please consider both costs and benefits, and provide evidence to support your response.

Options for Increasing fixed penalties

17. For councils in London only: We propose that the new powers should only be available to councils outside London, on the basis that London councils already have similar powers under the London Local Authorities Act 2007. Do you agree?
 - a) If not, why?
18. For rental hire companies only: The regulations will provide that a civil penalty can be appealed by a hirer if the vehicle in question was hired to another person with the effect that that person had become the 'keeper' (ie the person by whom the vehicle is kept) at the time of the littering offence. What, if any, familiarisation transitional or implementation costs would you anticipate incurring associated with the introduction of these new civil penalties (e.g. in amending standard contract forms etc.)?

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 13

meeting date: THURSDAY, 18 JANUARY 2017
title: ADOPTION OF REVISED CAT BOARDING MODEL STANDARD LICENCE
CONDITIONS
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: HEATHER BARTON – HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 This report is to recommend adoption of a new set of model licence conditions for licensed catteries which have been issued by the Chartered Institute of Environmental Health (CIEH) to replace the current conditions adopted in 1997. The new document includes informative guidance in respect of complying with the conditions.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – The issues highlighted will contribute to objectives of a sustainable economy.
- Corporate Priorities – This report supports the development of an effective and efficient Council.
- Other Considerations – None.

2 BACKGROUND

2.1 Under the Animal Boarding Establishments Act 1963 any person carrying on the business of boarding cats and/or dogs requires a licence from the Local Authority.

2.2 Licences last for one year and are valid from 1 January to 31 December every year.

2.3 The Act sets out minimum standards for the health, safety and welfare of boarded animals and provides the Local Authority with the power to impose licence conditions to ensure that those minimum standards are met.

2.4 The licence conditions for kennels were last updated in 2016. The CIEH has been working in partnership with other relevant organisations to review and amend the model standard conditions to further improve and ensure the welfare of boarded cats.

2.5 The new conditions are sensible, sound and reflect modern cattery practice and provide protection for the animals that are boarded. A copy of the proposed conditions are attached at Appendix 1.

2.6 A copy of the current conditions are attached at Appendix 2.

3 OPTIONS

3.1 Option 1 is for this committee to adopt the model conditions as produced by the CIEH and its partners but with existing licensees being given reasonable time to comply on a case by case basis. However, there are no significant changes that would appear to require time to comply. This is the preferred option.

3.2 Option 2 is to adopt the model conditions but with amendments arising out of the trade consultation. However, good reason should be provided for a decision to depart from a national standard.

3.3 Option 3 is to not adopt the conditions and remain with the existing.

3 ISSUES

3.1 This authority currently issues licences with a set of standard conditions which are applied to each licence type. These are complemented by specific conditions as appropriate. The standard conditions derived from model conditions compiled by animal welfare professionals, of which are updated from time to time.

3.2 Model conditions for cat boarding have recently been revised and updated by a working group comprised of industry experts, animal welfare charities and local authority representatives (including those from the CIEH) Local Government Association, the British Veterinary Association, the RSPCA and others.

3.3 The revised conditions have been published by the CIEH and are recommended for adoption.

4 RISK ASSESSMENT

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

- Resources – None.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – Adopting the new conditions would create a consistent approach and consistent improvement in minimum standards nationally.
- Equality & Diversity – None identified.

5 CONCLUSION

5.1 The new model conditions are more detailed and provide extensive guidance to existing and new cattery operators. They reflect an improvement in minimum standards and provide greater clarity to operators and reassurance to cat owners using boarding establishments. Many authorities have already adopted the new conditions.

6 **RECOMMENDED THAT COMMITTEE**

6.1 Adopt the new set of cattery licence conditions to take effect from 1 January 2018 for all new catteries.

6.2 Ask Officers agree a reasonable time period for existing catteries to secure compliance where major changes are required from 1 January 2018.

HEATHER BARTON
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

None.

For further information please ask for Heather Barton, extension 4466.

REF: HB/CMS/H&H/180118



CIEH Model Licence Conditions and Guidance for Cat Boarding Establishments 2013



June 2016 (Revised)

This document has been prepared in the best interests of animal welfare and to advise those tasked with inspecting, advising and licensing catteries under the Animal Boarding Establishments Act 1963. No liability rests with contributing bodies for the circumstances arising out of the application of conditions contained within the document.

Thanks to Rachel and Brian Bland, The Cats Whiskers, Wilstead MK45 3DP for use of the front page photograph

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Introduction

The Chartered Institute of Environmental Health (CIEH) model licence conditions and guidance for cat boarding establishments was first produced in 1995.

Since then there have been developments in understanding of animal welfare and also the introduction of the Animal Welfare Act in 2006. It was, therefore, felt timely to revise and update this document so that it better reflects the legal and animal welfare considerations inspectors should consider when looking at catteries and making recommendations for licensing and any conditions applicable.

This document is aimed at all those who are tasked with inspecting, advising and licensing catteries under the Animal Boarding Establishments Act 1963 ('the 1963 Act'). It may also be useful to owners and managers of catteries and those planning to build boarding catteries who wish to better understand what their legal requirements are under both the 1963 Act and the Animal Welfare Act 2006 ('the 2006 Act') as well as other related legislation.

The main legal requirements

There are two main pieces of legislation that attention should be drawn to, namely; the Animal Boarding Establishments Act 1963, and the Animal Welfare Act 2006.

1. Animal Boarding Establishments Act 1963

The 1963 Act requires anyone who wishes to keep a boarding establishment (i.e. in this context a cattery) to be licensed by the local authority and abide by the conditions of the licence. If they do not they are in breach of the law. In particular the local authority will consider the ability of the establishment to ensure:

- accommodation is suitable as respects construction, size, number of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness,
- adequate supply of suitable food, drink and bedding material for the animals and that they are adequately exercised, and visited at suitable intervals,

- all reasonable precautions are taken to prevent and control the spread of infectious or contagious diseases, including the provision of isolation facilities,
- appropriate steps are taken for the protection of animals in the case of fire or other emergency,
- a detailed register is maintained of any animals received into the establishment that is available for inspection at all times.

Those responsible for a cattery must ensure that a copy of the licence and its conditions (maximum number of cats and number of holding units) is displayed prominently in the boarding establishment.

No animals other than cats are to be boarded within the licensed facilities without the written approval of the local authority.

2. Animal Welfare Act 2006

Sections 1 and 2 of the 2006 Act set out which animals are protected. This includes any animal (vertebrate) other than man (section 1) which is commonly domesticated in the British Isles, or under the control of man whether on a permanent or temporary basis, or is not living in a wild state (section 2). Thus cats and kittens are protected by this piece of legislation.

Section 3 of the 2006 Act sets out who can be found to be responsible for an animal and this includes on a permanent or temporary basis as well as being in charge of it or owning it. Therefore, the establishment owner as well as their employees can be found liable under this piece of legislation. No one under the age of 16 years can be deemed to be responsible for an animal.

Section 4 of the 2006 Act sets out offences concerning unnecessary suffering. An offence is committed here if someone's act or failure to act causes an animal to suffer, whether the person knew (or ought to have reasonably known) that the act (or failure to act) was likely to cause such suffering - it is still an offence as the suffering was unnecessary. An offence can also be committed whereby someone permits this to happen. Again, this can apply

to not just employees of an establishment but also an owner. In particular the suffering may be deemed unnecessary if it could reasonably have been avoided or reduced, if it was not in compliance with relevant legislation, licence, or codes of good practice, if it was not for a legitimate purpose, if it was not proportionate, if it was not the conduct of a reasonably competent and humane person.

Under Section 9 of the 2006 Act those responsible for animals (in England and Wales) have a duty to ensure reasonable steps are taken to ensure the welfare needs of the animals are met to the extent required by good practice. This includes:

- its need for a suitable environment,
- its need for a suitable diet,
- its need to be able to exhibit normal behaviour patterns,
- any need it has to be housed with, or apart from, other animals, and
- its need to be protected from pain, suffering, injury and disease.

This guidance also notes that additionally there are Codes of Practice concerning cats that the Welsh Government and DEFRA have produced and they provide further information on these points. To access copies of these Codes please see –

www.gov.uk/government/uploads/system/uploads/attachment_data/file/69392/pb13332-cop-cats-091204.pdf

www.wales.gov.uk/docs/drah/publications/110817catcodea5en.pdf

Other current relevant regulations and legislation:

Other Legislation which is relevant to the running of a boarding cattery includes, but is not restricted to the following:

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc Act 1974
- Environmental Protection Act 1990

- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 1988
- Controlled Waste Regulations 1992
- Town & Country Planning Act 1990
- Welfare of Animals (Transport) (England) Order 2006
- Welfare of Animals (Transport) (Wales) Order 2006
- Regulation on the protection of animals during transport (EC) 1/2005

Further information on the above is available from Business Link – www.businesslink.gov.uk

Training

All staff who handle and care for cats must be adequately trained in ensuring the cats' welfare (as per the Animal Welfare Act) as well as their safe handling.

Staff must also be trained in emergency procedures to follow, and all other aspects of the licence conditions which are pertinent to their work. Obtaining relevant qualifications is strongly recommended.

This guidance document recommends that written policies and procedures setting out how the cattery will ensure all aspects of the welfare of cats in their care as well as their staff should be provided. It further recommends that a systematic training programme should be implemented including provision of evidence of its use for permanent, temporary, and part-time employees and regular reviews of training.

Supervision/responsibility

The cattery proprietor or a responsible person over the age of 18 years should always be present to exercise supervision and deal with any emergencies whenever cats are boarded at the premises.

It is strongly recommended that the cattery proprietor or a responsible person lives on site or a key-holder must live within a reasonable distance of the cattery. An emergency contact number must be clearly displayed at the entrance to the cattery.

The groups consulted included:

- British Small Animal Veterinary Association
- British Veterinary Association
- Cats Protection
- Chartered Institute of Environmental Health
- Corporation of London
- Daisy Bank Kennels & Cattery
- Dogs Trust
- Epping Forest DC
- International Cat Care (Formerly Feline Advisory Bureau)
- Kennel Design (David & Kay Key)
- Pet Industry Federation (Formerly Pet Care Trust)
- Royal Society for the Prevention of Cruelty to Animals

How to use this document:

Each of the sections relates to a Requirement, elaborating why it is important to meet this from the perspective of the cat and/or legal requirements where applicable. Good care is based on some simple principles and these are shown where relevant as bullet points (•) in the document.

In order to link the licence guidelines with the check lists for use by Licence inspectors, each factor which enables the associated legal requirement to be met has been given an individual code linking it to the appropriate section. These must be followed in order to achieve the licence. It should be noted that the order in which the requirements are listed under each section is arbitrary and does not indicate any order of importance. All requirements listed under the sections are equally important.

The Identification code is made up of a 'letter. number' combination, the letter indicating the section (relating to each of the 5 welfare needs as stipulated under the Animal Welfare Act 2006), and the number relating to the requirement's numerical order within that section:

SECTION	IDENTIFICATION CODE
Environment	A
Diet	B
Behaviour	C
Company	D
Health and welfare	E

Attached at Annex A is a Model Licence Conditions Inspection Sheet for Cat Boarding Establishments.

Section A – Environment: Providing the cat(s) with a suitable place to live/stay

Good care is based on some simple principles and these are shown where relevant as bullet points (•) in the document.

Poor housing has a substantially negative impact on both the health and wellbeing of cats. Housing systems must be suitable for the needs of the species in question. The cattery must be designed, built and managed to provide safe, disease free, comfortable, clean, draught free, animal friendly conditions, which are minimally stressful and which offer environmental choice for the animal, sensory stimulation, physical and mental exercise.

The following requirements list what must be present in a cat's environment, and details further measures that can be taken. Please note that the requirements are not presented in any order of importance but all hold equal standing with respect to the environmental needs of cats.

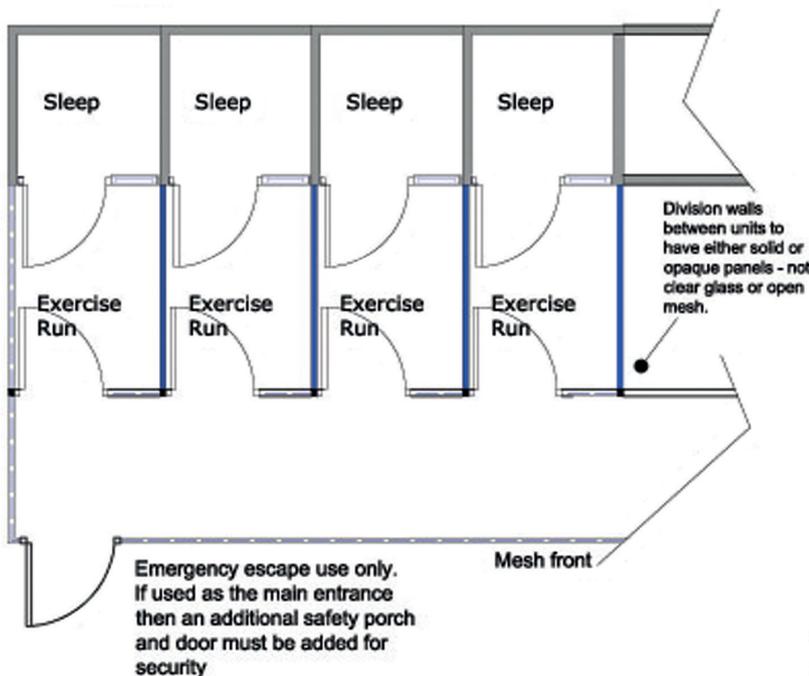
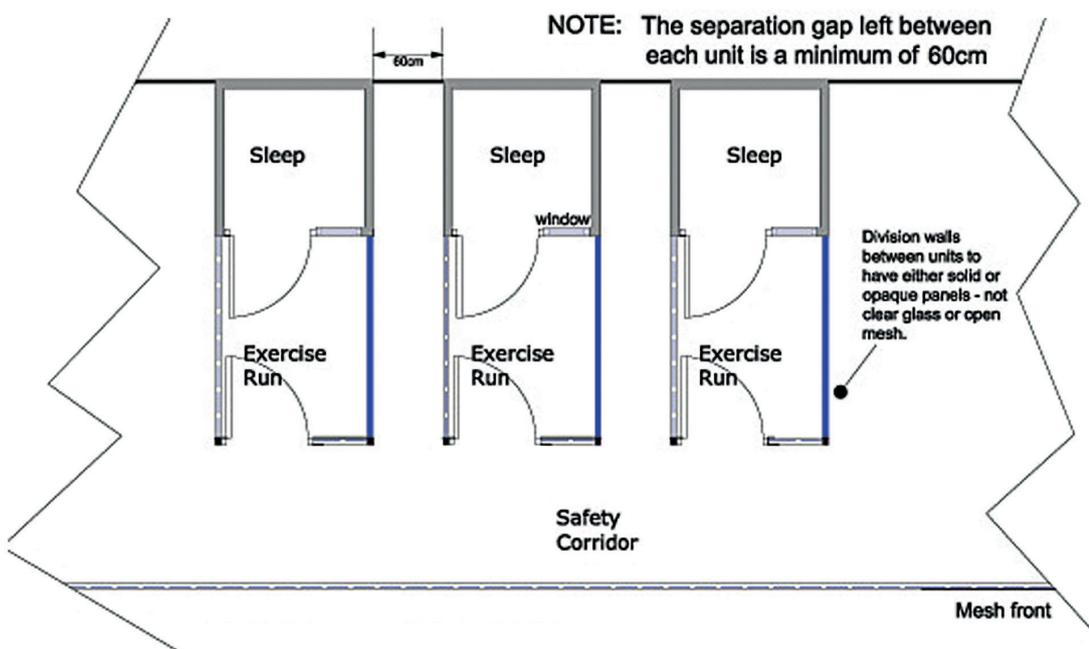
Cattery construction and principles of design

- The correct design and construction of a cattery is vital to prevent escape, minimise disease spread and stress to the cats, and to make maintenance and hygiene management straightforward and achievable by cattery proprietors.
- For disease control there must be no possibility of cats within the cattery (other than those from the same household), or other animals outside the cattery, coming into direct contact with each other or contacting droplets sneezed out by cats (for further information see Section E – Health and Welfare).
- **Designs MUST include:**
 - Cat units with sleeping accommodation (with solid sides) and an individual attached run.
 - Full height, full width, sneeze barriers between units. Alternatively, some catteries have gaps between units (minimum 0.6 m (see page 29/30 – New Build).

- An enclosed area (corridor or lobby) outside the cat unit to minimise risk of escape.
- Provision to isolate cats if necessary.
- Ancillary facilities including a separate kitchen with hot and cold running water and refrigeration for food.
- A separate hand-washing facility for staff.
- A litter tray cleaning area.
- A reception area.

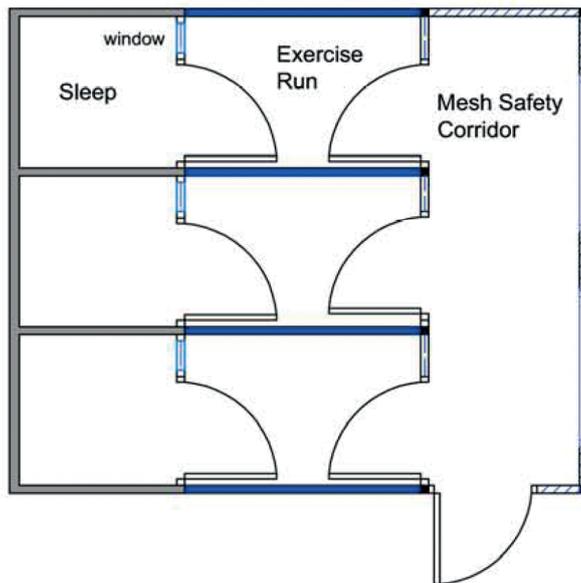
- Cattery design usually falls into three categories with the sleeping accommodation comprising of a full-height walk-in area or a penthouse (see A3):

Outdoor – catteries with indoor sleeping accommodation and individual covered outdoor exercise runs – accessed individually from a covered outdoor safety corridor.



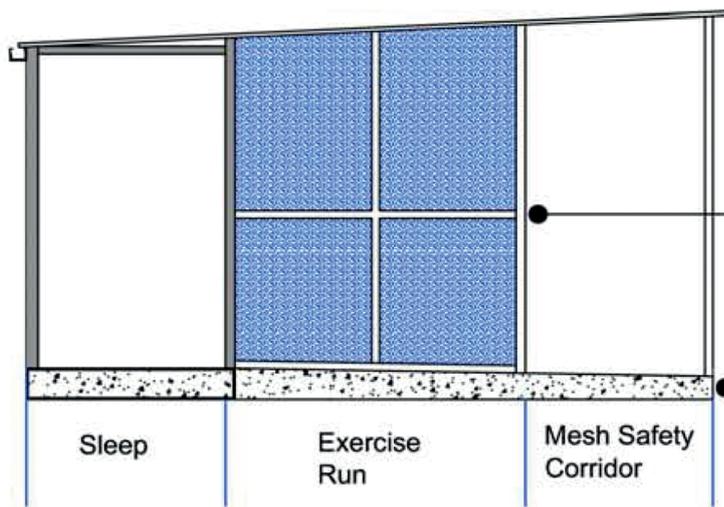
Not to scale

Semi-outdoor/indoor – catteries with indoor sleeping accommodation and individual covered outdoor exercise runs – usually accessed individually from a common indoor safety corridor.



Staff access the sleeping and exercise run via the safety corridor in front of the units

Typically the safety corridor has a solid appearance with large opening windows with mesh safety guards to allow light and fresh air into the units

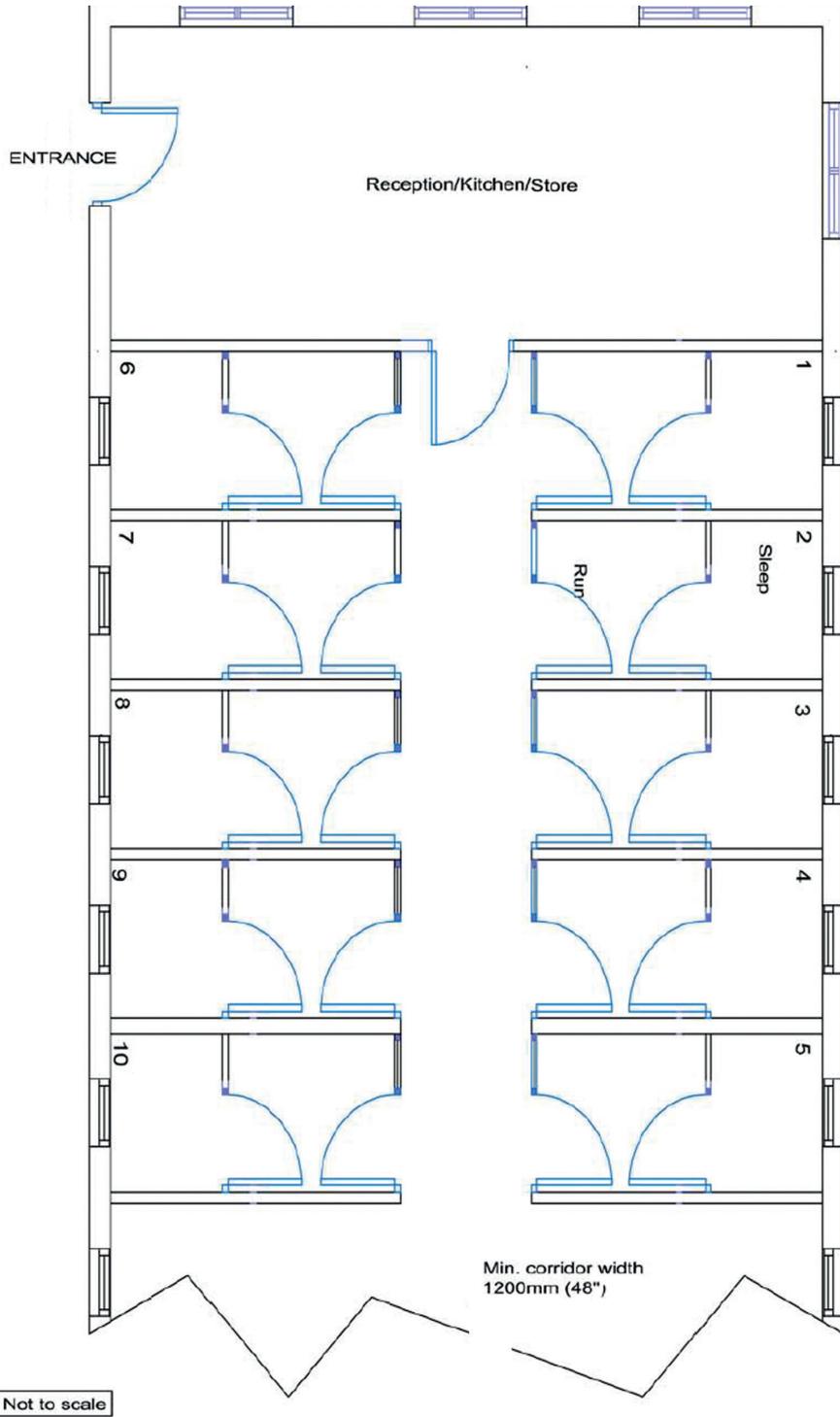


Division walls between units to have either solid or opaque panels – not clear glass or open mesh

Concrete surface laid to fall to allow rain water to drain

2013 minimum size (suitable for up to 2 cats):
Sleep – 1.5m² (1.2m x 1.25m)
Run – 2.2m² (1.2m x 1.85m)

Totally indoor – catteries with indoor sleeping accommodation and indoor exercise runs – usually accessed individually from a common indoor corridor.



A.1 Physical construction and integrity

General

- The cattery must be safe, secure and free from hazards, to minimise any chance of injury to a cat or escape of a cat.

- A.1.1 The cattery must be structurally sound.
- A.1.2 The cattery must be constructed of materials that are robust, safe and durable and be well maintained in good decorative order and repair.
- A.1.3 Materials used in construction or maintenance must not expose cats to any harmful chemicals.
- A.1.4 The cattery must be built in compliance with good building practice (e.g. local authority guidelines), on a concrete base with a damp proof membrane. Where Building Regulations apply these must be adhered to.
- A.1.5 There must be no sharp edges, projections, rough edges or other hazards which present risk of injury to a cat.
- A.1.6 Windows must be escape-proof at all times.
- A.1.7 Doors must have secure latches or other closing devices.
- A.1.8 All wire mesh/fencing must be strong and rigid and kept in good repair to provide an escape-proof structure.
- A.1.9 Timber, if used, must be of good quality, well maintained and any scratched areas sealed or over-clad.
- A.1.10 Any storage areas must be dry and free from vermin.
- A.1.11 Electrical equipment must be installed in line with current legislation and maintained in a safe condition.

Drainage

- Drainage must be effective to ensure there is no standing water in the cattery, as this can be a reservoir for infectious agents.
- A.1.12 Waste water must not run off into adjacent pens.

A.1.13 Adequate drainage must prevent pooling of liquids.

A.1.14 Any drain covers in areas where cats have access must be designed and located to prevent toes/claws from being caught.

Safety corridor/entrance lobby

- An enclosed area (safety corridor/entrance lobby) is essential to ensure that if cats manage to slip out from their individual cat unit, they are still kept safely inside the cattery.
- A.1.15 There must be an escape-proof area (safety corridor/entrance lobby) at the exit of each cat unit.
- A.1.16 For catteries where there are facing units accessed by an indoor corridor, the corridor must be at least 1.2 m wide, or the doors of the units must be solid or have sneeze barriers.
- A.1.17 At the end of the safety corridor there must be a securable door through which the inside of the cattery can be viewed from the outside and this must be kept closed when not in use.
- A.1.18 The door from the cat unit to the safety corridor must be escape-proof, securable, strong enough to resist impact and scratching and kept closed at all times.
- A.1.19 The floor must be finished to produce a smooth, impervious surface which is easy to clean and disinfect. Holes or gaps between tiles or paving slabs are not acceptable.
- A.1.20 Outdoor safety corridors must be roofed.
- A.1.21 External doors/gates must be lockable and staff must have easy access to keys in case of emergency.
- A.1.22 Sufficient lighting must be provided in the safety corridor to illuminate all year round. Where practicable this should be natural light during the day.
- A.1.23 The safety corridor must not be used as an exercise area.

Roofing

- Roofing provides protection from the weather and prevents escape of cats. In a timber construction it is strongly recommended that the run should also be roofed with wire mesh, as an added precaution against escape. The mesh should extend over the top of the run under the roof and be attached firmly to the framework.

In catteries where substantial roofing is placed over the whole cattery (including the safety corridor) the need for wire mesh roofing is diminished. However, care must be taken to ensure that no gaps appear to allow escape of a cat.

- A.1.24 There must be a safe, secure, waterproof roof over all of the cat units (sleeping accommodation and run) and the safety corridor. For the run, materials used must be capable of filtering UV light and providing adequate shade.

A.2 Cat units

- A boarded cat is accommodated in a 'unit' comprising enclosed sleeping accommodation and an adjoining individual covered exercise run.

- A.2.1 Cats from different households must not share cat units.

Lighting

- Lighting enables adequate observation of the animals and for cleaning and working in the cattery.

- A.2.2 There must be adequate lighting in the cat unit.

Ventilation and humidity

- Fresh air is essential for the maintenance of good health and well-being as well as limiting the spread of infectious disease. Proper ventilation removes heat, dampness, odour, airborne microbes and pollutant gases such as ammonia.

- A.2.3 Ventilation must be appropriate all year round (both cool in hot weather and avoiding cold draughts in winter). Localised draughts in the sleeping accommodation

must be avoided.

Interior surfaces

- For disease prevention units must be easy to clean and disinfect.

- A.2.4 All interior surfaces to which cats have access must be durable, smooth and impervious, capable of being cleaned and disinfected, and be kept in good decorative order and repair.

- A.2.5 Where concrete or other building blocks or bricks are used, they must be sealed to be smooth and impervious.

- A.2.6 Surfaces which are peeling, scratched, chipped or in disrepair must be repaired or resealed to an acceptable standard, or replaced.

- A.2.7 Ceilings must be capable of being easily cleaned and disinfected.

- A.2.8 Junctions between sections must be covered or sealed.

- A.2.9 Floors must be finished to produce a smooth, non-slip, solid surface and all surfaces must be capable of being easily cleaned and disinfected. (There must be no open gaps if using concrete slabs or tiling).

Accessing the cat unit

- Each unit needs to be easily accessible and provide a means of identification for each cat.

- A.2.10 Each unit must be designed to allow staff to access and clean all parts of the cat unit safely. (For further information on cleaning see Section E – Health and Welfare).

- A.2.11 The unit must have a securable, full height door for access.

- A.2.12 Each unit must be clearly marked (e.g. numbered) and a system in place which ensures that relevant information about the cat in that unit is readily available.

Litter trays

- Cats are meticulous animals and a dirty litter tray may deter use. Natural behaviour is to scratch in loose material (litter), to dig a hole or cover waste. The tray should be large enough (average size is 30 x 42 cm (12" x 16")) to let the cat turn around and the litter deep enough (a minimum of 3 cm is recommended) to allow digging activity. Loose sawdust, shredded or sheet newspaper, or soil, are not considered acceptable as litter material.
- A.2.13 Litter trays of a suitable size or type must be provided at all times.
- A.2.14 Each unit must have space to allow for at least 60 cm separation between the litter tray, resting place and feeding area. This allows cats to sit, rest and eat away from areas where they urinate and defecate.
- A.2.15 Trays must be impermeable, easy to clean and disinfect, or be disposable.
- A.2.16 A safe and absorbent litter material must be provided.
- A.2.17 In a multiple cat unit the number of trays must be appropriate to the number of cats (see also D3).
- A.2.18 Trays must be regularly and appropriately cleaned (See section E – Health and Welfare, for information on cleaning protocols, and waste disposal).

A.3 Sleeping accommodation

- Cats need separate sleeping accommodation which in most cases (except some indoor catteries) must be separate from the run and provide somewhere for the cat to hide away. Most designs fall within the guidelines detailed here:

Full-height unit – cat sleeping accommodation in the form of a full-height ‘shed’ which opens into the exercise run and is accessed via a full-height door.

Penthouse unit – cat sleeping accommodation in the form of an enclosed raised ‘box’ which opens into the exercise run and is accessed via a ramp from the cat flap.

It can also be accessed by opening the front door(s) to the box.

The sleeping accommodation must be large enough to allow cats to move and lie comfortably and provide enough space to spread resources.



Timber full height walk-in unit



Timber penthouse style unit



uPVC full height walk-in unit



uPVC penthouse style cattery unit

Size of full height walk-in unit sleeping accommodation:

- A.3.1 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

Existing buildings, floor area and dimensions of full height walk-in sleeping accommodation			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
One cat	0.85 m ²	0.9 m (eg 0.90 m x 0.95 m)	1.8 m
Up to two cats	1.5 m ²	1.2 m (eg 1.20 m x 1.25 m)	1.8 m
Up to four cats	1.9 m ²	1.2 m (eg 1.20 m x 1.60 m)	1.8 m

Shelving or raised area for a full height walk-in unit

- Shelves or raised areas are important to allow cats to rest high up. Shelving must be able to be kept clean, be large enough for cats to lie on (usually between 0.75 and 1.5 m above the ground) and accessible.

- A.3.2 All resting areas/shelving must be large enough for each cat to lie on.

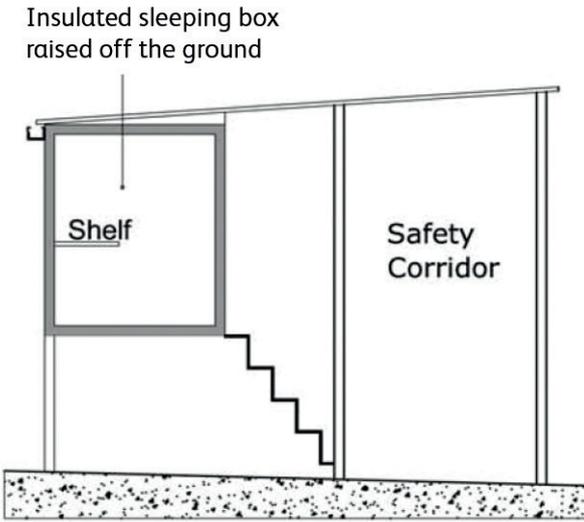
- A.3.3 Facilities must be easily accessible and provide safe easy access to the shelf for elderly, ill, very young or disabled cats if required.

- A.3.4 Shelving or raised areas must be made of impervious, easily cleanable materials.

Size of penthouse sleeping accommodation (an enclosed boxed sleeping area raised off the ground)

A.3.5 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

A.3.6 Facilities must be easily accessible and provide safe easy access (ramp/steps) to the penthouse. Extra consideration may be needed for elderly, ill, very young or disabled cats. Existing buildings, floor area and dimensions

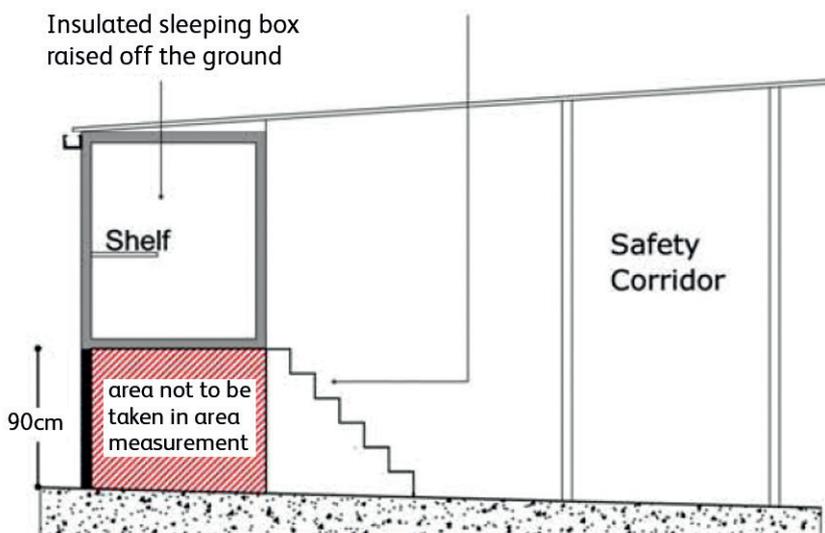


Pre-2013 standard with space under the box taken into the overall footprint allowance

Existing buildings, floor area and dimensions of penthouse sleeping accommodation (box)			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height of box
One cat	0.85 m ²	0.9 m (eg 0.90 m x 0.95 m)	1m
Up to two cats	1.1 m ²	0.9 m (eg 0.9 m x 1.20 m)	1m
Up to four cats	1.7 m ²	0.9 m (eg 0.9 m x 1.90 m)	1m

Ladder or ramp for cats to gain access into the sleeping unit

FOR NEW BUILD SEE PAGE 29



The 2013 standard requires that a minimum distance of 1.85m is given from the front of the sleeping unit. The space under the sleeping area is not to be taken into the overall footprint allowance for exercise run space

Temperature in sleeping accommodation

- Cats like warmth and some indoor cats are used to high ambient temperatures. In a cattery the cat needs an adequate ambient temperature and additional heating facilities if this cannot be guaranteed at times of excessively cold weather. Breed, body condition, medical condition, coat and age can affect an individual's ability to maintain its body temperature.

- A.3.7 There must be a means of measuring, monitoring and recording temperature (maximum and minimum temperatures) representative of the temperature in the cat sleeping accommodation.
- A.3.8 Insulation and temperature regulation in the cattery must aim to keep the ambient temperature in the cat sleeping accommodation above an absolute minimum of 10°C.
- A.3.9 There must be part of the cat's sleeping accommodation where the cat is able to enjoy a minimum temperature of 15°C -this additional heat may be in the form of a heated bed/pad etc.
- A.3.10 The cat must be able to remove itself from the source of heat.
- A.3.11 Heaters must not be sited in a manner or location where they present a risk of burning or electrocution to cats or humans, or a risk of fire.
- A.3.12 Open flame appliances must not be used.
- A.3.13 All heating equipment must be installed and maintained in a safe condition.
- A.3.14 Additional forms of heating can be in the form of heated beds, heated pads or similar but these must not be the main source of heat for the cats. Use should be tailored to the needs of individual cats.

A.3.15 Any sockets in the sleeping accommodation must be waterproof and as far out of reach of cats as possible.

A.3.16 There must be a policy in place for dealing with high temperatures and a means of keeping cats cool.

Bedding

- Bedding is important to help animals regulate their body temperature, to give traction and to keep animals comfortable. Old or infirm cats can have difficulty rising if surfaces are slippery, and old, very young or infirm animals may have difficulty regulating their body temperature.
- A.3.17 There must be a clean resting place to provide comfort and warmth which is situated out of draughts.
- A.3.18 Soft bedding materials must be provided and adapted if necessary for old, young or infirm cats to help regulate their body temperature.
- A.3.19 Bedding must be made of a material that is easy to wash/disinfect, or is disposable.

Access to run

- A cat flap allows free access to the run while maintaining indoor temperature. It can be locked if necessary.
- A.3.20 A cat must have access between the sleeping accommodation and run (eg a cat flap) so it can easily and safely access all parts of its unit.

A.4 Exercise run (in addition to and not including sleeping accommodation)

- The exercise run must be large enough to allow cats to play/exercise.
- A.4.1 Any part of the run to which the cat has access must be easily cleanable and not damaged by scratching. Any replacement wood must be clad with a smooth impervious material.
- A.4.2 The floor must be finished to produce a smooth, impervious surface and all surfaces must be capable of being easily cleaned and disinfected. There must be no open gaps if using concrete slabs or tiling.
- A.4.3 Where cats have access to mesh (catteries with gaps rather than sneeze barriers), the diameter of the wire must not be less than 1.6 mm (16 gauge welded mesh). Mesh size must not exceed 25 mm in one direction and should be positioned on the inside of the framework of runs to prevent damage of uprights by cats scratching any woodwork.
- A.4.4 All exercise runs must be roofed to provide protection from the elements.
- A.4.5 Communal exercise areas must not be used.

Size of exercise run for full height walk-in unit and penthouse style unit

- A.4.6 The following minimum areas and dimensions must be achieved in order to give cats a suitable and appropriate comfortable space and for ease of cleaning and management.

Existing buildings, floor area and dimensions of full height and penthouse exercise runs			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
One cat	1.65 m ²	0.9 m (eg 0.9 m x 1.85 m)	1.8m
Up to two cats	2.2 m ²	1.20 m (eg 1.20m x 1.85 m)	1.8m
Up to four cats	2.8 m ²	1.20 m (eg 1.20 m x 2.35 m)	1.8m

FOR NEW BUILD SEE PAGE 29

Sneeze barriers

- It is important to ensure that cats from different households cannot come into direct contact with one another or sneeze on each other.
- A.4.7 Full height, full width solid sneeze barriers must be installed between cat units. Alternatively, where the cattery is built with gaps between outdoor units rather than sneeze barriers, these must be a minimum of 0.6m wide. (see also new build on P 30).
- A.4.8 Sneeze barriers must be in place on the end walls of the exercise run at each end of the cattery block to prevent contact with animals from outside.

Shelving or raised areas in exercise run

- Shelves or raised areas are important to allow cats to rest high up where they feel more secure (usually between 0.75 and 1.5 m above the ground).
- A.4.9 Shelving must be made of impervious, easily cleanable materials.
- A.4.10 There must be a shelf or facility for providing a raised area in the exercise area.
- A.4.11 All resting areas/shelving must be large enough for each cat to lie on.
- A.4.12 Extra help (eg steps) to provide safe easy access to the shelf for elderly, ill, very young or disabled cats must be available if required.

A.5 Fire and other emergencies

- Appropriate steps will be taken for the protection of the animals in case of fire and other emergencies.
- This should include instructions on where staff and cats are to be evacuated to in the event of emergencies such as fire or flooding. An emergency telephone list should include fire, police and vets.
- Fire and electrical safety certificates should be available for inspection.

- A.5.1 There must be a written emergency plan (agreed by the local authority) which must be on display and known to staff and a contingency plan should the premises be destroyed or uninhabitable.
- A.5.2 Premises and activities must be risk assessed (including fire). These risk assessments must be recorded and relayed and understood by all staff.
- A.5.3 Fire fighting equipment must be provided, maintained in good working order (maintenance must be evident and should show date checked) and easily accessible.
- A.5.4 Fire exits must be clearly marked and access left unrestricted.
- A.5.5 The premises must comply with current legislation with regards to electricity and gas (if connected).

A model Emergency and Evacuation Plan is attached as Annex B.

Section B – Diet: Providing the cat(s) with an appropriate diet

Fresh clean water and a suitable diet are basic nutritional requirements for physical health.

B.1 Drinking

- Water is essential for all cats. It is especially important for those fed on dry food. Cow's milk should not be fed to cats because many cats have lactose intolerance. Wide water bowls allow cats to drink without bending their whiskers.

- B.1.1 Fresh water must be available at all times. Clean water must be provided daily in a clean container or changed sooner if it is visibly soiled.
- B.1.2 Food and water must be kept separate (Joint feeding and water bowls must not be used).
- B.1.4 Water must be positioned well away from the litter tray, as cats will not drink if it is placed too close to a toilet site (see also D.3).
- B.1.4 Adequate water bowls must be provided for multi-cat units (see also D.3).
- B.1.5 Water bowls must be non-porous and easy to clean/disinfect.

B.2 Eating

- Cats have very specific dietary needs which can vary, dependent on a number of factors (i.e. age, health status, activity, weight). However, all cats are obligate carnivores and require a well-balanced, meat-based diet to stay fit and healthy. Ideally cats should be fed several small meals per day. Kittens, or cats with additional needs, will need more frequent feeding. The feeding of raw food diets is not recommended due to the risk of bacterial and parasite contamination and the public health risk. Cats should not remain inappetent (not eating) for longer than 2 days without seeking veterinary advice.

- B.2.1 There must be exclusive facilities, hygienically constructed and maintained, for the storage and preparation of food for the cats.
- B.2.2 Refrigeration facilities must be provided.

- B.2.3 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels.
- B.2.4 Clean, safe containers must be provided for the storage of foods and must be insect and rodent proof
- B.2.5 Cats must be fed a balanced diet suitable for their age, health status, reproductive status and lifestyle. The type of food, specific diet or prescription diet is usually by agreement with the owner.
- B.2.6 Food must be unspoilt, palatable, and free from contamination.
- B.2.7 For healthy adult cats at least two meals a day must be offered at a minimum of 8 hours apart, as appropriate to the individual's requirements.
- B.2.8 Unconsumed wet or fresh food must be removed before it deteriorates, and before the next feed time. Dry food can be fed as indicated by the manufacturer.
- B.2.9 Food must not be left for excessive periods to prevent it being spoiled and attracting flies. This will vary with temperature conditions and type of food.
- B.2.10 All food must be positioned well away from the litter tray, (minimum 60cm), as cats will not eat if it is placed too close to their toilet site.
- B.2.11 One feeding bowl must be provided per cat.
- B.2.12 Food bowls must be non-porous and easy to clean and disinfect, or disposable.
- B.2.13 Food intake must be monitored daily and any problems recorded.
- B.2.14 Veterinary advice must be followed if feeding debilitated, underweight or ill cats, or those with specific dietary requirements.
- B.2.15 Cats displaying marked weight loss/gain must be evaluated by a vet and treated as necessary.

Section C – BEHAVIOUR: Allowing the cat(s) to express normal behaviour patterns

Good welfare depends on meeting both the mental and behavioural needs of cats, as well as their physical needs. How a cat behaves can indicate how successfully an individual is coping in its environment.

C.1 General points on cat behaviour

- Physical and mental health can affect cat behaviour. Cats are intelligent active creatures but changes can upset them, as can being off their own territory. Some cats can become stressed or bored in a boarding situation. This can lead to poor appetite, shedding viruses or greater susceptibility to disease. Staff should be appropriately trained to recognise common behaviours and behaviour changes. A cat should never be punished as this is likely to make it more nervous or scared. A regular routine will help cats to predict what is going to happen.
- Ideally cats should be able to view the outdoors and have an interesting outlook.

C.1.1 The behaviour of individual cats must be monitored on a daily basis and abnormalities or changes noted and acted upon if necessary.

C.1.2 Cats must be able to access different levels within the unit (see A.3 for more information).

C.1.3 Cats must be given the opportunity for play and exercise.

Hiding places

- Hiding is a behaviour that cats can use to help them cope with changes in their environment. Cats hide to avoid interactions with other cats or people, or stressful situations. Providing cats with places to hide can reduce stress and can be as simple as providing a cardboard box, an igloo-type bed or other structures within the unit.

C.1.4 A hiding place must be provided for cats in the sleeping accommodation (see also D.3).

Play

- Encouraging cats to play can be a good way of keeping them active.
- Cats are playful animals (but individuals vary in their desire to play) and enjoy playing with toys (especially those which mimic prey), and with people. Cats have a need to express the innate predatory behaviour which is natural for them and therefore show most interest in toys that mimic prey.
- Environmental enrichment such as changing toys regularly, can reduce boredom.

C.1.5 Any toys provided must be safe and be disinfected between use in the cattery, or disposed of. If provided by the owner toys must be kept within that cat's unit and used solely for that cat and returned to the owner and the end of the cat's stay.

Scratching

- Cats are highly motivated to show scratching behaviour and naturally use objects to scratch to mark their territory, strengthen their muscles and sharpen their claws. Cats often prefer scratch posts tall enough for the cat to use fully stretched.

C.1.6 Cats must be provided with suitable facilities for scratching.

C.1.7 Any surface available for scratching must either be disinfected between use for different cats, or disposable. If provided by the owner it must be kept within that cat's unit and used solely for that cat and returned to the owner and the end of the cat's stay. (See Section E -Health & Welfare).

C.2 Noise

- Cat hearing is more sensitive than human hearing and thus noise levels uncomfortable for humans are likely to be very uncomfortable for cats. Excessive noise contributes to adverse behavioural and physiological responses. Cats are adversely affected by the sound of barking dogs.
- The cattery environment should be as calm and quiet as possible with noise producing equipment located as far away from animals as possible.

C.2.1 Cats must not be exposed to excessive noise of barking boarded dogs or other excessive/continuous noise.

C.3 Long stay cats

- Occasionally cats stay in a boarding cattery for periods over 3 weeks and these cats require special consideration such as environmental enrichment, regular health checks and extra attention from staff.

C.3.1 A Standard Operating Procedure (SOP) must be in place explaining how to ensure the health and welfare of long-term stay cats.

Section D – COMPANY: Providing the cat(s) with the appropriate company

It is important from a welfare perspective to ensure that any need that a cat has to be housed, with or apart from, other animals, is met. The cat is by nature a solitary animal, and contact with or seeing unfamiliar/strange cats can be very stressful.

D.1 Feline company and interactions

- Most adult cats will only be friendly to siblings or certain other cats they live with. Strange cats are usually avoided. Cats can find the presence of other cats very stressful and can suffer if they cannot avoid cats with whom they are not familiar or do not like. Housing cats at high densities increases the potential for them to be stressed. Only cats from the same household may share a unit.
- Where possible cats must be able to avoid seeing other cats by being provided with hiding places and translucent (allowing light to pass through, but only diffusely, so that objects on the other side cannot be clearly distinguished) barriers between units. (See page 29 – New Build).

D.1.1 Cats from different units must not share exercise runs or an exercise area either at the same time or sequentially.

D.2 Human company and interactions

- Most cats enjoy and benefit from human company, but prefer to interact with people on their own terms. Cats socialised to humans can find human company stimulating and may show signs of stress when this interaction is decreased. However, other cats will prefer minimum contact.
- Cattery staff should find out from the owner and monitor each cat to ascertain how much human contact it wants and adapt to provide this.
- A cat should never be forced to interact with a person/people, and a facility should be provided for a cat to avoid people should they wish. (Ref to hiding place).

- Scruffing of cats (picking up a cat by the scruff of its neck) should not be done except as an absolute last resort.

D.2.1 Cats must always be handled humanely and appropriately to suit the requirements of the individual cat.

D.3 Multi-cat units

- Proprietors have a responsibility to monitor units where more than 1 cat is housed. Even though these cats originate from the same household, cats sharing a home may not necessarily get on well, especially when confined. Therefore proprietors must monitor cats to ensure that they are not experiencing stress/distress/aggression from another cat. Only cats from the same household can share a unit.

D.3.1 For any multi-cat unit (cats from the same home) cats must be monitored and consent obtained from the owner for separating cats, should problems arise (e.g. cats fighting or 'stressed').

D.3.2 There must be multiples of all resources (food and water bowls, litter trays and sleeping areas (warmed if required), depending on the number of cats, to ensure that some cats cannot monopolise resources and prevent the others from accessing them.

D.3.3 A separate bed must be provided for each cat.

D.3.4 A separate hiding place must be provided for each cat eg a cardboard box, igloo bed.

D.3.5 Separate feeding bowls (not double feeders) must be provided for each cat.

D.3.6 Several sources of water must be provided if multiple cats are housed.

Section E – HEALTH AND WELFARE: Protecting the cat(s) from pain, suffering, injury and disease

Many points covered under the previous four sections (A – D) can be considered to relate to Section E and assist in protecting cats from pain suffering, injury and disease.

E.1 Monitoring cats

- In order to keep cats healthy the proprietor needs to have an organised system for registering and monitoring all cats at the cattery.
- It is recommended that a late-night round be carried out to check on all cats, heating etc.
- The well-being of the boarded cat is paramount. It is recommended that all cats are weighed on entry and exit from the cattery. This allows the proprietor to monitor any changes and provides information should clients challenge the cat's condition on their return. This is especially important for older cats and kittens. Geriatric, ill or debilitated cats should also be monitored more closely for appropriate management.
- It is recommended that cats that are boarded for longer than 2 weeks are weighed every 2 weeks, and older cats and kittens weighed weekly, and records kept.

E.1.1 All cats must be observed regularly throughout the day. Cats must be checked daily for signs of illness and/or injury and to ensure that their needs are being met. Any signs of ill health or unusual behaviour must be recorded and advice sought without delay.

E.1.2 The cattery proprietor or responsible person must visit the cats at regular intervals (of no more than 4 hours apart during the working day), or as necessary for the individual health, safety and welfare of each cat.

E.1.3 Presence or absence of faeces and urine in trays must be noted daily. Any signs of abnormalities in excreta must also be noted or acted upon as appropriate.

E.1.4 Drinking and eating habits must be monitored and any problem investigated. (Refer back to Section B).

E.2 Keeping records

- A register must be kept of all cats boarded and available to key members of staff and to local authority inspectors if requested. Records should be backed up and records kept for a minimum of 24 months. It is also useful to know if cats are insured, should problems occur.

The information kept must include the following:

E.2.1 Date of arrival and departure.

E.2.2 Name, sex, description of cat and microchip number.

E.2.3 Number of cats sharing from same household.

E.2.4 Name, address, phone number and email of owner (including emergency contact details).

E.2.5 Name, address, email and phone number of emergency local contact (who is able to take the cat if necessary).

E.2.6 Cat's veterinary surgeon.

E.2.7 Cat's diet and relevant requirements.

E.2.8 Cats' relevant medical history.

E.2.9 Consent forms eg veterinary treatment, consent to share or separate cats if needed, record of baskets/toys etc left at the cattery (Check vet consent forms i.e. own vet or designated vet if not in area).

E.2.10 Record of vaccination.

E.2.11 Any medical treatment must be recorded and visible to prevent mis-dosing.

E.3 Disease control

- Cats are vulnerable to a range of serious infectious diseases, therefore disease control and rapid response to any signs of illness is critical.
- The potential for infectious disease problems escalates where many cats are kept together and a cat's immune system can also be affected by stress.
- As outlined elsewhere, construction materials and equipment need to be easy to clean and disinfect (see Section A).
- No cats should be allowed in the safety corridor or to share an exercise area (unless they come from the same household).
- Infectious agents are spread in various ways –
 - Feline leukaemia virus (FeLV) and feline immunodeficiency virus (FIV) need direct contact between cats, which should be impossible in the boarding situation.
 - Cat flu viruses such as feline herpesvirus [FHV], feline calicivirus [FCV], and other respiratory pathogens such as Bordetella bronchiseptica, are spread in sneeze droplets, on hands, clothes, shoes, equipment and environment.
 - Feline parvovirus (aka feline infectious enteritis (FIE)) can be spread on hands, clothing and shoes, litter trays and environment, and can remain in the environment for a long time.
- The source of feline parvovirus (FIE) is faeces from an infected cat and several other agents are spread via contact with other cats' faeces/litter trays and include Coronavirus, Salmonella and Campylobacter etc.

Ringworm spores can remain infectious in the environment for prolonged periods of time.
- Preventing cat-to-cat contact, ensuring excellent hygiene protocols and management protocols to minimise stress can reduce the risk of disease spread.
- The movement of people through the cattery should be minimised and supervised.

- If rescue cats are boarded, these should be handled last.
- E.3.1 Where work with rescue cats or breeding cats is also undertaken, this must be kept completely separate, and extra precautions taken to prevent the spread of disease.
- E.3.2 When there is any cause for concern regarding the health status of a cat, that cat must be handled last and the unit must be cleaned after all the others.
- E.3.3 Cats must remain in their assigned unit and not be moved to other units (rotation) or to a holding unit for cleaning purposes, except for moving to an isolation facility.
- E.3.4 Standard operating procedures (SOPs) must be in place and followed to prevent spread of disease, and staff trained in these procedures.
- E.3.5 Facilities must be provided for the proper reception, containment and disposal of all waste and meet with local authority approval.
- E.3.6 Isolation facilities must be available (see E.6).

E.4 Hygiene practices

- Proper cleaning and disinfection helps to reduce the spread of infectious disease to both animals and people. Cats are particularly susceptible to poisoning from phenolic compounds (those that turn cloudy when added to water), therefore these must not be used.

Cleaning and disinfectant products

- E.4.1 Products must be suitable to use and effective against the pathogens, (especially feline parvovirus (FIE) and ringworm)) for which the cats are at risk and under the conditions present in the environment in which they are used.
- E.4.2 Cleaning agents and disinfectants must be non-toxic to cats.

E.4.3 The compatibility of different bactericides, fungicides and virucides (if used together and/or with a detergent) must also be taken into account.

Manufacturers' recommended guidelines for use, correct dilutions and contact time for use in cleaning and disinfection products must be followed. Standing water must not be allowed to accumulate in areas around the cat units due to the possibility of pathogens residing in these moist environments.

Cleaning and disinfecting routines for units when cats are resident

- Litter tray hygiene is very important as cats may refuse to use trays if they are soiled; faeces is also a high risk source of infection for some feline diseases.
- Cats prefer clean, comfortable dry bedding. Bedding should not be a source of infection.
- Cats can ingest infective agents from dirty dishes and may excrete viruses themselves in saliva. Clean and disinfected dishes reduce the risk of disease.
- On a daily basis (and more often if necessary) the unit needs to be spot cleaned and any obvious food or waste removed, and all excreta and soiled material removed from all areas used by cats.
- Litter trays need to be cleaned and disinfected in a separate area away from food preparation.
- Food and water dishes need to be cleaned and disinfected, and not at the same time in the same sink or area as litter trays or other items soiled with body waste.

If only one sink is available, strict protocols need to be in place between use to ensure adequate disinfection after cleaning litter trays and before cleaning dishes, as faeces is the major source of many infective pathogens. Sinks need to be disinfected thoroughly between uses.

E.4.4 There must be cleaning and disinfection routines in place for day-to-day management of the cats and for ensuring a cat unit and all equipment is cleaned and disinfected effectively before a new cat comes in.

E.4.5 Each unit must be supplied with its own dustpan, brush and scoop, to be used exclusively in, and kept in that unit, until departure of the cat, and then cleaned and disinfected before re-use, or disposed of prior to the next resident.

E.4.6 Litter trays must be emptied and cleaned and disinfected at least once a day, or more frequently as necessary.

E.4.7 Beds and bedding material must be checked daily and be maintained in a clean, dry and parasite-free condition.

E.4.8 Drinking vessels must be changed/cleaned and disinfected at least once a day.

E.4.9 Grooming equipment must either be cleaned and disinfected between use on different cats, or be disposable. If provided by the owner, it must only be used on that cat and must be sent home with the cat.

E.4.10 Toys and scratch posts must be cleaned and disinfected between use for different cats, disposed of, or returned to the cat's owner (if they came in with the cat).

Handling cats

- Hand sanitiser dispensers should be available in all cat care areas and should only be used on clean hands. It should be noted that hand sanitisers are ineffective against some of the more dangerous pathogens (eg calicivirus) and cannot be relied upon as the sole means of hand sanitation. Washing of hands thoroughly or wearing of gloves is preferable.
- Fresh protective garments should be worn when handling vulnerable individuals. Kittens and young cats should be handled before adult cats.

E.4.11 Hygiene protocols must be observed between handling cats. Hands must be washed/ disinfected or hand sprays or alcohol gel used between handling of each cat.

E.4.12 Protective garments must be changed and laundered with an appropriate disinfectant/ disposed of immediately after handling a cat with a suspected infectious disease.

E.5 Vaccination, fleas, worms and other parasites

- There must be a policy for cats coming to the cattery having vaccinations against appropriate diseases (Occasionally there will be veterinary advice on a specific cat regarding vaccination and its health status and this should be taken into account).
- If owners have treated their cats for worms and fleas before entry to the cattery, the proprietor should note when this occurred and what products were used.

- E.5.1 An up-to-date veterinary health record must be seen to ensure that cats boarded have current vaccinations against feline parvovirus (feline infectious enteritis) (FIE)) and against feline respiratory viruses (feline herpesvirus and feline calicivirus).
- E.5.2 Vaccination (including boosters) must have been completed, at the very least, 2 weeks before the cat's arrival in order to ensure maximum protection.
- E.5.3 Homoeopathic vaccination is not acceptable as it will not protect against infectious diseases.

E.6 Isolation facilities

- All establishments must have a means of providing isolation that will allow for the care of sick cats which develop signs of infectious diseases, to minimise the risk to other cats. How this is physically provided (ranging from being able to shut off an end unit of the cattery and using a separate door, to having a separate building) may vary. In many catteries the cat is taken straight to the vet (catteries are advised to check with the vet whether this service is available). If not, isolation protocols (below) must be observed.

- E.6.1 The area must provide separate, self contained facilities for the isolation of suspected infected cats and must have a separate entrance to the rest of the units.
- E.6.2 Separate cleaning supplies and clothing must be designated for the isolation area and other cattery sections.

E.6.3 Protective clothing and footwear must be worn when handling cats in the isolation facility, and sanitation protocols adhered to, to avoid the transmission of disease. Whilst in use, the clothing should be kept in the isolation unit and not be removed other than for cleaning and disinfection.

E.6.4 Hands must be washed/disinfected between handling cats.

E.6.5 Separate feeding and water bowls, litter trays, litter, a dedicated safe cat basket, bedding and cleaning utensils must be stored in the isolation unit ready for immediate use.

E.6.6 Any cats in the isolation facility must be checked regularly and unless a separate person is caring for them, they should be visited after the other cats.

E.6.7 A Standard Operating Procedure (SOP) for barrier nursing and information must be provided for staff.

E.6.8 Should a cat need to be removed from its unit, it must be carried in a secure and disinfected cat carrier, and the carrier disinfected after use.

E.6.9 In emergency cases, such as admission of unvaccinated cats because of owner hospitalisation, there must be provision to be able to place these animals in isolation.

E.7 Veterinary treatment and health care

- Access to veterinary care is vital for the cat, should it be required.
- If medication is necessary, it should only be used for the cat for which it is prescribed and following a veterinary surgeon's instructions.

E.7.1 A veterinary practice must be appointed for the establishment. The name, address and telephone number of the establishment's veterinary service must be displayed in a prominent position for staff.

E.7.2 Where cats require wiping of eyes, grooming or other cleaning regimes, these must be carried out frequently enough to keep the cat clean and comfortable providing it is safe to do so.

E.7.3 When a cat is suspected of being ill or injured (staff should be trained to recognise when a cat requires veterinary care), a veterinary surgeon must be contacted for advice immediately. Any instructions for treatment given by a veterinary surgeon must be strictly followed with further advice sought if there is ongoing concern.

E.7.4 Medicines must be stored safely, securely, at the correct temperature and labelled correctly according to manufacturer's instructions. Any unused medications must be returned to the owner or prescribing vet.

E.8 Holding units for temporary housing

- Routine use of holding units is not recommended as they are small (minimum size should be 1 m in each dimension) and are an additional source of cross infection to cats.
- Holding pens should only be used in exceptional circumstances ideally for no longer than 12 hours and not in areas where other cats are housed.
- The licensed capacity of the cattery does not include holding pens.

E.8.1 If, in an emergency, holding units/pens are used, they must not be sited in the reception.

E.8.2 Cats must be provided with a bed, litter tray, food and water.

E.9 Transportation of animals

- Transportation can increase risk for cats, both of disease (from unclean vehicles or carriers) or of escape. A vehicle can be viewed as an extension of the premises and therefore the same principles of hygiene, care and disease control apply. If the journey is long, appropriate resources must be provided.

E.9.1 Any transport legislation must be complied with.

E.9.2 Cats must be secured in durable carrying baskets any time they are transported/carried outside the cat unit (A spare cat carrier should be kept at the cattery for situations where owners do not arrive with their cat in a secure carrier).

E.9.3 All vehicles and equipment must be kept clean and disinfected after each collection or delivery.

E.9.4 Cats must not be left in vehicles except for transportation.

SECTION F – New Build

As knowledge and materials change, recommendations for better construction and care can change. For anyone undertaking a new build cattery the following advice and recommendations must be followed. When replacing (or adding to) parts of an existing cattery, new build must be followed.

NB.1 Cat units

- Previous smallest size units (for 1 cat) are considered difficult to clean and manage efficiently.
- Having 2 cat size units gives much greater flexibility for the cattery.

NB.1.1 Sleeping accommodation sizes

For new build the smallest unit must be large enough for up to 2 cats and to allow for adequate staff space for cleaning.

- Penthouse accommodation has a number of drawbacks in the cleaning and management of the cat and the units:
 - Cleaning adequately under the box can be difficult.
 - The box must not be too deep or the internal height of the sleeping box too high, in order to be able to clean it.

- Cleaning inside the sleeping box can be difficult and health and safety issues arise if the person doing the cleaning has to climb on a stool or climb into the box to reach the top or back.
- Cats in the box are at face height which could be potentially dangerous with an aggressive cat.
- Very young, old/infirm or disabled cats may find the ramp difficult /dangerous. It is advisable to have at least one full height unit for use for blind, old, infirm or severely disabled cats, or suitable provision made for these cats.

Full height, walk-in units – floor area and dimensions of sleeping accommodation			
New build – the minimum size must be as below (2 cats)			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
Up to two cats	1.5 m ²	1.2 m (eg 1.2m x 1.25 m wide)	1.8 m
Up to four cats	1.9 m ²	1.2 m (eg 1.2m x 1.6 m wide)	1.8 m

In new build

NB.1.2 Penthouse accommodation measurements for the exercise run must be taken from the front of the sleeping accommodation/box, not under the box.

NB.1.3 When measuring floor area, shelving areas must not be included.

NB.1.4 The box must be 0.9 m off the ground both to enable the area underneath to be cleaned effectively, and to enable a person to reach inside to clean the walls and ceiling of box.

Penthouse accommodation sleeping accommodation (box) – floor area and dimensions			
New build – the minimum size must be as below (2 cats)			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height of box
Up to two cats	1.1 m ²	0.9 m (eg 0.9 m deep x 1.2 m wide)	1.8 m
Up to four cats	1.7 m ²	0.9 m (eg 0.9 m deep x 1.9 m wide)	1.8 m

Exercise run sizes

Full height, walk-in units and penthouse accommodation exercise run			
New build – the minimum size must be as below (2 cats)			
	Minimum area	Smallest dimension must be a minimum of:	Minimum height
Up to two cats	2.2 m ²	1.20 m (eg 1.2 m x 1.85 m)	1.8 m
Up to four cats	2.8 m ²	1.20 m (eg 1.20 m deep x 2.35 m)	1.8 m

Sneeze barriers

In new build sneeze barriers must be at a minimum, translucent (Allowing light to pass through, but only diffusely, so that objects on the other side cannot be clearly distinguished) to reduce stress caused by cats seeing one another. Opaque barriers are acceptable but may cut down on the light entering the cattery.

Gaps between units

In new build where gaps between units are used as disease control, one side of the gap must have a full height, full width translucent sneeze barrier.

Hygiene facilities

In new build there must be separate sinks for cleaning of litter trays and feeding utensils.

Materials

In new build any wood to which the cat has access must be clad with an impervious smooth material to prevent damage and make cleaning and disinfection easier.

Noise

If a new cattery is being built near existing kennels serious consideration must be given to positioning of the building to minimise the level of noise from the dogs which can be very stressful to cats.

Annex A

LICENCE CONDITIONS INSPECTION SHEET FOR CAT BOARDING ESTABLISHMENTS

LICCENCE CONDITIONS INSPECTION SHEET FOR CAT BOARDING ESTABLISHMENTS										Tick boxes ✓/x
Name of Cattery	Date of Inspection		Boarding		Rescue	Breeding				
Address of Cattery	Person seen	Signature		Part Inspection	Full Inspection	Overall score				
	Inspectors name(s)	Cattery Vet details displayed					Accident Book (H&S)	Emergency Contact displayed		
Licence on Display	Insurance	Pest Control policy/contract								
Has copy of Licence Con & Legislation	Register and Back up									

Outdoor Cattery	Indoor Cattery	Semi-outdoor/indoor	Full height Unit (walk-in)	Penthouse Style Unit	Home boarding
Timber	PVCu	Fibreglass	Other	Number Units	

Index

Identification code	Section	Range	Score	Range	Score
A	Environment	Cattery Unit: Drainage: Exercise Run: Fire/Emergency: Interior Surfaces: Lighting: Litter Trays: Roofing: Safety C: Sizes: Sneeze Barriers and Shelving: Temperature: Ventilation			
B	Diet	Drinking: Eating: Refrigeration: Storage of foods: Washing equipment			
C	Behaviour	Scratching: Long stay cats: Environmental enrichment: Toys:			
D	Company	Multi-Cat Units: Monitoring: Shared cats			
E	Health and Welfare	Cleaning: Disease Control: Hygiene Practices: Holding Units: Isolation: Monitoring Cats: Records/S.O.Ps: Register: Transport			
Rating	0	Does not meet the minimum standard			
Rating	1	0 - 56	0	114 - 170	2
Rating	2	57 - 113	1	171+	3
Rating	3	Exceeds the standard			
N/A = 2					

Annex A

Area	Identification Code	Description	√	x	Score	Actions or Comments	Done √
Records	A.5.1/2	Written emergency plan and risk assessment					
Records	C.3.1	Long stay cats S.O.Ps					
Records	D.3.1	Multi-cat unit consent					
Records	E.1	Monitoring cats					
Records	E.2	Register and Back-up					
Records	E.3.4	S.O.Ps					
Records	E.5.1 - E.5.3	Vaccinations					
Records	E.6.7	Barrier nursing S.O.Ps					
Records	E.7.1	Veterinary details/displayed					
Records	A.5.1 - A.5.5.5	Fire and other emergencies					
Records	A.3.7	Temperature records					
Records	D.2.1	Monitoring of cats for human contact					
Records	D.3.1	Multi-Cat Unit consent					
Kitchen/Eating	B.2.1	Exclusive facilities					
Kitchen	E.3.2	Cleanliness					
Kitchen/Eating	B.2.2	Refrigeration					
Kitchen/Eating	B.2.3	Washing equipment					
Kitchen/Eating	B.2.4	Storage of foods					
Kitchen/Eating	B.2.5 – B.2.7	Feeding regime					
Page Total							

Annex A

Area	Identification Code	Description	√	x	Score	Actions or Comments	Done √
Cattery Unit	A.1.1 – A.1.4	Sound and safe construction					
Cattery Unit	A.3.1, A.3.5 – A.3.6	Sleeping accommodation sizes					
Cattery Unit	A.1.5	Sharp edges/Other hazards					
Cattery Unit	A.1.6 – A.1.8, A.2.12	Secure windows, doors & fencing					
Cattery Unit/Drainage	A.1.12 – A.1.14	Drainage/Drain covers					
Cattery/safety corridor	A.1.15	Escape-proof area					
Cattery/safety corridor	A.1.16 – A.1.18,21	Corridor width/secure doors					
Cattery/safety corridor	A.19	Flooring					
Cattery/safety corridor	A.1.22	Lighting					
Cattery/Sneeze B	A.4.7 – A.4.8	Sneeze Barriers					
Cattery/Roofing	A.1.24	Safe and Waterproof roofing					
Cattery/Lighting	A.2.2	Adequate lighting					
Cattery/Ventilation	A.2.3	Ventilation/Draughts					
Cattery/Interior	A.2.4 – A.2.10	Good repair, clean & sealed joints					
Cattery/Accessing	A.2.1, A.2.12	Sharing Units/Numbered Units					
Cattery/Temperature	A.3.7	Max-Min Thermometer					
Cattery/Temperature	A.3.11 – A.3.14	Safe Appliances					
Cattery/Temperature	A.3.15	Waterproof sockets					
Cattery/Bedding	A.3.17 – A.3.19	Bedding materials					
Cattery/MultiCat Units	D.3.1 – D.3.6	Facilities and monitoring of multi-cat units					
Page Total							

Annex A

Area	Identification Code	Description	√	x	Score	Actions or Comments	Done √
Cattery/Litter Trays	A.2.13 – A.2.18	Suitable litter tray cleanliness & position					
Cattery/Shelving	A.3.1 – A.3.4	Sleeping accommodation and shelving					
Cattery/Exercise Run	A.4.6	Exercise Run sizes					
Cattery/Exercise Run	A.3.20	Access to Run					
Cattery/Exercise Run	A.4.1 – A.4.4	Clean and secure Run					
Cattery/Exercise Run	A.4.9 – A.4.12	Shelving in Run					
Cattery/Scratching	C.1.6 – C.1.7	Scratching Posts					
Cattery/Behaviour	C.1.6	Toys/Environmental enrichment					
Cattery/Behaviour	C.1.4	Hiding places					
Cattery/Company	D.1.1	Cats from different households					
Cattery/Hygiene	E.4.1	Cleaning products					
Cattery/Cleaning	E.4.5	Dust pan, brush and scoop					
Handling Cats	E.4.11 – E.4.12	Hygiene protocols and protective garments					
Health Care	E.7.3 - E.7.4	Veterinary instruction/legislation					
Holding Units	E.8	Facilities					
Isolation	E.6.1 – E.6.5	Cleanliness and procedures for use					
Transport	E.9	Use of vehicles for transportation					

Page Total

OVERALL SCORE

Annex B

Emergency and Evacuation Plan

Introduction

All appropriate steps will be taken for the protection of the cats in case of fire or other emergency; Animal Boarding Establishments Act 1963 section 1 (3) (d).

There should be an Emergency Evacuation Plan (EEP) and fire warning procedure in place. This should be posted where staff may become familiar with it. This procedure should include instructions dealing where cats are to be evacuated to and contingency for their accommodation/care if the premises are rendered unsafe or unsuitable.

Prior to formulating an Emergency and Evacuation Plan carry out a Fire Risk Assessment (FRA) to identify any potential fire risk hazards within your establishment.

Emergency situations and the requirement to evacuate from the establishment can arise from a number of situations like; Fire, Flooding, Damage to building, Power failure and disease.

Being prepared and planning a simple but well understood procedure to be carried out in the event of an emergency is essential to offer maximum protection for you, your staff and the animals in your care. This need not be a lengthy document but should include a plan of the site giving exit points, location of telephone, emergency equipment (fire extinguishers and storage of baskets/cages) RVP and designated holding area for cats. The emergency contact details of a supervisor or the proprietor and the establishments Veterinary Surgeon should also be displayed.

Fire fighting equipment and detectors must be properly maintained. All electrical installations and appliances must be maintained in a safe condition. There should be a residual current circuit breaker system on each cattery block for the premises. Heating appliances should not be sited in a location or manner where they may present a risk of fire/risk to cats. Precaution should be taken to prevent any accumulation of material which may present a risk of fire.

Fire Risk Assessment

1. Identify potential fire risk hazards in the workplace
2. Decide who might be in danger (staff, Visitor, animal) in each area
3. Evaluate the risks arising from hazards and what can be done
4. Record your findings
5. Keep assessment under review

There should be adequate means of raising an alarm in the event of a fire or other emergency. In the event of a fire breaking out within your establishment, remember that your safety and those of your staff is of prime importance and no risks should be taken which may compromise any person's safety. No task in tackling the fire or evacuating animals should be undertaken unless it is safe to do so.

Upon Discovery of Fire

- Leave fire area immediately
- Close all doors behind you
- Alert occupants of building by sounding alarm (if present) or yell "Fire"
- Telephone Fire and Rescue Services dialling 999 from a safe location
- Evacuate animals when it is safe to do so to the designated holding area
- Use exit to leave building

Upon Hearing of a Fire Condition

- If safe, staff can assist with evacuating animals /occupants
- Leave building via nearest safe exist
- Close doors behind you
- Remain Calm
- Proceed to the designated RV area

Fire and Evacuation Action Plan

Planning Your Escape	<p>You only have a short time to get out so prepare a plan of escape in advance rather than waiting until there is a fire or evacuation of the establishment. Think of another way out in case the normal route is blocked.</p> <p>Know where door and window keys are kept.</p> <p>Know where spare baskets/ cages are stored.</p> <p>Know where the RVP/Holding areas are.</p>	
If You Discover a Fire		<p>Leave fire area immediately.</p> <p>Close all doors behind you.</p> <p>Sound the alarm and call 999 from any phone.</p> <p>Stay calm, speak clearly and listen to the operator.</p> <p>Where safe to do so, assist others to evacuate and remove animals to the safe holding area.</p> <p>If there is a fire elsewhere in the establishment, stay where you are and await instructions or if you have to move remember to check doors with the back of your hand before opening. If it feels warm, do not open it and go another way.</p> <p>If there is a lot of smoke, crawl along floor where the air will be cleaner.</p> <p>If in doubt – Get out, Stay out and get the Fire & Rescue Services Out.</p>
Contacts in an Emergency	<p>(enter details here)</p> <ul style="list-style-type: none"> • Proprietors name and Telephone Number(s) • Supervisors Name and Telephone Number(s) • Establishments Veterinary Surgeons Name(s) and Telephone Number(s) 	<p>(enter details here)</p> <ul style="list-style-type: none"> • Telephone at (enter location) • Emergency equipment at (enter location) • RVP at (enter location) • Animal Holding area at (enter location) • Fire Extinguishers located at (enter location) • Keys kept at (enter location)
<p>RVP = Rendezvous Point</p>		

The onus is upon the cattery to ensure adequate fire prevention precautions are in place.

It is recommended that plans and details for large catteries are lodged with the police and fire authorities. Fire prevention advice may be sought from the Fire Prevention Officer based at your local fire station. This officer can give advice on fire drills, fire escapes, equipment and should be consulted when new buildings are constructed or existing buildings modified.

Smoke detectors are recommended and you must make sure that Fire Detection and fighting equipment are easily accessible and regularly tested. Exit routes should be kept clear. Staff should be familiar with the fire evacuation procedure by use of fire drills and how to use the fire extinguishers.

The Fire Precautions (Workplace) Regulations 1997 place a duty on employers to carry out a risk assessment for the premises not covered by a fire certificate.

Useful Contacts

Chartered Institute of Environmental Health

Chadwick Court, 15 Hatfields, London SE1 8DJ
Telephone: 020 7928 6006
www.cieh.org

British Veterinary Association

7 Mansfield Street,
London W1G 9NQ
Telephone: 020 7636 6541
Email: bvahq@bva.co.uk
www.bva.co.uk

Pet Industry Federation

Bedford Business Centre,
170 Mile Road, Bedford MK42 9TW
Telephone: 01234 273 933
www.petcare.org.uk

Royal Society for the Prevention of Cruelty to Animals

RSPCA Enquiries Service, Wilberforce Way,
Southwater, Horsham, West Sussex RH13 9RS
Telephone: 0300 1234 555
www.rspca.org.uk

Cats Protection

National Cat Centre
Chelwood Gate, Haywards Heath
Sussex RH17 7TT
www.cats.org.uk

International Cat Care

Taeselbury High Street, Tisbury,
Wiltshire SP3 6LD
Telephone: 01747 871872
Email: info@icatcare.org
www.icatcare.org

Dogs Trust

17 Wakley Street, London EC1V 7RQ
Telephone: 0207 833 7685
Email: info@dogstrust.org.uk
www.dogstrust.org.uk

ISBN: 978-1-906989-74-3



Chartered Institute of Environmental Health
Chadwick Court, 15 Hatfields, London SE1 8DJ
Telephone 020 7928 6006
Email info@cieh.org **Web** www.cieh.org
Registered charity no. 290350

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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 14

meeting date: 18 JANUARY 2018
title: UPDATE ON DISABLED FACILITIES GRANT POSITION
submitted by: CHIEF EXECUTIVE
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

1 PURPOSE

- 1.1 To update Members on the current position in terms of the delivery of Disabled Facilities Grants.
- 1.2 Relevance to the Council's ambitions and priorities
 - Community Objectives – To address the identified housing needs of the borough.
 - Corporate Priorities - To be a well managed and efficient Council.
 - Other Considerations – None.

2 INFORMATION

- 2.1 In May 2017 it was reported to Committee that the Better Care fund allocation allowed a more flexible approach to the delivery of disabled adaptations.
- 2.2 Various amendments were proposed to the existing policy and approved by Committee; these amendments have been incorporated into the Discretionary Disabled Facilities Grant Policy which is attached at Appendix 1.
- 2.3 The only difference to the report is there is no proposal to commission a private OT as there has been confirmation that new OTs have been recruited through Lancashire County Council Social Services.
- 2.4 In addition, we have also had notification of an additional £27,000 allocation available to Ribble Valley for adaptations. Attached at Appendix 2 is the award letter.

3 RISK ASSESSMENT

- 3.1 The approval of this report may have the following implications
 - Resources – Resources available to deliver disabled adaptations have been increased with the new allocation.
 - Technical, Environmental and Legal – The discretionary policy provides clear guidance to all applicants and partners in administering the grants available.
 - Political – Enabling applicants to stay in their own home is a priority in the health agenda.

- Reputation – The Council is keen to demonstrate all the partnership work involved in delivering the adaptation service and that more households will be assisted.
- Equality & Diversity – More households should be assisted under the new policy.

5 **CONCLUSION**

5.1 Accept the contents of this report and the appendix.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

(If any)

For further information please ask for Rachael Stott, extension 3235

REF: RS/EL/180118/H&H



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Discretionary Disabled Facilities Grant Policy

Housing Grants, Construction and Regeneration Act 1996

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002

December 2017

1. Introduction

Housing is a key determinant of health and poor housing is directly linked to poor health. This disabled facilities grant policy details the financial assistance that the Council aims to provide to support improvements to enable disabled occupants to remain in their own home through the use of the Better Care Fund allocation.

The Council is required to adopt a Discretionary Disabled Facilities Grant Policy which sets out how it intends to use its discretion to develop schemes having regard to the needs of the Borough, the availability of funding, and the Council's priorities.

This Discretionary Disabled Facilities Grant Policy forms part of the Council's over-arching Housing Strategy.

2. Aims and priorities

Improving the housing conditions across the Borough will support improvements in health and well-being as well as having a positive impact on the quality of local neighbourhoods, particularly for those residents who are vulnerable and cannot access their homes and gardens due to their disability.

This policy sets out in greater detail our offer to disabled occupants and their families. It also details to local Councillors, local residents and our stakeholders how we will work to maintain and improve the provision of adapted property across the borough.

Appendix 1 details the assistance schemes that the Council intends to offer during the life of this policy and sets out specific eligibility criteria relating to each scheme.

The health and well-being of disabled and vulnerable residents is often compromised due to their homes not meeting their specific needs, and this can impact on their ability to live with dignity within their homes.

Disabled Facilities Grants

The Council has a statutory obligation to administer mandatory Disabled Facilities Grants (DFGs) to provide aids and adaptations to enable disabled residents to live independently within their own homes.

The eligibility requirements, scope of works, and the general requirements governing mandatory DFGs are prescribed and the Council is unable to deviate from these requirements.

The Council is required to administer Disabled Facilities Grants to all eligible applicants irrespective of their tenure, and the Council aims to work collaboratively with housing associations to fund aids and adaptations within social housing wherever possible to ensure everyone has the same opportunity to have their home adapted.

In some cases the use of Disabled Facilities Grants is able to assist with reducing the length of stay in hospital and facilitating a quick return to home. This also reduces the demand for residential care placements.

Discretionary Top-up Grant

The Council have agreed to use discretionary powers to provide in eligible cases a top-up award in addition to the £30,000 mandatory grant. In more complex cases the work required often goes over the mandatory grant award maximum. This top-up of a maximum of £10,000 will assist to provide all the required work identified by the Occupational Therapist. In addition to this, the 10% administration fee will also be eligible for the discretionary grant. The additional £10,000 can only be accessed where the full £30,000 of mandatory grant has been utilised. The discretionary element will be registered as a land charge if the works include alterations to the property on owner occupied properties and, in the event the property is sold within a 10 year period, the Council require repayment. * Please see exception policy.

The availability of the top-up grant is at the discretion of the Council and subject to availability of funding.

Ribble Valley Adaptation Grant

For some households the means testing requirement makes them not eligible for assistance. This often means the works are not carried out or don't fully meet the person needs. The Ribble Valley adaptation allows a grant to provide 1 item as recommended by the Occupational Therapist up to a maximum of £5,000 plus the administration fee. This is available to any household who fails the means test. This will fund the cost of the 1 item prioritised by the Occupational Therapist. The applicant can then choose as to whether they fund the remaining works themselves. The full grant will be registered as a land charge if the works include alterations to the property on owner occupied properties and, in the event the property is sold within a 10 year period, the Council require repayment. * Please see exception policy.

The availability of the Ribble Valley Adaptation Grant is at the discretion of the Council and is subject to the availability of funding.

Review of the policy

The ability to provide Discretionary Top up and Ribble Valley Adaptation grants will be reviewed quarterly with regard to financial capacity to award the discretionary element. Mandatory grants will take priority.

The provision of Discretionary Top up and Ribble Valley Adaptation DFGs will be reported to each Health and Housing Committee.

The policy will be reviewed annually by the Health and Housing Committee.

Priority 1 – Assist disabled and vulnerable residents to remain in their homes through the provision of aids and adaptations

Scheme	Assistance Available	Purpose	Scope of Assistance	Eligibility	Scheme Conditions
<p>Mandatory Disabled Facilities Grant</p>	<p><u>Maximum assistance per application:</u></p> <p>Statutory maximum: £30,000 from Better Care Fund allocation</p>	<p><u>Assistance to:</u></p> <p>Meet the Council's statutory obligation to assist disabled residents to live independently in their homes</p>	<p><u>Aids and adaptations to:</u></p> <p>a) be recommended by an Occupational Therapist;</p> <p>b) meet the regulations governing eligibility for works, including:</p> <ul style="list-style-type: none"> ▪ adaptations to aid access into and around the property; ▪ works to ensure the safety of the applicant; ▪ provision of suitable bathroom or sleeping facilities, heating, and access to lighting and power; ▪ provision of suitable kitchen facilities or adaptation of existing kitchen, and; ▪ works to enable a disabled resident to care for dependent residents. 	<p><u>Applications considered from:</u></p> <p>a) disabled home owners;</p> <p>b) disabled tenants (both in the private and social housing sectors);</p> <p>c) disabled persons living at home with their family, and;</p> <p>d) parents or guardians of a disabled child;</p>	<p><u>Applications to include:</u></p> <p>a) completed application form, and;</p> <p>b) two estimates for the works in the required format</p> <p><u>Applications subject to:</u></p> <p>a) means test through standard test of resources, except where;</p> <p>b) the grant is approved in respect of a disabled child under the age of 19</p> <p><u>Works to be:</u></p> <p>a) completed within 12 months of grant approval;</p> <p>b) completed to the satisfaction of the Council</p>

Scheme	Assistance Available	Purpose	Scope of Assistance	Eligibility	Scheme Conditions
					<p><u>Grants in excess of £5,000 to be:</u></p> <p>a) registered as a local land charge against the property if the works include alterations to the property on owner occupied properties (ie, not equipment)</p> <p>b) 10% admin fee is charged where technical support is used. 5% admin fee where there is no technical input</p> <p>c) a maximum of £10,000 be repaid if the property is sold, transferred, or assigned within 10 years.</p>
<p>Ribble Valley Adaptation Grant</p>	<p>Maximum individual grant £5,000 + admin fee</p> <p>To be funded from Better Care Fund</p>	<p>As per Mandatory DFG</p>	<p>Ribble Valley adaptation DFG only applicable for 1 item:</p> <ul style="list-style-type: none"> • provision of stair lift • conversion bathroom to wetroom • ceiling track hoist • wash only bidet • provision of ramps, half steps and galvanised rails 	<p>As per mandatory DFG</p> <p>Only 1 Ribble Valley adaptation grant within a 5 year period</p>	<p>All scheme conditions are the same as Mandatory DFG above except:</p> <ul style="list-style-type: none"> • no means test • the full grant will be registered as a charge against the property for 10 years if the works include alterations to the

Scheme	Assistance Available	Purpose	Scope of Assistance	Eligibility	Scheme Conditions
			<ul style="list-style-type: none"> access inside or outside the property Any other adaptation as recommended by the OT 		property on owner occupied properties (ie, not equipment).
Disabled Facilities Discretionary Top up Grant	<u>Maximum assistance per application:</u> £10,000 from Better Care Fund allocation + admin fee	<u>Assistance to:</u> a) provide top-up funding to meet the reasonable cost of aids and adaptations to assist the applicant to live independently in their home, where a Disabled Facilities Grant is approved at the statutory maximum and the eligible expense less contribution also exceeds the statutory maximum (currently £30,000).	<u>Aids and adaptations to be:</u> (As set out above for Mandatory Disabled Facilities Grants)	<u>Applications considered from:</u> a) applicants for a Mandatory Disabled Facilities Grant, where the eligible costs of the work exceed the mandatory grant	<u>Applications to include:</u> a) No separate application - assistance linked to Mandatory DFG application <u>Applications subject to:</u> a) means test through standard test of resources, except where b) the grant is approved in respect of a disabled child under the age of 19 <u>Works to be:</u> a) completed within 12 months of application approval b) completed to the satisfaction of the Council <u>All the discretionary top up grant amount to be:</u>

Scheme	Assistance Available	Purpose	Scope of Assistance	Eligibility	Scheme Conditions
					<ul style="list-style-type: none"> a) registered as a local land charge against the property if the works include alterations to the property on owner occupied properties (ie, not equipment) b) 10% admin fee is charged where technical support is used. 5% admin fee where there is no technical input c) the full grant to be repaid if the property is sold, transferred, or assigned within 10 years.



Department for Communities and Local Government

Disabled Facilities Grant (DFG):

Autumn Budget announcement: Additional £42 million for DFG in 2017-18

1 December 2017

For the attention of:

1. Borough Authority Chief Executives
2. Unitary Authority Chief Executives
3. London Borough Chief Executives
4. District Council Chief Executives
5. County Council Chief Executives
6. Better Care Fund Managers

Dear Chief Executives,

In the Autumn Budget, the Chancellor announced an additional £42 million of capital funding for the DFG in 2017-18 for local authorities in England. As you know, the DFG is for the provision of adaptations to disabled people's homes to help them better access, and move around, their homes and/or gardens. Home adaptations can be a welcome intervention for many, enabling people to live independently and safely. While this additional funding should continue to be used for home adaptations, there is also flexibility to use some of the additional funding on wider social care capital projects. This additional funding should be spent in the 2017-18 financial year.

Unlike the current 2017-18 DFG Grant Determination, in two tier areas the additional funding will be issued directly to the lower tier authorities. Please note that this additional DFG funding will not be subject to the usual Better Care Fund (BCF) requirements such as the need for local authorities and clinical commissioning groups to jointly agree how to spend the funding as part of your local BCF plan. This is to ensure that the additional funding is quickly distributed, and to enable it to be spent by the end of the current financial year. If an authority is unable to spend the additional funding, it will be re-allocated to an authority in greater need.

The attached table sets out indicative maximum allocations for each authority (**Annex A**). These allocations have been calculated in accordance with the existing Building Research Establishment allocation methodology. Given the exceptional circumstances of this additional funding, we should be grateful if all lower tier authorities, unitary authorities and London boroughs could confirm whether they wish to accept the full indicative allocation of additional funding and are able spend the

entirety of the indicative allocation of additional funding by 31 March 2018. If an authority is unable to spend some or all the additional funding, it will be re-allocated to an authority in greater need.

Please send your responses to: Disabledfacilities.grants@communities.gsi.gov.uk by **close of play Monday 11 December 2017**. Please clearly identify the name of your local authority and provide a named contact and telephone number for any queries. We expect to distribute the additional funding as soon as we have received replies from all authorities. We will also issue a Grant Determination letter which will necessitate a declaration of the additional grant usage to ensure that it has been spent in accordance with the conditions of the Grant Determination.

I should also like to take this opportunity to remind all local authorities about the work of the national body for home improvement agencies, Foundations, which this Department funds. Foundations are able to advise and support local authorities as well as home improvement agencies on the DFG and efficient delivery of adaptations, and to local authority commissioners on commissioning local home improvement services. More information can be found at: <http://wwwFOUNDATIONS.uk.com/home/>

If you have any further questions please contact the Housing Support Division at Disabled.Facilitiesgrants@communities.gsi.gov.uk or the enquiries line on 0303 444 4400 and ask for colleagues who work on the Disabled Facilities Grant.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Cathy Page', with a stylized flourish at the end.

Cathy Page
Deputy Director
Housing Support Division
Department for Communities and Local Government

Annex A

Local Authority	Maximum indicative amount
Adur	£52,719.67
Allerdale	£97,907.95
Amber Valley	£105,941.42
Arun	£128,033.47
Ashfield	£63,263.60
Ashford	£76,820.08
Aylesbury Vale	£81,338.91
Babergh	£55,732.22
Barking And Dagenham	£143,096.23
Barnet	£218,410.04
Barnsley	£242,510.46
Barrow-In-Furness	£100,167.36
Basildon	£105,439.33
Basingstoke And Deane	£120,251.05
Bassetlaw	£93,138.08
Bath And North East Somerset	£105,941.42
Bedford	£105,941.42
Bexley	£225,941.42
Birmingham	£1,003,430.96
Blaby	£48,451.88
Blackburn With Darwen	£158,159.00
Blackpool	£167,698.74
Bolsover	£77,824.27
Bolton	£266,861.92
Boston	£40,167.36
Bournemouth	£105,188.28
Bracknell Forest	£75,062.76
Bradford	£383,849.37
Braintree	£75,313.81
Breckland	£93,389.12
Brent	£421,757.32
Brentwood	£30,125.52
Brighton And Hove	£165,690.38
Bristol, City Of	£261,338.91
Broadland	£70,041.84
Bromley	£178,242.68
Bromsgrove	£77,824.27
Broxbourne	£63,514.64
Broxtowe	£72,301.26
Burnley	£213,640.17

Bury	£154,895.40
Calderdale	£234,979.08
Cambridge	£65,774.06
Camden	£72,301.26
Cannock Chase	£75,313.81
Canterbury	£94,895.40
Carlisle	£166,443.51
Castle Point	£56,485.36
Central Bedfordshire	£146,610.88
Charnwood	£83,849.37
Chelmsford	£81,589.96
Cheltenham	£76,820.08
Cherwell	£94,142.26
Cheshire East	£156,401.67
Cheshire West And Chester	£275,648.54
Chesterfield	£95,397.49
Chichester	£131,297.07
Chiltern	£60,251.05
Chorley	£58,995.82
Christchurch	£43,179.92
City Of London	£2,259.41
Colchester	£108,953.97
Copeland	£52,719.67
Corby	£43,430.96
Cornwall	£523,179.92
Cotswold	£102,928.87
County Durham	£463,682.01
Coventry	£320,083.68
Craven	£46,945.61
Crawley	£81,589.96
Croydon	£225,941.42
Dacorum	£74,560.67
Darlington	£73,054.39
Dartford	£50,711.30
Daventry	£35,397.49
Derby	£169,456.07
Derbyshire Dales	£42,677.82
Doncaster	£174,225.94
Dover	£102,426.78
Dudley	£505,104.60
Ealing	£290,711.30
East Cambridgeshire	£51,464.44
East Devon	£104,937.24
East Dorset	£67,029.29
East Hampshire	£131,799.16

East Hertfordshire	£57,238.49
East Lindsey	£117,489.54
East Northamptonshire	£41,924.69
East Riding Of Yorkshire	£223,179.92
East Staffordshire	£86,610.88
Eastbourne	£130,543.93
Eastleigh	£100,418.41
Eden	£39,665.27
Elmbridge	£74,309.62
Enfield	£288,953.97
Epping Forest	£72,803.35
Epsom And Ewell	£60,251.05
Erewash	£74,560.67
Exeter	£70,543.93
Fareham	£62,761.51
Fenland	£83,598.33
Forest Heath	£40,167.36
Forest Of Dean	£72,301.26
Fylde	£91,882.85
Gateshead	£138,828.45
Gedling	£85,857.74
Gloucester	£96,401.67
Gosport	£67,782.43
Gravesham	£89,874.48
Great Yarmouth	£90,376.57
Greenwich	£222,426.78
Guildford	£60,251.05
Hackney	£129,790.79
Halton	£142,594.14
Hambleton	£37,656.90
Hammersmith And Fulham	£115,230.13
Harborough	£37,154.81
Haringey	£209,874.48
Harlow	£70,543.93
Harrogate	£58,493.72
Harrow	£128,033.47
Hart	£65,271.97
Hartlepool	£76,569.04
Hastings	£154,644.35
Havant	£150,627.62
Havering	£144,100.42
Herefordshire, County Of	£167,196.65
Hertsmere	£58,493.72
High Peak	£36,401.67
Hillingdon	£407,447.70

Hinckley And Bosworth	£37,656.90
Horsham	£107,447.70
Hounslow	£236,485.36
Huntingdonshire	£113,472.80
Hyndburn	£75,564.85
Ipswich	£103,682.01
Isle Of Wight	£154,142.26
Isles Of Scilly	£1,757.32
Islington	£150,878.66
Kensington And Chelsea	£66,527.20
Kettering	£53,974.90
King's Lynn And West Norfolk	£117,991.63
Kingston Upon Hull, City Of	£215,397.49
Kingston Upon Thames	£118,744.77
Kirklees	£270,627.62
Knowsley	£175,732.22
Lambeth	£128,033.47
Lancaster	£163,933.05
Leeds	£645,188.28
Leicester	£205,857.74
Lewes	£90,376.57
Lewisham	£106,443.51
Lichfield	£82,092.05
Lincoln	£62,259.41
Liverpool	£586,443.51
Luton	£123,514.64
Maidstone	£112,970.71
Maldon	£45,188.28
Malvern Hills	£45,188.28
Manchester	£670,794.98
Mansfield	£96,903.77
Medway	£185,523.01
Melton	£25,104.60
Mendip	£70,292.89
Merton	£111,464.44
Mid Devon	£60,502.09
Mid Suffolk	£50,962.34
Mid Sussex	£87,364.02
Middlesbrough	£163,933.05
Milton Keynes	£93,389.12
Mole Valley	£67,029.29
New Forest	£80,836.82
Newark And Sherwood	£81,589.96
Newcastle Upon Tyne	£202,343.10
Newcastle-Under-Lyme	£126,527.20

Newham	£223,430.96
North Devon	£73,807.53
North Dorset	£36,150.63
North East Derbyshire	£50,209.21
North East Lincolnshire	£251,046.03
North Hertfordshire	£70,794.98
North Kesteven	£66,276.15
North Lincolnshire	£198,577.41
North Norfolk	£86,610.88
North Somerset	£168,200.84
North Tyneside	£124,769.87
North Warwickshire	£59,748.95
North West Leicestershire	£54,728.03
Northampton	£120,251.05
Northumberland	£221,924.69
Norwich	£98,912.13
Nottingham	£211,380.75
Nuneaton And Bedworth	£125,523.01
Oadby And Wigston	£33,640.17
Oldham	£167,698.74
Oxford	£111,715.48
Pendle	£75,815.90
Peterborough	£171,966.53
Plymouth	£195,313.81
Poole	£78,828.45
Portsmouth	£158,159.00
Preston	£126,527.20
Purbeck	£34,895.40
Reading	£92,384.94
Redbridge	£184,267.78
Redcar And Cleveland	£114,476.99
Redditch	£73,054.39
Reigate And Banstead	£97,907.95
Ribble Valley	£27,112.97
Richmond Upon Thames	£150,627.62
Richmondshire	£22,594.14
Rochdale	£223,179.92
Rochford	£37,656.90
Rossendale	£88,619.25
Rother	£134,058.58
Rotherham	£217,405.86
Rugby	£52,719.67
Runnymede	£67,782.43
Rushcliffe	£55,230.13
Rushmoor	£94,393.31

Rutland	£19,832.64
Ryedale	£50,209.21
Salford	£256,066.95
Sandwell	£362,510.46
Scarborough	£110,962.34
Sedgemoor	£71,799.16
Sefton	£335,397.49
Selby	£36,401.67
Sevenoaks	£99,414.23
Sheffield	£376,317.99
Shepway	£102,928.87
Shropshire	£270,125.52
Slough	£88,870.29
Solihull	£189,539.75
South Bucks	£55,230.13
South Cambridgeshire	£61,255.23
South Derbyshire	£67,531.38
South Gloucestershire	£175,481.17
South Hams	£59,748.95
South Holland	£51,715.48
South Kesteven	£71,297.07
South Lakeland	£56,736.40
South Norfolk	£73,807.53
South Northamptonshire	£34,895.40
South Oxfordshire	£120,502.09
South Ribble	£50,460.25
South Somerset	£93,138.08
South Staffordshire	£82,845.19
South Tyneside	£131,297.07
Southampton	£193,807.53
Southend-On-Sea	£120,502.09
Southwark	£129,288.70
Spelthorne	£71,548.12
St Albans	£57,991.63
St Edmundsbury	£67,782.43
St. Helens	£221,673.64
Stafford	£113,974.90
Staffordshire Moorlands	£134,560.67
Stevenage	£65,523.01
Stockport	£213,640.17
Stockton-On-Tees	£129,037.66
Stoke-On-Trent	£240,502.09
Stratford-On-Avon	£69,790.79
Stroud	£58,242.68
Suffolk Coastal	£80,334.73

Sunderland	£258,326.36
Surrey Heath	£68,786.61
Sutton	£138,075.31
Swale	£227,447.70
Swindon	£96,401.67
Tameside	£198,075.31
Tamworth	£37,656.90
Tandridge	£37,656.90
Taunton Deane	£65,020.92
Teignbridge	£100,418.41
Telford And Wrekin	£175,230.13
Tendring	£146,610.88
Test Valley	£105,439.33
Tewkesbury	£107,949.79
Thanet	£256,820.08
Three Rivers	£49,707.11
Thurrock	£100,920.50
Tonbridge And Malling	£102,928.87
Torbay	£121,757.32
Torrige	£56,987.45
Tower Hamlets	£183,263.60
Trafford	£186,778.24
Tunbridge Wells	£111,464.44
Uttlesford	£15,062.76
Vale Of White Horse	£128,033.47
Wakefield	£305,523.01
Walsall	£305,020.92
Waltham Forest	£182,510.46
Wandsworth	£135,062.76
Warrington	£168,200.84
Warwick	£75,062.76
Watford	£58,744.77
Waveney	£108,702.93
Waverley	£63,263.60
Wealden	£87,866.11
Wellingborough	£46,945.61
Welwyn Hatfield	£66,527.20
West Berkshire	£162,677.82
West Devon	£39,163.18
West Dorset	£76,317.99
West Lancashire	£107,698.74
West Lindsey	£52,719.67
West Oxfordshire	£60,000.00
West Somerset	£28,368.20
Westminster	£130,543.93

Weymouth And Portland	£74,811.72
Wigan	£339,414.23
Wiltshire	£273,640.17
Winchester	£94,895.40
Windsor And Maidenhead	£78,326.36
Wirral	£302,259.41
Woking	£105,439.33
Wokingham	£82,845.19
Wolverhampton	£270,627.62
Worcester	£56,485.36
Worthing	£105,439.33
Wychavon	£92,887.03
Wycombe	£111,715.48
Wyre	£153,640.17
Wyre Forest	£107,698.74
York	£110,962.34
	£42,000,000.00

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 15

meeting date: THURSDAY, 18 JANUARY 2018
 title: TACKLING ROGUE LANDLORDS
 submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE
 principal author: HEATHER BARTON, HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

- 1.1 To make Members aware of new civil penalties that have been introduced under the Housing and Planning Act 2016 and suggest how we deal with these.
- 1.2 To ensure that the new powers are used to tackle the problem of rogue landlords.
- 1.3 Relevance to the Council's ambitions and priorities:
- Community Objectives - }
 - Corporate Priorities - }
 - Other Considerations - }
- Consideration of these issues will promote the Council's aim to be a well-managed Council.

2 BACKGROUND

Civil penalties under the Housing and Planning Act 2016

- 2.1 The Housing and Planning Act 2016 introduced a number of measures to crack down on rogue landlords:
- Civil penalties of up to £30,000 as an alternative to prosecution for certain specified offences (came into force 6th April 2017)
 - Extension of rent repayment orders to cover illegal eviction, breach of a banning order and certain other specified offences (came into force 6th April 2017)
 - Database of rogue landlords and property agents convicted of certain offences (scheduled to come into force on 1st October 2017)
 - Banning orders for the most serious and prolific offenders (scheduled to come into force on 1st October 2017)
- 2.2 Local housing authorities will be able to impose a civil penalty (i.e. a fine) as an alternative to prosecution for the following offences under the Housing Act 2004:
- Failure to comply with an Improvement Notice.
 - Offences in relation to licensing of Houses in Multiple Occupation (HMOs).
 - Offences in relation to licensing of houses under Part 3 of the Act (ie selective licensing).
 - Failure to comply with management regulations in respect of HMOs.
- 2.3 The maximum penalty is £30,000 but the amount of penalty is to be determined by the local housing authority. They should develop and document their own policy

setting out the appropriate level of civil penalty in a particular case. The local authority will need to take a number of factors into account when deciding on the penalty:

- Severity of the offence.
- Culpability and track record of the offender.
- The harm caused to the tenant.
- Punishment of the offender.
- Deter the offender from repeating the offence.
- Deter others from committing similar offences.
- Remove any financial benefit the offender may have obtained as a result of committing the offence.

3 ISSUES

3.1 Local housing authorities are expected to develop and document their own policy on when to prosecute and when to issue a civil penalty. There is then a set procedure that they must follow, as set out in Schedule 13A of the Housing Act 2004, to impose a civil penalty. A landlord /agent has the right of appeal to a First-tier Tribunal. The First-tier Tribunal has the power to confirm, vary (increase or reduce) the size of the civil penalty or to cancel it.

3.2 The Government has also consulted on changes to the licensing requirements for HMO properties. One of the most significant changes is that currently only HMOs of at least three storeys in height are covered by mandatory licensing. Under the proposed changes mandatory licensing will apply to all HMOs with five occupants or more from two different households irrespective of how many storeys are in the property. The HMO Regulations will also extend mandatory licensing to flats above and below business premises. This will result in many of our unlicensed HMO's falling within the licensing regime. It is expected that the new regulations will be enacted in 2017. This may increase the workload of staff in the Environmental Health Team. At this stage the numbers of properties that will fall under the new legislation are unknown. We currently charge £750 for an HMO licence for up to 10 lets and any lets over 10 are charged at £50 per let. This may need to be reviewed when it is clear what additional requirements there may be as the licence fee is set on the basis of cost recovery.

Existing Staffing Resources

3.3 The Environmental Health Team deal with housing conditions, management and licensing within the private rented sector. A number of the landlords and managing agents operating in the Borough do not meet the standards that are required of them by legislation. With current staffing resources we can only provide a reactive service that deals with complaints.

Suggested Way Forward

3.4 The new legislation under the Housing and Planning Act 2016 provides Local Housing Authorities with a range of new powers to tackle the problems of rogue landlords, but further work is needed to develop a local policy. As a number of landlords and managing agents operate across Pennine Lancashire it makes sense to try and work with the other local authorities to see if a consistent policy approach can be developed.

3.5 In order to properly implement the new legislation that has been enacted, or is expected to be enacted later in the year, additional staffing resources may be needed in the Environmental Health Team. As local authorities will be able to retain any civil penalties then this would offset some, or all, of the additional costs. However, it is not clear at this stage if the threat of a large civil penalty will act as a sufficient deterrent to ensure that Improvement Notices are complied with.

4 RISK ASSESSMENT

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

- Resources – None.
- Technical, Environmental and Legal - The Housing and Planning Act 2016 sets the legal framework for the imposition of civil penalties for offences under the Housing Act 2004.
- Political – None.
- Reputation – None.
- Equality & Diversity – No implications identified.

5 CONCLUSION

5.1 That Committee note the new civil penalties that have been introduced under the Housing and Planning Act 2016.

HEATHER BARTON
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

Civil penalties under the Housing and Planning Act 2016 – Guidance for Local Housing Authorities

<https://www.gov.uk/government/publications/civil-penalties-under-the-housing-and-planning-act-2016>

For further information please ask for Heather Barton, extension 4466.

REF: HC/180118/H&H

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 16

meeting date: 18 JANUARY 2017
title: INTRODUCTION OF THE HOMELESSNESS REDUCTION ACT 2017
submitted by: CHIEF EXECUTIVE
principal author: RACHAEL STOTT, HOUSING STRATEGY OFFICER

1 PURPOSE

- 1.1 To inform Members of the introduction of new Homeless Legislation, Homeless Reduction Act 2017 and the implications for the Housing Service.
- 1.2 Relevance to the Council's ambitions and priorities
 - Community Objectives – To address the identified housing needs in the borough.
 - Corporate Priorities – To be a well managed and efficient Council.
 - Other Considerations – None.

2 BACKGROUND

- 2.1 The Homeless Reduction Act received Royal Assent in England and Wales on 27 April 2017.
- 2.2 Homelessness in England is rising. In 2016 59,260 households were accepted as statutorily homeless – this is an increase of 40% since the start of the decade. In the face of growing demand and a reduction in supply of affordable housing, councils have focussed on their statutory duties. The Homeless Reduction Act expands the duties of councils, requiring us to work on preventing homelessness for all homeless households.
- 2.3 A summary of the current duties and the changes being brought in via this Act are set out in Paragraph 3.7.
- 2.4 Whilst the government has allocated some money for local authorities to reflect the new burdens placed on the council as a result of this change, the impact on the service is not fully known but is predicted to be significant.

3 ISSUES

- 3.1 The Homelessness Reduction Act 2017, which started life as a Private Members Bill, gained Royal Assent in April 2017 and is becoming law in April 2018.
- 3.2 The Act places a new duty on local authorities to help prevent the homelessness of all families and single people, regardless of priority need, who are eligible for assistance and threatened with homelessness.
- 3.3 The Act places a greater emphasis on intervention and acting quickly to provide advice and prevent homelessness, rather than only intervening when it has become

crisis point. It also extends the duties placed on the council to offer more help to people considered to be 'non priority'.

- 3.4 Under current legislation the council has a duty to make housing advice available universally to residents. It has specific duties to provide advice or seek to prevent or relieve homelessness where someone is threatened with homelessness within 28 days.
- 3.5 In terms of housing duties, currently the housing duty will only apply where someone is threatened with homelessness or homeless and they have a 'priority need'. This includes someone with child(ren) who reside with them (or could reasonably be expected to reside with them), someone who is pregnant or are vulnerable due to age or illness/disability or for another reason (such as domestic abuse or being in prison).
- 3.6 The new Act extends these duties, both by increasing the timeframe where help has to be provided, but also extending our duties to people who are 'non priority'.
- 3.7 The key changes are set out as follows:

Current Duties: Housing Act 1996 (as amended by Homelessness Act 2002)	New duties: Homeless Reduction Act 2017
A duty to help someone who is Homeless or threatened with homelessness within 28 days	A duty to help someone who is homeless or threatened with homelessness within 56 days
A duty to prevent homelessness for people considered to be in priority need	A new duty to prevent or relieve homelessness for all eligible applicants threatened with homelessness, regardless of priority need.
No current duty	A new duty on public services to notify a local authority if they come into contact with someone they think may be homeless or at risk of becoming homeless.
Duty to secure that advice and information about homelessness and prevention of homelessness is available free of charge to any person in the district	Duty to provide or secure the provision of a service, available free of charge to any person in the authority's district, providing information and advice on preventing homelessness, securing accommodation when homeless, the rights of persons who are homeless or threatened with homelessness and the duties of the authority and any help that is available from the authority or anyone else for people who are homeless.

Current Duties: Housing Act 1996 (as amended by Homelessness Act 2002)	New duties: Homeless Reduction Act 2017
Duty to provide advice and assistance	Duty to assess every eligible applicant's case and agree a personalised housing plan. This would include any steps the applicant is required to take in order to secure or retain accommodation plus what the council will do. This plan must be kept under review until the council has decided a duty is no longer owed.
Duty to provide interim accommodation where a person is eligible, homeless and in priority need	Initial duty owed to all eligible persons who are homeless. The authority must take reasonable steps to help the applicant to secure that suitable accommodation becomes available for them for at least six months or such longer period not exceeding 12 months.

3.8 The Act significantly extends the duties of the council to provide housing advice and homeless prevention advice and specifically states that the service must be designed to meet the needs of the following groups:

- People released from prison or youth detention accommodation
- Care Leavers
- Former members of the regular armed forces
- Victims of domestic abuse
- Person's leaving hospital
- Person's suffering from a mental illness or impairment and
- Any other group that the authority identifies as being at particular risk of homelessness in the district

3.9 The Act specifically defines a private sector tenant who has received a valid Notice of Possession as 'threatened with homelessness' thus ensuring early assistance to people who are threatened with homelessness in these circumstances.

3.10 For applicants who are already homeless or who become homeless at the end of the 56 day prevention period, the new initial duty gives the council a 56 day window in order to resolve the applicant's homelessness. The initial duty can be discharged by securing suitable private sector accommodation for a minimum period of six months.

3.11 The Act increases the opportunities available to the applicant to request a review of decisions made by the council at various stages in the application process.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources - There are no direct financial implications arising from this report, as it is for information only. However members will note that this new legislation places additional burdens on the council, including additional requirements in

terms of how and when homeless prevention and housing advice is provided and an extension to the groups of people to whom we have duties.

The government has allocated a total of £61million per annum for two years nationally in new burdens funding to local authorities. Some local authorities are estimating that the changes to legislation may lead to a 50% increase in demand on current services. This will be kept under review and reported to Committee 12 months after implementation.

- Technical, Environmental and Legal - The government has produced a draft code of guidance. The Act places new burdens on the Council and there will be an associated cost, which we cannot easily estimate at this stage. The housing service will ensure that suitable training to staff and partners; and that the new burdens funding is utilised to support service delivery.
- Political - Assessing and meeting the duties arising from the homeless legislation is a key statutory responsibility for the council. The new Act will bring about a significant change to the current duties and introduces many new opportunities for applicants to seek a review of the council's decision(s). It is very important that the new legislative requirements are fully understood and implemented.
- Reputation – It is important that the council adheres to the new legislative framework and that our staff and stakeholders are knowledgeable about our legal duties. Failure to implement these new duties adequately will be a reputational risk to the council and could leave us vulnerable to legal challenge regarding our decision making.
- Equality & Diversity – A review of the impact of the additional burden will identify which groups of service users are assisted.

5 CONCLUSION

- 5.1 Accept the content of the report and acknowledge the changes the introduction of Homelessness Reduction Act will bring.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

(If any)

For further information please ask for Rachael Stott, extension 3235.

REF: RS/EL/180118/H&H

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 17

meeting date: THURSDAY, 18 JANUARY 2018
 title: WIGWAM HOLIDAYS RIBBLE VALLEY, MOORGATE FARM, DINCKLEY
 submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
 principal author: MATTHEW RIDING – ENVIRONMENTAL HEALTH OFFICER (HOUSING)

1 PURPOSE

1.1 To consider an application for a Site Licence for a new site.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - }
 - Corporate Priorities - }
 - Other Considerations - }
- The Council aims to be a well-managed Council; the licensing system supports this objective.

2 BACKGROUND

2.1 In June 2017 planning permission was granted to form a camping site for eight camping pods on land at Moorgate Farm, Kenyon Lane, Dinckley, BB6 8AN.

2.2 The length of the season approved is unrestricted, although the planning permission clearly states that the camping pods shall not be used as units of permanent accommodation.

3 ISSUES

3.1 Under the Caravan Sites and Control of Development Act 1960, each Local Authority is responsible for the granting of Site Licences which must be issued after planning permission has been obtained. Once granted, there is no requirement for the renewal of the Licence.

3.2 On 2 August 2012, Health and Housing Committee agreed that any future changes to existing Caravan Site Licences shall be reported as information items. Whilst it is acknowledged that this is a new licence on a brand new site, Section 3 of the Caravan Sites and Control of Development Act 1960 states that "if an applicant has the benefit of planning permission and applies for a Caravan Site Licence, the Local Authority shall issue a Site Licence within 2 months of that date".

3.3 Local Authorities means of control then lies in the conditions that are attached to the Licence. Examples of these conditions include spacing between hard-standings, minimum road widths, sanitary provisions etc.

3.4 On 6 November 2007, the Council's Community Committee agreed to adopt the national, template of Model Standards, modified as necessary to reflect local conditions, to be attached to the Caravan Site Licences.

3.5 A condition will be included in the Site Licence which stipulates that the camping pods shall only be used for the purpose of holiday accommodation and not as a permanent residence. This condition will also require the site owner to maintain (and make available for inspection) a suitable register with supporting evidence showing

that the details of the primary residence of the owner and/or occupier of the camping pods. This condition is being applied to all holiday site licences.

3.6 The site has had an initial inspection by the Council's Environmental Health Officer and is being developed to a high standard.

4 RISK ASSESSMENT

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

- Resources – No implications identified.
- Technical, Environmental and Legal – The Council has a duty to issue an appropriate licence within 2 months of an application being received.
- Political – No implications identified.
- Reputation – No implications identified.
- Equality & Diversity – No implications identified.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Authorise the Council's Head of Environmental Health Services to grant a Site Licence in the terms set out in 2.1, 3.4 and 3.5.

MATTHEW RIDING
ENVIRONMENTAL HEALTH OFFICER (HOUSING)

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

None.

For further information please ask for Matthew Riding, extension 4470.

REF: MR/CMS/H&H/18 JAN 18

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 18

meeting date: THURSDAY, 18 JANUARY 2018
 title: CALDER FARM CARAVAN SITE, BOLTON-BY-BOWLAND
 submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
 principal author: MATTHEW RIDING – ENVIRONMENTAL HEALTH OFFICER (HOUSING)

1 PURPOSE

1.1 To consider an application for a site licence for a new site.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - }
 - Corporate Priorities - }
 - Other Considerations - }
- The Council aims to be a well-managed Council; the licensing system supports this objective.

2 BACKGROUND

2.1 Calder Farm, Settle Road, Bolton-by-Bowland has been used by the Caravan and Camping Club as a certified site for a number of years. In November 2016, planning permission was granted to form a touring caravan park with 13 hard-standings.

2.2 The length of the season approved is unrestricted although a maximum of five caravans are allowed on the site during the period 31 October to 1 March. Also, no caravan shall be permitted to remain on the site for a period of one month in total in any period of three months.

2.3 The planning permission also stipulated that the hard-standings shall be used for the siting of touring caravans for holiday accommodation only and under no circumstances whatsoever shall be used for a person's primary residence.

3 ISSUES

3.1 Under the Caravan Sites and Control of Development Act 1960, each Local Authority is responsible for the granting of Site Licences which must be issued after planning permission has been obtained. Once granted, there is no requirement for the renewal of the Licence.

3.2 On 2 August 2012, Health and Housing Committee agreed that any future changes to existing Caravan Site Licences shall be reported as information items. Whilst it is acknowledged that this is a new licence on a brand new site, Section 3 of the Caravan Sites and Control of Development Act 1960 states that "if an applicant has the benefit of planning permission and applies for a Caravan Site Licence, the Local Authority shall issue a Site Licence within 2 months of that date".

3.3 Local Authorities means of control then lies in the conditions that are attached to the Licence. Examples of these conditions include spacing between hard-standings, minimum road widths, sanitary provisions etc.

3.4 On 6 November 2007, the Council's Community Committee agreed to adopt the national, template of Model Standards, modified as necessary to reflect local conditions, to be attached to the Caravan Site Licences.

3.5 The site has had an initial inspection by the Council's Environmental Health Officer and will be revisited next year following the construction of a new amenity block.

4 RISK ASSESSMENT

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

- Resources – No implications identified.
- Technical, Environmental and Legal – The Council has a duty to issue an appropriate licence within 2 months of an application being received.
- Political – No implications identified.
- Reputation – No implications identified.
- Equality & Diversity – No implications identified.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Authorise the Council's Head of Environmental Health Services to grant a Site Licence in the terms set out in 2.1, 2.2 and 2.3.

MATTHEW RIDING
ENVIRONMENTAL HEATH OFFICER (HOUSING)

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

None.

For further information please ask for Matthew Riding, extension 4470.

REF: MR/CMS/H&H/18 JAN 18

**HOMELESS FORUM
29 NOVEMBER 2017 - 10.30AM**

90 WHALLEY ROAD, CLITHEROE

Present:

Katy Marshall	CAB
Nigel Rix	CCP
Natasha Berry	Inspire
Michelle Barnes	Places for People
Mo Patel	Places for People
Peter Sumner	LCC Children and Wellbeing service
Adele Curtis	RVH
Caroline Terry	Places for People
Kate Procter	RVBC
Rachael Stott	RVBC
Tracey O'Neil	RVH
Kelly Barnes	RVBC
Cllr S Brunskill	RVBC
R Croasdale	Tenant
R Eatough	Tenant

Appendix 1 provides the notes from the forum. These include a report of the households seen to date in 2017. The most recent report from DCLG to assist local authorities prepare for the introduction of the Homeless Reduction Act and finally the information on the trail blazers project which will provide face to face support for young people facing homelessness.

The Homelessness Strategy is due for renewal. It was agreed all partners would receive a copy of the revised strategy in its draft form and they would have an opportunity to comment.

Management Statistics for Period 01/01/2017 to 28/11/2017

Applications Processed		No. of applications received:	13	Applicants Rehoused	Housed By RVBHR - Split by RSL
Of which, No. Accepted as	Eligible, unintentionally homeless and in priority need	No. of decisions made in period:	13	No. Permanently housed:	4
(Eligible, homeless and in priority need but intentionally so			Housed by RVBHR:	1
(Eligible, homeless but not in priority need:			Housed by other:	3
(Eligible but not homeless:			No. temporarily housed:	13
(Ineligible:		0		

Applicants in Bed and Breakfast

Applicants Leaving Temporary Accommodation

Accepted as in Priority Need:	At start date	At finish date	No. of applicants leaving in period:	B&B	Other
- Emergency:	0	0	0	0	9
- Dependent children	0	0			
- Expectant mothers	0	0			
- 16/17 year olds:	0	0			
- 18 to 20 yr old formerly in care	0	0			
- Old age:	0	0			
- Physical disability	0	0			
- Mental illness or handicap	0	0			
- Drug dependency	0	0			
- Alcohol dependency	0	0			
- Classified as former refugee or as asylum seek	0	0			
- Other special reason	0	0			
- Having been in care	0	0			
- Having served in HM forces	0	0			
- Having been in custody/on remand	0	0			
- Having fled violence (domestic)	0	0			
- Having fled violence (non-domestic)	0	0			
Total in B&B accepted as in Priority Nee	0	0	0	0	20 weeks
Awaiting Decision:	0	0			
Not Accepted:	0	0			

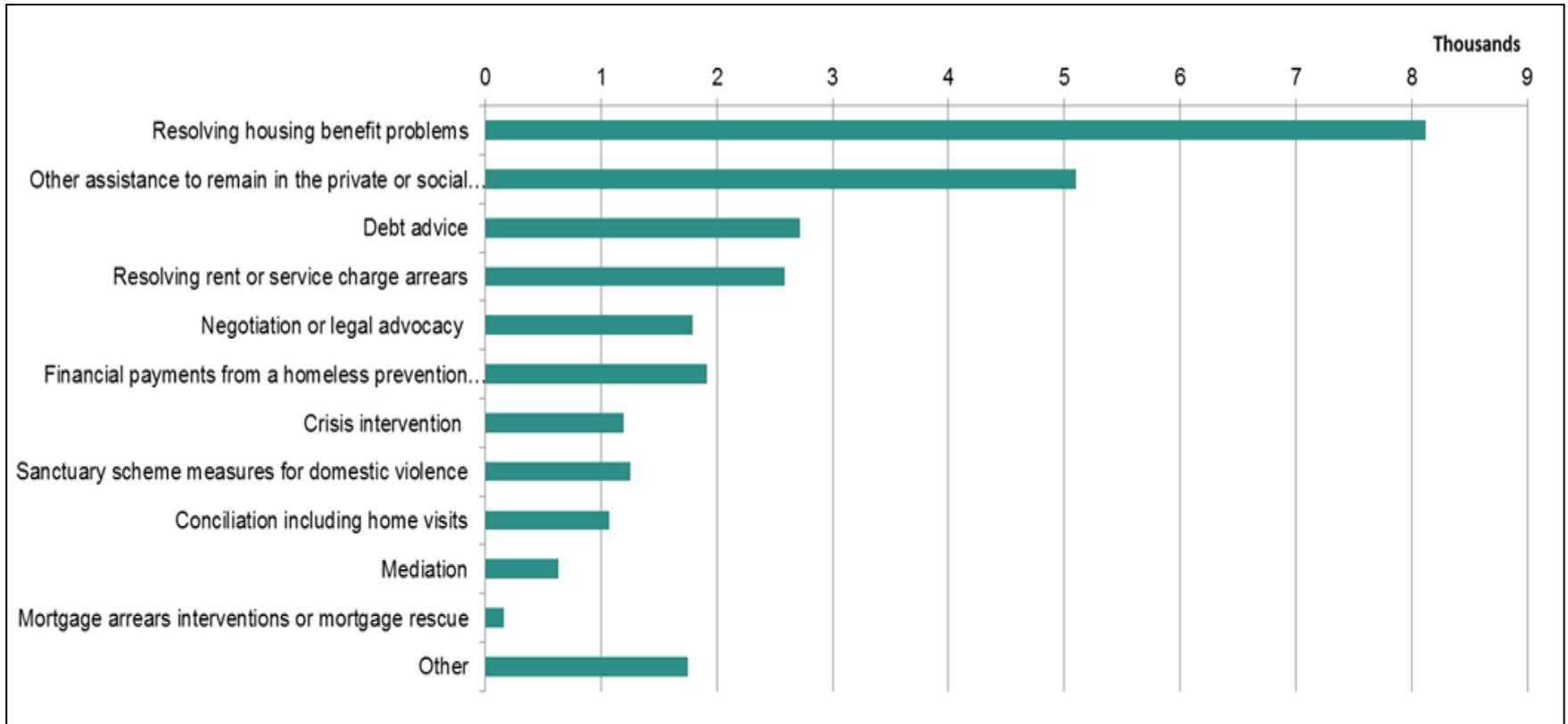


Department for
Communities and
Local Government

HOMELESSNESS: CONTEXT

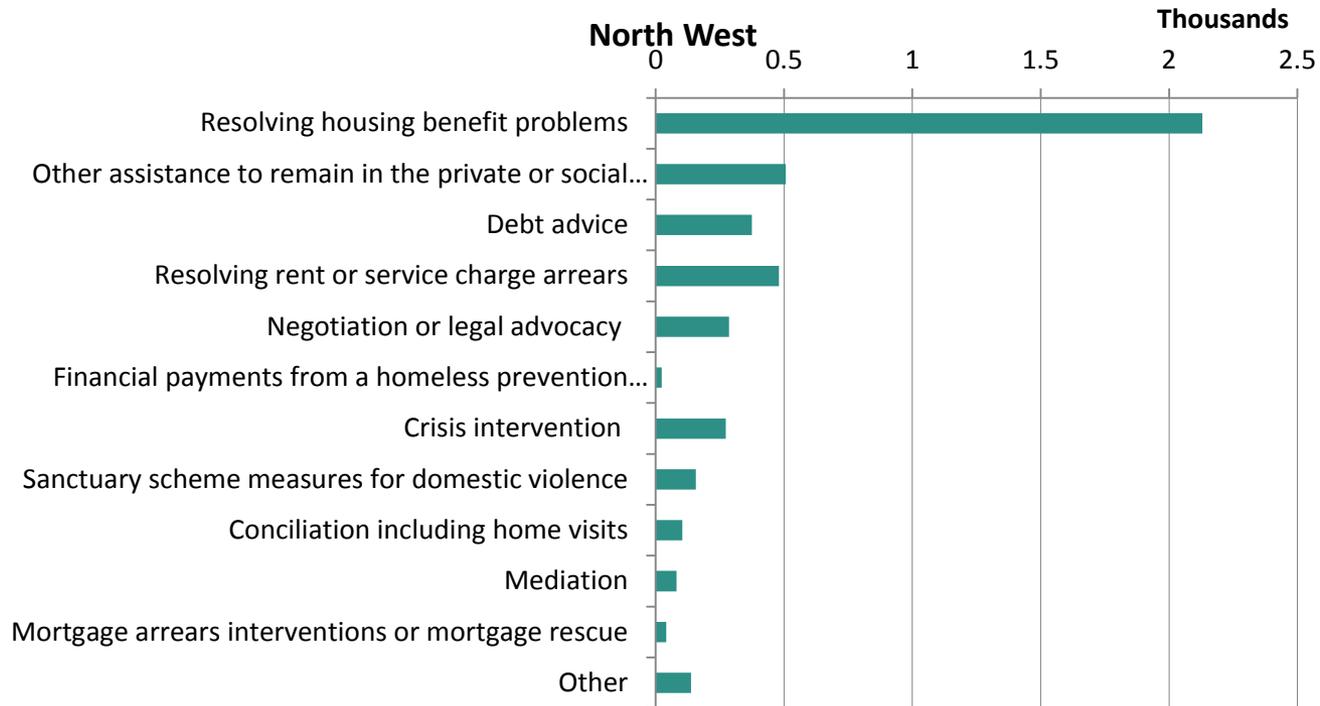


Homelessness - the national position: Prevention actions that assist households to remain in their existing home



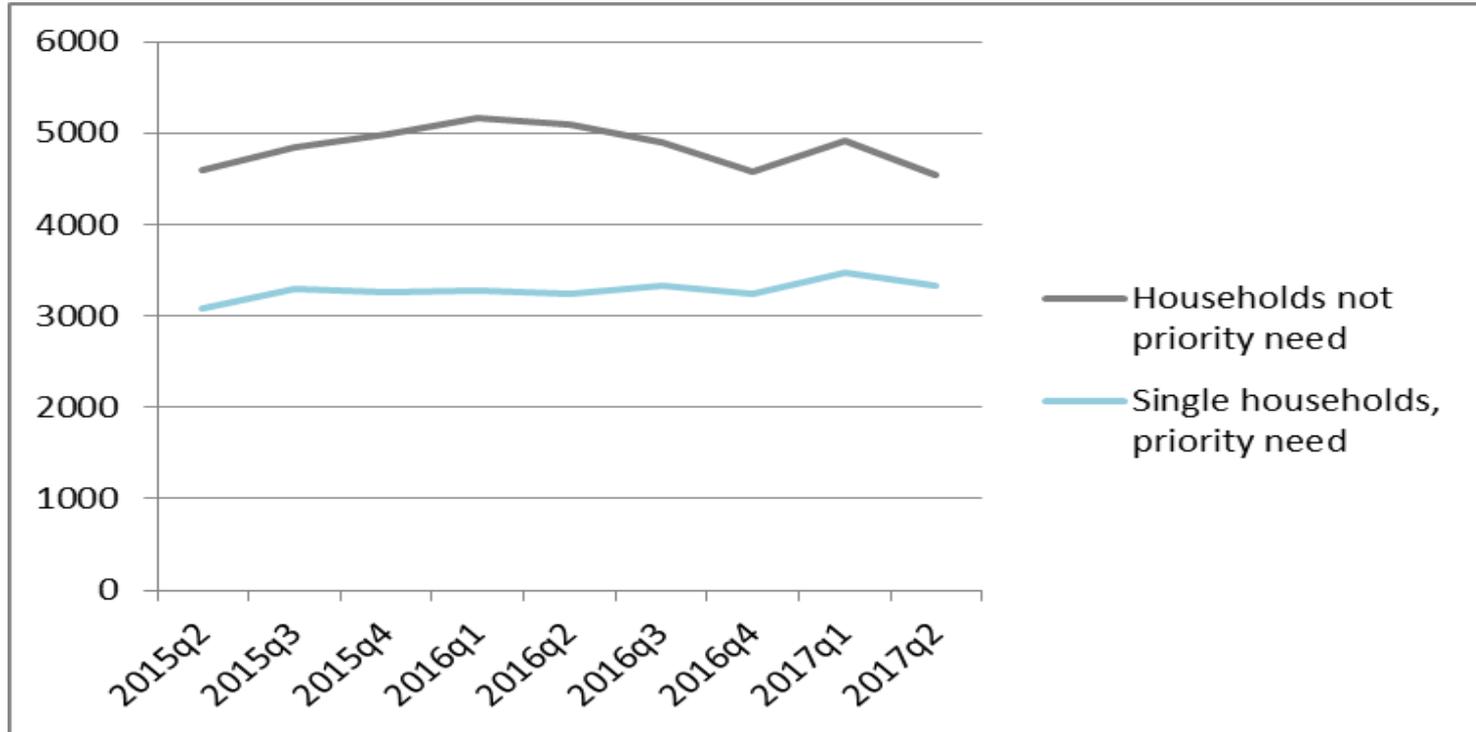
Between 1 April and 30 June 2017, local authorities took action to prevent and relieve homelessness for 54,270 households, down 1% on the same quarter of 2016.

Homelessness – North West: Prevention actions that assist households to remain in their existing home





Homelessness - National trends: Decisions on priority need for single households



No significant change in the numbers of single people accepted as homeless and in priority need since Hotak/Kanu/Johnson in 2015



Department for
Communities and
Local Government

The Homelessness Reduction Act is a key part of our work with local government and the third sector to drive a further shift towards prevention

Prevent more people from becoming homeless in the first place by identifying people at risk and intervening earlier with solutions we know work

- Homelessness Reduction Act – **prevention duty** and support LAs with service development
- Bring prevention further upstream and increase co-ordination through **£20m Trailblazers**
- Make it easier for local areas to spot those at risk of homelessness by **improving data**
- Enable LAs to redirect costs from TA to prevention through **£402 million ringfenced Flexible Homelessness Support Grant**

Intervene rapidly if a homelessness crisis occurs, so it is brief and non-recurrent

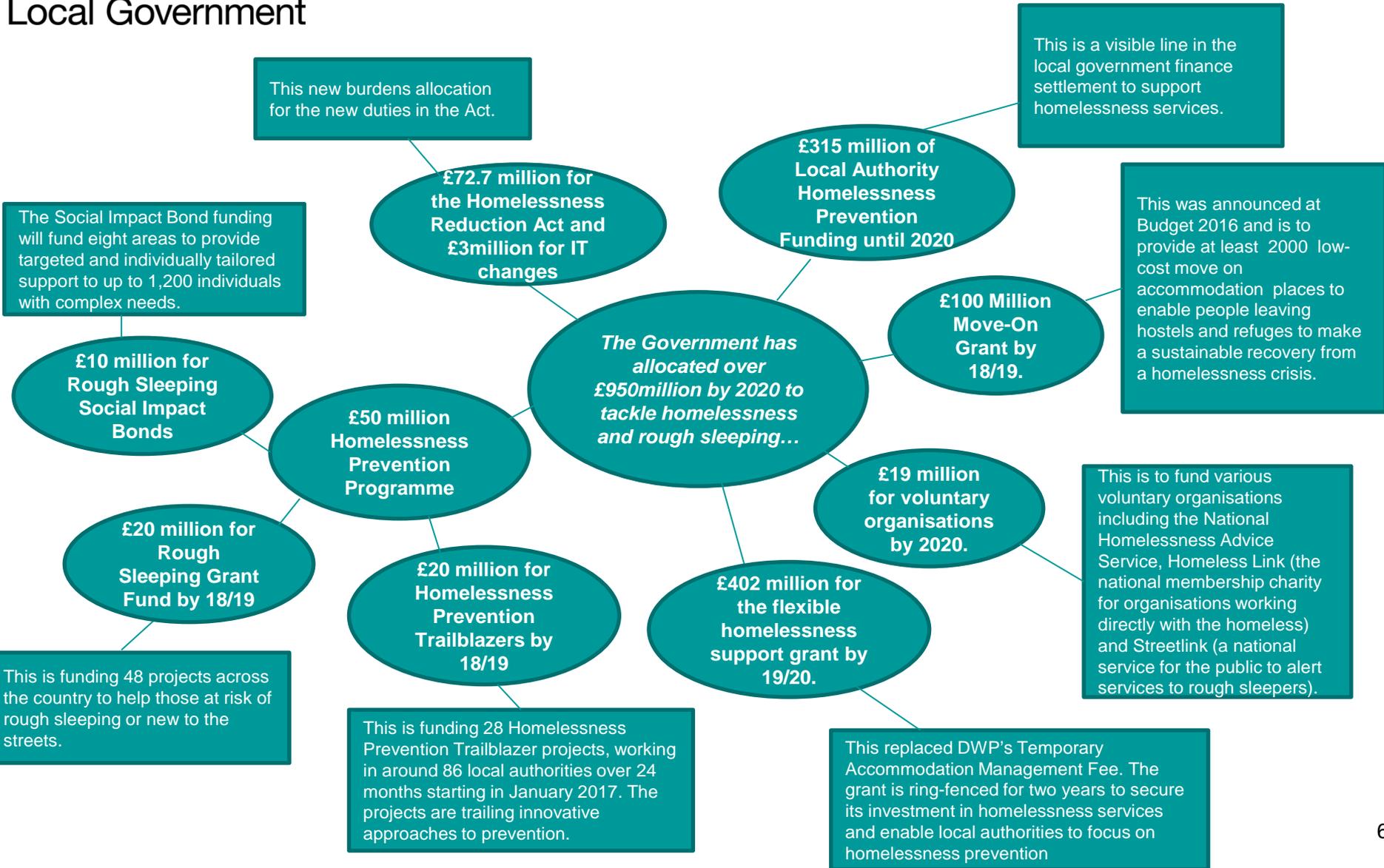
- Homelessness Reduction Act – **relief duty** for all eligible homeless households
- Help new rough sleepers, or people at imminent risk of sleeping rough, get support needed quickly through more joined up services and a better understanding of what works, starting with **£20 million rough sleeping fund**

Help more people recover from - and exit -homelessness by getting them back on their feet

- Support the most entrenched rough sleepers through local personalised support, starting with **£10 million Social Impact Bond**
- Enable former rough sleepers to move out of hostels through **£100m investment in 2,000 units of new accommodation**



The focus of Government on homelessness: £950m by 2020 to achieve these aims





Homelessness Reduction Act – Key changes to the current legislation

Duty to provide advisory services

Requires free homelessness advice and information services to be provided to all residents AND to provide advice designed with certain vulnerable groups in mind, including care leavers, former armed forces, people leaving custody, victims of domestic abuse, people leaving hospital and people with mental health issues

Advice must include:

- Prevention of homelessness
- Securing accommodation when homeless,
- The rights of applicants and LA duties
- Help available to people threatened with or homeless
- How to access the available help



Homelessness Reduction Act – Key changes to the current legislation

Meaning of ‘threatened with homelessness’

- Extends the period during which someone might be threatened with homelessness from 28 days to 56 days and;
- An applicant is threatened with homelessness if they have been served with a valid section 21 notice to end the Assured Short hold Tenancy of their only available accommodation, that has expired or will expire within 56 days



Assessments and Personalised Housing Plans

- LAs must carry out an assessment of the circumstances and needs of all eligible applicants who are homeless, or threatened with becoming homeless within 56 days.
- The assessment has to be shared with the applicant
- A **Personalised Housing Plan** will be drawn up which sets out the ‘reasonable steps’ the authority and the applicant will take (and other agencies/people as appropriate)
- ‘**Reasonable steps**’ should be tailored to the individual and the plan should be **realistic**



Homelessness Reduction Act – Key changes to the current legislation

Prevention Duty

- **Local housing authorities (LHAs) must take reasonable steps to prevent homelessness for any at risk eligible applicant, regardless of priority need.**
- **This can involve assisting them to stay in their current accommodation, or helping them to find a new place to live**

Relief Duty

- **LHAs must take reasonable steps to help the applicant to secure suitable accommodation**
- **Help could be, for example, providing a bond guarantee, funding a rent deposit or working with a private landlord to make properties available**



Secondary legislation: Procedure for issuing notices of non-cooperation

- The regulations set out that LHA's must have a written procedure which should be followed when issuing notices in cases of an applicant's deliberate and unreasonable refusal to co-operate. This should be kept under review.
- This procedure must also set out that the decision to give the notice must be authorised by a second officer.
- The second officer must be of at least an equivalent seniority to the first officer and they must not have been involved in the original decision to issue the notice.
- The second officer can be a council officer working in a different department in the same local authority. It does not need to be a housing officer.

What do you think? Please let us have your views by completing the feedback form



Homelessness Data: Replacing P1E

- **P1E Quarterly Statistical returns are to be replaced from April 2018**
- **H-CLIC – the new data collection schema- will provide case level data, giving a much more detailed picture of homelessness causes, needs of customers and services provided**
- **H-CLIC requires data to be collected from application to case closure, and is based around the structure of the Act**
- **H-CLIC schema has been out for consultation and responses were received from local authorities and IT providers – final version is now available**
- **£3M additional funding to go to LAs to assist with implementation**





Section	Description	Cases taken under new Act
Main	Main applicant. and details of the household's homelessness application	Mandatory
People	Details on each household member	Mandatory but opt out on personal data fields
Support	Support needs of the household.	Mandatory
Prevent	Prevention duty activity and outcome	Conditional upon a prevention duty owed
Relief	Relief duty activity and outcome.	Conditional upon a relief duty owed
Decision	Captures information on the outcome of the main duty assessment	Conditional upon a relief duty failing
Final Duties	Provides information on why the main homeless duty was ended	Conditional once a S193 duty or S193(c)4 is owed
Assistance.	Any assistance with support needs received by the household.	Conditional
Temporary Accommodation	Use of temporary accommodation	Conditional or as required Not reported. not required, with successful prevention duty
Review	Captures any reviews their outcomes	As required



What is 'culture' and how can it change?

Culture in organisations is made of the systems, behaviors and symbols – together they form the unique culture of '**what is valued around here.**'

The new Act may mean authorities want to re-think their approach – both **WHAT** they do and **HOW** they do it. Change requires:

- ✓ Leadership – vision, plan and actions
- ✓ Developing your workforce - training and any new recruitment
- ✓ Changing the way you and your partners work together
- ✓ Communication, communication, communication
- ✓ Taking people on a journey of improvement



Preparing for the Homelessness Reduction Act

- ✓ Renew the Homelessness Strategy: Involve Members, stakeholders and partners to develop the vision and build commitment
- ✓ Elected Members and corporate leadership team briefed on changes, implications and finances – get Lead Member on board
- ✓ Planning for use of new and current resources – FHSG, new burdens funding, DHP, Prevention Fund, but also look at alternative funding streams with partners



Preparing for the Homelessness Reduction Act

- ✓ Review your service design and establish what structural and systems changes are needed. Estimate additional footfall – how will this be managed
- ✓ Workforce development : Recruitment of additional staff and of additional skills needed. TRAINING – take advantage of the NHAS free training offer funded by DCLG.
- ✓ Training and briefings for partners and other stakeholders, use your homeless forum and have HRA specific briefings.



Preparing for the Homelessness Reduction Act

- ✓ Develop protocols and pathways for all key client groups
- ✓ IT systems – prepare for additional case management requirements, H-CliC, on line advice and any new local data requirements
- ✓ Develop tools to deliver advice, prevention and relief. Build in a your new service delivery around improved engagement with people threatened with homelessness and with partners – improve customer care



- ✓ Accommodation options - review what you have and what you will need to meet the new duties.
- ✓ Share and learning from other authorities and from what works well, including Trailblazers

Our top tip! If you do not already have a SMART Implementation Plan, prepare one now!

Choice

You have a choice as to whether you want to opt out of your information being used. **If you opt out, your decision will not have any impact on the level and type of service you receive whatsoever.**

Please consider that if a large number of people opt out, the study won't be able to say whether the services have worked or not.

If you wish to opt out please tell your worker at the service you are being assisted by that you wish to opt out.

Can I see my data?

If you want to see the information about you that is being collected as part of this pilot for this research, you have the right to request it. To do so, you need to contact your worker at the service you are being assisted by and tell them that you want to see your data.

For further info about the data sharing protocol please visit

<http://tinyURL.com/y7r3us88>



If you would like to request a copy of the information Lancashire County Council holds on you then please make your request in writing to the:

Information Governance Team

Lancashire County Council

PO Box 78

County Hall

Preston PR1 8XJ

Email: dataprotection@lancashire.gov.uk

If you have any questions about the Trailblazer please contact:

Cathryn McCrink (Public Health Practitioner)

Email: Cathryn.McCrink@lancashire.gov.uk

Homelessness Prevention Trailblazer

Supporting Young People to improve relationships at home



What you
need to
know



Early Identification, Intervention and Support

Our Service: Ynot Aspire Your Space

Our Your Space team can help and support you if you are homeless or at risk of homelessness including if there are problems at home affecting your ability to stay there, or if you feel that you are not safe at home.

Your Space can give you independent information and support and let you know what is available to you and help you work out what are the best options for you.

We are here to help you with all your housing and homelessness issues this can involve communicating with other services and agencies to address your individual needs.

Some of the ways in which we might support you are;

- Providing information and guidance
- Helping you sort out things with your parents / family members/ carers (if it is safe and appropriate)
- Exploring your housing options (short and longer term)
- Referring and speaking to other agencies that may be able to help
- Contacting and making referrals to accommodation projects, including support in attending assessments if required
- Support and assistance with moving into accommodation, including welfare benefits support
- Building independent living skills and personal development opportunities

Our Contact details are:

01254 352592

Email: info@ynotaspire.org.uk

Who are we sharing with?

We will be sharing your information with the Department for Communities and Local Government (DCLG) and partners involved in this Trailblazer.

A research team on behalf of the DCLG will look at the information to find out how well services that help people at risk of homelessness are working and whether these services should be available in the future.

Your personal information (Name, DOB, Address and gender) will not be shared. No one at the DCLG, or working for the DCLG will know whose information they are looking at.

What is a Trailblazer

A trailblazer is a pilot to try out new types of services that help people who are at risk of becoming homeless. In East Lancashire we are developing some new services to support young people at risk of homelessness.

The government Department for Communities and Local Government (DCLG) wants to find out how our services to help people at risk of homelessness are working. In order to do this, we may share information we hold about you with DCLG. This information will be used by researchers working on behalf of DCLG to understand how well the different services are working. **Your personal information (Name, DOB, Address and gender) will not be shared.**

If you have had contact with Children's Social Care, Housing Needs / Options service or a project working to prevent homelessness on behalf of the Local Authority, your information may be shared.

The use of your information will not have an impact on the service you receive but it will help decisions about what types of services should be provided in the future. In particular, it will help the government understand whether the new services we have developed have worked well or not and whether similar services should be available elsewhere in future.

Who is Involved

The Trailblazer is a Partnership that will deliver the first response, early intervention service for 14-25 year olds who are at risk of homelessness from the parental home.

The Partnership comprises of:

- Blackburn with Darwen Borough Council
- Burnley Borough Council
- Hyndburn Borough Council
- Lancashire County Council
- Pendle Borough Council
- Ribble Valley Borough Council
- Rossendale Borough Council

The Trailblazer also works with third party partners:

- Methodist Action North West
- Nightsafe
- Positive Action in the Community (PAC)
- Stepping Stone Project Ltd
- The Salvation Army
- Ynot Aspire