

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.30pm** on **THURSDAY, 2 AUGUST 2012** 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 31 May 2012 – copy enclosed.
3. Declarations of Interest (if any).
4. Public Participation (if any).

FOR DECISION

5. Presentation by East Lancs Hospital Trust.
- ✓ 7. Capital Outturn 2011/12 – report of Director of Resources – copy enclosed.
- ✓ 8. Remodelling of Accommodation Based Support – report of Chief Executive – copy enclosed – MOVED TO PART II

- ✓ 9. Performance Indicators – report of Director of Resources – copy enclosed.

FOR INFORMATION

- ✓ 10. Welfare Reform Act – report of Chief Executive – copy enclosed.
- ✓ 11. Beacon Fell View Caravan Site Licence – report of Chief Executive – copy enclosed.
- ✓ 12. Capital Monitoring 2012/13 – report of Director of Resources – copy enclosed.
- ✓ 13. Revenue outturn 2011/12 – report of Director of Resources – copy enclosed.
- ✓ 14. Revenue Monitoring 2012/13 – report of Director of Resources – copy enclosed.
- ✓ 15. Minutes of Health and Wellbeing Partnership Group.
- ✓ 16. General Report of the Chief Executive on Environmental Health Issues – report of Chief Executive – copy enclosed.
- ✓ 17. Reports from Outside Bodies (if any).

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

- ✓ 18. General Report – Grants – report of Chief Executive – copy enclosed.
- ✓ 19. Affordable Housing Update – report of Chief Executive – copy enclosed.
- ✓ 8. Remodelling of Accommodation Based Support – report of Chief Executive – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 7

meeting date: 2 AUGUST 2012
 title: CAPITAL OUTTURN 2011/12
 submitted by: DIRECTOR OF RESOURCES
 principal author: NEIL SANDIFORD

1 PURPOSE

1.1 The purpose of this report is to seek member approval for the slippage of capital schemes from the 2011/12 financial year, to the 2012/13 financial year, and to review the final outturn on the capital programme for 2011/12 for this committee.

1.2 Relevance to the Council's ambitions and priorities

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

2 BACKGROUND

2.1 The Capital Programme for the Health and Housing Committee consisted of 7 schemes. These were a combination of

- New schemes approved as part of the capital programme in March 2011
- Schemes with slippage from 2010/11
- Additional approvals

2.2 During the financial year all committees have received reports monitoring the progress of schemes within the programme.

2.3 As part of the closure of our accounts process, scheme expenditure has been capitalised and added to our balance sheet or charged to revenue where appropriate.

3 CAPITAL SCHEMES PERFORMANCE

3.1 Summary of budget approvals, actual and approved slippage.

<i>BUDGET ANALYSIS</i>					<i>EXPENDITURE</i>	<i>REQUESTED SLIPPAGE</i>
Original Estimate £	Slippage from 10/11 £	Additional Approvals £	Total Approved Budget £	Revised Estimate £	Actual Expenditure £	Slippage to 12/13 £
280,000	119,230	120,430	519,660	393,280	265,947	125,870

3.2 Overall only 68% of the revised estimate has been spent. This is largely due to the Flood Grants scheme, which was not completed until April 2012 and represents slippage of £100,460. The balance of the slippage relates to the various housing capital grant schemes.

3.3 At the revised estimate members will recall that £122,740 was moved from 2011/12 to 2012/13 in the capital programme due to known inabilities to expend those budgets at that time, the details of the schemes affected by this are shown within the table at Annex1.

3.4 Annex 1 to this report also compares the budget for each scheme with actual expenditure and highlights the requested slippage.

4 SLIPPAGE

4.1 Where capital schemes are unfinished at the end of the financial year and there is a corresponding remaining unspent budget this is known as slippage. The amount of slippage requested to be carried forward into the next financial year is shown below.

4.2 For this Committee there are four schemes with identified slippage into 2012/13. These are:

Cost Centre	Schemes	Slippage into 2012/13 £
FLDGR	Flood Grants	100,460
DISCP	Disabled Facilities Grants	13,590
LANGR	Landlord/Tenant Grants	8,490
REPPF	Repossession Prevention Fund	3,330
	Total Slippage for Health & Housing Committee	125,870

4.3 Attached at Annex 2 are the individual requests for slippage forms. Committee is asked to consider these.

5 RISK ASSESSMENT

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

- Resources – A sum of £125,870 has been set aside in the Council's capital resources to fund the schemes with identified slippage.
- Technical, Environmental and Legal – some schemes with identified slippage will help enhance the environmental quality of the area.
- Political – The Council is required to pass on ring fenced funding received from central government. Some schemes with identified slippage fall 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 & Diversity – A consistent approach is applied in the provision of the funding areas which have attracted slippage.

6 CONCLUSION

- 6.1 Total slippage for this committee amounts to £125,870. The majority of this relates to one scheme, being the Flood Grants Scheme, which has now been completed in at the beginning of the 2012/13 financial year, and funding has been received.
- 6.2 A large amount of budget for this committee was moved to the 2012/13 financial year for housing grant schemes, totalling £122,740. This has helped reduce the final level of year end slippage shown above for these housing grant schemes.

7 RECOMMENDED THAT COMMITTEE

- 7.1 Consider the requests for slippage shown at Annex 1 and approve the slippage of the budget in to the 2012/13 financial year.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH5-12/NS/AC
16 July 2012

BACKGROUND PAPERS: None

For further information please ask for Neil Sandiford, extension 4498

Health and Housing Committee – Capital Outturn Report 2011/12

Cost Centre	Schemes	Original Estimate 2011/12 £	Slippage from 2010/11 £	Additional Approvals £	Total Approved Budget £	Revised Estimate £	Budget Moved to 2012/13 £	Actual Expenditure £	Slippage into 2012/13 £
CMEXT	Clitheroe Cemetery Extension		4,590		4,590	950		949	0
DISCP	Disabled Facilities Grants	180,000	35,000	19,180	234,180	165,000	69,180	151,409	13,590
EEGRT	Energy Efficiency Grants		2,000		2,000	2,000		2,536	0
FLDGR	Flood protection grant			101,250	101,250	101,250		790	100,460
LANGR	Landlord/Tenant Grants	100,000	56,080		156,080	111,080	45,000	102,591	8,490
REPPF	Repossession Prevention Fund		13,560		13,560	5,000	8,560	1,672	3,330
RESGT	Renewable Energy Source Grants		8000		8,000	8,000		6,000	0
	Total Health and Housing Committee	280,000	119,230	120,430	519,660	393,280	122,740	265,947	125,870

Request for slippage into 2012/13

Cost Centre and Scheme Title	<i>FLDGR: Flood Protection Grant</i>
Scheme Description	<i>To provide property level flood protection to 26 properties in Ribchester.</i>
Head of Service	<i>James Russell</i>
Year Originally Approved	<i>2011/12</i>

Revised Estimate 2011/12 for the Scheme	<i>£101,250</i>
Actual Expenditure in the Year 2011/12	<i>£790</i>
Variance - (Underspend) or Overspend	<i>(£110,460)</i>
Please provide full reasons for the (under) or over spend variance shown above?	<i>Environment Agency approval for scheme only received in October 2011 – unavoidable further delays incurred in obtaining additional funding for enhanced ‘fit & forget’ scheme. Complexity of obtaining specialist suppliers to provide bespoke measures has resulted in slippage beyond 31/03/12 deadline. Works currently in progress with predicted completion date by end May.</i>

Slippage Request

Please grant the amount of Budget Slippage from 2011/12 to 2012/13 requested.	<i>£100,460</i>
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. Attach any information that you feel may be relevant.	<i>See above</i>

Request for slippage into 2012/13

Cost Centre and Scheme Title	<i>DISCP: Disabled Facilities Grant</i>
Scheme Description	<i>Disabled Facilities Grants are a mandatory grant 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.</i>
Head of Service	<i>Colin Hirst</i>
Year Originally Approved	<i>Ongoing grant aided annual provision</i>

Revised Estimate 2011/12 for the Scheme	<i>£165,000</i>
Actual Expenditure in the Year 2011/12	<i>£151,409</i>
Variance - (Underspend) or Overspend	<i>(£13,591)</i>
Please provide full reasons for the (under) or over spend variance shown above?	<i>The amount of expenditure depends on the number of referrals received from Occupational Therapists and is therefore out of the Council's control.</i>

Slippage Request

Please grant the amount of Budget Slippage from 2011/12 to 2012/13 requested.	<i>£13,590</i>
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. Attach any information that you feel may be relevant.	<i>Due to recent press release the number of referrals to date is greater than last year at the same time. As the maximum grant is £30,000 receipt of any paediatric recommendations will quickly use the budget. To date we have one paediatric referral.</i>
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	<i>March 2013</i>

Request for slippage into 2012/13

Cost Centre and Scheme Title	<i>LANGR: Landlord/Tenant Grants</i>
Scheme Description	<i>The scheme match funds landlord investment in private rented properties to a maximum of £15,000 per property. The condition of the grant is that the property is 'affordable' for 5 years.</i>
Head of Service	<i>Colin Hirst</i>
Year Originally Approved	<i>Ongoing annual provision</i>

Revised Estimate 2011/12 for the Scheme	<i>£111,080</i>
Actual Expenditure in the Year 2011/12	<i>£102,591</i>
Variance - (Underspend) or Overspend	<i>(£8,489)</i>
Please provide full reasons for the (under) or over spend variance shown above?	<i>One property that we had planned to include in the 2011/12 programme did not progress as quickly as planned. Press coverage of the scheme created interest but no units were ready to start work before year end.</i>

Slippage Request

Please grant the amount of Budget Slippage from 2011/12 to 2012/13 requested.	<i>£8,490</i>
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. Attach any information that you feel may be relevant.	<i>There is a waiting list of landlords interested in the scheme for 2011/12. The properties on completion provide additional affordable housing and the council has 100% nomination rights. These properties help reduce the length of households spend in temporary accommodation and the number of affordable housing units delivered.</i>
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	<i>March 2013</i>

Request for slippage into 2012/13

Cost Centre and Scheme Title	<i>REPPF: Repossession Prevention Fund</i>
Scheme Description	<i>Owner occupiers and tenants in arrears can apply for the scheme for assistance. To be eligible they must evidence the arrears are due to circumstances outside their control, loss of job, illness or reduced earnings. The assistance is used to prevent homelessness.</i>
Head of Service	<i>Colin Hirst</i>
Year Originally Approved	<i>Ongoing annual provision</i>

Revised Estimate 2011/12 for the Scheme	<i>£5,000</i>
Actual Expenditure in the Year 2011/12	<i>£1,672</i>
Variance - (Underspend) or Overspend	<i>(£3,328)</i>
Please provide full reasons for the (under) or over spend variance shown above?	<i>The full grant was not committed as the standard methods of insulations are not appropriate for all RV property and the Warm Front Grant was still available.</i>

Slippage Request

Please grant the amount of Budget Slippage from 2011/12 to 2012/13 requested.	<i>£3,330</i>
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. Attach any information that you feel may be relevant.	<i>The budget to deliver the repossession prevention fund came from CLG as a grant to prevent homelessness due to mortgage and rent arrears. The number of households facing repossession in 2012/13 is predicted to increase and therefore likely to be committed.</i>
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	<i>March 2013</i>

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 9

meeting date: 2 AUGUST 2012
title: REPORTING OF PERFORMANCE INDICATORS
submitted by: DIRECTOR OF RESOURCES
principal author: MICHELLE HAWORTH

1 PURPOSE

- 1.1 To request that committee review the performance information reported, and consider what and how they would like performance information to be presented at future committee meetings.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – By ensuring that we provide excellent services we are helping to achieve community objectives.
 - Corporate Priorities – Monitoring the performance of our locally provided services allows us to ensure that we are both providing excellent services for our community as well as ensuring we meet the Council's priorities and objectives.
 - Other Considerations – none identified.







2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their customers, service users, and auditors to judge how well a service is performing. Data only Performance Indicators also help to 'set the scene' – providing useful information on what is going on in the area.
- 2.2 Performance information has historically been reported to Overview and Scrutiny Committee. A number of quarterly performance indicators have also been reported to some service committees by Heads of Service.
- 2.3 Overview and Scrutiny Committee's function of scrutinising performance has now been transferred to the relevant service committee. A short review is now required to be carried out by each committee to look at how they would like quarterly performance information reported in a consistent manner in 2012/13 and going forward.
- 2.4 A short review has recently been carried out of all the performance information that we collected. A rationale was sought for maintaining each indicator - it is either used to monitor service performance or is monitoring a local priority. A revised set of local performance indicators has been compiled (see attached) and it is against these that we will monitor performance for 2012/13. However, the information monitored by the Head of Service may not always be of interest or of use to members of this committee and the review should take this into account.
- 2.5 The report at Appendix A comprises the following information:
- The outturn figures for 2011/12 of relevance to this committee.
 - The trend in performance (calculated by comparing the 2011/12 figure against the average for the past 3 years).

- Targets for performance for the year 2011/12 - a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: Service performance significantly below target (i.e. less than 75% of target performance), Amber: Performance slightly below target (i.e. between 75% and 99% of target), Green: Target met.
- Targets for the following three years. A target setting rationale was sought from each Head of Service.
- Links to any relevant Corporate Objectives as laid out in the Corporate Strategy 2012-15. This information is provided to allow members to ascertain how well services are being delivered against our local priorities and objectives.
- Several indicators are categorised as 'data only' as they are not suitable for monitoring against targets.
- Quarter 1 performance information will be reported to the next meeting in the preferred format.

3 ISSUES

3.1 Analysis of 2011/2012 performance:

Comparison to target		Performance Trend	
12 (63.16%)	Met target 	10 (47.62%)	Improved 
6 (31.58%)	Close to target 	9 (42.86%)	Worsened 
1 (2.26%)	Missed target 	2 (9.52%)	Stayed the same 

3.2 A full explanation is provided below for those indicators with a red icon for 2011/12:

- **PI RH5 (BV183b) length of stay in temporary accommodation (Hostel)** - Overall very few people have moved out of temporary accommodation during the year. The impact being that in some quarters only 1 household has moved out and the quarter reports an average length of stay which in actuality is 1 household. This masks true figures - future figures could be very high.

3.3 The Head of Regeneration and Housing and the Head of Environmental Health have suggested that the following indicators should be monitored by this committee (the remainder will continue to be monitored by the Head of Service and CMT):

- **PI RH1 (BV64)** No of private sector vacant dwellings that are returned into occupation or demolished (*The number of private sector vacant dwellings that are returned into occupation or demolished during the current financial year as a direct result of action by the local authority*)
- **PI RH2** Homeless: Number of applications for assistance (*Total number of applications for assistance received – an indicator of the economic climate and affect on housing*)
- **PI RH3** Homeless: Number of applications accepted
- **PI RH5 (BV183b)** Length of stay in temporary accommodation (Hostel) (*The average length of stay in hostel accommodation of households that are unintentionally homeless and in priority need.*)
- **PI RH6 (BV213)** Preventing Homelessness - number of households where homelessness prevented (*Number of households who considered themselves as*

homeless, who approached the local housing authority's housing advice service(s), and for whom housing advice casework intervention resolved their situation)

- **PI RH7 (NI 155)** Number of affordable homes delivered (gross) (*To promote an increase in the supply of affordable housing*)
- **PI RH8 (NI 156)** Number of households living in temporary accommodation (*To monitor progress towards halving the number of households in temporary accommodation provided under the homelessness legislation from 101,000 households in Q4 2004 to 50,500 households by 2010.*)
- **PI EH1** The percentage of food premises' inspections that should have been carried out that were carried out
- **PI EH2** The percentage of Health and Safety initial inspections that should have been carried out that were carried out
- **PI EH3** The percentage of food complaints responded to within 2 days
- **PI EH4** The percentage of health and safety complaints responded to within 2 days
- **PI EH5** The percentage of abandoned vehicles removed within 2 days
- **PI EH6** The percentage of air pollution complaints responded to within 2 days
- **PI EH7** The percentage of noise complaints responded to within 2 days
- **PI EH8** The percentage of pest control complaints responded to within 2 days
- **PI EH9** The percentage of requests for dog warden services responded to within 2 days
- **PI EH10** The percentage of infectious diseases reported that were responded to immediately
- **PI EH15** Number of high profile dog fouling patrols undertaken
- **PI EH16** Number of 'Out of Hours' surveillance patrols undertaken
- **PI EH17** Number of school presentation runs in order to raise awareness of dog fouling
- **PI EH18 (NI 184)** % of Food establishments in the area which are broadly compliant with food hygiene law (*To protect public health by ensuring food is safe and fit to eat by monitoring local authorities' performance in increasing compliance in food establishments with food law. This is a proxy indicator which measures effectiveness of local authority food safety interventions on food safety compliance as opposed to measuring inputs such as inspections. Food hygiene was identified as a national regulatory priority in the recent Rogers Review recommendations which were accepted in full by the government.*)

3.4 Performance information will be benchmarkable in the future for further comparison purposes. The LG Group is developing a national benchmarking tool which should come fully into use during 2012.

4 RISK ASSESSMENT

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

- Resources – No implications identified
- Technical, Environmental and Legal – No implications identified
- Political - No implications identified
- Reputation – It is important that correct information is available to facilitate decision-making.
- Equality & Diversity - No implications identified

5 RECOMMENDED THAT COMMITTEE

- 5.1 Consider the performance information provided and identify any indicators where further information or discussion may be required either in the form of a Performance Clinic or a report to this committee.
- 5.2 Decide if any action is required to improve the poor performing Performance Indicators identified.
- 5.3 Agree to review the presentation and reporting of performance information to Health and Housing Committee, identifying which of the attached indicators committee members wish to see reported and in what format.

PRINCIPAL POLICY AND
PERFORMANCE OFFICER






















DIRECTOR OF RESOURCES






















HH8-12/MH/AC
20 July 2012



















BACKGROUND PAPERS:




For further information please ask for Michelle Haworth, extension 4421

APPENDIX A

PI Code	Short Name	2011/12		2011/12 Perf.	Trend year on year	2012/13	2013/14	2014/15	Current Perf	Target setting rationale	Links to Corporate Objective
		Value	Target			Annual Target	Target	Target			
PI RH1 (BV64)	No of private sector vacant dwellings that are returned into occupation or demolished	9	10			12	15	15		Target set in recognition of changing funding availability. Anticipate need to promote private investment which will need lead in time.	To meet the housing needs of all sections of the Community
PI RH2	Homeless: Number of applications for assistance	259								Not required.	
PI RH3	Homeless: Number of applications accepted	12								Not required.	
PI RH5 (BV183b)	Length of stay in temporary accommodation (Hostel)	14.67	10.00			9.00	8.00	7.00		Aspiration to support families/people into housing - anticipate improvements over coming years as economy improves and affects housing delivery.	To meet the housing needs of all sections of the Community
PI RH6 (BV213)	Preventing Homelessness - number of households where homelessness prevented	3.07	4.00			5.00	6.00	8.00		Recognises a combination of increasing presentations and mismatch of housing supply which we will aim to address over the next 3 years.	To meet the housing needs of all sections of the Community
PI RH7 (NI 155)	Number of affordable homes delivered (gross)	50	60			65	70	75		Targets to reflect anticipated delivery as a result of increased development - need to focus on delivery to support other indicators.	To provide additional affordable homes throughout the Ribble Valley
PI RH8 (NI 156)	Number of households living in temporary accommodation	6	8			7	6	6		Targets recognise increasing presentations and increasing supply of accommodation anticipated over the next 3 years	To meet the housing needs of all sections of the Community

PI Code	Short Name	2011/12		2011/12 Perf.	Trend year on year	2012/13	2013/14	2014/15	Current Perf	Target setting rationale	Links to Corporate Objective
		Value	Target			Annual Target	Target	Target			
PI EH1	The percentage of food premises' inspections that should have been carried out that were carried out	93.1%	100%			100%	100%	100%		Maintain performance.	To improve the health of people living and working in our area
PI EH2	The percentage of Health and Safety initial inspections that should have been carried out that were carried out	46.5%	20%			100%	100%	100%		The Health and Safety service is to be scaled back to a reactive service where only workplace complaints and accidents are investigated. Targeted inspection of high risk activities will be carried out where resources allow.	To improve the health of people living and working in our area
PI EH3	The percentage of food complaints responded to within 2 days	93%	90%			90%	90%	90%		Maintain performance.	To improve the health of people living and working in our area
PI EH4	The percentage of health and safety complaints responded to within 2 days	95.25%	90%			90%	90%	90%		Improve performance.	To improve the health of people living and working in our area
PI EH5	The percentage of abandoned vehicles removed within 2 days	100%	100%			100%	100%	100%		Maintain performance.	
PI EH6	The percentage of air pollution complaints responded to within 2 days	86.25%	90%			90%	90%	90%		Improve performance.	To conserve our countryside, the natural beauty of the area and enhance our built environment
PI EH7	The percentage of noise complaints responded to within 2 days	87.25%	90%			90%	90%	90%		Maintain performance.	

PI Code	Short Name	2011/12		2011/12 Perf.	Trend year on year	2012/13	2013/14	2014/15	Current Perf	Target setting rationale	Links to Corporate Objective
		Value	Target			Annual Target	Target	Target			
PI EH8	The percentage of pest control complaints responded to within 2 days	97.5%	90%			90%	90%	90%		Maintain performance.	
PI EH9	The percentage of requests for dog warden services responded to within 2 days	95.25%	90%			90%	90%	90%		Maintain performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling
PI EH10	The percentage of infectious diseases reported that were responded to immediately	100%	100%			100%	100%	100%		Maintain performance.	To improve the health of people living and working in our area
PI EH15	Number of high profile dog fouling patrols undertaken	310	200			200	200	200		Maintain performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling
PI EH16	Number of 'Out of Hours' surveillance patrols undertaken	53	50			50	50	50		Improve performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling
PI EH17	Number of school presentation runs in order to raise awareness of dog fouling	5	5			3	3	3		Improve performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling

PI Code	Short Name	2011/12		2011/12 Perf.	Trend year on year	2012/13	2013/14	2014/15	Current Perf	Target setting rationale	Links to Corporate Objective
		Value	Target			Annual Target	Target	Target			
PI EH18 (NI 184)	% of Food establishments in the area which are broadly compliant with food hygiene law	98	90			90	90	90		Target set at 90% - national average for broadly compliant premises is 88%.	To improve the health of people living and working in our area

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No.

meeting date: 2 AUGUST 2012
title: WELFARE REFORM ACT
submitted by: CHIEF EXECUTIVE
principal author: RACHAEL STOTT

1 PURPOSE

- 1.1 To inform Committee of the Welfare Reform Act and the implications for residents claiming housing related benefits and the housing service.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – To meet the identified housing needs across the borough.
 - Corporate Priorities – None.
 - Other Considerations – None.

2 BACKGROUND

- 2.1 The Welfare Reform Act received Royal Assent on 8 March 2012 following 18 months of discussion, lobbying and debate. The Act sets out in law fundamental changes to the welfare system aimed at improving the benefit system to reduce the dependency on welfare, improve incentives to work, making work pay and reducing overall spend. This includes the introduction of a single working age benefit 'Universal Credit' which draws together the existing elements of means test support for employment, housing and child care into a single award that is paid direct to the claimant rather than the landlord. A total benefits cap and reduced housing benefit awards of social tenants deemed to be under occupying social rented sector properties, and local housing allowance rates to be calculated using existing awards uprated by CPI rather than actual market rents. For pension age claims, a new housing credit element was in the existing pension credit and will replace housing benefit for pensioners who need help with their rent.

3 ISSUES

- 3.1 The main welfare reform changes affecting the housing sector over the next five years.

Universal Credit – phased in from October 2013 Universal Credit will provide support for those of working age, those in and out of work. From October 2013 new claims for those out of work will receive Universal Credit and from April 2014, new claims who are working will receive Universal Credit. This means regardless of tenure, Universal Credit will replace housing benefit, income based Job Seekers allowance, income support, income related employment and support allowance, working tax and child tax credit. The separate benefits will no longer exist when you claim and all existing claims will be converted by October 2017. Consequently, Universal Credit will cover housing and support costs for income and children in one stand-alone single benefit depending on

the claimant's income level and family circumstances. There will be no separately identifiable payment made exclusively for housing costs. The information of Universal Credit will be administered by a centralised IT system; this means the majority of claims will be dealt with online with a back up national telephone call centre for all the cases. The result is that local authorities will no longer administer support for help with housing costs, although the intention is that local authorities will eventually provide face to face support for some claimants with complex needs, but this is still to be determined.

- 3.2 Pension Credit – For claimants over pension age, pension credit is also changing, so rather than claiming housing benefit, help with rent will be incorporated into a new element of pension credit called housing credit. New claimants will claim pension credit without housing credit from October 2014. Existing housing benefit customers over pension age will be transferred to the modified pension credit between October 2014 and October 2017.
- 3.3 Direct Payments – once in receipt of Universal Credit, payments will be calculated and paid directly to the claimant on a calendar monthly basis in arrears, which means the current practice of housing benefit to the landlord will end. This moves the receipt of benefit to be similar to a salary received in work, with the aim that this will aid recipients in transition to and maintenance of work and promote claimants effective budgeting. Those deemed vulnerable will still be able to have their payments paid direct to the landlord. How this mechanism will work or how the vulnerable is defined are yet to be announced. Pension Credit Claimants will be able to opt to have their housing credit paid direct to the landlord.
- 3.4 Household Benefit Cap – from April 2013, a total cap will be introduced on the amount of benefit any couple or individual is entitled to. The cap is set at £26,000 per year per household, for couples with children and lone parents, and £18,200 for single people and couples without children. Regulations anticipated in summer 2012 will set out these amounts in due course. The housing benefit cap will apply to housing benefit, income based job seekers allowance, income support, income related employment and support allowance, child tax credit, child benefit and council tax benefit. A number of exemptions apply to household benefit cap if a person is in receipt of working tax credits, disability living allowance, employment support allowance, attendance allowance, war widows pension or war widowers pension.
- 3.5 Size Criteria/Under Occupancy – the size criteria is the only element of the current welfare reforms which will apply to the social rented sector alone. It will apply to new and existing working age housing benefit claimants from April 2013. Existing claims will have their accommodation assessed from the date when their claim was first assessed. This means claimants will be assessed to establish the size of accommodation they reasonably need. Housing benefit will be restricted according to the number of bedrooms each person/family requires. Those who are assessed as under occupying their home will have their housing benefit reduced by a percentage rate set at 14% for a tenant with one extra bedroom, 25% two or more extra bedrooms. An estimated 670,000 households in the social rented sector will be affected losing around £776 per year. This means one bedroom will be allocated for a tenant and their partner if living as one; two children under 10 will be expected to share regardless of gender; two children under 16 of the same gender will be expected to share; one bedroom will be awarded for anyone else not included in the above. For disabled tenants requiring a non-registered carer to stay overnight, the tenant will be allowed one extra room. As qualifying agents

state pension credit will be 61 from April 2013; tenants that age and over will not be subject to size criteria. Apart from claimants over pensionable age there are no exceptions to the measure regardless of the claimant's circumstances. Housing benefit assessors will rely on information provided by the claimant and on the landlord to advise how many bedrooms there are in their property. Therefore, how a bedroom is defined, whether it is a sufficient size for the children to share and who determines how many bedrooms a property may have will be locally determined. The size criteria means that anyone under occupying will need to move or face reduction in their benefit. This feature will also be replicated in awards of Universal Credit. An additional criteria is related to non-dependants. A person of the age of 16 is entitled to a room on their own, however once they reach 18 they are no longer classed as part of the claimants family. For benefit purposes resident adults who therefore share accommodation that are not reliant on the claimant for financial support are classed as non-dependant. Housing benefit is reduced for every non-dependant residing with the claimant.

- 3.6 Discretionary Housing Payment – these provide financial assistance to tenants in receipt of housing or council tax benefit where the local authority considers the household needs help with their housing cost. The government has allocated additional support to local authorities to aid households requiring support on a temporary basis due to the potential implications of the size criteria and household cap. In particular, the increase funding for 2013/2014 aims to support those who live in properties adapted for disabled people and who may on the size criteria need additional support to remain in their existing households and foster carers who may need an additional room for when they are fostering or between placements. It is important to note the increased allocation will not be ring fenced, so local authorities will be free to allocate the resource locally as they see fit.

4 RISK ASSESSMENT

- 4.1 The reforms will have the following implications:

- Resources – Housing needs will be engaged to support households who fall into arrears.
- Technical, Environmental and Legal – Registered Providers will look to secure smaller units of accommodation.
- Political – No implications identified.
- Reputation – No implications identified.
- Equality & Diversity – No implications identified.

5 CONCLUSION

- 5.1 There has been a visible campaign against many of the welfare reform measures. Some changes are already here whilst others will be introduced in the coming years. The briefing provides an overview of the main changes affecting the housing sector and the preparation needed to adapt to these changes.

5.2 There will be significant impact on delivering the housing service and re-housing households.

- Reduced housing benefit will further reduce the amount of affordable accommodation for households in receipt of benefit. This will put further pressure on temporary accommodation and the length of stay.
- No direct payments to landlords will discourage investment in the private sector and further discourage acceptance of tenants in receipt of benefit.
- All registered social landlords will incur additional costs of collection of rent which may ultimately reduce investment in development.

5.3 Under occupancy is another concern for all housing providers. There is limited availability of accommodation to allow households an option to downsize. Housing providers will need to consider developing/purchasing smaller units.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

None.

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

REF: RS/EL/H&H02081203

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 11

meeting date: THURSDAY, 2 AUGUST 2012
 title: BEACON FELL VIEW CARAVAN SITE LICENCE
 submitted by: CHIEF EXECUTIVE
 principal author: MATTHEW RIDING

1 PURPOSE

1.1 To consider an application for a site licence.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – }
- Corporate Priorities – } The Council aims to be a well-managed Council, the
licensing system supports this objective.
- Other Considerations – }

2 BACKGROUND

- 2.1 Beacon Fell View Holiday Park is a large 37 acre site situated off Higher Road, Longridge, in what was originally Tootle Height Quarry.
- 2.2 The site has expanded considerably from its original development in the early 1970's when 75 vans were positioned at the lower end of the park. In 1979 planning permission was granted to significantly expand the caravan park into the adjoining Longridge Kart Track.
- 2.3 A further planning approval was granted in 1990 which extended the opening period of the site from 31 October until 14 January (site closed 15 January – 28 February inclusive).
- 2.4 The current site licence, issued to Haven Leisure Ltd on 10 February 1998, reflects the above planning consents and stipulates the following number of caravans on site: residential (7); static seasonal (399) and touring (98).
- 2.5 The present owner of the site, Sam Hagan Leisure (UK) Ltd (Hagan's) acquired the site from Haven Leisure Ltd in 2001.
- 2.6 Hagan's have recently submitted a revised site licence application that accurately reflects the number of modern vans that can be sited at Beacon Fell View (they have previously used the numbers given for the 1998 licence).
- 2.7 The size of the vans have significantly increased over the past 15 years, thereby reducing the maximum number that can be adequately sited.

2.8 A revised application has recently been made by Sam Hagan Leisure (UK) Ltd for a total of 351 statics (including 7 residential for staff); 68 tourers and 25 tents. A detailed site plan has been submitted with the application.

3 ISSUES

3.1 Under the Caravan Site and Control of Development Act 1960 each Local Authority is responsible for the granting of site licences which must be issued after planning permission has been obtained. Once granted there is no requirement for the renewal of the licence.

3.2 Local Authority's means of control then lies in the conditions that are attached to the licence. Examples of these conditions include spacing between vans, minimum road widths, sanitary provisions etc.

3.3 On 6 November 2007, this Council's Community Committee agreed to adopt the national template of model standards, modified as necessary to reflect local conditions, to be attached to caravan site licences. They also decided that "the granting of new licences will continue to be at Committee's discretion, whilst the re-issue and amendment of licenses would be delegated to the Director of Service".

3.4 In this particular case, Hagan's are not applying for a new licence. They are only trying to regularise matters on site by acquiring an updated licence, issued in their own name and which accurately reflects the number and type of vans on site. The power to transfer a licence is vested in Section 10 of the Caravan Site and Control of Development Act 1960.

3.5 Section 3 of the Caravan Site and Control of Development Act 1960 states that if an applicant has the benefit of planning permission and applies for a caravan site licence, the Local Authority shall issue a site licence within 2 months of that date. Therefore in future any changes to caravan site licenses shall be reported as information reports.

3.6 A condition will be included in Hagan's site licence which stipulates that the caravans shall only be used for the purpose of holiday accommodation and not as a permanent residence. This condition will also require the site owner to maintain (and make available for inspection) a suitable register with supporting evidence showing the details of the primary residence of the owner and/or occupier of the caravan.

3.7 Ward Members are aware of the concerns of several van owners, who appear to have been using their caravans at Beacon Fell View Holiday Park as their primary residence which is not permissible, save for the 7 residential vans. Discussions with the site owners are ongoing in order to resolve these issues.

3.8 Under the circumstances, officers will work with the site owner and residents to allow reasonable time to resolve these issues.

4 RISK ASSESSMENT

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

- Resources – No implications identified.

- Technical, Environmental and Legal – The Council has a duty to issue an appropriate licence within 2 months of an application being received.
- Political – No implications identified.
- Reputation – No implications identified.
- Equality & Diversity – No implications identified.

5 **CONCLUSION**

- 5.1 Note the intention to issue an amended site licence for Sam Hagan Leisure (UK) Ltd with the Council's approved licensed conditions (attached as Appendix A to this report).

MATTHEW RIDING
ENVIRONMENTAL HEALTH OFFICER (HOUSING)

MARSHAL SCOTT
CHIEF EXECUTIVE

For further information please ask for Matthew Riding, extension 4470.

REF: MR/CMS/HEALTH & HOUSING/020812

APPENDIX A

RIBBLE VALLEY BOROUGH COUNCIL

Ref. No:

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960
SCHEDULE OF CONDITIONS ATTACHED TO SITE LICENCE ISSUED IN RESPECT OF ****

Site Licence Conditions referred to in Caravan Site Licence No. **** for land situated at **** and delineated by a red line on the attached drawing No. ****.

1. **Site Boundaries**

1.1 The stationing of touring caravans for the purposes of human habitation shall be restricted to the period from 1 March to **** in each year and no caravan is to be stationed on the site for more than 21 days in any period of 28 days.

2. **Density and Space between Caravans**

2.1 Every part of each caravan, including any awning or other similar structure, shall be not less than 6 metres from any other caravan in a separate occupation and not less than 3 metres from a carriageway, building or the site boundary, marked with a red line on the plan annexed hereto, unless express approval in writing has been given by the Environmental Health Officer to a departure from this condition. The 6 metres shall not be obstructed by any structures whether permanent or temporary but no account shall be taken of any guy lines. All measurements for the purposes of this Licence shall be taken at floor level on each caravan and no account shall be taken of tow bars of similar projections.

2.2 Site density should not exceed 75 units (caravans or motor caravans) per hectare calculated on the basis of the usable area rather than the total site area (ie excluding crags, lakes, roads, communal services etc), provided that, where tent camping is also permitted, the maximum number of units stationed on the site at any one time should be reduced by the number of pitches occupied by main tents stationed for human habitation.

2.3 Without prejudice to clauses (2.1) and (2.2) above the total number of caravans on the site shall not at any time exceed ****.

3. **Roads and Footpaths**

3.1 Roads of suitable materials and construction shall be provided so that no caravan pitch or toilet block is more than 45 metres from a road. Each toilet block to be connected to a road by a footpath with a hard surface. Roads must be not less than 4 metres wide, or, if they form part of a one-way traffic system 2.75 metres wide. Footpaths should be not less than 0.75 metres wide.

3.2 All roads and footpaths shall be maintained in a satisfactory condition.

4. **Fire Fighting**

4.1 Fire Points

Fire points shall be established so that no caravan pitch or site building is more than 30 metres from a fire point unless approval, in writing, has been given by the Environmental Health Officer on the recommendation of the Fire Authority to a variation of this requirement. They shall be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked 'FIRE POINT'.

Fire Fighting Equipment

4.2 Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle, such water standpipes shall be situated at each fire point. There shall also be a reel that complies with British Standard 5306 Part 1, with a hose not less than 30 metres long, permanently connected to a water supply of sufficient pressure and terminating in a small hand control nozzle. Hoses shall be housed in a box painted red and marked 'HOSE REEL'.

4.3 Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with either water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump; or

Such other means of fire fighting for emergency use by caravan occupiers as are approved, in writing, by the Environmental Health Officer on the recommendation of the Fire Authority.

4.4 It is recommended that a 2.4kg dry powder fire extinguisher be installed and maintained in each caravan.

Fire Warning

4.5 A means of raising the alarm in the event of a fire shall be provided at each fire point. This may be by means of a manually operated sounder, eg metal triangle with a striker, gong or hand operated siren. The advice of the fire authority should be sought on an appropriate system.

Maintenance

4.6 All alarm and fire fighting equipment shall be installed, tested and maintained in working order by a competent person. The servicing of such equipment shall be carried out at least annually. A log book shall be kept to record all tests and any remedial action and shall be available for inspection by, or on behalf of, the licensing authority.

4.7 All equipment susceptible to damage by frost shall be suitably protected.

Fire Notices

- 4.8 A clearly written and conspicuous notice shall be provided and maintained at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone. This notice must include the following:

On discovering a fire -

- (i) ensure the caravan or site building involved is evacuated;
- (ii) raise the alarm;
- (iii) call the fire brigade (the nearest telephone is sited);
- (iv) attack the fire using the fire fighting equipment provided it is safe to do so.

Fire Hazards

- 4.9 Long grass and vegetation shall be cut at frequent and regular intervals to prevent it becoming a fire hazard to caravans. Any such cuttings must be removed from the vicinity of the caravans.
- 4.10 Where it is necessary to provide storage facilities for liquefied petroleum gas provision shall be made for the safe storage of such gas, such storage arrangements are to be in accordance with the current Health and Safety Executive Codes of Practice and Guidance Notes for the keeping of Liquefied Petroleum Gas in cylinders and similar containers and for bulk storage as appropriate.

5. Telephones

- 5.1 A telephone, clearly identified, shall be available on the site, or in such other convenient positions as may be approved, in writing, by the Environmental Health Officer, for calling the emergency services. A notice by the telephone shall include the address of the site.

6. Electrical Installations

- 6.1 Any electrical installations on the site, other than Electricity Company works and circuits subject to regulations made by the Secretary of State for Energy, under Section 60 of the Electricity Act 1947, shall be installed and maintained in accordance with the requirements of the Institute of Electrical Engineers Regulations for the Electrical Equipment of Buildings (the IEE Wiring Regulations) for the time being in force, and where appropriate, to the standard which would be acceptable for the purposes of the Electricity (Overhead Lines) Regulations 1988, Statutory Instrument 1988 No. 1057.
- 6.2. The installations shall be inspected not less than once in every 12 months (in the case of underground installations 3 years) or in such longer period as may be recommended by a person who should be one of the following:
- A professional qualified electrical engineer.
 - A member of the Electrical Contractors' Association.
 - A member of the Electrical Contractors' Association of Scotland.

- A certificate holder of the National Inspection Council for Electrical Installation Contracting.

or

- A qualified person acting on behalf of one of these (in which case it should be stated for whom he is acting).

7. Water Supply

7.1 The site shall be provided with a water supply complying with British Standard Code of Practice CP310 (1965).

7.2 A water standpipe with an adequate supply of water shall be provided within 30 metres, or such greater distance as the Environmental Health Officer may approve in writing of every caravan pitch. Each standpipe shall discharge over a trapped gully or soakaway surrounded by an adequate concrete apron.

8. Drainage, Sanitation and Washing Facilities

8.1 Where sanitary facilities are required on site, provision to the satisfaction of the Environmental Health Officer shall be made for foul drainage on the site and such drainage shall be connected to a public sewer, where such is available, and the connection is physically possible. Where connection to a public sewer is not possible, the drainage system shall be connected to a sewage disposal system of a type and construction approved by the Environmental Health Officer.

8.2 Facilities shall be provided for the disposal of waste water by means of trapped gullies connected to the foul drainage system. The gullies should be provided with concrete aprons falling to the centre and may be sited under standpipes or at a point where no caravan pitch is more than 30 metres from a gully, or such greater distance as the Environmental Health Officer may approve in writing.

8.3 Communal sanitary facilities shall be provided for caravanners using the touring site. Such facilities shall be positioned on or adjacent to the touring site in a position approved by the Environmental Health Officer. Each communal block shall be constructed in accordance with building regulations and in such a manner and of such materials as to be thoroughly hygienic and able to be easily cleansed. Separate entrances shall be provided for each sex, adequately screened and legibly identified. Each toilet block shall have adequate supplies of hot and cold water with facilities, on the following minimum scale, unless the Environmental Health Officer approves, in writing, the provision of alternative arrangements:

Men: 1 WC and 1 Urinal per 15 caravan pitches.

Women: 2 WCs per 15 caravan pitches.

1 wash basin for each WC or group of WCs.

For every 20 caravan pitches or part thereof, one shower or bath with hot and cold water for each sex. Sufficient space shall be allowed in each shower compartment to enable clothing to be store and kept dry.

It is recommended that particular consideration should be given to the needs of the disabled in the provision made for toilets, showers, washing facilities and water points.

Toilet blocks must be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath and shall be provided with suitable and sufficient means of internal and external lighting during the hours of darkness.

- 8.4 Properly designed disposal points for the contents of chemical closets, with an adequate supply of water for cleaning the containers shall be provided so that no pitch is more than 75 metres away from each disposal point. These points shall not be used to supply drinking water and shall be marked accordingly by a suitable notice.
- 8.5 Laundry facilities shall be provided in a separate room on the scale of not less than one deep sink, with hot and cold water, for every 15 caravan pitches, unless the Environmental Health Officer shall approve, in writing, the provision of alternative arrangements.
- 8.6 Suitable and sufficient means of internal and external lighting shall be provided and maintained for all communal facilities.
- 8.7 All fixtures and fittings provided for communal use shall at all times be maintained in a proper working order and in a clean condition.
- 8.8 Adequate surface water drainage for carriageways, footways and paved areas shall be provided and maintained.

9. Refuse Disposal

- 9.1 Refuse disposal points shall be provided in such positions as are convenient for use by caravanners and for disposal by the Local Authority. An adequate number of covered receptacles of a type approved by the Local Authority shall be provided at each point and these should be cleared and cleaned and the refuse disposed of as often as is necessary to prevent overflowing.

10. General Maintenance

- 10.1 The site shall be kept free of litter and all buildings or other structures on the site shall be maintained in good repair and condition.

11. Car Parking

- 11.1 Cars may be parked alongside caravans, but where cars are so kept, 3 metres of clear space shall be maintained between the car and any unit (car and caravan or motor caravan) in separate occupation.
- 11.2 Additional suitably surfaced car parking places, to accommodate visitors and additional cars, shall be provided on the scale of one car parking space to every 15 caravan

pitches or part thereof. These parking areas should not be positioned within 6 metres of any caravan pitch.

12. Recreation Space

- 12.1 Space equivalent to one-tenth of the total area of the site (or such smaller proportion as the Environmental Health Officer shall approve in writing) must be allocated for appropriate recreational purposes. If suitable alternative publicly provided recreational facilities are readily accessible the Environmental Health Officer may consider omitting this requirement.

13. Emergencies and First Aid

- 13.1 First Aid equipment, to a standard approved by the Environmental Health Officer, shall be maintained on the site. A notice indicating the action to be taken in the event of an emergency and incorporating the following information shall be displayed in a prominent position on the site:

- (i) Location of nearest telephone.
- (ii) Location of the site first aid kit.
- (iii) Name, address and telephone number of local doctor(s) and surgeries.
- (iv) Address and telephone number of nearest hospital.
- (v) Address and telephone number of the police and fire brigade.

- 13.2 Adequate arrangements shall be made to ensure that emergency vehicles may secure access, at all times, to within 90 metres of any part of the site.

14. Notices

- 14.1 A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.
- 14.2 Where the site is subject to flood risk, warning notices shall be displayed giving advice about the operation of the flood warning system.
- 14.3 Where overhead electric cables cross the site, warning notices shall be displayed on any supports for the lines and at the site entrance. Where appropriate, such signs should warn against the danger of contact between the lines and the masts of yachts or dinghies.

15. Display of Licence

- 15.1 At all times when caravans are stationed or kept on the site for the purpose of human habitation, a copy of the site licence with its conditions shall be displayed prominently on the site.

RIBBLE VALLEY BOROUGH COUNCIL

Ref. No:

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960 **SCHEDULE OF CONDITIONS ATTACHED TO SITE LICENCE ISSUED IN RESPECT OF**

....

Site Licence Conditions referred to in Caravan Site Licence No. for land situated at and delineated by a red line on the attached drawing No.

1. Usage of the Site

1.1 The stationing of holiday caravans for the purpose of human habitation shall be restricted to the period .

2. Site Register

2.1 With the exception of caravans identified as being in residential use, the site licence holder must provide and maintain a register showing the address of each caravan owner and/or occupiers main residence. This register must be supported with evidence of payment of Council Tax at the address shown as the main residence. The register must be made available on request for inspection by any Environmental Health Officer employed by Ribble Valley Borough Council, or any office duly authorised by an Environmental Health Officer.

3. Site Boundaries

3.1 The boundaries of the site must be clearly marked, for example by fences or hedges. In addition, the site owner shall give the local authority a plan of its layout. A 3 metre wide area should be kept clear within the inside of all boundaries.

4. Density and Space between Caravans

4.1 Subject to the following variations, the minimum spacing distance between caravans made of aluminum or other materials with similar fire performance properties shall be not less than 5 metres between units, 3.5 metres at the corners. For those with a plywood or similar skin, it shall be not less than 6 metres. No caravan shall be less than 3 metres (or such distance as may be specified in writing by the Environmental Health Officer) from any building. Where there is a mixture of holiday caravans of aluminum and plywood, the separation distance shall be 6 metres; and where there is a mixture of permanent residential homes and holiday caravans, the separation distance shall again be 6 metres. The point of measurement for porches, awnings etc is the exterior cladding of the caravan.

Variations

- (i) Porches may protrude 1 metre into the 5 metres and shall be of the open type.
- (ii) Where awnings are used, the distance between any part of the awning and an adjoining caravan shall not be less than 3 metres. They shall not be of the type

which incorporates sleeping accommodation and they should not face or be within 3 metres of each other.

- (iii) Eaves, drainpipes and bay windows may extend into the 5 metre space provided the total distance between the extremities of 2 adjacent units is not less than 4.5 metres.
- (iv) Where there are ramps for the disabled, verandas and stairs extending from the unit, there shall be 3.5 metres clear space between them (4.5 metres if mixture of caravans) and such items shall not face each other in any space. If they are enclosed, they are to be considered as part of the unit and, as such, shall not intrude into the 5 metre (or 6 metre) space.
- (v) A garage, a shed or a covered storage space will be permitted between units only if it is of non-combustible construction (including non-combustible roof) and sufficient space is maintained around each unit so as not to prejudice means of escape in case of fire.

Windows in such structures shall not face towards the unit on either side. Car ports and covered walkways shall in no circumstances be allowed within the 5 or 6 metre space. For cars and boats between units, see Condition 12.1.

- 4.2 The density must be consistent with safety standards and health and amenity requirements. The gross density shall not exceed 60 caravans to the hectare, calculated on the basis of the usable area (ie excluding lakes, roads, communal services and other areas unsuitable for the siting of caravans) rather than the total site area.

5. Roads, Gateways and Footpaths

- 5.1 Roads and footpaths shall be designed to provide adequate access for fire appliances. (Detailed guidance on turning circles etc is available from fire authorities). Roads of suitable material shall be provided so that no caravan standing is more than 50 metres from a road. Each standing shall be connected to a carriageway by a footpath with a hard surface. Roads shall not be less than 3.7 metres wide, or, if they form part of a clearly marked one-way traffic system, 3 metres wide. Gateways shall be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres. Footpaths shall not be less than 0.75 metres wide. Roads shall have no overhead cable less than 4.5 metres above the ground. They shall be suitably lit taking into account the needs and characteristics of the site. Emergency vehicle routes within the site must be kept clear of obstruction at all times.

6. Hard Standings

- 6.1 Every caravan shall stand on a hard-standing of suitable material, which shall extend over the whole area occupied by the caravan placed upon it, and project a sufficient distance outwards from the entrance or entrances of the caravan to enable occupants to enter and leave safely.

7. Fire Fighting

- 7.1 Fire Points

Fire points shall be established so that no caravan or site building is more than 30 metres from a fire point. They shall be housed in a weather-proof structure, easily accessible and clearly and conspicuously marked 'FIRE POINT'.

Fire Fighting Equipment

7.2 Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle, such water standpipes shall be situated at each fire point. There shall also be a reel that complies with British Standard 5306 Part 1, with a hose not less than 30 metres long, permanently connected to a water supply of sufficient pressure and terminating in a small hand control nozzle. Hoses shall be housed in a box painted red and marked 'HOSE REEL'.

7.3 Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants shall be installed within 100 metres of every caravan standing.

Hydrants shall conform to British Standard 750. Access to hydrants and other water supplies shall not be obstructed or obscured.

7.4 Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with either water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.

Fire Warning

7.5 A means of raising the alarm in the event of a fire shall be provided at each fire point. This may be by means of a manually operated sounder, eg metal triangle with a striker, gong or hand operated siren. The advice of the fire authority should be sought on an appropriate system.

Maintenance

7.6 All alarm and fire fighting equipment shall be installed, tested and maintained in working order by a competent person. A log book shall be kept to record all tests and any remedial action and shall be available for inspection by, or on behalf of, the licensing authority.

7.7 All equipment susceptible to damage by frost shall be suitably protected.

Fire Notices

7.8 A clearly written and conspicuous notice shall be provided and maintained at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone. This notice must include the following:

On discovering a fire -

- (i) ensure the caravan or site building involved is evacuated;
- (ii) raise the alarm;

- (iii) call the fire brigade (the nearest telephone is sited);
- (iv) attack the fire using the fire fighting equipment provided if safe to do so.

It is in the interests of all occupiers of this site to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment.

Fire Hazards

- 7.9 Long grass and vegetation shall be cut at frequent and regular intervals to prevent it becoming a fire hazard to caravans. Any such cuttings must be removed from the vicinity of the caravans. The space beneath and between caravans shall not be used for the storage of combustible materials.

Telephones

- 7.10 An immediate accessible telephone shall be available on the site for calling the emergency services. A notice by the telephone shall include the address of the site.

8. Storage of Liquefied Petroleum Gas (LPG)

- 8.1 If LPG is supplied from tanks, the installation shall comply with Guidance Booklet HSG 34 "The Storage of LPG at Fixed Installations" and where LPG is supplied from cylinders, with Guidance Note CS4 "The Keeping of LPG in Cylinders and Similar Containers".
- 8.2 Metered supplies from a common LPG storage tank shall comply with Guidance Note CS11 "The Storage and Use of LPG at Metered Estates". (In this case and where a British Gas mains supply is available, then the Gas Safety (Installation and Use) Regulations 1998 and the Pipelines Act 1962 may also be applicable).
- 8.3 Exposed gas bottles or cylinders shall not be within the separation boundary of an adjoining unit.
- 8.4 LPG installations shall conform to British Standard 5482, 'Code of Practice for Domestic Butane and Propane Gas Burning Installations, Part 2: 1977 Installations in Caravans and Non-Permanent Dwellings'.
- 8.5 If mains gas is supplied to the site, the installation downstream of any service pipe(s) supplying any primary meter(s) shall comply with the Gas Safety (Installation Use) Regulation 1998 and such service pipes with the Gas Safety Regulations 1972. (Where the site owner supplies gas to caravans on the site, an authorisation to do so from OFGAS under the Gas Act 1986 may be required).

9. Electrical Installations

- 9.1 The site shall be provided with an electrical supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.

- 9.2 Such electrical installations, other than Electricity Company works and circuits subject to regulations made by the Secretary of State under Section 16 of the Energy Act 1983 and Section 64 of the Electricity Act 1947, shall be installed, tested and maintained in accordance with the provisions of the Institution of Electrical Engineers' (IEE) Regulations for Electrical Installations for the time being in force, and where appropriate, to the standard which would be acceptable for the purposes of the Electricity (Overhead Lines) Regulations 1988, Statutory Instrument 1988 No. 1057.
- 9.3 Work on electrical installations and appliances shall be carried out only by competent persons such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractors' Association, a contractor approved by the National Inspection Council for Electrical Installation Contracting, or a qualified person acting on behalf of one of the above. The installations shall be inspected periodically: under IEE Wiring Regulations, every year or such longer period (not exceeding 3 years) as is considered appropriate in each case. When an installation is inspected, it shall be judged against the current regulations.
- 9.4 The Inspector shall, within 1 month of such an inspection, issue an inspection certificate in the form prescribed in the IEE Wiring Regulations which shall be retained by the site operator and displayed, supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and report shall be met by the site operator or licence holder.
- 9.5 If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies shall be rectified. Any major alterations and extensions to an installation and all parts of the existing installation affected by them must comply with the latest version of the IEE Wiring Regulations.
- 9.6 If there are overhead electric lines on the site, suitable warning notices shall be displayed at the entrance to the site and on support for the line. Where appropriate, particular attention should be drawn to the danger of masts of yachts or dinghies contacting the line.

10. Water Supply

- 10.1 The site shall be provided with a water supply in accordance with appropriate Water By-laws and statutory quality standards.
- 10.2 Where an internal piped water supply is not provided to a holiday caravan a standpipe or other suitable water supply shall be provided within 18 metres of such caravan.

11. Drainage, Sanitation and Washing Facilities

- 11.1 Satisfactory provision shall be made for foul drainage, either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority.
- 11.2 Properly designed disposal points for the contents of chemical closets shall be provided, along with an adequate supply of water for cleaning the containers.

11.3 The site shall be provided with an adequate drainage system for the complete and hygienic disposal of foul, rain and surface water from the site, buildings, caravan, roads and footpaths.

11.4 For caravans without their own water supply and water closets, communal toilet blocks shall be provided, with adequate supplies of water, on at least the following scales:
Men: 1 WC and 1 Urinal per 15 caravans.

Women: 2 WCs per 15 caravans.

1 washbasin for each WC or group of WCs.

1 shower or bath (with hot and cold water) for each sex per 20 caravans.

Toilet blocks must be sited conveniently so that all site occupants may have reasonable access to one by means of a road or footpath and shall be provided with suitable and sufficient means of internal and external lighting during the hours of darkness.

12. **Refuse Disposal**

12.1 Every caravan standing shall have an adequate number of suitable non-combustible refuse bins with close fitting lids or plastic bags, or, **alternatively**, communal refuse bins shall be provided of similar construction and housed within a properly constructed bin store. Arrangements shall be made for the bins to be emptied regularly.

13. **Parking**

13.1 Suitable surfaced parking spaces on the scale of at least one car parking space for each caravan standing shall be provided to meet the requirements of the site occupants and their visitors. One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Car parking spaces in between caravans shall be suitably surfaced to give ready access to the carriageway. Plastic or wooden boats shall not be parked between units.

14. **Recreation Space**

14.1 Where children stay on the site, space equivalent to about one-tenth of the total area shall be allocated for children's games and/or other recreational purposes. (This provision is necessary because of the limited space available round the caravans. If, therefore, suitable alternative publicly provided recreational facilities are readily accessible the Environmental Health Officer may consider omitting this requirement).

15. **Notices**

15.1 A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.

15.2 A copy of the site licence with its conditions shall be displayed prominently on the site.

15.3 Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They must show where the police, fire brigade, ambulance and local doctors can be contacted, and the location of the nearest public telephone. The

notices shall also give the name and location/telephone number of the site licence holder or his/her accredited representative. If the site is subject to flood risk, warning notices shall be displayed giving advice about the operation of the flood warning system.

- 15.4 Where the site is located within the notification zone of industrial premises subject to the Control of Major Accident Hazard Regulations or similar legislation, suitable clearly written and conspicuous notices shall be displayed and maintained in a prominent position on the site, to the satisfaction of the Environmental Health Officer, to indicate the action which must be taken in the event of a major industrial incident.
- 15.5 All notices shall be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting. (See also 6.8, 6.10, 8.4 and 8.6).

16. Management

- 16.1 All buildings, roads, carriageways, equipment and facilities shall be maintained in good order and repair and in a clean and wholesome condition to the satisfaction of the Environmental Health Officer.
- 16.2 All caravans stationed on the site shall be maintained in good repair and in a sound and watertight condition to the satisfaction of the Environmental Health Officer.
- 16.3 The site shall at all times be maintained in a clean and tidy condition and be kept clear of any accumulations of litter, rubbish, etc.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 12

meeting date: 2 AUGUST 2012
 title: CAPITAL MONITORING 2012/13
 submitted by: DIRECTOR OF RESOURCES
 principal author: NEIL SANDIFORD

1 PURPOSE

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

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

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

2.2 In total three new schemes were approved by Policy and Finance Committee and Full Council, together with budgets on three schemes carried over from the previous year. This made a total planned capital spend for this Committee for the current year of £407,740, which are shown at Annex 1.

2.3 In addition, not all planned expenditure for last year was spent. The balance of this, which is known as slippage, can be transferred to this financial year. The schemes affected are also shown within Annex 1 and total £125,870.

3 SCHEMES

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

Original Estimate 2012/13 £	BUDGET			EXPENDITURE	
	Budget moved from 2011/12 £	Slippage from 2011/12 £	Total Approved Budget £	Actual Expenditure as at end June 2012 £	Variance as at end June 2012 £
285,000	122,740	125,870	533,610	135,671	-397,939

3.2 To date just over 25% of the annual capital programme for this Committee has been spent. The majority of which is in relation to the completion of the flooding grants scheme.

3.3 The main variations to date are:

- CMEXT – Clitheroe Cemetery installation of infrastructure. The work anticipated to be completed this financial year is now not expected to be completed until spring/summer of next year. This year we will design the scheme, develop the specification and invite tenders for a start early next April. We will also divert public footpaths in the area. Some costs will therefore slip to the next financial year. At present this is anticipated to be in the order of £80,000.
- LANGR – Landlord/Tenant Grants. To date four applications for grant aid have been approved and a further eight are close to approval stage. When finalised this should leave capacity within the budget for one further approval this year.
- DISCP – Disabled Facilities Grants. To date eleven Disabled Facilities Grant have been approved at a total cost of £60,000. A further two maximum grant schemes of a value of £30,000 each are anticipated which will leave a balance of £82,000 for other schemes this year.

4 CONCLUSION

- 4.1 Expenditure to date is over £135,000, which is mainly the completion of the Flooding Grant work. Other work is proceeding as expected and the majority of the budget is expected to be spent by the end of the year.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH7-12/NS/AC
17 July 2012

For further information please ask for Neil Sandiford extension 4498.

BACKGROUND PAPERS – None

Health and Housing Committee – Capital Programme 2012/13

Cost Centre	Schemes	Original Estimate 2012/13 £	Budget moved from 2011/12 £	Slippage £	Total Approved Budget £	Actual Expenditure £	Variation to date £
	Clitheroe Cemetery						
CMEXT	Installation of Infrastructure	90,000			90,000	0	-90,000
	Housing						
LANGR	Landlord/Tenant grants	75,000	45,000	8,490	128,490	15,184	-113,306
DISCP	Disabled Facilities Grants	120,000	69,180	13,590	202,770	11,647	-191,123
REPPF	Repossession Prevention Fund		8,560	3,330	11,890	5,000	-6,890
	DEFRA						
FLDGR	Flood Grants			100,460	100,460	103,840	3,380
	Total Health and Housing Committee	285,000	122,740	125,870	533,610	135,671	-397,939

Individual Scheme Details and Budget Holder Comments

CMEXT Clitheroe Cemetery – Installation of Infrastructure

Service Area: Cemeteries

Head of Service: James Russell

Brief Description:

Provision of initial infrastructure to Clitheroe Cemetery extension

Start Date, duration and key milestones:

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

Financial Implications – CAPITAL

	£	Actual to end June £	Variance to end June £
Total Approved Budget 2012/13	90,000	0	-90,000
ANTICIPATED TOTAL SCHEME COST	90,000		

Financial Implications - REVENUE

Unknown at present

Useful Economic Life

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

Progress - Budget Holder Comments

June 2012: For this financial year the plans are to finalise the design of the project and prepare a detailed specification for the work to be carried out. There will also be a requirement to divert public footpaths this financial year. The installation of necessary infrastructure works is to be scheduled for implementation during the spring/summer of 2013. A substantial part of the scheme cost will slip to next year.

LANGR Landlord/Tenant Grants

Service Area: Housing Services

Head of Service: Colin Hirst

Brief Description:

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

Start Date, duration and key milestones:

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

Financial Implications – CAPITAL

	£	Actual to end June £	Variance to end June £
Total Approved Budget 2012/13	128,490	15,184	-113,306
ANTICIPATED TOTAL SCHEME COST	128,490		

Financial Implications - REVENUE

None

Useful Economic Life

Not applicable.

Progress - Budget Holder Comments

June 2012: Four grants have been approved to date and a further eight are close to approval stage. There is sufficient grant remaining to approve one more grant before year end. A number of small grants have been awarded which will allow a total of thirteen grants to be completed this year.

DISCP Disabled Facilities Grants

Service Area: Housing Services

Head of Service: Colin Hirst

Brief Description:

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

Start Date, duration and key milestones:

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

Financial Implications – CAPITAL

	£	Actual to end June £	Variance to end June £
Total Approved Budget 2012/13	202,770	11,647	-191,123
ANTICIPATED TOTAL SCHEME COST	202,770		

Financial Implications - REVENUE

None given

Useful Economic Life

Not applicable.

Progress - Budget Holder Comments

June 2012: To date eleven Disabled Facilities Grants have been approved totalling approximately £60,000. There are two maximum grants (£30,000) to be approved within the year.

REPPF Repossession Prevention Fund

Service Area: Housing Services

Head of Service: Colin Hirst

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

Start Date, duration and key milestones:

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

Financial Implications – CAPITAL

	£	Actual to end June £	Variance to end June £
Total Approved Budget 2012/13	11,890	5,000	-6,890
ANTICIPATED TOTAL SCHEME COST	11,890		

Financial Implications - REVENUE

None identified.

Useful Economic Life

Not applicable

Progress - Budget Holder Comments

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

FLDGR Flood Grants

Service Area: Environmental Services

Head of Service: James Russell

Brief Description:

Resources have been made available by DEFRA to provide flood protection to several properties in Ribchester which are under threat of flooding from the nearby Boyce's Brook.

Start Date, duration and key milestones:

Start Date – January 2012

Anticipated Completion Date – July 2012

Financial Implications – CAPITAL

	£	Actual to end June £	Variance to end June £
Total Approved Budget 2012/13	100,460	103,840	3,380
Actual Expenditure 2011/12	790		
ANTICIPATED TOTAL SCHEME COST	101,250		

Financial Implications - REVENUE

None Given

Useful Economic Life

Not applicable

Progress - Budget Holder Comments

June 2012: Property completion inspections are scheduled for completion week commencing 16 July 2012. Following this the scheme should be completed by the end of July 2012. The Council has been awarded a further £10,000 in grant aid and there is sufficient unused grant to meet the identified overspend.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No 13

meeting date: 2 AUGUST 2012
 title: REVENUE OUTTURN 2011/12
 submitted by: DIRECTOR OF RESOURCES
 principal author: NEIL SANDIFORD

1 PURPOSE

1.1 To report on the outturn for the financial year 2011/12 in respect of the Revenue Budget for this Committee.

1.2 Relevance to the Council's ambitions and priorities

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

2 BACKGROUND

2.1 The Council's draft Statement of Accounts have now been produced and have been approved by Accounts and Audit Committee and are currently subject to audit by the Council's external auditors. Accounts and Audit Committee will approve the final audit version of the statements at the end of August.

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

3 FINANCIAL INFORMATION

3.1 Shown below, by cost centre, is a comparison with the revised estimate. You will see an overall underspend of £177,132. After allowing for transfers to and from earmarked reserves this underspend is reduced to £128,541. Please note that underspends are denoted by figures with a minus symbol.

Cost Centre	Cost Centre Name	Revised Estimate 2011/12 £	Actual £	Difference £
COMNL	Common land	7,140	6,490	-650
CLAIR	Clean air	1,580	379	-1,201
DOGWD	Dog warden and pest control	89,380	81,691	-7,689
CLAND	Contaminated land	12,850	12,191	-659
CLMKT	Clitheroe market	-19,080	-23,989	-4,909
CLCEM	Clitheroe cemetery	46,230	41,662	-4,568

Cost Centre	Cost Centre Name	Revised Estimate 2011/12 £	Actual £	Difference £
ENVHT	Environmental health	259,090	241,979	-17,111
ENVGR	Grants and subscriptions	1,430	1,300	-130
CTBEN	Council tax benefits	34,280	31,142	-3,138
HGBEN	Housing benefits	45,180	-44,084	-89,264
HSASS	Housing associations	13,050	12,810	-240
HSADV	Housing advances	860	954	94
SUPPE	Supporting people	6,310	6,238	-72
JARMS	Joiners Arms	1,220	1,393	173
HOMEE	Home energy conservation	23,280	22,680	-600
IMPGR	Improvement grants	31,180	27,841	-3,339
HOMEG	Homelessness general	47,490	46,750	-740
HOMES	Homelessness strategy	-19,390	-15,949	3,441
GRAGE	Non-dwelling rents	-11,880	-13,329	-1,449
HSTRA	Housing strategy	61,590	16,509	-45,081
NET COST OF SERVICES		631,790	454,658	-177,132
ITEMS ADDED TO (TAKEN FROM) BALANCES AND RESERVES				
HGBAL/H339	Warm Homes Healthy People	0	44,470	44,470
HGBAL/H356	Clitheroe Cemetery Extension	3,640	3640	0
HGBAL/H275	Clean Air Reserve	-4,500	-379	4,121
NET BALANCES AND RESERVES		-860	47,731	48,591
NET EXPENDITURE		630,930	502,389	-128,541

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

Service Area	Description of Variance	Amount £
ENVHT Environmental Health	Income from Environment Agency Flood Grants towards the administration costs of the scheme.	-8,910
CTBEN Council Tax Benefits	There has been an increase in the number of claimants of Council Tax Benefits due to the economic climate.	10,851
	As a result of the increase in the level of payments made for Council Tax Benefits, the Council has received additional subsidy from the Government to fund these payments.	-12,149
HGBEN Housing Benefits	There has been an increase in the number of claimants of Housing Benefits due to the economic climate.	53,070

Service Area	Description of Variance	Amount £
	As a result of the increase in the level of payments made for Housing Benefits, the Council has received additional subsidy from the Government to fund these payments.	-63,551
	Additional income has been brought into the accounts to reflect the overpayments being recovered from ongoing benefit payments. This is a one-off accounting adjustment required by our external auditors, and is now reflected in the Council's balance sheet as a debt.	-74,421
HSTRA Housing Strategy	The Council received a Warm Homes Healthy People Grant of £108,000 in 2011/12. As this was received late in the year not all of this was able to be spent, resulting in the underspend shown. However, this has been set aside in an earmarked reserve to be spent in 2012/13.	-44,241

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

3.4 As mentioned in the previous table, the underspend for this committee is somewhat skewed by the £74,421 accounting adjustment that has been made at the closedown of this year's accounts, at the request of the council's external auditors. If this were to be disregarded, the true variance for this committee is reduced to £102,711, reducing further after transfers to and from earmarked reserves to £62,362.

4 CONCLUSION

4.1 There has been an overall underspend for this committee of £177,132, reducing to £128,541 after allowing for transfers to and from earmarked reserves.

4.2 A large proportion of the underspend is due to an accounting adjustment which was required by our external auditors, in order to account for overpaid benefits being reclaimed from ongoing benefit. However, this one off increase in income of £74,421 now shows as a debt on the Council's balance sheet.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH4-12/NS/AC
16 July 2012

BACKGROUND PAPERS

Revised Estimates approved by Committee on 19 January 2012
Closedown Working Papers

For further information please ask for Neil Sandiford, extension 4498

HEALTH AND HOUSING COMMITTEE – REVENUE OUTTURN 2011/12 VARIANCES

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<i>Common Land</i>					
The budget for repair work for common land has not been used for this year.	-490				-490
There has been a reduction in charges from Legal, Financial and Community Services due to the non-filling of vacancies and general under spending.			-160		-160
Total Common Land	-490		-160		-650
<i>Clean Air</i>					
A new three-year contract for analyst fees has significantly reduced costs this year.	-1,201				-1,201
Total Clean Air	-1,201				-1,201
<i>Dog Warden</i>					
Costs generally are less than expected. This includes vehicle running costs (-£614), kennelling fees (-£639) and baits and poisons (-£688).	-1,946				-1,946
The reduced income from kennelling fees recharges of £389 has been partially offset by additional income from pest control fees and charges and fines for dog fouling of -£180.		216			216
There has been a reduction in charges from Legal, Financial and Community Services due to the non-filling of vacancies and general under spending.			-5,952		-5,952
Depreciation is slightly less than anticipated.				-7	-7
Total Dog Warden	-1,946	216	-5,952	-7	-7,689
<i>Contaminated Land</i>					
A new software system for the monitoring of contaminated land in the Council's area has cost less than originally anticipated.	-489				-489
A small provision for anticipated income is made, which has not been achieved this year.		50			50
There has been a reduction in the recharge from Community Services due to non-filling of vacancies and general under spending,			-220		-220
Total Contaminated Land	-489	50	-220		-659

HEALTH AND HOUSING COMMITTEE – REVENUE OUTTURN 2011/12 VARIANCES

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<i>Clitheroe Market</i>					
A reassessment of NNDR liability regarding cabins has reduced the Council's costs from January 2012 by £1,504 this year. The cost of electricity (-£1,208) and other items of procurement are also less by -£1,247.	-2,751				-2,751
The main reason for the reduction in income is that the recharge for the use of the market for CCTV, which is based on costs has reduced by £964. Other variations to income from cabin rents and stalls are £66 less than anticipated this year.		1,030			1,030
There has been a reduction in the costs of support services of £3,192 this year due to the non-filling of vacancies and general under spending. The main areas are Chief Executives (-£2,720), Community Services (-£220), Organisation and Member Development (-£110) and other departments (-£142).			-3,192		-3,192
The costs of depreciation are slightly higher than anticipated.				4	4
Total Clitheroe Market	-2,751	1,030	-3,192	4	-4,909
<i>Clitheroe Cemetery</i>					
There has been an increase in the costs of maintaining trees due to emergency tree works late in the year costing £850. The increased costs of grounds maintenance (£1,157) have been offset by reductions elsewhere (-£910).	1,097				1,097
The principal cause of the increase in income is additional purchases of exclusive burial rights, reversing earlier annual trends. Additional income of -£3,089 has been generated. Other income from provision of headstones and sale of commemorative trees (-£514), internment fees (-£412) and monument fee income (-£555) makes up the balance.		-4,584			-4,584
There has been a reduction in the cost of support services of £1,080 due to the non-filling of vacancies and general under spending. The main areas are: <ul style="list-style-type: none"> ▪ Grounds maintenance (-£710) ▪ Chief Executives (-£180) ▪ Other departments (-£190). 			-1,080		-1,080
Total Clitheroe Cemetery	1,097	-4,585	-1,080		-4,568

HEALTH AND HOUSING COMMITTEE – REVENUE OUTTURN 2011/12 VARIANCES

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<i>Environmental Health</i>					
Costs of subscriptions are less (-£430), the provision of nuisances, for example, the removal of animal carcasses from the highway is less (-£235) and rechargeable vets fees are less (-£210). Other variations amount to -£64.	-939				-939
We have received a contribution towards the cost of the salaries associated with a flooding scheme in Ribchester (-£4,786), which was adopted after the revised estimate was approved and the introduction of monitoring of private water supplies has been more than anticipated generating additional income of -£1,507. Licences for street trading is higher than expected by -£375 and other licences by -£500.		-6,293			-6,293
Other income is more than expected -£94.		-94			-94
There has been a reduction in the cost of support services costs due to the non-filling of vacancies and general under spending. The main areas are: <ul style="list-style-type: none"> ▪ Chief Executive: -£7,980 ▪ Legal: -£660 ▪ Organisational and Member Development: -£200 ▪ Other departments: -£70 			-8,910		-8,910
Total Environmental Health	-939	-7,262	-8,910		-17,111
<i>Environmental Grants</i>					
The provision for subscriptions has not been used this year.	-100				-100
The recharge from Community Services is less than anticipated reflecting the non-filing of vacancies.			-30		-30
Total Environmental Grants	-100		-30		-130
<i>Council Tax Benefits</i>					
Payments to claimant in receipt of council tax benefit have been slightly more than expected.	10,851				10,851
Additional subsidy has been received to cover the additional payments above and in respect of more overpayments than provided.		-12,149			-12,149

HEALTH AND HOUSING COMMITTEE – REVENUE OUTTURN 2011/12 VARIANCES

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
There has been a reduction in the cost of support services due to the non-filling of vacancies and general under spend. The main areas are: <ul style="list-style-type: none"> ▪ Revenues: -£1,720 ▪ Other departments: -£120 			-1,840		-1,840
Total Council Tax Benefits	10,851	-12,149	-1,840		-3,138
<i>Housing Benefits</i>					
The payments to claimants of housing benefits is greater than anticipated as the number of claimants in the final quarter has exceeded expectations increasing costs by £50,818. Particularly the cost of rent rebates is greater than expected (£3,907). Other costs show a net reduction mainly as a result of further savings made in the cost of printing and stationery (-£1,655).	53,070				53,070
As part of last years (2010/11) external audit, additional sundry debtors contained in the Housing Benefits payments system were recognised as being outside the Councils main accounting system. Collection of these debts is made from ongoing benefit payments by netting down the amount due from individual claimants. This process has been ongoing for several years and we are now bringing these into the main accounting system for the first time.	-74,421				-74,421
Additional subsidiary has been received to cover the cost of payments made to claimants (above) and a small amount of additional subsidy in relation to overpayments (-£57,685). Also additional subsidy has also been received to cover the extra cost of rent rebates (-£4,954). Other income has been generated from legal fees recovered (-£165) and grants associated with additional software costs (-£747).		-63,551			-63,,551
There has been a reduction in the cost of support services due to the non-filling of vacancies and general under spend. The main areas are: <ul style="list-style-type: none"> ▪ Revenues -£1,820 ▪ IT -£1,160 ▪ Finance -£670 ▪ Other departments: -£712 			-4,362		-4,362
Total Housing Benefits	-21,351	-63,551	-4,362		-89,264

HEALTH AND HOUSING COMMITTEE – REVENUE OUTTURN 2011/12 VARIANCES

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<i>Housing Associations</i>					
There has been a reduction in the cost of support services due to the non filling of vacancies and general under spend, resulting in a saving of -£240.			-240		-240
Total Housing Associations			-240		-240
<i>Housing Advances</i>					
There has been a reduction in the cost of support services due to the non-filling of vacancies and general under spend. The main area is Financial Services.			-20		-20
The interest received from mortgage payers is less than anticipated due to the early redemption of an outstanding loan.		114			114
Total Housing Advances		114	-20		94
<i>Supporting People</i>					
There is a small variation in the amount in the budget and the amount paid to St Vincent's, the service provider, before payments were discontinued.	-12				-12
There is a small variation between budget and the amount received from LCC for the handyperson service provided by St Vincent's.		-10			-10
Support service costs of the Chief Executives and Revenue services are slightly less than anticipated.			-50		-50
Total Supporting People	-12	-10	-50		-72
<i>Joiners Arms</i>					
Increased costs of repairs and maintenance (£661) have been offset in part, by a reduction in the costs of telephone charges and sewerage costs.	479				479
There has been additional income generated as a result of the conversion of units at the Joiners Arms to self contained units.		-306			-306
Total Joiners Arms	479	-306			173

HEALTH AND HOUSING COMMITTEE – REVENUE OUTTURN 2011/12 VARIANCES

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<i>Home Energy Conservation</i>					
Underspendings in the provision of equipment and stationery have saved £300.	-300				-300
The cost of recharges from Community Services and Chief Executives has reduced costs by £300, which is due to the non-filling of vacancies and a general under spend.			-300		-300
Total Home Energy Conservation	-300		-300		-600
<i>Improvement Grants</i>					
Fee income, which is generated from the capital programme, is more than anticipated at revised estimate.		-1,959			-1,959
Support service costs from the Chief Executives are less than anticipated at revised estimate due to the non-filling of vacancies and general; underspendings.			-1,380		-1,380
Total Improvement Grants		-1,959	-1,380		-3,339
<i>Homelessness General</i>					
Reduced spending on equipment has saved £150 this year.	-150				-150
There has been a reduction in the cost of support services due to the non-filling of vacancies and general under spend. The main areas are: <ul style="list-style-type: none"> ▪ Chief Executive: -£480 ▪ Other: -£110 			-590		-590
Total Homelessness General	-150		-590		-740
<i>Homelessness Strategy</i>					
The work to convert rooms at the Joiners Arms to self-contained status cost £1,992 more than expected due to unforeseen items. We have written off some uncollectable charges of £749. Two bonds for temporary accommodation have been issued at a cost of £800 (these should be recoverable).	3,541				3,541
A grant of £50,000 from DCLG for homelessness is £50 less than budgeted.		50			50

HEALTH AND HOUSING COMMITTEE – REVENUE OUTTURN 2011/12 VARIANCES

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
There has been a reduction in the cost of support services due to the non-filling of vacancies and general under spend. The main areas are: <ul style="list-style-type: none"> ▪ Chief Executive: -£110 ▪ Other: -£40 			-150		-150
Total Homelessness Strategy	3,541	50	-150		3,441
<i>Non-dwelling Rents</i>					
The budget for repairs and maintenance for garages, which is managed on the Councils behalf by RVH, has not all been spent this year.	-2,822				-2,822
Income from garage rents has reduced due in part to the decline of income from the Henthorn site which is to be sold to RVH.		1,523			1,523
There has been a reduction in the cost of support services due to the non-filling of vacancies and a general under spend.			-150		-150
Total Non-dwelling Rents	-2,822	1,523	-150		-1,449
<i>Housing Strategy</i>					
A proportion (£44,470) of the Warm Homes Healthy People Grant of £108,000 has not been spent and is to be reserved and spent in 2012/13. Other cost reductions amount to £229.	-44,241				-44,241
There has been a reduction in the cost of support services due to the non-filling of vacancies and general under spend.			-840		-840
Total Housing Strategy	-44,241		-840		-45,081
Totals	-60,824	-86,839	-29,466	-3	-177,132
VARIANCES ON ITEMS TO BE ADDED TO (TAKEN FROM) BALANCES AND RESERVES					
Warm Homes Healthy People					44,470
Clean Air Reserve					4,121
Overall under spending after transfers to/from balances and reserves					-128,541

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO HEALTH AND HOUSING COMMITTEE

INFORMATION

Agenda Item No 14

meeting date: 2 AUGUST 2012
 title: REVENUE MONITORING 2012/13
 submitted by: DIRECTOR OF RESOURCES
 principal author: NEIL SANDIFORD

1 PURPOSE

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

1.2 Relevance to the Council's ambitions and priorities:

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

2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period to the end of June. You will see an overall underspend of £20,723 on the net cost of services. Please note that under spends are denoted by figures with a minus symbol.

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of period £	Actual including Commitments to the end of the period £	Variance £	
CTBEN	Council Tax Benefit Administration	38,560	-21,675	-33,403	-11,728	R
HGBEN	Housing Benefits	62,250	-73248	-77,239	-3,991	A
COMNL	Common Land	6,820	292	26	-266	G
CLCEM	Clitheroe Cemetery	45,250	4,788	1,815	-2,973	A
ENVGR	Grants and Subscriptions	2,470	162	685	523	G
CLAIR	Clean Air	1,580	393	1,008	615	G
DOGWD	Dog Warden & Pest Control	86,170	3,099	790	-2,309	A
ENVHT	Environmental Health Services	285,610	-6,572	-3,539	3,033	A
CLAND	Contaminated Land	10,720	75	0	-75	G
HSASS	Housing Associations	13,440	0	-6,000	-6,000	R

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of period £	Actual including Commitments to the end of the period £	Variance £	
HSADV	Housing Advances	910	200	0	-200	G
SUPPE	Supporting People	4,360	14	0	-14	G
CLMKT	Clitheroe Market	-45,730	-82,411	-91,289	-8,878	R
JARMS	Joiners Arms	14,390	3,252	619	-2,633	A
HOMEG	Homelessness General	48,960	122	190	68	G
HOMES	Homelessness Strategy	-16,310	-7,698	-10,582	-2,884	A
IMPGR	Improvement Grants	32,040	-2,004	-716	1,288	G
HOMEE	Home Energy Conservation	21,690	183	0	-183	G
GRAGE	Non-Dwelling Rents	-8,620	-11,496	-11,545	-49	G
HSTRA	Housing Strategy	63,510	1,263	17,196	15,933	R

	Total:	671,070	-191,261	-211,984	-20,723	
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2.2 The variations between budget and actuals have been split into groups of red, amber and green variance. The red variances highlight specific areas of high concern, for which budget holders are required to have an action plan. Amber variances are potential areas of high concern and green variances are areas, which currently do not present any significant concern.

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

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

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

3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure shows an underspend of £20,723 for the first three months of the financial year 2012/13.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH6-12/NS/AC
16 July 2012

BACKGROUND PAPERS: None

For further information please ask for Neil Sandiford, extension 4498

Health and Housing Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
CLMKT/2451	Clitheroe Market/NNDR	11,340	11,340	4,275	-7,065	There has been a reduction to the Councils NNDR costs as these are now mainly charged direct to tenants.	The budget will be amended at revised estimate to reflect the change.
HSTRA/4672	Warm Homes Grant	0	0	14,565	14,565	These costs are in respect of payments to vulnerable people in relation to warm homes grant. This is a carry over from 2011/12.	Grant has been received and is held in reserve to fund these costs.
HGBEN/4652	Housing Benefit/Rent Allowance Payments	6,794,000	1,528,650	1,661,341	132,691	Payments to claimants are ahead of expectations.	The budget will be amended at revised estimate to take account of the increased cost.
HGBEN/8002z	Housing Benefit Subsidy	-6,828,800	-1,577,454	-1,705,008	-127,554	The budget prepared in November 2011 anticipated some clawback of grant due to changes made to benefits to claimants. This has not happened. The initial estimate submitted to DWP in February 2012 reflected the continuing upward trend and grant is being received at a higher rate.	The budget will be amended at revised estimate.

Health and Housing Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
HGBEN/8009z	Housing Benefit/ Administration Grant	-166,370	-41625	-50,663	-9,038	An additional payment has been made by DWP this year, to help with the transitional administrative costs.	The budget will be adjusted at revised estimate.
CTBEN/4653	Council Tax Rebates	2,290,000	572,958	566,731	-6,227	Payments of council tax are below expectations to end June.	Any variation to expected outturn costs will be adjusted at revised estimate.
CTBEN/8004z	Council Tax Benefit	-2,310,000	-577,962	-584,475	-6,513	It was anticipated that there would be a slight increase in the number of council tax claimants in the claim submitted to DWP.	Any variation to expected outturn costs will be adjusted at revised estimate
HSASS/8627z	Housing Assocations/Deposits	0	0	-6,000	-6,000	A deposit has been received from Ribble Valley Homes in respect of the sale of land at Henthorn Road	This sum will be transferred to capital when the sale is complete.

Health and Housing Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year	Original Budget to the end of the period	Actual including Commitments to the end of the period	Variance	Reason for Variance
ENVHT/8415u	Environmental Health/Environmental Protection	-8,710	-7,840	-5,311	2,529	Three inspections have been lost. One of these is now inspected by the Environment Agency due to tonnage and one company has reduced their processes from three to one.
HGBEN/2809	Housing Benefits/Non Recurring Purchases	0	0	3,150	3,150	Expenditure is in relation to an additional module purchased for the benefits system. Funding is held in reserve to cover this cost.
DOGWD/8416n	Dog Warden/Pest Control Fees and Charges	-10,950	-2,739	-4,766	-2,027	An invoice to United Utilities has been sent earlier than anticipated increasing income for this period.
JARMS/3079	Joiners Arms/Other contracted services	8,240	2,061	-687	-2,748	There are a number of outstanding payments to Ribble Valley Homes in relation to the SLA for managing the Homelessness Unit. Awaiting invoices.
CLCEM/5056	Clitheroe Cemetery/ Grounds Maintenance	44,220	11,061	8,451	-2,610	There are some internal recharges yet to be made for work done in June. When these are made the variance will reduce.
CLCEM/8441z	Clitheroe Cemetery/ Internment Fees	-19,100	-4,275	-2,244	2,031	The number of internments to date is less than anticipated.

MINUTES OF THE HEALTH & WELLBEING PARTNERSHIP GROUP HELD ON MONDAY, 20 JUNE 2012 at 6pm

PRESENT: Cllr B Hilton - Chariman Marshal Scott
 Cllr M Ranson Chris Hughes
 Cllr M Robinson Olwen Heap

Phil Mileham – Ribblesdale Practice Manager, Clitheroe
Jayne Mellor – Acting Head of Commissioning for East Lancashire
LCC
Jackie Hadwen – CE Lift Programme
Dr Alan Crowther -
Martin Hodgson – Director of Service Development ELHT

APOLOGIES

Apologies for absence were received from Cllrs S Hirst and R Newmark, Colin Hirst and Mark Brearley ELHT.

MINUTES

Minutes of the meeting held on 25 April 2012 were approved as a correct record.

MATTERS ARISING

None

1. UPDATE ON CLITHEROE COMMUNITY HOSPITAL

Jackie Hadwen CE Lift Programme provided information on the following

- Position on proposed new hospital build
- Financial position
- Planning issues
- Deadline for completion

A very constructive discussion took place covering the new service model, number of hospital beds needed and potential new services.

Jackie will continue to keep the group updated.

2a. EAST LANCS CLINICAL COMMISSIONING GROUP STRATEGIC PLAN 2012 – 2017 PROPOSED RESPONSE

A copy of the response was circulated. This had been sent by e-mail and receipt had been acknowledged.

2b. RV COMMISSIONING PLAN 2012 - 2017

Phil circulated the East Lancs CCG plan along with the proposed structure for governance. A map of the CCG areas was also circulated.

Phil reported that it was still unsure about what Ribblesdale's financial delegation would be but they were looking to manage as much as possible themselves.

Phil also circulated Ribblesdale's priorities and suggested that they could work closely with the Borough Council on some of the issues. Phil and Chris would share ideas / pool resources.

3. NHS REFORMS UPDATE

Bridget updated members on progress on the following:-

- Shadow Health & Well Being Board – met 4 times – quiet positive. A number of priorities and interventions had been agreed upon.
- Councillor workshop – Bridget, Mary, Colin and Chris would get together to decide how best to do this. Workshop to be arranged for early October.
- HealthWatch Lancs – work on new service model completed with the tendering process now in place.
- HealthWatch England – to be established in Oct 2012.
- Public Health – Interviews had taken place for new post of Director of Public Health but no appointment had been made.

4. AOB

- Marshal felt it was important that RVBC has representation on the Shadow East Lancs H & WB Board. Cllr Stuart Hirst / Chris Hughes would attend.
- Jayne would continue to report how the various Health & WellBeing groups interface.
- Chris reported that work was ongoing with defining what the District role is in Health and Wellbeing and what work is done locally.
- Michael suggested that following the demise of the RVSP, the HIG (Health Improvement Group) theme group should report to this group – to be formalised.

DATE OF NEXT MEETING

The date of the next meeting is scheduled for Wednesday 29 August 2012 at 6pm in Committee Room 1 of the Town Hall.

Meeting finished 7.35pm

INFORMATION ITEMS

The following documents were circulated for information

- Ribble Valley Health Profile 2011
- Dementia Carers Support Groups and Café meetings.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 2 AUGUST 2012
title: GENERAL REPORT
submitted by: CHIEF EXECUTIVE
principal author: JAMES RUSSELL, HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

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

1.2 Relevance to the Council's ambitions and priorities:

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

2 FLOOD PROTECTION GRANT UPDATE - RIBCHESTER

2.1 Further to my report to the last meeting of Committee, I am disappointed to report that the Ribchester Property Flood Protection scheme still has not signed off as complete. A intended completion inspection was undertaken on 19 July which identified a significant list of items requiring attention by one of the contractors.

3 CLITHEROE MARKET - UPDATE

3.1 Further to my report to the previous meeting of Committee, I am pleased to report that recent feedback from the market is more favourable with improving customer footfall and numbers of traders in response to the ongoing efforts of the part time Market Officer to attract new traders and raise the market profile.

4 ENVIRONMENT AGENCY LIAISON MEETING

4.1 A liaison meeting was held on 13 June 2012. A copy of the minutes are attached as Appendix A to this report.

5 DRINKING WATER 2011 – NORTHERN REGION REPORT

5.1 The above report is available for Members upon request. The report is now published in 2 parts the first relating to region public water supplies and the second relating to Private supplies. The public water supply describes the key facts about the quality of drinking water in the Northern region, which is served by six water companies including United Utilities delivering public water supplies to over 14 million consumers.

5.2 The results of testing in 2011 demonstrated that the overall quality of drinking water in the Northern region was satisfactory. The figure for compliance with drinking water standards at consumer's taps was 99.95% and below the industry average. However, the results of private water supplies in England are of concern with 7.2% of tests failing to meet the standards of 2011. An extract of the Private Water Supplies Report is attached as Appendix B to this report.

- 5.3 This is the third year where reporting on 'public' water supply events uses the Inspectorates new risk-based approach to classification and assessment. Events being classified into five categories: Not significant, Minor, Significant, Serious and Major. Across the region, in 2011, there were fewer events affecting water quality overall (70 compared to 92 in 2010). More than half of these events were of a type that necessitated a detailed investigation by an inspector. However, there were no major or serious events.
- 5.4 In 2011, it was necessary for the Inspectorate to take enforcement action in relation to 4 events.

JAMES RUSSELL
HEAD OF ENVIRONMENTAL HEALTH

MARSHAL SCOTT
CHIEF EXECUTIVE

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

JAR/HEALTH & HOUSING/020812

APPENDIX A

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

MINUTES OF MEETING HELD ON 13 JUNE 2012 AT RIBBLE VALLEY BOROUGH COUNCIL OFFICES, CLITHEROE

PRESENT:

Phil Goodwin – PIR Environment Agency
Councillor Richard Sherras – RVBC
James Russell – RVBC
Neil Martin - RVBC
Dr Sohail Ashraf - HPA

1. APOLOGIES

Apologies received from Councillor Richard Newmark, RVBC.

2. MINUTES & NOTES OF PREVIOUS MEETINGS – 10 January 2011

- The minutes for January 2011 were accepted as an accurate record.

3. MATTERS ARISING –

- **Paper Pulp** - Stoneygate Lane, Ribchester – No more information, believed resolved.
- **Cement Sector Update:** PG explained that Env Agency undergoing considerable reorganisation and implementing new structure to regulate particular sector processes. Cement Sector Regulation being used as model for other sectors. Resulted in considerable change to officer group membership. Cement Sector group now consists of approx half new officers. Group now preparing 5 year Sector Strategy to;
 - Minimise use of virgin materials – constituent materials and fuel
 - Reduce green house gas emission
 - Ensure good community engagement –Padeswood probably has highest profile at present time

4.HANSON CEMENT UPDATE

- **Lanehead Quarry:** As reported to last meeting, Tarmac ceased quarrying in Bankfield, dewatering plant removed and very much reduced operation. Only process currently is coating on Barber Green plant. Hanson continuing to dewater in default so can extract stone owed by Tarmac. Possible that Tarmac Clitheroe may be eventually sold to LaFarge as part of Monopolies Commission requirement.
- **Review of Permit:** Permits for all cement processes been reviewed in past 2 years. New permit issued for Ribblesdale in July 2011 by centralised permitting unit. New permits set continuing improvement conditions. However, matter complicated by new EU Emissions Directive applicable from January 2013, which sets revised standards some of which are not as stringent. Env. Agency considering implications of new standards and expected to be determined nationally by end of year.

- **Kiln Operation:** Continues to be intermittent with production shared with Padeswood in order to meet requirements of European Trading Scheme. Kiln shut at Xmas, then again March – Mid Apr (6 weeks), May – 3rd June (5 weeks), expect to resume operation again beginning of July.
- **Complaints:** Continue to remain low. Averaging less than 1 per month generally odour and dust related. Recent at Brungerley Bridge unsubstantiated.

5. SUBSTITUTE FUELS

- James reported details from recent Hanson Cement Liaison meeting. Substitute fuel usage down to 56.3% compared to previous 70%. This directly linked to intermittent operation. Application made in respect of Solid Recovered Fuel (SRF) and Waste/Recovered Fuel Oil. Trials commenced on main burner. Capital bid being made to extend SRF/WO to burn on Calciner. Company looking to ensure long term contract with companies regarding provision following issues with MBM..

6. PUBLIC HEALTH REPORT WALES

- No additional information or feedback on this report. Conclusion that ‘No convincing evidence that Hanson Cement was harmful to health’. Report available as public document as of April 2012. Phil to obtain full copy and forward to Dr Ashraf. Executive summary to other meeting members.

7. UPDATE ON OTHER PPC SITES

- No additional information. Phil to provide summary to next meeting. If issues then invite PPC Inspector concerned.

8. FLOOD PROTECTION GRANTS

- Second scheme being undertaken with help of Env Agency funding. Almost complete. 27 properties on Stoneygate Lane, Ribchester being assisted with property flood protection measures.

9. ANY OTHER BUSINESS

- RVBC Planning Core Strategy nearing completion and end of public consultation process. Env Agency will have had officers look at content and make comment. Would only be interested in small areas eg flooding aspect.
- Dr Ashraf reported that HPA being abolished in April 2013 and their responsibilities & staff to be transferred to Public Health England. Office location as yet unknown. On call arrangements to be reduced officers on call

DATE AND TIME OF NEXT MEETING

Monday, 10 December 2012 at 2.15pm at Ribble Valley BC Council Offices, Clitheroe

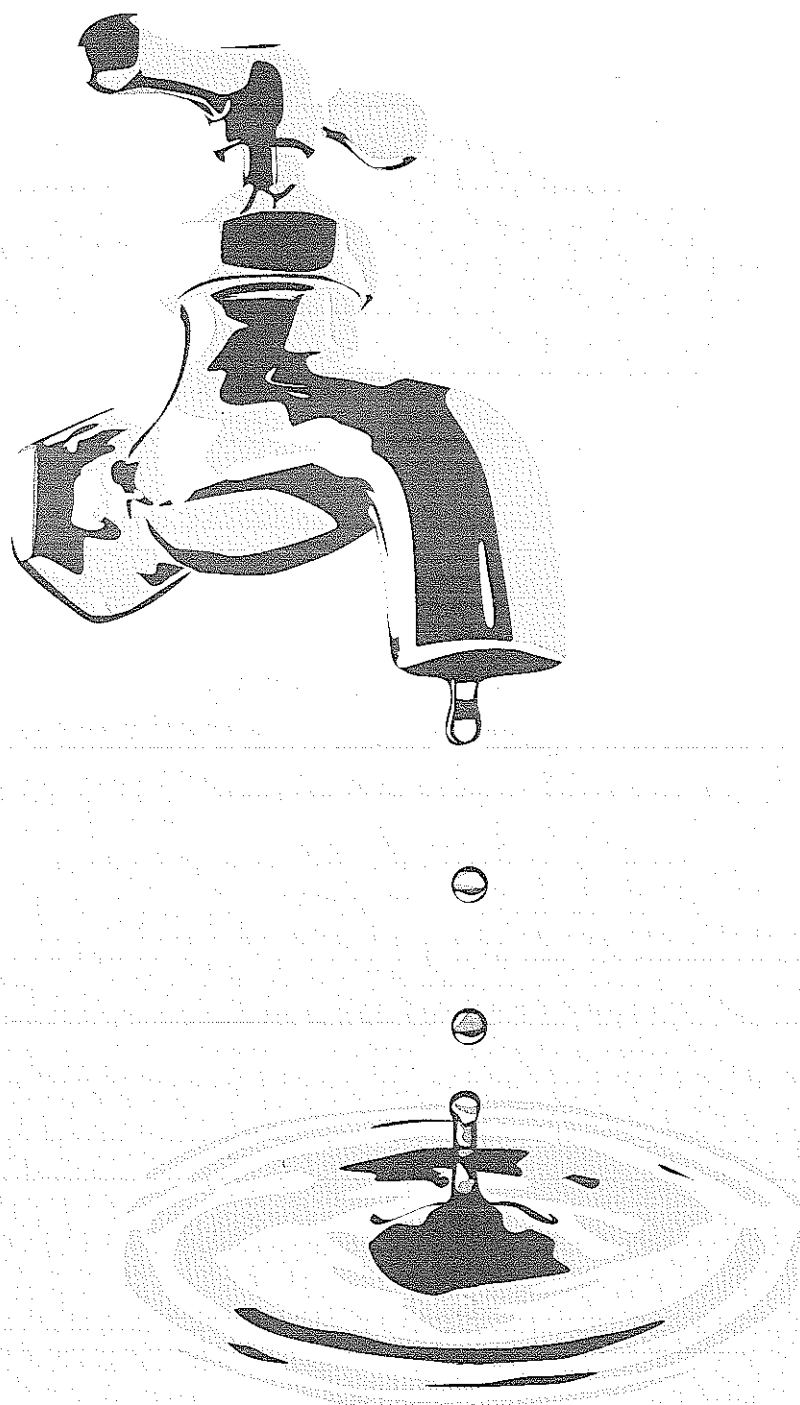
NONMIN/013062012

Drinking water 2011

Private water supplies in England

July 2012

A report by the Chief Inspector of Drinking Water



Overview of private water supplies in England

Drinking water 2011 is published as a series of seven reports, two describe private water supplies in England and Wales and five cover public water supplies.

This report, the second of its type, presents information about the quality of private water supplies in England. Private water supplies are those not provided by water companies or licensed water suppliers, instead they are the responsibility of the owners and users. Since July 2002¹, in England only a licensed water supplier is permitted to own and operate a new private distribution system², likewise, if an existing private distribution system is sold, it can only be purchased and operated by a licensed water supplier. Details of all licensed water supplies in England and Wales can be found in the companion reports on public water supplies. The information in this report comes from the private water supply records that local authorities are required to maintain and send to the Drinking Water Inspectorate annually.

The report describes the number, nature and usage of private supplies. It also discusses local authority activities in relation to carrying out risk assessments and requiring private supplies to be improved. The results of drinking water quality testing are summarised in tables with commentary by the Inspectorate. For the purposes of the report, data provided by local authorities have been allocated to one of nine regions of England as illustrated in Figure 1. Maps showing the distribution of private supplies across each region are provided at *Annex 1*.

In England, 524,669 people live or work in premises which rely on a private water supply, but many more people are exposed to private supplies when they are travelling through, or taking a holiday in, more rural areas of the country. In addition, there are probably in excess of 60,000 people living in the 25,788 single domestic dwellings served by private supplies exempt from regulatory monitoring and a further 2,015,244 people attend festivals, shows and other events served by a temporary private water supply.

¹ The Water Act 2003 amended the Water Industry Act 1991.

² A private distribution system is a particular type of private water supply where the source is mains water

Figure 1: Reporting regions



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The quality and safety of these water supplies is controlled by the Private Water Supply Regulations³, which implement the EU Drinking Water Directive⁴. The drinking water standards and the principles of regulation are the same for both public and private supplies: self-regulation by the owner/operator and independent scrutiny.

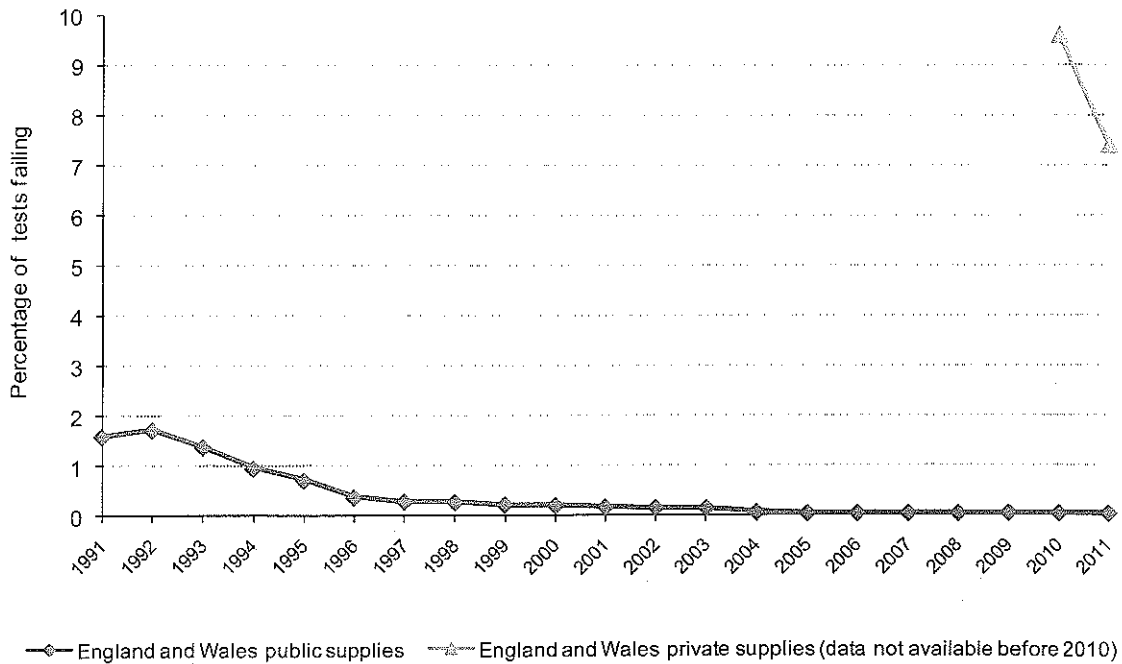
Across Europe all member states have reported that small private or community supplies are of poorer quality and less safe than larger public supplies. In 2011, the EU Commission reviewed small water supply data provided by 19 member states and this study confirmed that fewer than 60% of small water supplies were fully compliant with the Drinking Water Directive standards. The EU Commission has concluded from this review that action is needed to improve small supplies across Europe and has committed to developing a best practice framework for action by 2013.

³ The Private Water Supplies Regulations 2009 SI 3101

⁴ Council Directive 98/83/EC - European Drinking Water Directive

This will draw on the experience of member states, including the UK, where a risk assessment and risk management approach to improving small water supplies has been implemented. Figure 2 shows the picture for England and Wales and compares public and private supplies in relation to the overall number of tests failing to meet quality and safety standards. Tables 17a-d in the body of the report and *Annex 2* provide more detail. The Inspectorate is pleased to note that there were fewer microbiological test failures in 2011 compared to 2010 when the risk management approach was introduced into law in England and Wales. For example, in 2011, the number of tests failing the microbiological standard for *E. coli* was 10.6% compared to the baseline figure of 13.7% for 2010. While these figures are encouraging, they also confirm there is a continuing and substantive risk to public health that remains to be mitigated by local authorities through implementation of the risk assessment element of the private supply regulations before the end of 2014. By the end of 2011, about one-eighth of private supplies in England had been risk assessed. Table 8 in the body of the report gives more detail about progress with risk assessment.

Figure 2: Percentage of tests from public supplies and private supplies failing drinking water standards – England and Wales



Private supplies vary greatly in their nature ranging from springs and boreholes serving individual properties, to larger groundwater or surface water supplies serving hotels, businesses, holiday accommodation, leisure facilities, country parks, military sites and villages. However, not all are to be found in the countryside, many can be found in larger towns and cities serving factories, business parks, educational centres, shopping centres, visitor attractions and healthcare premises. The first chapter of this report provides an update on the information about the number and nature of private supplies in England first reported in *Drinking Water 2010*. During 2011, local authorities improved the completeness and accuracy of their private supply records providing the Inspectorate with details of an additional 4,346 supplies in England, bringing the total of registered English private water supplies to 44,079. However, it should be noted that these figures continue not to represent the totality of private supplies because there were nine local authorities in England that have so far failed to provide records to the Inspectorate, as required. Notwithstanding this deficiency in records, the sufficiency of information is now such that it is possible, for the first time, this year to produce reasonably robust figures in relation to the number of private supplies in the UK as a whole. Overall, there are records for 85,090 private supplies in the UK, of which more than half (52%) can be found in England. The region with the most private supplies is Scotland (23%), closely followed by Wales (21%) and South West England (17%). Fewer, but nonetheless significant, numbers of private supplies are located in Mid and West Wales (12%), North West England (8%), West Midlands (7%), East of England (6%), Yorkshire and Humberside (5%) and North Wales (5%).

One of the main changes introduced by the new regulations was the setting up of arrangements for oversight, reporting and technical support. Since 1 January 2010, the Inspectorate has had a supervising role in relation to how well local authorities are carrying out their new duties of risk assessment, monitoring and requiring improvements to safeguard public health. The information published in *Drinking water 2010* reflected the baseline position and discussed early implementation issues. This report records how things have changed after a further year and also summarises key supporting activities of the Inspectorate during the year. In the body of the report the Inspectorate has included a series of case studies building on those published in *Drinking water 2010*. Feedback from local authorities and our wider audience was positive about our use of case studies, both as a learning tool and also as a means of acknowledging best practice. New in this year's report are two Annexes: *Annex 3* detailing the relevant guidance on the regulations and advice in the form of Information Letters and topical technical advice notes that the Inspectorate has published and made available on its website to local authorities, private supply owners and other interested parties; and

Annex 4 which contains details of the Inspectorate's private supply technical enquiry service. *Annex 4* shows that in the five years preceding the coming into force of the new private supply regulations, the Inspectorate received and answered an average of 45 private supply enquiries each year. This compares to 444 enquiries handled during 2011. While the majority (79%) of enquiries continue to come from local authorities, *Annex 4* shows that the Inspectorate's advisory service is being accessed increasingly by a wider group of private supply stakeholders, particularly private supply owners, which represent 8% of the total number of enquiries in 2011.

The chapter titled *Overview of private supply charges* describes the findings of an audit carried out by the Inspectorate in spring 2012, at the request of ministers, in response to concerns about the private water supply charging regime of local authorities raised by the hospitality sector through the Red Tap Challenge⁵. The Inspectorate was asked to scrutinise the charging information published on local authority websites and to highlight best practice. The findings of this audit are set out in the form of tables with commentary and examples. In summary, the audit found that one-third of local authorities (119 out of 346) displayed comprehensive information and also a charging schedule. In Wales, the figures were 9 out of 22. Around a further quarter (81) of website searches produced comprehensive information, but no charging schedule (seven out of 22 in Wales). The results of the remaining searches revealed 48 websites (five in Wales) displaying limited information together with details of who to contact for further information, three websites containing no information but a 'work in progress' message, and 12 websites where the information was out of date. There were also 83 websites (one in Wales) that contained no information at all on private water supplies.

The audit identified some exemplary examples of local authority website pages displaying information on private water supplies with 13 websites having features of merit. The three website pages judged to be the best were Bury Metropolitan Borough Council; South Oxfordshire District Council; Northumberland County Council. The Inspectorate also commended a further two website pages (Taunton Dean Borough Council and Shropshire Council). However, the overall conclusion was that many local authorities should and could do more to provide complete and accurate information to private supply owners and the general public. In arriving at this conclusion, the Inspectorate acknowledges that the situation has improved since the time of the audit, when some website

⁵ Reducing Regulation Made Simple: Less Regulation, Better Regulation and Regulation as last resort. Dec 2010 Better Regulation Executive

pages were under construction. Nonetheless, it is a matter of fact that a substantial number of local authorities (about 140) fall well short in terms of providing a member of the public with a legitimate interest in private supply regulation and services with the information that they might expect and need.

Risk assessment and risk management

From the beginning of 2010, local authorities have been required to carry out a risk assessment of each private supply in their area to determine whether it poses a potential danger to human health and, if so, to take action to safeguard public health in the short term and to improve the supply in the long term. This duty transposes into law, actions required under Articles 3, 7, 8, 9 and 13 of the EU Drinking Water Directive to safeguard human health and inform consumers about the quality of their water supply with details of the nature and timescale of any necessary improvements.

Risk assessments

Local authorities were given five years to identify and risk assess all relevant private supplies in their area (Regulation 6) and the Inspectorate is required to track the progress being made and provide technical support in relation to methodology and the enforcement process for securing improvements of private supplies. The methodology of risk assessment is based on the World Health Organisation's (WHO) *Guidelines for Drinking water quality*⁶ and *Water Safety Plan methodology*⁷. Initial guidance provided by the Department for Environment, Food and Rural Affairs (Defra) was based on methodology developed by the drinking water regulator in Scotland⁸ in 2006. In *Drinking water 2010*, the Inspectorate indicated that the early local authority experiences and feedback from applying the Scottish methodology would enable its refinement and the development of a risk assessment tool specific to the circumstances and regulations in England and Wales.

The Inspectorate is pleased to report that a new risk assessment tool was developed by Inspectors during spring 2012 based on best practice in member states, particularly a tool developed by the Irish drinking water regulator (EPA). In developing the tool the Inspectorate took into account the views of private supply owners, as well as environmental health practitioners, as expressed through case enquiries to the Inspectorate between January 2010 and February 2012. The tool was then piloted by a number of local authority volunteers and further refinements made in April

⁶ Guidelines for Drinking-water Quality 4th Edition WHO, 2011

⁷ Water safety plan manual (WSP manual): Step-by-step risk management for drinking-water suppliers - How to develop and implement a Water Safety Plan - A step-by-step approach using 11 learning modules WHO 2009

⁸ Private Water Supplies Technical Manual (<http://www.privatewatersupplies.gov.uk>)

risks by requiring temporary event organisers to comply with BS8551 (see Annex 3).

Table 7: Temporary events – population supplied

Region	Large supplies and any size supply used in a business or public building	Small, shared, domestic supplies	Single domestic dwellings	Private distribution systems	Insufficient information to categorise supplies	Total
Central and Eastern region						
East Midlands	11,765	54	0	122,300	0	134,199
West Midlands	22,220	2,000	0	507,000	0	531,220
East of England	205,698	200	0	250	0	206,148
Northern England						
North East England	67	0	0	61,690	0	61,757
North West England	24,763	713	0	34,872	0	60,348
Yorkshire and Humberside	13,095	20	0	90,000	0	103,115
London and South East	146,291	0	0	255,129	850	402,270
South West England	13,067	700	0	502,500	0	516,267
England Total	436,966	3,687	0	1,573,741	850	2,015,244
Wales	1,070	151	0	79,122	0	80,343

2012. The new tool was presented to local authorities at a series of training workshops organised by the Inspectorate around the country during May 2012. The Inspectorate is pleased to acknowledge that technical staff of water companies also attended and supported these workshops, enabling knowledge and technology transfer between the water industry and local authorities in relation to analytical science and practical water engineering principles and practices.

Table 8 summarises information provided by local authorities in England about the number of risk assessments carried out by them during the first two years following the regulations coming into force on 1 January 2010. Due to the matter of incomplete returns, explained earlier, the information in Table 8 does not reflect the totality of risk assessments that may have been carried out. However, the Inspectorate considers that the picture is a reasonably accurate representation of the progress made and the amount of risk assessment activity that local authorities need to undertake in the remaining three implementation years (by 31 December 2014). After two years, local authorities in England have risk assessed 1,902 private supplies representing one-eighth (12%) of the total requiring such an assessment. At the end of 2010 the number of risk assessments in place was 793, therefore during 2011 progress has been made with 1,209 risk assessments completed. Table 8 shows that local authorities in the North East and North West regions of England have been slow to start this work with only 138 risk assessments in place (representing only 4% of the total number of supplies requiring a risk assessment). This contrasts with a much higher rate of risk assessment activity by local authorities in London and the South East (17%) and the East and West Midlands regions (14%).

When judging the progress being made by local authorities in England it is important to consider not just the absolute number of risk assessments carried out, but also evidence of prioritisation over the five-year period of different types of supply in relation to their public health significance. To this end, in Table 8, the Inspectorate has highlighted the risk assessment figures for particular types of private supply that it would be reasonable to expect local authorities to be targeting at an early stage: food premises, accommodation for tourists/visitors and public buildings. The figures for these three types of supply are encouraging with risk assessments in place for 34% of public buildings, 30% of food premises and 20% of hotels and B&B accommodation. It can also be seen that the approach being taken by local authorities is broadly consistent and commensurate with public health protection with risk assessing of small, shared, domestic supplies (5%) generally being afforded a lower priority relative to those private supplies that are used in the provision of services to the public. Nonetheless close to one-third (100) local authorities have not reported carrying out any risk assessments in their area by the end of 2011.

Table 8: Percentage of supplies with risk assessments

Use of supply*	Percentage of reported supplies risk assessed to date at 31 Jan 2012	Number of risk assessments in place					Total number of risk assessments in place
		Food premises	Bed and breakfast / hotels	Public buildings	Shared domestic supplies	Other	
Central and Eastern region							
East Midlands	14%	27%	25%	29%	10%	0%	71
West Midlands	14%	32%	21%	22%	6%	36%	208
East of England	9%	32%	22%	19%	4%	3%	158
Northern region							
North East England	4%	53%	46%	38%	2%	0%	48
North West England	4%	17%	6%	27%	0%	17%	90
Yorkshire and Humberside	16%	38%	29%	24%	6%	19%	346
London and South East	17%	33%	30%	30%	9%	20%	202
South West England	13%	32%	22%	43%	6%	24%	779
England Total	12%	30%	20%	34%	5%	16%	1,902
Wales Total	27%	16%	29%	52%	8%	45%	614
Total	13%	26%	22%	36%	5%	19%	2,516
*Double counting may occur as some premises have more than one commercial activity							

Risk management

Risk management, in the context of the private supply regulations, refers to the decisions and actions that local authorities are required to take when they become aware, through risk assessment, monitoring or by other means (such as consumer complaints or reports of water-related illness from health professionals) that a supply may pose a potential danger to human health or is insufficient or unwholesome. Risk management therefore involves interpreting the results of water quality tests in the context of the particular water supply (source, infrastructure, treatment and management arrangements). Increasingly, and as a consequence of the new regulations, the local authority will hold this knowledge at the time the laboratory reports an adverse result. This is because a risk assessment will have been carried out and the testing will have been tailored to the known hazards and controls (risk mitigation) pertaining to the particular supply. The decision making of the local authority is thus made straightforward and need not involve costly re-sampling or time spent seeking the opinion of health professionals. Instead, checks can be made immediately with the owner/manager of the supply to establish if there has been any change in the supply circumstances or any malfunction of control measures. From this dialogue the local authority can decide if there is a good reason to carry out a site visit to update the risk assessment and independently validate the controls. In making this judgement the local authority will be taking into account the competence, attitude and behaviour of the supply owner/manager thereby focusing the authority's own resources proportionately towards those situations where they add the greatest value.

Once a local authority has identified that a supply poses a potential danger to human health, and/or the quality of a private supply is not wholesome or is insufficient, then action must be taken to secure that all consumers are informed and given appropriate advice to safeguard their health in the short term. Consumers must also be informed of the nature and timescale of any improvement works to affect a permanent remedy. This is achieved by the putting in place of a Notice formally setting out the requirements; there are two Notice options: for situations where there is a potential danger to human health a Regulation 18 Notice is used, for other situations where the supply is insufficient or not wholesome, a Notice under Section 80 of the Water Industry Act 1991 is used. In certain instances it may be appropriate to put in place both a Regulation 18 and a Section 80 Notice. Both types of Notice are flexible instruments that can be varied to reflect the owner's preferred option for providing a permanent remedy or to include additional requirements that come to light as a consequence of new information. The benefits of a Notice (compared to informal verbal or written advice) are twofold: if there is disagreement

about the need for a supply to be improved or there is a dispute over who is responsible for carrying out the work that proves unresolvable, there is a formal process of mediation (appeal) and thereafter, the relevant person(s) is under a legal duty to carry out the necessary improvements. Failure to do so is punishable through the courts or the improvements can be commissioned by the local authority and the costs recovered from the relevant person(s).

In 2011, local authorities in England recorded that 221 Regulation 18 Notices were in place in relation to private water supplies identified as posing a potential danger to human health (Table 9a). In addition, 15 Section 80 Notices have been served in relation to supplies that were either insufficient or not wholesome (Table 9b). By comparison with 2010, there has been a step change (doubling) in local authority action to require the improvement of private supplies by local authorities in England with a total of 237 Notices being put in place (compared to 114 in 2010). The Inspectorate is pleased to record that action to improve unsatisfactory private supplies through the use of Notices had commenced in all the regions of England. However, as shown in Table 9c, the Inspectorate is concerned that 48 local authorities in England have only taken informal action in relation to an unsatisfactory private supply and in 169 out of 236 occasions this appears to be inappropriate as many of the supplies in question are used in the provision of services to the public (constituting non-compliance with the EU Drinking Water Directive). The Inspectorate will be contacting these local authorities in 2012 to audit the records for these private supplies and give advice on any actions required.

Table 9a: Number of supplies where local authorities have served Regulation 18 Notices

Region	Number of local authorities	Reg 8	Reg 9	Reg 10	SDDW	Total
East Midlands	None	-	-	-	-	-
West Midlands	3 local authorities	1	19	16	-	36
East of England	5 local authorities	-	5	-	2	7
North East England	1 local authority	-	8	8	-	16
North West England	7 local authorities	2	57	5	-	64
Yorkshire and Humberside	5 local authorities	-	15	2	1	18
London and South East	14 local authorities	-	17	18	-	35
South West England	12 local authorities	-	37	23	1	61
England total	47 local authorities	3	158	72	4	237
Wales total	8 local authorities	0	94	6	12	112

Table 9b: Number of supplies where local authorities have served Section 80 Notices

Region	Number of local authorities	Reg 8	Reg 9	Reg 10	SDDW	Total
East Midlands	None	-	-	-	-	-
West Midlands	2 local authorities	-	8	1	-	9
East of England	1 local authority	-	1	-	-	1
North East England	None	-	-	-	-	-
North West England	None	-	-	-	-	-
Yorkshire and Humberside	2 local authorities	-	2	-	-	2
London and South East	None	-	-	-	-	-
South West England	2 local authorities	-	3	-	-	3
England Total	7 local authorities	-	14	1	-	15
Wales Total	1 local authority	-	2	-	-	2

Table 9c: Number of supplies where informal action is being taken

Region	Number of local authorities	Reg 8	Reg 9	Reg 10	SDDW	Total
East Midlands	3 local authorities	-	11	2	-	13
West Midlands	3 local authorities	-	5	3	2	10
East of England	4 local authorities	-	1	7	1	9
North East England	1 local authority	-	1	-	-	1
North West England	10 local authorities	1	35	2	-	38
Yorkshire and Humberside	11 local authorities	1	50	17	-	68
London and South East	7 local authorities	-	26	4	-	30
South West England	9 local authorities	1	40	26	-	67
England Total	48 local authorities	3	169	61	3	236
Wales Total	8 local authorities	2	84	7	0	93

Table 9d: Number of supplies where local authorities have put in place authorised departures under Regulation 17

Region	Number of local authorities	Reg 8	Reg 9	Reg 10	SDDW	Total
East Midlands	2 local authorities	-	7	2	-	9
West Midlands	None	-	-	-	-	-
East of England	3 local authorities	2	88	57	11	158
North East England	None	-	-	-	-	-
North West England	1 local authority	-	2	-	-	2
Yorkshire and Humberside	1 local authority	-	1	-	-	1
London and South East	1 local authority	-	1	-	-	1
South West England	2 local authorities	-	3	-	-	3
England Total	10 local authorities	2	102	59	11	174
Wales Total	1 local authority	-	7	-	-	7

In certain situations where the quality of a water supply does not meet particular drinking water standards, the EU Drinking Water Directive permits a member state to grant a time-limited derogation. Under the private supply regulations these derogations are known as authorised departures. Authorised departures may only be granted by a local authority for a maximum time period of three years and only if requested to do so by the owner of a supply. The purpose of an authorised departure is to inform consumers of the water quality deficiency and to set timescales whereby the owner must make the necessary permanent improvements to bring the supply into compliance. When a local authority grants a departure it must set a less stringent standard for the failing parameter(s) to be complied with during the interim period and it must be satisfied that granting the authorised departure does not cause a potential danger to human health. The local authority is therefore under a duty to obtain and take into account medical opinion from the Health Protection Agency. In addition, the local authority must be satisfied that a supply of water cannot be obtained in the interim by any other reasonable means. If, having granted an authorised departure, the supply is not improved within the specified time period, the local authority may extend the authorised departure, but only with the prior consent of the Inspectorate (on behalf of the Secretary of State). Authorised departures may not be in force for longer than six years in total because authority to grant departures for longer periods (maximum nine years in total) is reserved for the EU Commission and does not rest with a member state. For these reasons the Inspectorate is under a duty to monitor the granting of authorised departures by local authorities for compliance with the requirements set out in Regulation 17.

Table 9d shows that at 31 December 2011, 181 authorised departures were in place, granted by 11 local authorities across England and Wales and 174 of these are in England. The majority (158) of these authorised departures were granted by just three local authorities located in the East of England. The Inspectorate draws attention to the guidance issued⁹ in relation to Regulation 17, which recommends that the authorised departure process is not used if a supply can be improved by other means (putting in

⁹ Legislative background to the Private Water Supplies Regulations 2009 – Section 9 (England and Wales) – Paragraph 9(E) 2 4.5- Authorisation of different standards p 78

place either Regulation 18 or Section 80 Notices). Those local authorities that have granted authorised departures are reminded that they must keep the progress of remedial action under review in accordance with Regulation 17(8). The Inspectorate intends to carry out an audit of the authorised departures that remain in force on 1 January 2013.

Risk management case studies – England and Wales

In *Drinking Water 2010*, the Inspectorate published eight case studies (five in England, three in Wales). These illustrated the use by seven local authorities of the new risk assessment and risk management provisions in the private supply regulations during 2010 to identify and improve unsatisfactory private supplies. Following publication of the report in July 2011, the Inspectorate received positive feedback from local authorities on the value of these case studies as a tool for shared learning with much useful constructive criticism of the risk assessment tool developed in 2006 by the Scottish Drinking Water Quality Regulator and identified by Defra as the methodology to be followed in its initial guidance on the private supply regulations. This feedback confirmed to the Inspectorate that there was a need for an updated risk assessment tool that reflected best international practice on implementation of the WHO *Water Safety Plan Approach*⁷ to risk assessment/risk management.

During the autumn of 2011 the Inspectorate identified a suitable tool developed by the drinking water regulator in Ireland (EPA)¹⁰ and met with them and Irish practitioners as part of the Memorandum of Understanding¹¹ setting out a framework for co-operation between national regulators on drinking water regulation across the UK and Ireland. In January 2012, the EPA tool was made available to the Inspectorate and adapted to the context of drinking water regulation in England and Wales. This new risk assessment tool was then piloted in spring 2012 by nine local authorities (Eden District Council, Taunton Deane Borough Council, Craven District Council, Hertsmere Borough Council, Powys Council, Sevenoaks and Dartford District Council joint Environmental health service, South Lakeland District Council, Mendip District Council and the Council of the Isles of Scilly) and further adaptations made. During May 2012, the Inspectorate ran a series of eight training workshops in the English and Welsh regions, the purpose of which was to make the new risk assessment tool available to each local authority and to address other common technical issues arising in relation to the implementation of the private

¹⁰ Environmental Protection Agency (<http://www.epa.ie/>)

¹¹ Memorandum of Understanding Between the United Kingdom Drinking Water Regulators (<http://www.dwi.gov.uk/about/working-with-others/mou-uk-regulators.pdf>)