

RIBBLE VALLEY BOROUGH COUNCIL

please ask for: MARTIN O'CONNOR
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my ref: MO/CMS
your ref:
date: 28 May 2019

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**Please note earlier start time
of 6pm**

Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.00pm** on **THURSDAY, 6 JUNE 2019** 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 21 March 2019 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).
5. Briefing on the Work of the Health and Housing Committee – verbal presentation.

FOR DECISION

- ✓ 6. Appointments to Working Groups 2019/20 – report of Chief Executive – copy enclosed.
- ✓ 7. Purchase of Property in Longridge – report of Director of Economic Development and Planning – copy enclosed.

- ✓ 8. Grant Award for Homewise – report of Director of Economic Development and Planning – copy enclosed.
- ✓ 9. Food Hygiene Intervention Plan 2019/20 – report of Chief Executive – copy enclosed.
- ✓ 10. Health and Safety Intervention Plan 2019/20 – report of Chief Executive – copy enclosed.
- ✓ 11. Capital Outturn 2018/19 and Capital Programme 2019/2020 Update – report of Director of Resources – copy enclosed.

FOR INFORMATION

- ✓ 12. Grant Award for Rapid Rehousing Pathway – report of Director of Economic Development and Planning – copy enclosed.
- ✓ 13. Hanson Cement Liaison Committee – report of meeting of 21 March 2019 – copy enclosed.
- ✓ 14. Representatives on Outside Bodies 2019/20 – report of Chief Executive – copy enclosed.

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

FOR DECISION

- ✓ 15. Ratification of Domestic Violence Contract – report of Director of Economic Development and Planning – copy enclosed.

FOR INFORMATION

- ✓ 16. General Report of Environmental Services – report of the Chief Executive – copy enclosed.
- ✓ 17. Levels of Domestic Violence in Ribble Valley – report of Director of Economic Development and Planning – copy enclosed.
- ✓ 18. Grants – report of Director of Economic Development and Planning – copy enclosed.
- ✓ 19. Affordable Housing Update – report of Director of Economic Development and Planning – copy enclosed.

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

meeting date: 6 JUNE 2019
title: APPOINTMENT TO WORKING GROUPS 2019/20
submitted by: CHIEF EXECUTIVE
principal author: OLWEN HEAP

1 PURPOSE

- 1.1 To appoint members to any working groups under the remit of the Health & Housing committee and their membership.
- 1.2 Relevance to the Council’s ambitions and priorities
 - Community Objectives – to be a well managed council providing effective services.
 - Corporate Priorities - to protect and enhance the existing environmental quality of our area; to help make people’s lives healthier and safer.
 - Other Considerations – to work in partnership with other bodies in pursuit of the Council’s aims and objectives.

2 BACKGROUND

- 2.1 Working groups are set up by a parent committee to aid them in reaching a decision on specific aspects of their remit. Working groups have no powers and decisions are always made ultimately by the parent committee.
- 2.2 Working groups are usually made up of members from the parent committee unless another member has an expertise that could be useful to the group or in the case of a small political group availability is an issue.

3 ISSUES

- 3.1 The following working groups come under the remit of the Health & Housing committee and are active working groups. Officers recommend that they are re-established. The membership of these working groups for 2019/20 needs to be decided and committee may wish to consider if numbers need reviewing to approximate political balance on the Council.

Strategic Housing WG	3 Conservatives + 1 Lib Dem + Chair of Planning & Development
Health & WellBeing Partnership	4 Conservatives + 1 Lib Dem + 1 Labour

- 3.2 Working groups meet when there is a need to move an issue forward in between committee meetings. For some, this is on an annual basis and for others it can be as often as monthly.

3.3 Agendas, reports and minutes are done by the officers that serve on the working group. The minutes of each meeting are reported back to the parent committee once approved by the working group so that they are kept informed of progress.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the costs associated with working groups is included in the budget for 2019/20.
- Technical, Environmental and Legal – no significant risks identified
- Political - no significant risks identified
- Reputation – no significant risks identified
- Equality & Diversity - no significant risks identified

5 RECOMMENDED THAT

5.1 Committee approve the continuance of the working groups under the remit of this committee as suggested and decide upon their membership.

Marshal Scott
CHIEF EXECUTIVE

Olwen Heap
ADMINISTRATION OFFICER

BACKGROUND PAPERS

REF: CE/OMH/H&H/6.6.19

For further information please ask for Olwen Heap, extension 4408

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 7

meeting date: THURSDAY, 6 JUNE 2019
title: REQUEST FOR APPROVAL TO PURCHASE PROPERTIES IN
LONGRIDGE USING COMMUTED SUM MONIES
submitted by: NICOLA HOPKINS, DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
principal author: RACHAEL STOTT, HOUSING STRATEGY OFFICER

1 PURPOSE

- 1.1 To set out a proposal to Members for the commitment of commuted sum monies received from a development at Barnacre Road Longridge for the purchase of 2 affordable properties in Longridge.
- 1.2 Relevance to the Council's ambitions and priorities
- Community Objectives – Address affordable housing needs in Longridge.
 - Corporate Priorities - Be a well-managed and efficient Council
 - Other Considerations – To make best use of commuted sums received from a development site.

2 BACKGROUND

- 2.1 Committee have in the past considered options for the use of commuted sums (monies received in lieu of on-site provision of affordable housing). Commuted sum money must be invested in the provision of affordable housing in the locality of where the money is derived and should increase local provision. Therefore the commuted sum monies from the Barnacre Road site, Longridge must be used in the Longridge area to deliver affordable housing.

3 ISSUES

- 3.1 The option proposed is the purchase of 2 properties in Longridge; and to then renovate these properties should any works be required and then rent them at an affordable rent level. The project would be financed utilising the commuted sum monies only. For the management and ongoing maintenance and repair of the properties it is proposed that the Council enter into a lease agreement with a Registered Provider to undertake this role. The ownership will remain with the Council.
- 3.2 Moss Care St Vincent's (MSV) are a Registered Provider with a long record of working in partnership with the Council, they have stock in Longridge and are the second largest stock holder registered provider in the borough. They have agreed to consider entering into a lease agreement with the Council once the properties are purchased. MSV would have all day to day management and repair responsibilities. A business lease agreement to secure this arrangement has been drafted by the legal department and although this is still in draft form is attached as Appendix 1. A meeting has been held with MSV to discuss the operation process, the procedure for

handover and the content of the agreement. Other RP's active in the borough were asked if they could offer a management service however there was no other interest.

3.3 Seven potential properties were inspected in Longridge with a view to purchasing two units. Two properties suitable for the scheme were identified and the proposal is that on completion, the Local Housing Allowance rate for Longridge would be charged as the affordable rent level.

3.4 MSV will provide a full breakdown of management, maintenance, void and relet costs using their standard formula for management of property. As RVBC do not intend to hold a sinking fund for any repairs required to the property, we have asked that the contract includes full maintenance of both planned and all major works.

3.5 If through the agreement we enter into an agreed % split of the rental income, this would result in an annual rental income for each of the properties. It is proposed that the lease agreement is an agreement for 15 or 20 years with a possible 5 yr break clause.

3.6 This would be the first pilot scheme in Longridge with a view to replicate this similar scheme both in Longridge and other parishes across the borough as and when commuted sum monies are received.

3.6 Going forward the plan to progress this project:

- Agree a management and maintenance arrangement with MSV and to set this out in a lease agreement
- Check if registration of the property with MHCLG is required
- Prior to purchase, a full inspection and costing of the identified works would be undertaken along with MSV surveyor.
- MSV would be consulted on the type and address of the property to be purchased
- Finalise purchase costs see Appendix 2
- On completion of purchase, RVBC carry out all identified works before handing over to MSV under the lease arrangement
- At the point of handover the property will then be let within the same week or as soon as possible

3.7 Within the management arrangement, there would be included a fixed rental level which would be set in line with the local housing allowance for Longridge and the Borough Council would retain 100% nomination rights.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – The commuted sum monies will fund the project, the total commuted sum collected from Longridge is £234,000. Appendix 1 sets out more detail of the capital scheme.
- Technical, Environmental and Legal – The lease agreement will be drawn up by the legal department and will be considered by both parties.

- Political – The Council purchasing in the lower Council Tax bands in Longridge and creating additional affordable housing for local people is a positive investment and an appropriate use of commuted sums.
- Reputation – The scheme will demonstrate the Council is taking steps to deliver affordable housing.
- Equality & Diversity – Additional affordable housing provision in Longridge address a local need for affordable rented accommodation.

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Agree the principle of the purchase and delegate authority for the Chief Executive to negotiate the purchase 2 units in Longridge utilising the commuted sum.
- 5.2 Agree that Moss Care St Vincent's will be the management partner subject to approval of a lease agreement to be delegated to Chief Executive to allow the management and maintenance of the properties to be provided by a Registered Provider (MSV) in return for an agreed percentage share of the rental income.
- 5.3 Approve this model as an option for future use of commuted sum monies across the borough and that the project is monitored and Committee are kept informed as appropriate.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

NICOLA HOPKINS
DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

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

Service Area: Housing and Regeneration

Submitted by: Colin Hirst

Brief Description of the Scheme: The purchase of 2 properties in Longridge to be rented out as affordable rental units .To utilise commuted sum monies to purchase the properties and all the associated costs. The proposal is to purchase 1 x 3 bed and 1 x 2 bed property in the town centre. The Council will have 100% nomination rights and the rent will be capped at LHA rate.

Revenue Implications (INITIAL ESTIMATES):

One-off non-recurring costs utilising the commuted sum monies received from another site in Longridge .The initial capital cost estimates are set out in the table below.

On-going annual income and expenditure the property will be insured by the Council and then MSV will be recharged.

Timescale for Completion: Purchase the property before Sept 2019

Any Risks to Completion: Failure to secure a property at the agreed price

Capital Cost (INITIAL ESTIMATES):

	2019/20 £
Purchase of two bedroom property	95,000
Purchase of three bedroom property	118,000
Valuation fees on two properties	400
Stamp duty on two properties(aim to purchase 2 units under £125k and therefore no stamp duty)	nil
Land registry fees on two properties	200
Works to two properties to bring up to a decent standard	7,000
Utility safety checks and EPCs	500
Sub-Total	221,100
5% contingency	11,055
Total	232,155

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 8

meeting date: 6 JUNE 2019
title: FUNDING FOR HOMEWISE
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
principal author: RACHAEL STOTT, HOUSING STRATEGY OFFICER

1 PURPOSE

- 1.1 To request approval to award a grant to Homewise Home Improvement Agency to support them in delivery of the service.
- 1.2 Relevance to the Council's ambitions and priorities
 - Community Objectives – To address the housing needs of the borough.
 - Corporate Priorities – To be a well managed and efficient Council.
 - Other Considerations – None.

2 BACKGROUND

- 2.1 Since 2014 Homewise have delivered the home improvement service for both Hyndburn and Ribble Valley. This service is valuable to anyone who is vulnerable in the borough and they offer a wide range of assistance as set out in the grant agreement. The service was commissioned by LCC and is funded through the Better Care Fund.

3 ISSUES

- 3.1 In addition to the LCC contract Ribble Valley have annually provided additional funding to support Homewise in the delivery of their service. The service delivered by Homewise is reported quarterly to the Council and the last return was reported to Health and Housing Committee in March. The work includes a wide range of assistance from dementia and memory matters support to handy persons jobs. The grant funding agreement is attached at Appendix 1.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications
 - Resources – To assist in addressing the housing needs of vulnerable households in the borough.
 - Technical, Environmental and Legal – The HIS provides support to households to enable them to live independently.
 - Political - None
 - Reputation – Important we have a service to help older and vulnerable households.
 - Equality & Diversity – none

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve the grant award of £5,650 to Homewise to support delivery of the service.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

NICOLA HOPKINS
DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING

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



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

RIBBLE VALLEY BOROUGH COUNCIL

AND

HOMEWISE SOCIETY

Grant Agreement relating to the provision of impartial
help and advice service
on all aspects of home improvements,
adaptations, repairs and maintenance

**GRANT FUNDING AGREEMENT
FOR ANNUAL GRANT 2019**

THIS AGREEMENT is made on

2018

Between

1. RIBBLE VALLEY BOROUGH COUNCIL of Council Offices, Church Walk, Clitheroe, Lancashire, BB7 2RA and
2. HOMEWISE SOCIETY a Charitable Incorporated Organisation (CIO)-registration number 1179077 and whose registered address is at 2-4 Whalley Road, Accrington BB5 1AA

1. Definitions and Interpretation

1.1 In this Agreement the following words and expressions shall where the context so requires or admits have the respective meanings hereby attributed to them

"the Council" means the above mentioned Ribble Valley Borough Council

"the Provider" means the above mentioned Homewise Society

"the Project" means the provision of impartial help and advice service on all aspects of home improvements, adaptations, repairs and maintenance specified in Schedule 2

"the Grant Funding" means the grant funding and arrangements for payment specified in Schedule 1

"the Term" means the period of this Agreement as specified in sub clause 3.1

1.4 The headings in this Agreement are for reference purposes only and shall not be deemed to be any indication of the clauses to which each relate.

1.5 Any reference in this Agreement to a clause or sub clause or Schedule shall unless stated to the contrary be construed as a reference to a clause or sub clause or Schedule of this Agreement.

- 1.6 Any reference to this Agreement shall where the context so demands include a reference to any Schedule thereto.
 - 1.7 Any reference in this Agreement to a statute shall where the context so demands include a reference to any regulations orders byelaws or other subordinate legislation made under such statute and shall unless stated to the contrary include any statutory extension modification or re-enactment of that statute or any subordinate legislation made thereunder.
2. Recitals
 - 2.1 Housing Services of the Council have awarded funding to the Provider. The grant funding has been awarded in order to support the delivery of the Project
3. Period of the Agreement
 - 3.1 This Grant Funding Agreement shall be for a period of one year commencing on the 1 April 2019 and ending on 31 March 2020
4. Grant Award
 - 4.1 The Council awards to the Provider the Grant Funding for the purpose of carrying out the Project in accordance with this Agreement.
 - 4.2 In discharging its obligations under this Agreement the Provider shall act as an independent organisation and not as an employee or an agent of the Council.
5. The Provider's Obligations
 - 5.1 The Provider will undertake the Project and apply the Grant Funding in accordance with the terms and conditions contained in this Agreement.
 - 5.2 The Provider shall in accordance with good financial management practice keep accurate financial records relating to the application of the Grant Funding and the carrying out of the Project. The Provider will provide financial records relating to this agreement upon being requested to do so by the Council.
 - 5.3 The Provider will ensure that the implementation of the Project is monitored and recorded on an on-going basis in such a manner as to demonstrate what has been done and the quality of the result which is being and/or has been achieved. The monitoring records must include the details specified in clause 7. The Provider will provide the monitoring records to the Council in accordance with the requirements of clause 7 and at any other time upon being requested to do so by the Council.
 - 5.4 The Provider will ensure that in discharging its obligations under this Agreement it complies with all relevant legal requirements, including (but not exclusively) those relating to employment, health and safety and environmental health matters.

- 5.5 The Provider shall not in connection with the carrying out of the Project incur any financial or other liability that it cannot meet. For the avoidance of doubt it is agreed between the parties that the Council will not meet any additional costs incurred by the Provider in connection with the provision of the Project without Council's prior written agreement.
6. The Council's Obligations
 - 6.1 The Council shall subject to this Agreement pay the Grant Funding to the Provider in accordance with Schedule 1.
7. Monitoring and Review of the Project
 - 7.1 The Monitoring Records that are to be maintained and produced by the Provider in accordance with clause 5.3 shall include monitoring reports submitted to the Council in accordance with the details set out in Schedule 2.
 - 7.2 The Provider shall be represented by the Chief Officer for the Project at any review meetings convened by the Council to coincide with reporting obligations on the part of the Provider under sub clause 7.1
 - 7.3 The Council may at any time during the Term issue a written notice to the Provider if the Project is not being provided satisfactorily in accordance with this Agreement. Such notice shall require the Provider to improve the quality of the provision of the Project in a specified manner within a specified period. In the event there is not a sufficient improvement within that period the Council may either at its discretion amend any term of the Agreement (including the amount of any payment to be made by the Council to the Provider under this Agreement) or terminate the Agreement with immediate effect in accordance with clause 10.2.
 - 7.4 For the avoidance of doubt sub clauses 5.2, 5.3, 7.1, 10, 11 and 12 shall survive the termination of this Agreement.
8. Amendment of the Agreement
 - 8.1 This Agreement may be altered or amended at any time by the written agreement of both parties
9. Assignment
 - 9.1 The Provider shall not assign or sub contract any of its duties or obligations under this Agreement except with the Council's prior written consent.
10. Termination
 - 10.1 Either party may terminate this Agreement by giving not less than three months prior written notice to the other party expiring at any time. Such termination shall not affect the subsisting rights and liabilities of either party to this Agreement.
 - 10.2 Either party may terminate this Agreement with immediate effect by giving written notice to the other party in the event of a fundamental breach of any of its conditions by the party in receipt of the notice. Such termination shall

not affect the subsisting rights and liabilities of either party to this Agreement.

11. Termination Consequences

11.1 In the event of this Agreement being terminated whether by effluxion of time, notice, breach or otherwise the Provider shall repay to the Council within 14 days of termination any Grant Funding that it has received from the Council prior to the date of termination which has not been applied or contractually committed to the provision of the Project by the Provider prior to the date of termination or in the case of termination by notice the date of the service of a notice of termination.

11.2 The Council's obligation to make further payments to the Provider under the terms of this Agreement shall cease on the date upon termination of the Agreement

13. Receipt

13.1 The receipt of money by either of the parties shall not prevent either of them from questioning the correctness of any statements in respect of such money.

14. Force majeure

14.1 Both parties shall be relieved from their respective obligations under this Agreement in the event that government regulation or any other cause whatsoever beyond the reasonable control of either of them renders the performance of this Agreement impossible whereupon clause 11 shall apply accordingly

15. Severance

15.1 If any provision of this Agreement is declared by any judicial or other competent authority to be void, voidable or otherwise unenforceable or indications to that effect are given to either of the parties by any competent authority, the remaining provisions of this Agreement shall remain in full force and effect unless the Council in the Council's discretion decides that that the effect of such declaration is to defeat the original intention of the parties in which event the Council shall be entitled to terminate this Agreement by 21 days' notice to the Provider whereupon the provision of clause 11 shall apply.

16. Notices

16.1 All notices to be given under this Agreement shall be in writing and shall either be delivered personally or sent by pre-paid post electronic mail (backed up by correspondence), and shall be deemed to have been duly served;

16.1.1 in the case of notice delivered personally at the time of delivery

16.1.2 in the case of a notice sent by pre-paid post 2 clear business days after the day of despatch.

16.1.3 in the case of electronic transmission if sent during normal business hours then at the time of transmission and if sent outside normal business hours then on the next following business day provided in each case that a confirmatory copy is sent by pre-paid post or by hand at the end of the next business day

17. Waiver

17.1 The failure of either party to enforce at any time or for any period any one or more of the terms and conditions of this Agreement shall not be a waiver of them or of the right at any time subsequently to enforce all terms and conditions of this Agreement.

18. Rights Cumulative

18.1 All rights granted to either of the parties shall be cumulative and no exercise by either of the parties of any right under this Agreement shall restrict or prejudice the exercise of any other rights granted by this Agreement or otherwise available to it.

19. Whole Agreement

19.1 Each party acknowledges that this Agreement contains the whole agreement between the parties and that it has not relied upon any oral or written representations made to it by the other or its employees or agents and has made its own independent enquiries into all matters relevant to it.

20. Third Party Rights

20.1 A person who is not a party to this Agreement has no rights under the Contracts (Rights of Third Parties) Act 1999

21. Warranty

21.1 Each of the parties warrant that it has power to enter this Agreement and that the respective signatories on behalf of the parties are properly authorised.

22. Change of Address

22.1 Each of the parties shall give notice to the other of the change or acquisition of any address, telephone number fax number or email address at the earliest possible opportunity but in any event within 48 hours of the change of acquisition.

23. VAT

23.1 Nothing in this Agreement amounts to the provision of services by the Provider to the Council and therefore any payments made by the Council to the Provider are not consideration for any supply. If however, following any audit of the Provider activities by HM Revenue and Customs it is determined that a taxable supply has been made to the Council the Council will pay any VAT which is properly due, on production of a valid VAT invoice.

Signed

Colin Hirst, Head of Regeneration and Housing
On behalf of Ribble Valley Borough Council

Signed

Duly authorised by Homewise Society
To sign this Agreement on its behalf

SCHEDULE 1

Grant Funding

1. The Council will pay to the Provider the total sum of £5650.00 , to be paid within 30 days of the date of receipt of the invoices.
2. The above payment is contingent upon the following:
 - (i) The Provider submitting an invoice for the total sum
 - (ii) Monitoring reports being presented to the Council at quarterly intervals as detailed in Schedule 2; and
 - (iii) The Provider complying with the requirements imposed by this agreement.

SCHEDULE 2

Project Specification

1. The Provider (a Home Improvement Agency) is assisting the Council in meeting its strategic priorities detailed in the Council's Housing Delivery Plan.
2. The Provider will provide a comprehensive, impartial help and advice service on all aspects of home improvements, adaptations, energy efficiency, repairs and maintenance to residents within the Council's area.
3. The Provider will give specific and additional support to older, disabled and vulnerable individuals and householders.
4. The Provider will work with the Council to assist in the delivery of specific initiatives in relation to the Project detailed in 2 above (eg Affordable Warmth Grants).

Outcomes/Monitoring

1. The Provider will submit quarterly monitoring information to the Council as detailed on the table below, such information to be provided on 30 June, 30 September and 31 December 2019 and 31 March 2020.
2. The Provider will provide additional specific monitoring information to the Council in order to comply with the requirements detailed in 4 above.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 9

meeting date: THURSDAY, 6 JUNE 2019
title: FOOD HYGIENE INTERVENTION PLAN 2019/2020
submitted by: CHIEF EXECUTIVE
principal author: HEATHER BARTON, HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To consider and approve the Ribble Valley Borough Council's Food Hygiene Intervention Plan 2019/2020

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

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

1.3 Relevance to the Council's ambitions and priorities:

- *Priority 1. To ensure a well-managed council providing efficient services based on identified customer needs:-* by creating income generation through the charging for rescore revisits.
- *Priority 2. To sustain a strong and prosperous Ribble Valley:-* by supporting food businesses and food manufacturers with advice and technical guidance.
- *Priority 3. To help make people's lives safer and healthier:-* by striving to ensure that food businesses are safe and compliant for residents, and achieve national food hygiene rating of at least 3 and above.
- Other Considerations – This document meets the Food Standards Agency's food law enforcement framework and requirement to produce an annual service plan complying with the national template.

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

2 BACKGROUND

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

2.2 The latest revision of the Food Safety Act Code of Practice titled 'Food Law Code of Practice (England)' was released in March 2017. This guidance consolidates and updates previous food control guidance to reflect changes in National and European Union Food Directives and Regulations. Local Authorities are required to implement and operate in accordance with this guidance.

3 ISSUES

- 3.1 Attached as an Appendix to this report is a recently completed annual Food Hygiene Intervention Plan in relation to Ribble Valley Borough Council. Section 7 details performance figures for 2018-19.

The inspection figures for 2018-19 below were set against the following challenges:

- There was a lengthy food safety investigation into a large food manufacturer where an extensive rodent infestation was discovered.
- For part of the year a member of the food safety team was redeployed to introduce the requirements of the new animal breeding and boarding legislation.
- For part of the year a part time member of the food team was redeployed onto caravan site licensing duties.
- There were two lengthy investigations into the poor control of Legionella in spa pools in holiday lettings.

Year Summary 2018/19:

- 303 service requests were recorded, of which 92.5% were actioned within the target response time of 2 working days.
- 123 confirmed cases of infectious diseases were investigated in relation to food-borne organisms. This is an increase of 60% from 2017-18.
- 104 food samples were submitted for microbiological examination. This 25% more than the previous year.
- 100% of the highest risk category of food businesses (A-C) including approved manufacturers were inspected, and 90% of categories A-D were inspected. Out of a programme of 330 interventions, 298 were carried out.
- Premises which were found to be 'broadly compliant' remained at 95%.
- 9% of premises were awarded an improved hygiene rating, and 5% received a lower hygiene rating.
- Of the visits carried out by the food safety team 52% are programmed through the national food hygiene inspection regime dictated by the Food Standards Agency. In addition to these visits, the team carried out an additional 278 visits, making a combined total of 576 visits. These additional visits consisted of sampling visits, compliance revisits, advice visits, complaint visits and rescore revisits.
- The percentage of premises inspected, and the high level of compliance make it highly unlikely that this Authority will be selected for audit by the Food Standards Agency.

- 3.2 We have received no complaints against the delivery of the service.

- 3.3 On 1 June 2011, the National 'Food Hygiene Rating Scheme' was successfully introduced within the borough. The scheme has been well received and has been an undoubted success. The ratings for food premises in Ribble Valley continue to improve and are as follows, Risk Rating 5 being best:

Risk Rating 5:485, **4:**55, **3:**13, **2:**4, **1:**2, and **0:**0

Effort and resource will continue to be focused on the lowest 3 categories with the purpose to raise these premises to achieve at least 'broad compliance' and a rating of at least 3. Poor performing premises will be reviewed by Officers at their monthly section meeting and targeted for enhanced attention, and possibly enforcement action.

3.4 A copy of the Food Hygiene Intervention Programme will also be placed on the Ribble Valley Borough Council website for reference purposes in the 'Environmental Health' section.

3.5 It is believed to be appropriate for the programme to be submitted to the relevant Members' forum for approval to ensure local transparency and accountability.

4 RISK ASSESSMENT

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

- Resources – There are no immediate implications but Committee is asked to recognise the ongoing demands on the service.
- Technical, Environmental and Legal – There are no environmental or legal implications. Failure to provide this document contravenes The Food Standards Agency requirements and could result in an audit of the service. This is also an essential performance management and review document.
- Political – This document confirms the Council's intended service provision in relation to this important statutory function.
- Reputation – This document meets this Council's obligations in relation to producing an obligatory annual Food Safety Service Plan in accordance with national framework.
- Equality & Diversity – N/A.

5 RECOMMENDED THAT COMMITTEE

5.1 Approve the Ribble Valley Borough Council Food Hygiene Intervention Plan 2019/20 for implementation in the current financial year.

5.2 Note the satisfactory performance for the year 2018-19.

5.3 Reconfirm the continuing priority of food premises inspection for Environmental Health service provision.

HEATHER BARTON
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

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

BACKGROUND PAPERS

1. Framework Agreement on Local Authority Food Law Enforcement - July 2004
2. 'Food Law' Code of Practice (England) – March 2017.
3. 'Food Law Practice Guidance (England) – November 2017.

ECR/CMS/H&H/



Food Hygiene Intervention Plan 2019/20

RIBBLE VALLEY BOROUGH COUNCIL

CHIEF EXECUTIVE'S DEPARTMENT

ENVIRONMENTAL HEALTH SECTION

FOOD HYGIENE INTERVENTION PLAN

2019/20

May 2019

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1.0 Service Aims and Objectives

1.1 Aims and Objectives

Service Aims

**To respond promptly and courteously.
Be accessible, open and fair.
Be professional & proportionate
Provide quality services.**

Service Objectives

Ensure the safe and hygienic production, storage, distribution and sale of food and drink through the enforcement of legislation, the provision of advice and information to consumers and the operators of food businesses and the co-ordination of training to food businesses and other employees by:

**undertaking an annual programme of food hygiene inspections and enforcement in accordance with statutory requirements, relevant Codes of Practice and guidance;
supporting the annual inspection programme with an annual microbiological food sampling programme;
investigating complaints within service standards and to take appropriate action in accordance with relevant Codes of Practice and Guidance;
acting as "home authority" to any food businesses originating with the borough of Ribble Valley and to carry out home authority enquiries referred by other agencies; and
complementing the annual inspection programme with targeted promotional advice and educational initiatives together with providing information and advice on food safety to food businesses and consumers.**

1.2 Context - The Council's Vision

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

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

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

- To ensure a well-managed Council providing efficient services based on identified customer needs,
 - To sustain a strong and prosperous Ribble Valley,
- To help make people's lives safer and healthier.**

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

Along with these key corporate documents, it is important that the services are delivered in a manner that not only protects but provides satisfaction to the public. Therefore it is an integral element of all the services delivered that they are done so efficiently and effectively, by appropriately qualified and experienced staff.

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

KEY OBJECTIVES AND POLICY STATEMENTS

Links to Sustainable Community Strategy

Specific Food Safety Ambitions

To help make people’s lives safer and healthier.

to focus resources to achieve Food Standards Agency inspection targets

- Service Committee Policies – Health & Housing Committee:**
- **To protect and where possible improve the environment and the general public health of the community, by taking all reasonable measures available;**
 - **To ensure that all premises where food is manufactured or sold comply with the public health legal requirements; and**
 - **To ensure that all other eligible organisations and establishments comply with the relevant public health requirements.**
 - **The Council is committed to providing technical support to new and existing food businesses.**

**To sustain a strong and prosperous Ribble Valley.
To support the regeneration of Market Towns as sustainable service centres
Promote local produce and local employment opportunities**

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

To support the priority outcomes Health and well-being partnership.

To encourage the adoption of healthy lifestyles in the local community

- Health Prevention Strategy:**
- **To promote public awareness and understanding of the importance of good food hygiene through appropriate media channels.**
 - **To investigate infectious diseases and outbreaks and prevent the further transmission in the community.**

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

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

1.3 Links to annual 'Corporate Strategy'

The Council produces an annual Corporate Strategy.

This strategy contains key summary service information, performance information and includes key actions for the forthcoming year. This year's Corporate Strategy specifically refers to Food Safety in the key actions and the ambition to seek to improve Ribble Valley Food businesses to a food hygiene rating of 3 and above.

1.3.1 Service Development History

As part of the recommended food enforcement 'quality control' measures and as part of an adopted Lancashire authority initiative, a periodic inter authority audit is undertaken of our food enforcement systems by a food officers from a neighbouring Council. This is planned for November 2019.

Detailed individual Service Plans for Food Safety and Health and Safety are prepared on an annual basis. A General Environmental Health Service plan is proposed to cover the other functions carried out by this team.

These plans will complement the corporate vision, values and objectives set out in the Council's Corporate Strategy.

2.0 Background

2.1 Profile of the Local Authority

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

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

The borough has a population of approx. 58,826 (2016), with Clitheroe, the main administrative centre having 15,000 inhabitants. Clitheroe lies at the heart of the borough, whilst Longridge, the other main town, lies in the West. Longridge has a population of 7,724. The remainder of the area is mainly rural with a number of villages ranging in size from large villages such as Whalley, Sabden and Chatburn through to small hamlets such as Great Mitton and Paythorne.

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

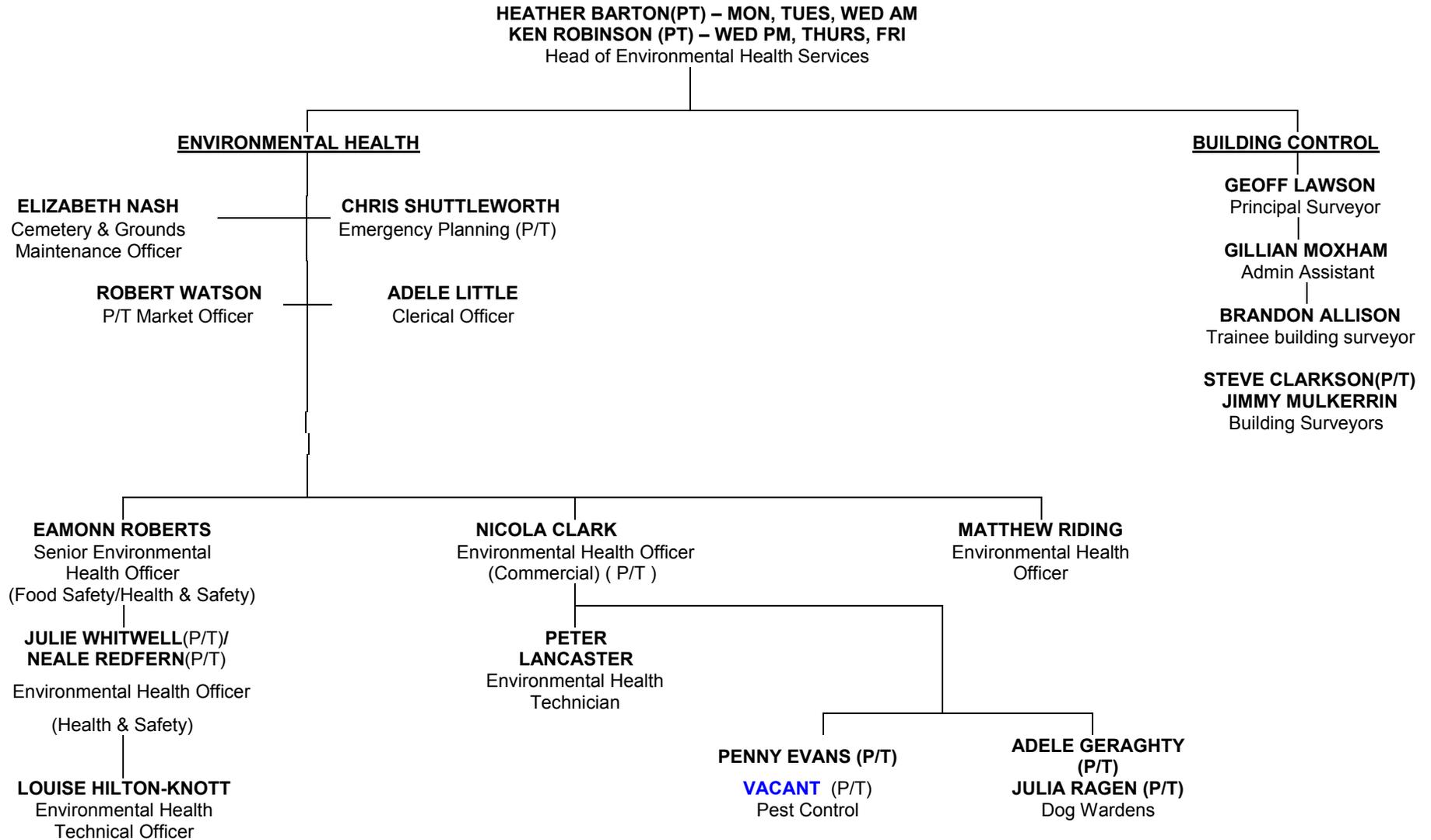
The Ribble Valley has excellent communications which open up the area to the rest of the country. The A59 trunk road, a main artery from the west coast through to the east, dissects the borough, and links to the M6. Main line rail services are available from Preston, which is only 40 minutes from Clitheroe. In addition, Manchester Airport is only 50 minutes away from Clitheroe and provides links to over 200 destinations worldwide.

POLITICAL MAKE-UP OF THE BOROUGH

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

2. Service Structure

2.1 ENVIRONMENTAL HEALTH SERVICE STRUCTURE



Political Arrangements	Food Safety falls under the terms of reference of the Health & Housing Committee. The Food Hygiene Intervention Plan is presented to the Council’s Health & Housing Committee for approval and adoption.				
Provision for Specialist Services	Food Analytical Services Food Examiner Health Authority LA Sector Enforcement Guidance	Lancashire County Scientific Laboratory (Public Analyst Services), Preston plus specialist service providers as necessary Food, Water & Environmental Microbiology Laboratory, York. Public Health England– Dr Nicola Schinaia, Director of Public Health, Local Government Regulation (LGR)			
2.3 The Scope of the Environmental Health Section’s Food Service	<p>As a Borough Council the Authority is responsible for the full range of food hygiene duties under Regulation(EC) 178/2002 and The General Food Regulations 2004.</p> <p>Food Standards and Animal Feed Products are the responsibility of the Lancashire County Council Trading Standards Division.</p> <p>Within the Chief Executives Department, the Environmental Health Section also delivers the following services alongside food safety.</p> <table border="0" data-bbox="604 730 2013 1047"> <tr> <td data-bbox="604 730 1176 1047"> <p>Health & Safety/Smokefree Workplace Local Authority Air Pollution Control (LAAPC/IPPC) Air Quality Control & Review Investigation of Nuisance Complaints Management of Clitheroe Market Management of Clitheroe Cemetery Private water supply regulation</p> </td> <td data-bbox="1197 730 2013 1047"> <p>Infectious Disease Notifications Pest Control & Dog Warden Service Housing Standards Animal Welfare Licensing Emergency Planning Building Control Licensing (beauty therapies, animal breeding and boarding, Zoo licensing, caravan sites,)</p> </td> </tr> </table>			<p>Health & Safety/Smokefree Workplace Local Authority Air Pollution Control (LAAPC/IPPC) Air Quality Control & Review Investigation of Nuisance Complaints Management of Clitheroe Market Management of Clitheroe Cemetery Private water supply regulation</p>	<p>Infectious Disease Notifications Pest Control & Dog Warden Service Housing Standards Animal Welfare Licensing Emergency Planning Building Control Licensing (beauty therapies, animal breeding and boarding, Zoo licensing, caravan sites,)</p>
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2.4 Service Delivery Points	<p>Chief Executive’s Department Council Offices Church Walk CLITHEROE Lancashire BB7 2RA E-mail environmental.health@ribblevalley.gov.uk</p>	<p> (01200) 425111 (switchboard)  (01200) 414464 (direct) Fax: (01200) 414487</p> <p>Web Site: www.ribblevalley.gov.uk</p> <p>Opening Hours: 08.45 – 17.00 Mon – Fri</p>	<p>Out of Hours: Emergency Service available by contacting 01200 444448</p>		

2.5 Demands on the Environmental Health Section

There are ever increasing service demands on the Environmental Health team in relation to the issue of delivering health and safety enforcement including event safety, the cleaner environment agenda, animal welfare, nuisance complaints, housing standards enforcement, private water supply regulation, industrial air quality regulation, public health, emergency planning, safe & green building construction and generally protecting the public health of the local community.

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

The borough has a normal cross-section of food businesses but **has a significant and much higher than average number of 'approved' premises**, the majority being on-farm dairies, which are by their nature relatively high risk, complex and resource intensive. **The Food Standards Agency 'Approved Premises' Audit undertaken in January 2015 identified this as a material factor that needs to be emphasised and recognised in relation to ensuring sufficient regulatory resource.**

		Number of Premises (as at 01/04/2019)
	Total number of Food Premises (Total)	726
	Categories A-	4
	Category B	25
	Categories C	100
	Categories D	305
	Categories E	264
	Unrated (excluding approved premises)	28
	<u>Breakdown of Premises usage.</u>	
	Producers	11
	Manufacturers/Packers	40
	Distributors	16
	Supermarkets	10
	Small Retailers	118
	Retailers other	35
	Restaurants/café/canteen	117
	Hotel/ Guest House	35
	Pub/ Club	107
	Takeaway	54
	Caring Premises	60
	School/College	51
	Mobile caterer	26
	Restaurants and other caterers	46
2.6	Enforcement Policies	
	Corporate adoption of the Enforcement Concordat – 2000	
	Food Safety Enforcement Policy (Revised January 2011)	
	General Environmental Health Enforcement Policy (Revised June 2005)	

3.0 Service Delivery

3.1 Food Premises Inspections

It is Ribble Valley Borough Council’s policy to carry out programmed inspections in accordance with both the minimum inspection frequencies specified in the Food Standards Agency ‘Food Law’ Code of Practice (England) (March 2017) and as stipulated in Food Law Practice Guidance (England) [November 2017] .

Premise Profile:

	Programmed Number of Inspections Required During the Year (01/04/19 – 31/03/20)
Category A	8
Category B	25
Category C	45
Category D	202
Category E	101
Non Rated/Overdue	*16

‘Approved’ Premises
(included in above)*

313 to visit

84 Cat ‘E’ premises to be dealt with by Alternative Inspection Strategy

Estimated number of revisits: 100
Estimated number of officer hours for these visits
 (including management and administration): **1688**

Local areas of targeted inspection:
Approved Premises - On-Farm Dairies and Dairy Products manufacturers (13) } Included in
Approved Premises - Meat Product/preparations (3) } the above
Estimated number of Officer hours for these targeted visits: (150)}

Local Performance Indicator: 100% High Risk food premises inspection carried out
100% Other food premises inspections carried out

3.2 Food Complaints/Service Requests	<p>It is the policy of Ribble Valley Borough Council to give a first response within 2 working days to all food and food premises complaints/service requests. The 2018/19 performance target was to respond to 90% within 48 hours. In 2018/19, we actually responded to 92.5% of 303 related service requests within 48 hours.</p>
	<p>Estimated number of food complaints/service requests: 264 (Average over 5 years)</p>
	<p><i>Estimated number of Officer hours:</i></p>
	400
3.3 Home Authority Principle	<p>Ribble Valley Borough Council subscribes to the current Better Regulation Delivery Office (BRDO) Primary Authority Principle. The Authority has not been approached by any local companies.</p>
	<p><i>Estimated resources spent on Primary Authority Work:</i></p>
	0
3.4 Advice to Business	<p>The Authority has a policy of offering advice to any business which has trading premises within our area.</p>
	<p>Planning/Building Control consultation responses, licensing enquiries and property searches: 100 (approx.)</p>
	<p><i>Approximate officer hours:</i> 125</p>
	<p>Estimated number of advisory visits: 30</p>
	<p><i>Approximate number of Officer hours:</i> 45</p>
	<p>Approximate number of food related enquiries involving significant work: 25</p>
	<p><i>Approximated number of Officer hours on general customer advice:</i> 50</p>
	Total: 275
3.5 Food Sampling and Inspection	<p>The general policy of Ribble Valley Borough Council is to sample food and drink, supplied, produced and sold within the borough, in accordance with a planned sampling programme, to assess its safety and quality and where necessary, in response to food complaints/investigations. Where resources allow samples will be taken as part of national or regional surveys</p>
	<p><i>Estimated number of Officer hours to be devoted to food sampling and inspection:</i> 175</p>
	<p>Estimated number of complaint samples which will be submitted for examination/analysis: 0</p>
	<p>Estimated number of surrender visits: 0</p>
	<p><i>Estimated number of hours on surrender visits:</i> 0</p>
	<p>All formal food samples are submitted to The Lancashire County Public Analyst for compositional analysis or to Food Water and Environmental Microbiology Service York, for microbiological examination.</p>

3.6 Control of Investigation of Outbreaks and Food Related Infectious Disease	Average number of notifications of gastrointestinal disease:	100
	Average number of outbreaks:	5
	<i>Estimated number of Officer hours to be devoted to food related infectious disease investigation and control: (total outbreak investigation estimated 200 Hours)</i>	300
3.7 Food Safety Incidents	It is the policy of Ribble Valley Borough Council to comply with Food Standards Agency Food Law Code of Practice (issued March 2017) and the associated Food Law Practice Guidance (issued November 2017) in relation to the handling of Food Hazard Warnings and Food Safety Incidents.	
	Estimated number of Food Hazard Warnings:	50
	<i>Estimated number of Officer hours to be devoted to the handling of Food Hazard Warnings:</i>	10
3.8 Liaison with other Organisations	The Authority participates in the following liaison groups related to food safety issues in order to ensure that enforcement action taken within the Borough of Ribble Valley is consistent with those of neighbouring local authorities:	
	• Lancashire Chief Environmental Health Officers	6
	• Food Officer Sub-Group (FOG) }	24
	• FOG/Public Health Laboratory Service Liaison Group	0
	• East Lancashire Microbiological Forum	0
	• United Utilities (North West Water) Liaison Meeting	5
<i>Estimated number of Officer hours devoted to liaison activities:</i>	35	
3.9 Food Safety Promotion	The Authority will seek to be involved in promotional/training activities in relation to food safety:	
	• 2019 Food Safety Week	
	• Food Hygiene Courses directed to & normally undertaken by local training colleges	
<i>Estimated number of Officer hours devoted to Health Promotion</i>	20	

3.10 Food Safety Training for Officers	It is Required under the current Food Law Code of Practice, that Enforcement Officers achieve a minimum of 20 hours of training per officer each year. 10 hours must be on Food safety topics. The remaining 10 hours can be on general enforcement skills. Training is provided to address needs identified within the officer annual appraisal system and Regulator Development Needs Assessments.(RDNA)	80
3.11 Food Safety Management	<i>Estimated number of hours on Food Safety Management and administration</i>	200
3.12	Total estimated officer hours required to deliver Food Safety function:	3184 (1.9 FTE)

4.0 Resources

4.1 Financial Allocation

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

The individual service costs have been partially disaggregated. This has been established by an estimation of officer time spent undertaking food safety work.

The overall expenditure for the Environmental Health Service cost centre over the previous year and forward budget for 2019/20 is as follows. These figures also include income and expenditure related to Enforcement and capital finance costs.

Environmental Health	2018/19 Actual	2019/20 Estimate
Employee Expenditure	1,209	0
Premises Expenditure	19,679	23,410
Transport Related	4,282	4,750
Supplies & Services	28,262	36,740
Third Party Payments	3,770	4,560
Support Services	425,072	442,310
Capital Financing	4,270	2,000
Other Grants & Reimbursements	-704	-1,060
Customer & Client Receipts	-59,524	-63,340
NET SERVICE COSTS	426,316	449,370

Food Safety/ID Costs	2018/19 Actual	2019/20 Estimate
Supplies & Services	1,964	1,672
Support Services	69,190	69,968
Capital Financing	0	0
Total Expenditure	71,154	71,640
Total Income	-7,736	-4,730
NET SERVICE COSTS	63,418	66,910

4.2 Staffing Allocation

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

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

The total resources currently available within the section for the above is: 7.2 (FTE)

This is made up of:

- | | |
|---|-----------|
| - Enforcement Officers | 5.5 (FTE) |
| - Administrative Support | 1 |
| - Environmental Health Services Manager | 0.7 (FTE) |

of the above, the resource to deliver the food safety service is: 1.90 (FTE)

of which:

- | | |
|---|------------|
| - Qualified to inspect Cat. A – B premises: | 1.90 (FTE) |
| - Qualified to inspect Cat C – E: | as above |

For the year 2018/19, the food service should be deliverable within existing resource. It is worth noting that the national average figure for the provision of full time equivalent per 1000 premises is 3.0. The current food safety staffing levels at this Authority is 2.5 per 1000 premises.

The Food Standards Agency 'Approved Premises' Audit undertaken in January 2015 identified that Ribble Valley has a much greater than average number of approved premises for which they are responsible to regulate and because of the important nature of this responsibility, the Council is asked to ensure sufficient competent regulatory resource is allocated and maintained.

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

If during the year it becomes apparent that the service is unable to complete the intended inspection programme, priorities in all areas of work will be reassessed and resources will be allocated to the food service on 'risk based' principles with priority being given to the regulation and inspection of "high risk" (Category A - C) and 'approved' premises. It is unlikely that this years' programme will not be achieved.

Members will be informed of any such re-allocation.

5.0 Analysis of Present Position

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

<p><u>Strengths</u> Well-developed strategies and policies for the service in line with national guidance. Service well aligned with corporate strategy/policy. Well established performance monitoring procedures. Experienced, professional and dedicated staff. Low staff turnover. Clear commitment to quality service delivery. General achievement of Food Safety Act Code of Practice annual inspection programme. Introduced National Food Hygiene Rating Scheme in 2011 Relatively high rate of compliance in the Borough.</p>	<p><u>Weaknesses</u> Proactive work at risk in event of public health emergency/reactive work demands i.e serious accidents/fatalities, outbreaks etc. Potential remuneration problem in event of vacancies. Increasing complexity of regulation and enforcement - requirement to specialise to achieve & maintain competency. Diminishing pool of officers nationally.</p>
<p><u>Opportunities</u> Multi-skilled public health professionals. Need to develop proactive public health agenda with other partners – eg healthy eating, smoking cessation, alcohol interventions etc. (although the Healthy Lifestyle section at this Authority do fulfil this role in many respects.) Facilitate local food safety training needs. Develop new targeted 'intervention' approach to enforcement Work with other agencies to develop multi-agency lead inspector approach.</p>	<p><u>Threats</u> Increasing complexity of issues – increasing pressure for greater specialism to meet competence criteria. Food safety service audit by Food Standards Agency if fail to meet targets and deliver mandatory duties. Increased information gathering and recording – increasing inspection costs. Shortage of EHO's entering profession. Ever increasing duties and demands in relation to private water supplies, clean environment, industrial air pollution regulation and dog control and capacity to achieve.</p>

6.0 Quality Systems

It is our policy to carry out all areas of food service delivery in accordance with our Food Safety documented procedures and to fulfil any inter-authority audit requirements as required with neighbouring authorities.

7.0 Review

7.1 Periodic review

This Food Hygiene Intervention Plan will be reviewed annually and reported to members. The review will link into the annual budgetary process and the review of associated plans. Performance monitored on monthly basis and quarterly by management review of progress.

7.2 Annual Performance

The inspection figures for 2018-19 below were set against the following challenges:

- There was a lengthy food safety investigation into a large food manufacturer where an extensive rodent infestation was discovered.
- For part of the year a member of the food safety team was redeployed to introduce the requirements of the new animal breeding and boarding legislation.
- For part of the year a part time member of the food team was redeployed onto caravan site licensing duties.
- There were two lengthy investigations into the poor control of Legionella in spa pools in holiday lettings.

Year Summary 2018/19:

- 303 service requests were recorded, of which 92.5% were actioned within the target response time of 2 working days.
- 123 confirmed cases of infectious diseases were investigated in relation to food-borne organisms. This is an increase of 60% from 2017-18.

- 104 food samples were submitted for microbiological examination. This 25% more than the previous year.
- 100% of the highest risk category of food businesses (A-C) including approved manufacturers were inspected, and 90% of categories A-D were inspected. Out of a programme of 330 interventions, 298 were carried out.
- Premises which were found to be 'broadly compliant' remained at 95%.
- 9% of premises were awarded an improved hygiene rating, and 5% received a lower hygiene rating.
- Of the visits carried out by the food safety team 52% are programmed through the national food hygiene inspection regime dictated by the Food Standards Agency. In addition to these visits, the team carried out an additional 278 visits, making a combined total of 576 visits. These additional visits consisted of sampling visits, compliance revisits, advice visits, complaint visits and rescore revisits.
- The percentage of premises inspected, and the high level of compliance make it highly unlikely that this Authority will be selected for audit by the Food Standards Agency.

- 7.3 Compliance with Local Performance Indicator** In addition to the service performance statistics listed in paragraph 7.3 above:
- Enforcement of food safety legislation has been implemented in accordance with the Ribble Valley 'Food Safety' Enforcement Policy (Rev. January 2011) and associated standard procedures.**
- In the year 2018/19, there have been no complaints received about the Food Safety enforcement activity.**
- 7.4 Identification of significant variance from Service Plan** **To be monitored monthly and any significant variation from the plan to be reported promptly to the Health & Housing Committee.**

7.5 Service Improvement

7.5 (i) The following areas of service development were identified for 2019/20 :

Corporate Objective	Action	Standard	Method of Measurement	Target	Responsible Officer	Resources	Links	Achieved
To focus EH resources to achieve FSA inspection targets	To undertake 100% of programmed audit/inspection of food premises	Food Standards Agency 'Statutory Food Law Code of Practice' (March 2017).	No of inspections/audits completed		Senior EHO (Food/Health and Safety) and EHT's	Employ consultants if necessary	LPI	100% achieved by 31/3/20
To meet mandatory government guidance	To review Food Safety procedures and update to comply with Food Standards Agency 'Food Law' Code of Practice (March 2017)	Food Standards Agency ' Food Law' Code of Practice (March 2017).	Standard Procedures reviewed and standard documents updated	Review by 31.3.20	Senior EHO (Food/Health and Safety)	Within existing	FSA	Ongoing

Legend:	FSA – Food Standards Agency	LPI – Local Performance indicator
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7.5 (ii) Action Plan for the next 12 months:

Corporate Objective	Action	Standard	Method of Measurement	Target	Responsible Officer	Resources	Links	Achieved by
To focus EH resources to achieve FSA inspection targets	To undertake 100% of programmed audit/inspection of food premises	Food Standards Agency 'Statutory Food Law Code of Practice' (March 2017).	No of inspections/audits completed	+ by alternative inspection	Senior EHO (Food/Health and Safety) and EHT's	Employ consultants if necessary	LPI	31/3/20

Sampling Policy 2019/ 2020

1. Introduction

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

2. Food Sampling Surveys/Programmes

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

3. Food Complaints

- 3.1 Samples of food received as a food complaint may require microbiological examination or chemical analysis. The FWEMS Laboratory York will undertake all microbiological examinations and the County Analyst at the County Laboratory in Preston, is used for any samples which require chemical analysis.
- 3.2 All food complaints are taken seriously and the results of an examination or analysis may generate the need for more controlled sampling of the food product or from the food premises.
- 3.3 Consideration will be given to the sampling of locally produced products, in particular dairy, and meat products manufactured in approved premises.

4. Inspections

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

6. Primary Authority Responsibilities

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

7. Special Investigations

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

8. Imported Foods

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

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

Sampling Programme 2018/ 2019

1. Introduction

- 1.1 Ribble Valley Borough Council recognises the important contribution that food sampling makes to the protection of Public Health and the Food Law Enforcement functions of the Authority.
- 1.2 In developing a sampling programme consideration is given to:
- protecting the consumer through the enforcement of food legislation;
 - identifying foods that pose a hazard to the consumer because they contain significant levels of pathogenic bacteria;
 - surveillance and sampling of imported foods of animal and non-animal origin, particular attention will be given to products of non-animal origin due to lower sampling levels at point of import;
 - assessing the microbiological quality of food manufactured, distributed or retailed in the area against the standards detailed in Regulation (EC) 2073/2005
 - identifying any contraventions the food safety and fitness standards made law in Article 14 of Regulation (EC)178/2002, and Regulation 4 of the General Food Regulation 2004.
 - helping determine whether advice or enforcement action would be appropriate where it is suspected that poor practices and procedures exist;
 - offering advice and guidance, if appropriate, on food hygiene matters.

2. Scope of Sampling

- 2.1 Ribble Valley Borough Council is a Shire District Council and, therefore, does not have any responsibility for Food Standards issues such as food composition or labelling, (which usually require analysis of the samples). These matters are the responsibility of the County Council through the Trading Standards Department. Therefore, this Sampling Programme will relate solely to food sampling for microbiological examination.
- 2.2 Previously, in accordance with the revised Food Standards Agency 'Food Law' Code of Practice (revised March 2017), the Sampling Programme has been prepared in consultation with colleagues from the Lancashire Food Officer Group and the Greater Manchester Food Liaison Group along with the Food Examiner from the Food, Water, and Environmental Services (FWEMS) Laboratory York.

In the past few years however whilst resources have been deployed to other Environmental Health priorities, a decision was made to only take samples as determined necessary during inspections especially of 'high risk' food manufacturers, or as verification checks on new manufacturers.

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

3. Funding

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

4. Sampling Programme

- 4.1 Food sampling will be carried out as and when deemed necessary by the Enforcement Officers and particular attention will be made to sampling from approved premises and premises producing high risk foods, as part of official control visits.
- 4.2 The Sampling Programme shall consist of the food sample surveys recommended by the Survey Sub-Committee and agreed by the Lancashire Food Office Group where possible.
- 4.3 At the end of each sample survey the FWEMS Laboratory shall collate the results and produce a summary of the survey. This summary shall be presented to the next meeting of the Food Liaison Group.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 10

meeting date: THURSDAY, 6 JUNE 2019
 title: HEALTH AND SAFETY INTERVENTION PLAN 2019/2020
 submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE
 principal author: HEATHER BARTON, HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To consider and approve the Ribble Valley Borough Council's Health and Safety Intervention Plan 2019/2020.

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

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

1.3 Relevance to the Council's ambitions and priorities

- *Priority 2. To sustain a strong and prosperous Ribble Valley:-* by supporting employers in the district with advice and technical guidance.
- *Priority 3. To help make people's lives safer and healthier:-* by striving to ensure that workplaces in the district are safe and that employment at these places does not lead to accidents or ill health.
- Other Considerations – This document meets the Health and Safety Executives enforcement framework and requirement to produce an annual service plan.

2 BACKGROUND

2.1 In the report "*Reclaiming health & safety for all: An independent review of health and safety legislation*", commissioned by the Minister for Employment, recommended that HSE be given a stronger role in directing Local Authority (LA) health & safety inspection and enforcement activity. This has resulted in significantly revised guidance being issued and set out in the 'National Local Authority Enforcement Code - Health & safety at Work for England, Scotland & Wales. Protecting people in the workplace and in society as a whole remains a key priority.

The focus and emphasis of health and safety enforcement regime being moved to a 'lighter touch approach' concentrating on Category 'A' high risk operations, identified national or local priorities, and on tackling serious breaches of the Legislation. Government reforms require HSE and Local Authorities to reduce numbers of routine inspections undertaken; to have greater targeting where proactive inspections continue; **and to increase information to**

small businesses in a form that is both accessible and relevant to their needs.
As such, this intervention plan has been prepared to meet this approach.

3 ISSUES

- 3.1 Attached as an Appendix to this report is the annual Health and Safety Intervention Plan in relation to Ribble Valley Borough Council.
- 3.2 The service is proud to report again that we have received no complaints against the delivery of the service.
- 3.3 A copy of the Health and Safety Intervention Programme will also be placed on the Ribble Valley Borough Council website for reference purposes in the 'Environmental Health' section.
- 3.4 It is believed appropriate for the programme to be submitted to the relevant Members forum for approval to ensure local transparency and accountability.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
 - Resources – There are no immediate implications but Committee is asked to recognise the ongoing demands on the service. Resources allocated to the Health and Safety role may be sacrificed to deal with other pressing public health priorities i.e private water supply work, food safety reactive work.
 - Technical, Environmental and Legal – There are no environmental or legal implications. Failure to provide this document contravenes Health and Safety Executive requirements. This is also an essential performance management and review document.
 - Political – This document confirms the Council's intended service provision in relation to this important statutory function.
 - Reputation – This document meets this Council's obligations in relation to producing an obligatory annual Health and Safety Service Plan in accordance with national framework.
 - Equality & Diversity – N/a

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve the Ribble Valley Borough Council Health and Safety Intervention Plan 2019/20 for implementation in the current financial year.
- 5.2 Note the performance in relation to 2018-19.

HEATHER BARTON
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

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

BACKGROUND PAPERS

Local Authority Circular (LAC 67/2 (rev 8))



Health & Safety Intervention Plan 2019/20

RIBBLE VALLEY BOROUGH COUNCIL

CHIEF EXECUTIVES DEPARTMENT

ENVIRONMENTAL HEALTH SECTION

**HEALTH & SAFETY INTERVENTION PLAN
2019/20**

May 2019

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1. Service Aims and Objectives

1.1 Aims and Objectives

Departmental Aims

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

Service Objectives

- Ensure the health, safety and welfare of people at work and also to protect society from such activities through the proportionate enforcement of legislation, the provision of advice to members of the community and training and information to operators of local businesses and their employees, and to:
 - To move to a lighter touch approach concentrating on higher risk businesses, tackling serious breaches of the regulations and to carry out an annual programme of 'higher risk' health and safety interventions in accordance with Local Authority Circular (LAC 67/2 (rev 8) is guidance under Section 18 Health and Safety at Work etc. Act 1974 and the National Local Authority Enforcement code.
 - Investigate notified accidents reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR) in accordance with HSE guidance;
 - To investigate complaints within service target response times (2 working days) contained within the Council's Environmental Health Plan and to take appropriate action in accordance with the Council's Health and Safety Enforcement Policy, HSE and HELA Guidance;

- To give due consideration to act as “Primary Authority” to any businesses originating within the borough of Ribble Valley and to undertake lead authority enquiries referred by other agencies;
- Undertake the annual inspection programme with targeted promotional advice and educational initiatives, together with providing information and advice on health and safety to businesses. In particular, to encourage effective management structures and policy are in place by businesses to embrace the culture of health and safety to manage risk and to increase information to small businesses in a form that is both accessible and relevant to their needs

1.2 The Council's Vision

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

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

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

- To ensure a well-managed Council providing efficient services based on identified customer needs,
- To sustain a strong and prosperous Ribble Valley,
 - To help make people's lives safer and healthier.

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

Along with these key corporate documents, it is important that the services are delivered in a manner that not only protects but provides satisfaction to the public. Therefore it is an integral element of all the services delivered that they are done so efficiently and effectively, by appropriately qualified and experienced staff.

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

Along with these key corporate documents, it is important that the services are delivered in a manner that provides satisfaction to the public.

2. Key Objectives and Policy Statements

Links to Sustainable Community Strategy

- **To help make people’s lives safer and healthier.**
- **To sustain a strong and prosperous Ribble Valley**
- **To support the regeneration of Market Towns as sustainable service centres.**
- **To promote local produce and local employment opportunities.**

To support the priority outcomes of the health and wellbeing partnership.

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

Links to annual ‘Corporate Strategy’

Specific Health and Safety ambitions

To focus the available resources to address national and local priorities

To support and compliment the Health and Safety Executive targets to reduce accidents and ill health in workplaces.

Service Committee Policies

Health & Housing Committee:

To protect and where possible improve the environment and the general public health of the community, by taking all reasonable measures available;

To ensure that all eligible organisations and establishments comply with the relevant health and safety requirements.

Health Prevention Strategy:

To support through local activities, campaigns organised nationally by the Health & Safety Executive

The Council produces an annual Corporate Strategy.

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

Service development history

In the report "*Reclaiming health & safety for all: An independent review of health and safety legislation*", commissioned by the Minister for Employment, recommended that HSE be given a stronger role in directing Local Authority (LA) health & safety inspection and enforcement activity. This has resulted in significantly revised guidance being issued and set out in the 'National Local Authority Enforcement Code - Health & safety at Work for England, Scotland & Wales'. Protecting people in the workplace and in society as a whole remains a key priority.

The focus and emphasis of health and safety enforcement regime being moved to a 'lighter touch approach' concentrating on Category 'A' high risk operations, identified national priorities, and on tackling serious breaches of the Legislation. Government reforms require HSE and Local Authorities to reduce numbers of routine inspections undertaken; to have greater targeting where proactive inspections continue; **and to increase information to small businesses in a form that is both accessible and relevant to their needs.** As such, this intervention plan has been prepared to meet this new approach.

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

The Health & Safety Intervention Plan will contribute to the corporate vision, values and objectives set out in the Council's Corporate Strategy and, will be a key contributor to the delivery of the Environmental Health Service.

3. Background

3.1 Profile of the Local Authority

Ribble Valley Borough is situated in North East Lancashire, and with an area of 226 sq. miles is the largest geographical district in the County. The Borough Council is one of 12 District Councils, 1 County Council and 2 Unitary Authorities within the County of Lancashire. Within the Borough, some functions relating to health and safety are the responsibility of the Health & Safety Executive, e.g. inspections of large industrial complexes and most factories and agricultural activities.

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

The borough has a population of approx. 58,826 (2016), with Clitheroe, the main administrative centre having 15,000 inhabitants. Clitheroe lies at the heart of the borough, whilst Longridge, the other main town, lies in the West. Longridge has a population of approximately 7,724. The remainder of the area is mainly rural with a number of villages ranging in size from large villages such as Whalley, Sabden and Chatburn through to small hamlets such as Great Mitton and Paythorne.

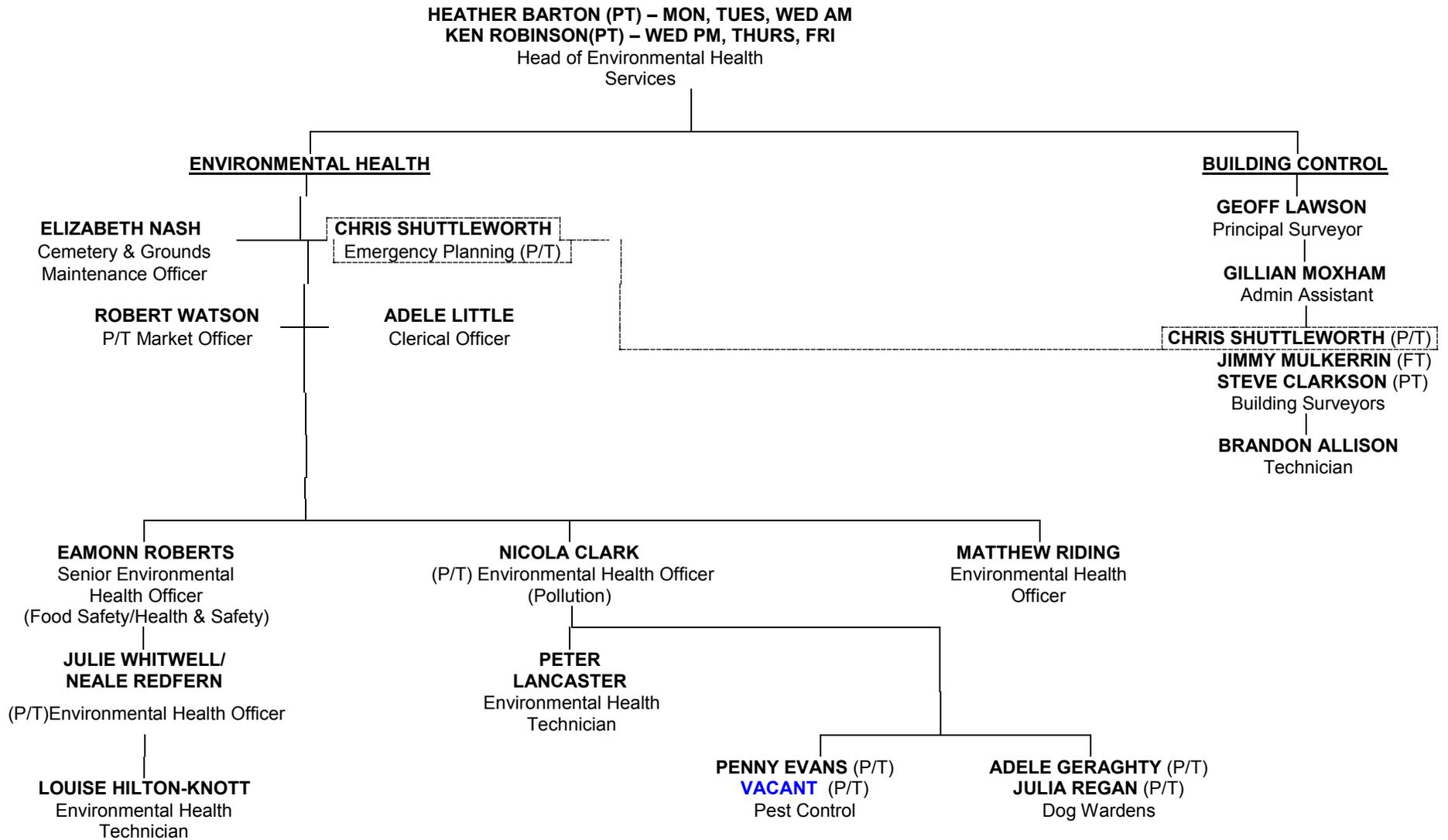
The Borough has a mixed economy, with good employment opportunities and a consistently low rate of unemployment. Given the rural nature of the area it is not surprising that agriculture is a primary employer through the District. Large manufacturing activity is represented by several major national and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

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

POLITICAL MAKE-UP OF THE BOROUGH

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

4. Service Structure



<p>4.1 Political Arrangements</p>	<p>Health and Safety falls under the terms of reference of the Health & Housing Committee. The Health & Safety Intervention Plan will be reported to the Council’s Health & Housing Committee for approval and adoption.</p>												
<p>4.2 Provision for Specialist Services</p>	<table border="0"> <tr> <td data-bbox="590 240 968 308">‘Chemical’ Analytical Service</td> <td data-bbox="978 240 2020 308">Lancashire County Council Public Analyst plus specialist service providers as necessary</td> </tr> <tr> <td data-bbox="590 313 968 381">Legionella/Microbiological Examiner</td> <td data-bbox="978 313 2020 381">Food Water and Environmental Microbiology Services York</td> </tr> <tr> <td data-bbox="590 386 968 479">Public Health Advice</td> <td data-bbox="978 386 2020 479">National Infectious Disease Centre and Public Health England CHP/DPH – Consultant in Communicable Disease Control/Director of Public Health, Public Health England.</td> </tr> <tr> <td data-bbox="590 483 968 576">Enforcement Liaison Officer Occupational Medical Advice</td> <td data-bbox="978 483 2020 576">Health & Safety Executive, Employment Medical Advisory Service (EMAS) (Contact through Health & Safety Executive)</td> </tr> <tr> <td data-bbox="590 581 968 641">L A Sector Enforcement Guidance</td> <td data-bbox="978 581 2020 641">Health & Safety Executive/Local Authority Enforcement Liaison Committee (HELA)</td> </tr> <tr> <td data-bbox="590 646 968 678">Accident Prevention Advice</td> <td data-bbox="978 646 2020 678">Royal Society for the Prevention of Accidents (ROSPA)</td> </tr> </table>	‘Chemical’ Analytical Service	Lancashire County Council Public Analyst plus specialist service providers as necessary	Legionella/Microbiological Examiner	Food Water and Environmental Microbiology Services York	Public Health Advice	National Infectious Disease Centre and Public Health England CHP/DPH – Consultant in Communicable Disease Control/Director of Public Health, Public Health England.	Enforcement Liaison Officer Occupational Medical Advice	Health & Safety Executive, Employment Medical Advisory Service (EMAS) (Contact through Health & Safety Executive)	L A Sector Enforcement Guidance	Health & Safety Executive/Local Authority Enforcement Liaison Committee (HELA)	Accident Prevention Advice	Royal Society for the Prevention of Accidents (ROSPA)
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Accident Prevention Advice	Royal Society for the Prevention of Accidents (ROSPA)												
<p>4.3 The Scope of the Environmental Health Section’s Health & Safety Service</p>	<p>As a District Council, this Authority is responsible for health and safety enforcement in most offices, shops, warehouses, catering premises, residential care homes and places of worship as prescribed by the Health & Safety (Enforcing Authority) Regulations 1998.</p> <p>Health and safety enforcement in heavy industrial premises, mines, factories, agricultural activities and local authority operated premises is the responsibility of the Health & Safety Executive.</p> <p>Within the Chief Executives Department the Environmental Health Section also delivers the following services alongside health and safety.</p> <table border="0"> <tr> <td data-bbox="590 1044 1255 1320"> <ul style="list-style-type: none"> • Food Safety • Housing standards • Local Authority Air Pollution Control (LAAPC/IPPC) • Air Quality Review • Nuisance Complaints • Management of Clitheroe Market • Emergency Planning </td> <td data-bbox="1287 1044 2020 1352"> <ul style="list-style-type: none"> • Clitheroe Cemetery • Infectious Disease Investigation • Pest Control & Dog Warden Services • Animal Welfare Licensing • Building Control • Smoke free Workplace • Licensing (Beauty Treatments, Animal breeding and boarding, Zoo licensing, caravan site licensing) </td> </tr> </table>	<ul style="list-style-type: none"> • Food Safety • Housing standards • Local Authority Air Pollution Control (LAAPC/IPPC) • Air Quality Review • Nuisance Complaints • Management of Clitheroe Market • Emergency Planning 	<ul style="list-style-type: none"> • Clitheroe Cemetery • Infectious Disease Investigation • Pest Control & Dog Warden Services • Animal Welfare Licensing • Building Control • Smoke free Workplace • Licensing (Beauty Treatments, Animal breeding and boarding, Zoo licensing, caravan site licensing) 										
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4.4 Service Delivery Points	<p>Environmental Health Section Chief Executives Dept. Council Offices, Church Walk CLITHEROE Lancashire BB7 2RA Email environmental.health@ribblevalley.gov.uk</p>	<p> (01200) 425111 (switchboard)  (01200) 414464 (direct) Fax: (01200) 414487 Web Site: www.ribblevalley.gov.uk Opening Hours: 08.45 – 17.00 Monday – Friday</p>	<p>Out of Hours: Emergency Service available by contacting 01200 444448</p>
4.5 Demands on the Environmental Health Section	<p>There are ongoing significant demands on the environmental health service in relation to the issues of dealing with food safety, nuisance complaints, maintaining a clean environment, noise control, animal welfare, pest control, licenced premises (including caravan sites, beauty therapies, animal breeding and boarding, and zoo licensing), emergency planning, building control, housing standards, and private water supply regulation.</p> <p>In relation to health and safety, the area contains a mix of office, wholesale, retail, residential care homes and catering premises. Catering/hotels and wholesale/retail are the dominant sectors within this mix. The businesses are predominantly small to medium sized establishments.</p> <p>The borough has a relatively normal cross-section of health and safety businesses but has a significant number of residential care homes, caravan sites, industrial unit warehousing, 'large' outdoor events and golf courses which, by their nature, are relatively high risk, complex and resource intensive.</p>		
4.6 Enforcement Policies	<p>Corporate adoption of the Enforcement Concordat – 2000 Health & Safety Enforcement Policy Environmental Health General Enforcement Policy</p>		

5. Service Delivery	
5.1 Health & Safety Premises Inspections & Interventions	<p>It is Ribble Valley Borough Council's policy to carry out interventions at all premises which are identified as 'high risk'.</p> <p>In line with recent Government reform and HSE guidance, the Council is asked to move away from undertaking a formal annual inspection programme as set previously and to adopt a 'lighter touch' approach concentrating on 'higher risk' businesses identified in the annually published list of national priorities, and on tackling serious breaches of the rules. As such, interventions will be limited to High risk activities, those subject to justified complaint, where an accident has occurred or where significant risk factors are identified locally in line with the general Hampton principle of 'no inspection of a premises on health and safety grounds only, should be undertaken without good reason'.</p> <p>Interventions in the form of proactive inspections and/or advisory campaigns will be undertaken where resources allow, in line with HSE 'National Priorities'. Local initiatives are permitted where local intelligence reveals health and safety risks or poor performance.</p> <p>Please see appendix 1 for the 2019-20 local and national initiatives.</p>
5.2 Primary Authority Arrangements	<p>The Authority has not been approached by and is not aware of any local company expressing an interest in entering into a Primary Authority Arrangement with The Council for health and safety control.</p>
5.3 Advice to Business	<p>The Authority has a policy of offering advice to any business which has trading premises within our area unless the trader has a Home Authority arrangement with another Local Authority.</p>
5.4 Accident/Dangerous Occurrence Investigation	<p>The general policy of Ribble Valley Borough Council is to assess and investigate 'as appropriate' reportable accidents and dangerous occurrences as a matter of urgency but at least within 2 working days. This area of work has increased significantly and involves considerable investigative work and remains at approximately 37 per year.</p>
5.5 Liaison with other Organisations	<p>The Authority participates in the following liaison groups related to health and safety issues in order to ensure that enforcement action taken within the Borough of Ribble Valley is consistent with those of neighbouring local authorities:</p> <ul style="list-style-type: none"> • Environmental Health Lancashire (EHL) – Health & Safety Officer Sub-Group (HASOG)
5.6 Health & Safety Promotion	<p>The Authority will seek to be involved in the following promotional/training activities in relation to health, safety and welfare at work:</p>

EH Lancs/ Health and Safety Officer Group initiatives
Foundation Health & Safety Courses – referred to local training providers

5.7 Health & Safety Training for Officers

The general aim is to provide adequate relevant officer training to achieve and maintain required officer competence levels; this will be achieved within an allowance of 20 hours per Officer each year to attend ad-hoc training seminars. Specific additional training is provided to address needs identified within the Officer annual appraisal system and Regulator Development Needs Assessments (RDNA), subject to course availability and within available resources.

5.8 Staffing Allocation

The approximate resources which will be designated for the delivery of the Health and safety aspect of this service is 0.5 FTE

In line with Committees previous agreement, Food Safety will continue to be given overall priority. In the event of the need to redeploy resources in the event of a serious accident investigation/fatality, Members will be duly informed.

6. Analysis of Present Position

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

<p><u>Strengths</u></p> <ul style="list-style-type: none"> • Well-developed strategies and policies for the service in line with national guidance. • Inspection procedure modified to be topic based in line with recent HELA guidance. • Service well aligned with corporate strategy/policy. • Well established performance monitoring procedures. • Experienced and dedicated staff. • Low staff turnover. • Clear commitment to quality service delivery. 	<p><u>Weaknesses</u></p> <ul style="list-style-type: none"> • Consistently under achieved to meet 'food premises' inspection targets • History of insufficient resources (always firefighting) • Proactive work at risk in event of public health emergency reactive work demands. • Potential remuneration problem in event of vacancies. • Lower priority of health & safety enforcement. • Increasing complexity of regulation and enforcement requirements to specialise to achieve competency. • Diminishing pool of officers nationally.
<p><u>Opportunities</u></p> <ul style="list-style-type: none"> • Multi-skilled public health professionals. 	<p><u>Threats</u></p> <ul style="list-style-type: none"> • Increasing complexity of issues – greater need for research/documented procedures. • Health and safety service audit by HSE (LAU) for consistent under achievement of annual performance targets based on 'risk assessment'. • Increased information gathering and recording – increasing inspection costs. • Projected shortage of EHO's entering profession. • Pressures to Public Health Network to concentrate resources on health care service delivery rather than prevention partnerships. • Increasing duties and demands in relation to food safety, licensing, industrial air pollution regulation, clean environment and animal welfare.

7. Quality Systems	It is our policy to carry out all areas of health and safety service delivery in accordance with our Health & Safety documented procedures.
7.1 Review	
7.2 Review Against the Service Plan	The service performance indicators will be reviewed quarterly and reported to members. The review will link into the annual budgetary process and the review of any Performance Plans. Performance monitored monthly and quarterly by management review of progress.
7.3 Annual Performance	<p>In 2018-19:-</p> <ul style="list-style-type: none"> • 35 service requests were recorded of which 32 (91%) were actioned within the target response time of 2 working days in accordance with the Environmental Health Plan. • 24 'Notified Accidents at work' were received all of which (100%) were reviewed and where appropriate investigated. • Considerable involvement was required with a number of outdoor events • 29 health and safety visits were made. • A holiday complex and a holiday letting were targeted when they were found to be poorly managing the risk of Legionnaire's disease in their spa pools. These investigations were time consuming and in one instance resulted in a prohibition notice being served.
7.4 Complaints against service delivery	<ul style="list-style-type: none"> • In the year 2018/19 there has been no complaints received about the health and safety enforcement activity.

Appendix 1. Health and Safety Regulation Team National and Local Initiatives 2018/19

Hazards	High Risk Sectors	High Risk Activities	Justification for Initiative	Notes and enforcement expectation	Lead officer	Estimated Number of Premises and Timescale when project to run
E.coli/Cryptosporidium infection especially in children	Interventions at open farms/animal visitor attractions	Awareness of E coli/Crypto promoted & control measures implemented in these establishments or attractions.	National priority. Godstone Farm Outbreak in 2009. List of activities/sectors suitable for targeting proactive inspection	Guidance and training material for inspectors produced. Enforcement strategy agreed.	Eamonn Roberts	2
Fatalities/injuries resulting falls from height	Industrial retail/wholesale. To be raised as a matter of evident concern if observed.	Work at height on fragile roofs/materials, small scale repairs, gutter cleaning.	National priority	Guidance and training material for inspectors produced. Topic Inspection Packs available. Enforcement strategy agreed.	Eamonn Roberts	All year when resources permit
Industrial Diseases (Occupational deafness/ respiratory diseases- silicosis, asthma)	All premises. To be raised as a matter of evident concern if observed.	Exposure to respirable crystalline silica (Block cutting chasing brickwork, cutting concrete floors) gravestone cutting. Exposure to Flour	National Priority	Guidance and training material for inspectors produced. Topic Inspection Packs available.	Eamonn Roberts	All year when resources permit

Appendix 1. Health and Safety Regulation Team National and Local Initiatives 2018/19

Hazards	High Risk Sectors	High Risk Activities	Justification for Initiative	Notes and enforcement expectation	Lead officer	Estimated Number of Premises and Timescale when project to run
Crowd control and injuries fatalities to the public	Large scale public gatherings eg cultural events, sports, festivals and live music	Lack of suitable planning, management and monitoring of the risks arising from crowd movement and behavior as they arrive, leave and move around a venue	National Priority	Raised awareness for operators of such events Event organisers not complying may face formal action	Julie Whitwell	Approx. 4 events
Carbon Monoxide poisoning/gas safety	Commercial catering premises eg charcoal ovens and grills using solid fuel cooking equipment	Awareness of risks and suitable ventilation and use of safe appliances	National Priority	Raised awareness regarding CO and gas safety. Businesses not complying may face formal action	Eamonn Roberts	All year
Beverage gasses in the hospitality industry	Hospitality industry	Poor management of the hazard of asphyxiation in cellars	National Priority	Raised awareness regarding beverage gas safety. Businesses not complying may face formal action	Eamonn Roberts	Unlikely to participate
Swimming pool safety/ caravan site safety/ Explosion caused by LPG	Caravan sites and hotels	Evidence locally of poor management of pools safety leading to the potential of drowning. High risk work environment at caravan sites.	Local Initiative/National Priority	Specially trained staff to inspect and enforce if necessary. To be carried out as part of licensing inspections	Julie Whitwell	Target new premises and prioritise complaints and accident notifications.

Appendix 1. Health and Safety Regulation Team National and Local Initiatives 2018/19

Hazards	High Risk Sectors	High Risk Activities	Justification for Initiative	Notes and enforcement expectation	Lead officer	Estimated Number of Premises and Timescale when project to run
Construction	All premises. To be raised as a matter of evident concern if observed.	Where premises are likely to be clients for construction work.	National Priority	Raise need for CDM in terms of fragile roofs, asbestos, and silica.	Eamonn Roberts	All year
Welfare provision for delivery drivers	Warehousing. To be raised as a matter of evident concern if observed.		National Priority	National guidance available.	Eamonn Roberts	All year
Fatalities/injuries resulting from being struck by vehicles	High volume warehousing/distribution.	Poorly managed workplace transport	National Priority	National guidance available.	Eamonn Roberts	All year when resources permit
Musculoskeletal disorders	Residential care	Lack of management of MSD's arising from the moving and handling of persons	National Priority	National guidance available.	Eamonn Roberts	Unlikely to participate
Musculoskeletal disorders	High volume warehousing/distribution	Lack of management of MSD's	National Priority	National guidance available.	Eamonn Roberts	Unlikely to participate
Violence at work	Betting shops/ off licenses/hospitality	Lack of management of violence at work	National Priority	National guidance available.	Eamonn Roberts	Unlikely to participate
Fires and explosions caused by the initiation of explosives including fireworks.	Professional fireworks display operators	Poorly managed fusing of fireworks	National Priority	National guidance available.	Eamonn Roberts	Unlikely to participate
Unstable loads	High volume warehousing/distribution.	Vehicle loading and unloading	National Priority	National guidance available.	Eamonn Roberts	Unlikely to participate
Inflatable amusement devices.	Entertainment events	Provision, installation and the safe operation.	National Priority	National guidance available.	H and S team	To be raised at all events where visits are to be undertaken.

Appendix 1. Health and Safety Regulation Team National and Local Initiatives 2018/19

Hazards	High Risk Sectors	High Risk Activities	Justification for Initiative	Notes and enforcement expectation	Lead officer	Estimated Number of Premises and Timescale when project to run
Accessing commercial bins by the public	Food industry, retail and warehousing	Injury following access to large bins	National Priority	National guidance available.	Eamonn Roberts	All year

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 11

meeting date: 6 JUNE 2019
title: CAPITAL OUTTURN 2018/19 AND CAPITAL PROGRAMME 2019/20
UPDATE
submitted by: DIRECTOR OF RESOURCES
principal author: ANDREW COOK

1 PURPOSE

- 1.1 The purpose of this report is to review the final outturn of the 2018/19 capital programme for this Committee and to seek member approval for the slippage of some capital scheme budgets from the 2018/19 financial year to the 2019/20 financial year.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – none identified.
 - Corporate Priorities - to continue to be a well-managed council providing efficient services based on identified customer need.
 - Other Considerations – none identified.

2 BACKGROUND

- 2.1 Two schemes for this Committee's original estimate capital programme, totalling £347,000, were approved by the Special Policy and Finance Committee and Full Council at their meetings in February 2018 and March 2018 respectively.
- 2.2 In addition to the original estimate budget, the following changes were approved, which increased the total approved budget to £887,420 for four schemes:
- The Clitheroe Market Improvements scheme, totalling £175,000, was on hold in 2017/18 and the scheme budget was moved from the 2017/18 capital programme to the 2018/19 capital programme.
 - There were three 2017/18 capital housing grants schemes that were not completed by 31 March 2018 and budget was requested to be moved into 2018/19. The total budget requested to be moved on these schemes, £341,430, is known as slippage. This slippage was transferred into the 2018/19 capital programme budget, after approval by this Committee in June 2018.
 - Since approval of the original estimate budget for this Committee, the Disabled Facilities Grants (DFGs) funding for 2018/19 from Central Government was confirmed as £320,991. The DFGs scheme budget was initially set at £297,000 on the basis that this would be changed to reflect the confirmed DFGs funding that was received. Therefore, the DFGs 2018/19 budget was increased by an additional approval of £23,990 to £320,990.
- 2.3 At revised estimate stage, the following changes were made to the capital programme:

- Extra DFGs funding of £93,365 from MHCLG and £85,451 from Onward Homes had been allocated to the Council in January 2019. This increased the DFGs revised estimate budget to £771,340.
- The Clitheroe Market Improvements budget of £175,000 was moved to the 2019/20 financial year, because the scheme was on hold awaiting the final plans for the Clitheroe Market Development scheme.

2.4 This increased the revised estimate budget to £891,240 for three schemes, as approved at this Committee's meeting in January 2019.

2.5 Since approval of the 2018/19 revised estimate, the Council has also received an extra £8,674 of Affordable Warmth – Capital Grants funding from Lancashire County Council. This increased the Affordable Warmth – Capital Grants scheme budget to £29,550. This additional funding means the updated revised estimate budget for this Committee's capital programme of three schemes was increased by £8,670 to £899,910.

2.6 During the financial year this Committee has received reports monitoring the progress of schemes within the capital programme.

2.7 As part of the closure of accounts process, capital programme expenditure has been capitalised and added to the balance sheet or charged to revenue where appropriate.

3 CAPITAL OUTTURN 2018/19

3.1 The table below summarises the overall financial position on the capital schemes for this Committee. It shows budget approvals, actual expenditure in-year and slippage requested into 2019/20.

Original Estimate 2018/19 £	Budget Moved from 2017/18 £	Slippage from 2017/18 £	Additional Approvals 2018/19 £	Total Approved Budget 2018/19 £	Revised Estimate 2018/19 UPDATED £	Budget Moved to 2019/20 £	Actual Expenditure 2018/19 £	Requested slippage into 2019/20 £
347,000	175,000	341,430	23,990	887,420	899,910	175,000	448,630	451,280

3.2 Actual expenditure on the capital programme was £448,630, which is 49.9% of the updated revised estimate budget.

3.3 All three schemes in the capital programme are on-going housing capital grants schemes and there have been underspends in-year on each of these schemes – Disabled Facilities Grants -£360,122, Landlord/Tenant Grants -£84,240 and Affordable Warmth - Capital Grants -£6,918. These three grant schemes continue into 2019/20 and slippage of the 2018/19 underspends on these schemes is requested below.

3.4 Annex 1 shows the full capital programme budget and expenditure in-year for each scheme and highlights the requested slippage on each scheme.

4 SLIPPAGE

4.1 Where capital schemes are not complete at year-end and budget is requested to be moved into the next financial year, this is known as slippage. For this Committee slippage of £451,280 is requested into 2019/20 for three schemes:

- Disabled Facilities Grants, £360,120.
- Landlord/Tenant Grants, £84,240.
- Affordable Warmth – Capital Grants, £6,920.

4.2 Attached at Annex 2 are the individual “Requests for slippage” forms. This Committee is asked to consider and approve these.

5 CAPITAL PROGRAMME 2019/20 UPDATE

5.1 This Committee’s capital programme original estimate for 2019/20 included an indicative budget of £320,000 for Disabled Facilities Grants. As reported to this Committee in March 2019, the actual scheme budget for Disabled Facilities Grants was to be confirmed when the 2019/20 actual grant allocation was notified to the Council.

5.2 MHCLG notified the Council in May 2019 that the actual Disabled Facilities Grants 2019/20 allocation is £346,368. Thus, the Disabled Facilities Grants scheme original estimate 2019/20 is now confirmed as £346,370.

6 RISK ASSESSMENT

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

- Resources – There are no additional financing requirements needed for this Committee’s 2018/19 capital programme. A sum of £451,280 has been set aside in the Council’s capital resources to fund the schemes with identified slippage into 2019/20.
- Technical, Environmental and Legal – None.
- Political – The Council is required to use ring-fenced funding received from central government and other local authorities only for the specific purposes it is granted for. The slippage on the Disabled Facilities Grants and Affordable Warmth – Capital Grants schemes falls within this area.
- Reputation – Those in need of financial assistance look to the Council for this assistance. The provision of it will help to improve the standard of living of the recipients which will enhance the reputation of the Council.
- Equality and Diversity – Equality and diversity issues are examined as part of the capital bid appraisal process.

7 CONCLUSION

7.1 Actual expenditure on the capital programme was £448,630, which is 49.9% of the updated revised estimate budget.

7.2 There have been underspends in 2018/19 on each of the three housing capital grant schemes. These grant schemes continue into 2019/20 and slippage of the 2018/19 underspends on these schemes, totalling £451,280, is requested.

7.3 The Disabled Facilities Grants scheme original estimate budget 2019/20 is now confirmed as £346,370.

8 RECOMMENDED THAT COMMITTEE

8.1 Consider the requests for slippage shown at Annex 2 and approve the slippage of the following budgets into the 2019/20 capital programme:

- Disabled Facilities Grants, £360,120.
- Landlord/Tenant Grants, £84,240.
- Affordable Warmth – Capital Grants, £6,920.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH6-19/AC/AC
17 MAY 2019

For further information please ask for Andrew Cook.

BACKGROUND PAPERS: None

**HEALTH AND HOUSING COMMITTEE
Capital Programme Outturn 2018/19**

Cost Centre	Scheme	Original Estimate 2018/19 £	Budget Moved from 2017/18 £	Slippage from 2017/18 £	Additional Approvals 2018/19 £	Total Approved Budget 2018/19 £	Revised Estimate 2018/19 (UPDATED) £	Budget Moved to 2019/20 £	Actual Expenditure 2018/19 £	Requested slippage into 2019/20 £
DISCP	Disabled Facilities Grants	297,000	0	271,530	23,990	592,520	771,340	0	411,218	360,120
LANGR	Landlord/Tenant Grants	50,000	0	49,020	0	99,020	99,020	0	14,780	84,240
CMIMP	Clitheroe Market Improvements	0	175,000	0	0	175,000	0	175,000	0	0
CWARM	Affordable Warmth – Capital Grants	0	0	20,880	0	20,880	29,550	0	22,632	6,920
Total Health and Housing Committee		347,000	175,000	341,430	23,990	887,420	899,910	175,000	448,630	451,280

Request for slippage into 2019/20

Cost Centre and Scheme Title	DISCP: Disabled Facilities Grants
Scheme Description	Disabled Facilities Grants (DFGs) are grants delivered by the Council to assist people with disabilities to be able to stay in their own home. The grant is administered in partnership with Social Services.
Head of Service	Colin Hirst
Year Originally Approved	2018/19 (Annual Scheme)
Revised Estimate 2018/19 for the Scheme	£771,340
Actual Expenditure in the Year 2018/19	£411,218
Variance - (Underspend) or Overspend	(£360,122)
Please provide full reasons for the (under) or over spend variance shown above?	The Council has underspent against the DFGs budget in terms of the value of payments made when DFGs grants are fully completed.

Slippage Request

Please grant the amount of Budget Slippage from 2018/19 to 2019/20 requested.	£360,120
Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered.	<p>The Disabled Facilities Grants scheme is on-going. At year-end there were:</p> <ul style="list-style-type: none"> - Twenty four approved schemes in progress with commitments of £140,464. - Three currently approved schemes that may require additional approvals with estimated costs of approximately £45,000. - Thirteen grant applications in progress but not approved with estimated costs of approximately £86,000. - Twenty referrals awaiting an application to be taken. <p>The approved commitments and other estimated costs at year-end are likely to use up the 2018/19 budget underspend and an element of the 2019/20 DFGs allocation also.</p> <p>NOTE - The underspent budget is financed by ring-fenced funding from central government, so any underspend from 2018/19 must be allocated to Disabled Facilities Grants in 2019/20.</p>
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	Throughout 2019/20

Request for slippage into 2019/20

Cost Centre and Scheme Title	LANGR: Landlord/Tenant Grants
Scheme Description	To offer grant aid for the renovation of private sector properties with the condition that the units are affordable on completion and the Council has nomination rights.
Head of Service	Colin Hirst
Year Originally Approved	2018/19 (Annual Scheme)
Revised Estimate 2018/19 for the Scheme	£99,020
Actual Expenditure in the Year 2018/19	£14,780
Variance - (Underspend) or Overspend	(£84,240)
Please provide full reasons for the (under) or over spend variance shown above?	One large scheme, for several units, was due to take up the majority of the budget funds. However, this scheme has not yet received planning approval, so cannot progress further at this stage.

Slippage Request

Please grant the amount of Budget Slippage from 2018/19 to 2019/20 requested.	£84,240
Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered.	The Landlord/Tenant Grants scheme is on-going and Housing officers are increasing promotion of the scheme to encourage enquiries from potential applicants. Slippage is requested to supplement the approved 2019/20 budget to help increase affordable housing and the number of properties that the Council has nomination rights over in the borough.
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	Throughout 2019/20.

Request for slippage into 2019/20

Cost Centre and Scheme Title	CWARM: Affordable Warmth – Capital Grants
Scheme Description	A grant scheme funded by Lancashire County Council in 2016/17 and 2017/18, to allow the Council to provide sustainable heating and insulation grants to eligible applicants. Some of the Council's grant allocation was still available for use in 2018/19.
Head of Service	Colin Hirst
Year Originally Approved	2018/19 (Annual Scheme)
Revised Estimate 2018/19 for the Scheme	£29,550
Actual Expenditure in the Year 2018/19	£22,632
Variance - (Underspend) or Overspend	(£6,918)
Please provide full reasons for the (under) or over spend variance shown above?	Grant applications received and approved in-year were less than the funding available.

Slippage Request

Please grant the amount of Budget Slippage from 2018/19 to 2019/20 requested.	£6,920
Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered.	<p>The Affordable Warmth - Capital Grants scheme is on-going. At year-end there were 3 approved schemes in progress with approved commitments of £1,930. It is anticipated that these commitments and further applications will use up the outstanding grant funding available from Lancashire County Council in 2019/20.</p> <p>NOTE - The underspent budget is financed by ring-fenced funding from Lancashire County Council, so any underspend from 2018/19 must be allocated to Affordable Warmth – Capital Grants in 2019/20.</p>
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	Throughout 2019/20.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 12

meeting date: THURSDAY, 6 JUNE 2019
title: GRANT AWARD FOR RAPID REHOUSING PATHWAY
submitted by: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING
principal author: RACHAEL STOTT, HOUSING STRATEGY OFFICER

1 PURPOSE

1.1 To inform Committee that a joint bid was submitted to the Ministry of Housing Communities and Local Government (MHCLG) for the Rough Sleeping Rapid Rehousing Pathway Funding 2019/2020.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To address housing needs of all households in the borough.
- Corporate Priorities - To make people's lives safer and healthier.
- Other Considerations – None.

2 BACKGROUND

2.1 MHCLG invited applications to enhance the process of rehousing rough sleepers. The bidding prospectus asked for local authorities to look at pioneering new approaches and innovative ways of ending rough sleeping.

2.2 Blackburn with Darwen Borough Council took the lead on the East Lancs submission of the bid. The proposal was to employ navigators across the region to work with rough sleepers. The navigator would identify issues, provide support and coordinate a supported move into secure accommodation.

2.3 The proposal would be:

- Burnley, Pendle, Rossendale – 2 navigators
- Blackburn, Ribble Valley – 2 navigators
- Hyndburn – 1 navigator

3 ISSUES

3.1 Ribble Valley figures of rough sleeping are usually nil, however we do access crisis beds and therefore are preventing rough sleeping. These service users will be able to access the new service and be given additional support.

3.2 Blackburn would take the lead on the shared Ribble Valley and Blackburn with Darwen navigators and would be the host for both of the posts. The total value of the approved bid is £139,000. The email attached at Appendix 1 confirms the bid approval. The link below provides access to the details of the grant prospectus. As explained within the email further detail has yet to be confirmed with regard to the

details of the bid, however the report is to notify Members that the bid was successful and that a shared navigator will be post in the forthcoming months.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – There will be no liability for the access. The grant will be awarded to Blackburn with Darwen and they will be the employer of the navigators.
- Technical, Environmental and Legal – The contract will bet between MHCLG and Blackburn with Darwen.
- Political – The grant will allow the housing service to access the navigator role to work to prevent rough sleeping.
- Reputation – Rough sleeping is not a problem in the borough. However we do currently support service users that could be at risk of rough sleeping by providing crisis beds. It is these households that would be offered additional support.
- Equality & Diversity – Important we can offer support to all households in housing need.

5 CONCLUSION

5.1 Acknowledge the grant award and accept this service will improve the housing offer made to people at risk of rough sleeping.

RACHAEL STOTT
HOUSING STRATEGY OFFICER
PLANNING

NICOLA HOPKINS
DIRECTOR OF ECONOMIC DEVELOPMENT AND

For further information please ask for Rachael Stott, extension 3225.

Dear Steve,

Congratulations once more on your successful bid to the Rapid Rehousing Pathway.

Blackburn with Darwen have been awarded partial funding for the navigators element, totalling Â£139,091.00. I will be in touch to explain this decision, which reflects a slight reduction in the number of posts being funded.

You will find attached the MoU for your successful Rapid Rehousing Pathway 2019/2020 application and the delivery plan which you provided. We ask you to review the MoU and include the Word version of the delivery plan at the end of the MoU document, updated to reflect the funding awarded.

We will follow up with a call to agree both documents this week, following which both parties will sign the MoU. We are asking for returns to be made by **Friday, 24th May**. If you foresee any issues with this deadline please flag this to us as soon as possible.

In order to deliver the projects set out in your bid, we understand that staff need to be hired on 12 month contracts. The Department will provide the full amount of funding for the project in 19/20 – giving you the funding certainty you need in order to do this. We understand that a small proportion of this funding will be spent in 20/21 and expect that LAs can manage this within your wider budgets.

Kind regards,

The Rapid Rehousing Pathway Team

Ben Wright

Policy Advisor | Homelessness Directorate

HANSON CEMENT LIAISON COMMITTEE MEETING DATE – THURSDAY 21 MARCH 2019

PRESENT:	Gary Young	-	Hanson Cement
	Sam Wrathall	-	Hanson Cement
	Graeme McGibbon	-	Hanson Cement
	Lynda England	-	Bellman Committee
	Marilyn Wood	-	West Bradford PC
	Roy Porter	-	Chatburn PC
	Cty Cllr A Atkinson	-	LCC
	Jonathan Haine	-	LCC Planning
	Cllr I Brown	-	RVBC
	Cllr R Sherras	-	RVBC
	Cllr I Sayers	-	RVBC
	Ken Robinson	-	RVBC

1 APOLOGIES FOR ABSENCE

1.1 Received from Cllr R Hargreaves (RVBC) and Mary Gysbers (Bellman committee)

2 MINUTES

2.1 The minutes of the meetings held on 20 September 2018 were circulated and approved as a correct record.

3. SITE PERFORMANCE

3.1 Environmental and Health & Safety

- Graeme reported upon employee incidents. Emphasis was now being placed on near-hits where work can be carried out to avoid incidents from occurring. Clean site – safe site is also promoted whereby small improvements are identified by shift teams.
- All stack emissions were compliant except for a few minor breaches – these had all been reported to the Environment Agency.
- Water discharges (2 into River Ribble and settlement pond) are well within limits of both pH and suspended solids
- Off-site testing takes place with frisbies and gauges by outside contractors. Measurements are taken and reported – results are generally static or decreases.
- Graeme reported upon 9 complaints received this year – 2 relating to train operations; 1 about drivers parking on residential streets; and 6 between 25-28 February relating to dust emissions. The emissions were compliant within the permit and no issues on site but weather conditions may have caused plume grounding combined with atmospheric issues. The EA was informed.

3.2 Fuels

- Production forecast has returned to what is considered to be 100%
- Fuels used are made up of coal; tyres; solvents; Industrial Commercial Waste (SRF), animal meal, with some light fuel oil, oil filter papers and pulverised fly ash
- Discussions ongoing for next full trial of oil filter paper and use of waste oil generated on site – material currently exported to Portugal.
- Raw materials – continuing to utilise a number of inert waste streams to remove from landfill

4. KEY PROJECTS UPDATE

- The scrubber is fully commissioned and producing better results than expected – final costs £9m
- Continuous emission monitoring (CEM) equipment installed and operational on the main stack
- New data acquisition and handling system (DAHS) to be installed for the continuous emission monitoring data from CEMs
- New filter system for crushing plant
- Quarry deepening application – finally agreed
- Kiln shutdown – biggest ever – 5 weeks
- Hinkley Point C – Hanson is main supplier
- Woodsmith mine - £37k tunnel under the National Park linking Wilton to potash mine, Teeside – Hanson won the contract

5. QUARRY AND BIODIVERSITY UPDATE

- Work continues in Horrocksford area of Lanehead quarry
- At Bellman the bottom of the quarry was lost under water at the weekend (16/17 March) due to rainfall. There is a limit to how much water can be pumped out with the level of the stream. Work continues, with blasting continued as of Wednesday elsewhere on site.
- The development of Lanehead quarry reserve scheme (S106) has been agreed and paperwork it with the legal people.
- Work has begun to recreate Bellman strip fields – aiming to promote biodiversity and supplement plant and wildlife

6. AOB

- Lynda asked that readings from the dust gauges be included in future presentations.
- Cllr Sherras asked that the fallen wall on the main road between Chatburn Road roundabout and Bellman Farm could be rebuilt.
- Sam reported that English Heritage were to do some work to preserve the lime kilns

7. DATE OF NEXT MEETING

- 7.1 The next meeting of the Hanson Cement Liaison Committee will be held on Thursday 26 September 2019.

The meeting closed at 3.00pm

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 14

meeting date: 6 June 2019
 title: REPRESENTATIVES ON OUTSIDE BODIES 2019/20
 submitted by: Chief Executive
 principal author: Olwen Heap

1 PURPOSE

- 1.1 To inform members of the outside bodies that are under the remit of the Health & Housing committee and their membership.
- 1.2 Relevance to the Council's ambitions and priorities
- Community Objectives – to be a well-managed council providing effective services.
 - Corporate Priorities - to protect and enhance the existing environmental quality of our area; to help make people's lives healthier and safer.
 - Other Considerations – to work in partnership with other bodies in pursuit of the Council's aims and objectives.

2 BACKGROUND

- 2.1 At the annual meeting each year the Council makes nominations to various outside bodies.
- 2.2 Members attend meetings of the outside body and report back to the relevant parent committee.

3 ISSUES

- 3.1 The following outside bodies come under the remit of the Health & Housing committee. The membership of these outside bodies was decided at the annual meeting of the council on 14 May 2019.

Carer's Link	Cllr Sue Bibby
Calderstones NHS Partnership (MerseyCare)	Cllr Mark Hindle
Environment Agency Liaison Committee	Cllr Allan Knox and Cllr Bob Buller
Hanson Cement Liaison committee	Cllrs Richard Sherras, Ian Brown, Allan Knox and Simon O'Rourke
Health & Well Being Board (LCC)	Cllr Bridget Hilton
LCC Health Scrutiny committee	Cllr Bridget Hilton

East Lancashire Health & Well Being Partnership	Cllr Bridget Hilton
NW Regional Older Peoples Champion Network	Cllr Sue Bibby
Pendle Club, Clitheroe	Cllrs Ian Brown and Jenni Schumann
Tarmac Liaison committee	Cllrs Ian Brown, Allan Knox, Jonathan Hill and Simon O'Rourke

3.2 Representatives are encouraged to provide reports back giving committee an update on the work of the body and drawing attention to any current issues.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the costs associated with members attending meetings of outside bodies is included in the budget for 2019/20.
- Technical, Environmental and Legal – no significant risks identified
- Political - no significant risks identified
- Reputation – no significant risks identified
- Equality & Diversity - no significant risks identified

5 CONCLUSION

5.1 Members note the outside bodies under the remit of this committee and their membership.

Marshal Scott
CHIEF EXECUTIVE

Olwen Heap
ADMINISTRATION OFFICER

BACKGROUND PAPERS

Report on Representatives on Outside Bodies – Annual Council 14.5.19

REF: CE/OMH/H&H/06.6.19

For further information please ask for Olwen Heap, extension 4408