

# RIBBLE VALLEY BOROUGH COUNCIL

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date: 20 November 2012

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Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.30pm** on **THURSDAY, 29 NOVEMBER 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 20 September 2012 – copy enclosed.
3. Declarations of Interest (if any).
4. Public Participation (if any).

### FOR DECISION

- ✓ 5. Review of Fees and Charges – report of Director of Resources – copy enclosed.

- ✓ 6. Alteration to Boiler Grant Policy – report of Chief Executive – copy enclosed.
- 7. Transfer of Public Health Services – Draft Partnership Agreement – report of Director of Community Services – report to follow.
- ✓ 8. Flat Over, Over 60's Club, Longridge – report of Director of Community Services – copy enclosed.

#### FOR INFORMATION

- ✓ 9. Capital Monitoring 2012/13 – report of Director of Resources – copy enclosed.
- ✓ 10. Revenue Monitoring 2012/13 – report of Director of Resources – copy enclosed.
- ✓ 11. Warm Homes Bid – report of Chief Executive – copy enclosed.
- ✓ 12. Changes to Homelessness Legislation – report of Chief Executive – copy enclosed.
- ✓ 13. General Report of Chief Executive on Environmental Health Issues – report of Chief Executive – copy enclosed.
- ✓ 14. Minutes of Health and Wellbeing Partnership Group – copies enclosed.
- 15. Reports from Outside Bodies (if any).

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

- ✓ 16. Request to Re-Use Homebuy Grant – report of Chief Executive – copy enclosed.
- ✓ 17. General Report – Grants – report of Chief Executive – copy enclosed.
- ✓ 18. Update on Affordable Housing – report of Chief Executive – copy enclosed.

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

DECISION

Agenda Item No 5

meeting date: 29 NOVEMBER 2012  
title: REVIEW OF FEES AND CHARGES  
submitted by: DIRECTOR OF RESOURCES  
principal author: NEIL SANDIFORD

**1 PURPOSE**

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2013.
- 1.2 These proposals are the first stage in the review of this committee's budget for the forthcoming 2013/14 financial year.

**2 BACKGROUND**

- 2.1 The Council's fees and charges are reviewed on an annual basis as part of the budget setting process.
- 2.2 This report requests that members consider proposals for the increase in fees and charges for this committee's services. Such charges would be implemented with effect from the 1 April 2013 and would operate for the duration of the 2013/14 financial year.
- 2.3 The council's latest budget forecast allows for a 2.5% increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2013/14 by this amount as a minimum.
- 2.4 After applying this percentage increase, proposed charges have been rounded up to the nearest 5p to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.

**3 ADVICE OF BUDGET WORKING GROUP**

- 3.1 In September 2012, a report was taken to Budget Working Group on the review of the council's fees and charges for 2013/14.
- 3.2 The report asked for a steer on the level of increase that should be sought in the review, whether there were any areas of charging that they thought should not be reviewed this year and conversely whether there were any areas that should be increased at a higher rate.
- 3.3 At their meeting, Budget Working Group agreed with the proposals to increase the council's fees and charges for 2013/14 by 2.5%, allowing for roundings to the nearest 5p which may result in higher increases.
- 3.4 Budget Working Group gave guidance to service committees that all charges should be reviewed and increased, but with the suggestion that car parking charges, under Community Services Committee, remain at the level charged in 2012/13.

#### 4 REVIEW OF THE FEES AND CHARGES

4.1 The review of the fees and charges is coordinated by financial services, working together with heads of service and budget holders.

4.2 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2013 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2012/13
- an estimate of the level of 2012/13 income raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2013
- an indication of the potential income that may be achieved in 2013/14, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2012/13 to 2013/14
- Date that each charge was last increased (They are all reviewed annually, but may not necessarily be increased)

4.3 The indication of potential income which is shown throughout Annex 1 is provided for guidance purposes only and is based on past and current activity levels. No account is taken of any change in service use which may be influenced by a change in charge levels.

4.4 Work is still underway on forecasting income budget levels for 2013/14 and such budget proposals will be reported back to this committee in January 2013 for approval.

#### 5 CONCLUSION

5.1 Substantial work has been undertaken by financial services, heads of service and budget holders in reviewing the fees and charges operated by this committee. This review has now been completed as part of the budget process, for implementation from 1 April, should the proposals be approved.

#### 6 RECOMMENDATION THAT COMMITTEE

6.1 Consider the charges at Annex 1 and approve them for implementation with effect from the 1 April 2013.

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

HH10-12/LO/AC  
13 November 2012

For further information please ask for Lawson Oddie, extension 4541

BACKGROUND PAPERS – None

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

CLITHEROE CEMETERY - CLCEM		Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
<i>Exclusive Burial Rights</i>	Grave Plot	CLCEM/8447u	Non Vatable	01 April 2012	345.00	9,530	355.00	9,810	2.90%
	Ashes Plot	CLCEM/8447u	Non Vatable	01 April 2012	85.00	1,840	90.00	1,950	5.88%
	Woodland Burial	CLCEM/8447u	Non Vatable	01 April 2012	345.00	6,210	355.00	6,390	2.90%
<i>Woodland Burials</i>	Tree and Wild Flower Planting	-	-	01 April 2012	No Charge	-	No Charge	No Charge	No Charge
<i>Interments</i>	Stillborn to 1 month	-	-	01 April 2012	No Charge	-	No Charge	No Charge	No Charge
	3 depth	CLCEM/8441u	Non Vatable	01 April 2012	305.00	1,170	315.00	1,210	3.28%
	2 depth	CLCEM/8441u	Non Vatable	01 April 2012	275.00	6,290	285.00	6,520	3.64%
	1 depth ( <i>Includes Woodland Burials</i> )	CLCEM/8441u	Non Vatable	01 April 2012	245.00	7,480	255.00	7,790	4.08%
	Ashes ( <i>Includes Woodland Burials</i> )	CLCEM/8441u	Non Vatable	01 April 2012	85.00	4,160	90.00	4,400	5.88%
	Saturday Surcharge - Funeral	CLCEM/8441u	Non Vatable	01 April 2012	160.00	0	165.00	0	3.13%
	Saturday Surcharge - Ashes Interment	CLCEM/8441u	Non Vatable	01 April 2012	80.00	0	85.00	0	6.25%
	Copy of Extract From Burial Register	CLCEM/8441n	VAT Inclusive	01 April 2012	19.00	0	20.00	0	5.26%
<i>Fees for Memorials</i>	Provision of Foundation	CLCEM/8446n	VAT Inclusive	01 April 2012	82.00	1,400	84.00	1,430	2.44%
	Right to Erect Headstone	CLCEM/8442u	Non Vatable	01 April 2012	110.00	1,700	114.00	1,760	3.64%
	Right to Place Stone Plaque on Ashes Plot	CLCEM/8442u	Non Vatable	01 April 2012	30.00	350	31.00	360	3.33%

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

CLITHEROE CEMETERY - CLCEM					Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
		Ledger Code	VAT	Date of Last Change					
	Right to Place Vase on Grave	CLCEM/8442u	Non Vatable	01 April 2012	30.00	0	31.00	0	3.33%
Grave Maintenance (OLD SECTION) Scheme I	General Tidy Up	CLCEM/8443u	Non Vatable	01 April 2012	25.00	0	26.00	0	4.00%
Grave Maintenance (OLD SECTION) Scheme II	Spring and Summer Bedding	CLCEM/8443u	Non Vatable	01 April 2012	63.00	80	65.00	80	3.17%
Please Note: Fees are double (for purchase of burial rights and interment) for persons who are non-residents of the Ribble Valley.									

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

CLITHEROE MARKET – CLMKT		Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
<i>Cabins</i>	Tuesday, Thursday and Saturday - per week	CLMKT/8824n	VAT Inclusive	01 April 2011	50.50	92,510	50.50	92,510	0.00%
	Use of Cabins (preparation purposes): Non Market Days	CLMKT/8824n	VAT Inclusive	01 April 2011	24.20	1,080	25.00	1,120	3.31%
	Special Sunday Events	CLMKT/8824n	VAT Inclusive	01 April 2011	8.40	0	8.50	0	1.19%
<i>Stalls - Tuesday and Saturday</i>	- 10 ft	CLMKT/8825n	VAT Inclusive	01 April 2012	16.20	9,260	16.60	9,490	2.47%
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2012	8.10	0	8.30	0	2.50%
	- 8 ft	CLMKT/8825n	VAT Inclusive	01 April 2012	13.00	2,390	13.30	2,450	2.31%
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2012	6.50	0	6.65	0	2.31%
<i>Stalls - Sunday Events</i>	Regular Contract Traders	CLMKT/8825n	VAT Inclusive	01 April 2012	8.75	0	9.00	0	2.86%
	None Contract Traders	CLMKT/8825n	VAT Inclusive	01 April 2012	17.50	0	18.00	0	2.86%
<i>Stalls - Thursdays</i>	- 10 ft	CLMKT/8825n	VAT Inclusive	01 April 2012	8.10	140	8.30	140	2.50%
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2012	4.05	0	4.15	0	2.50%
	- 8 ft	CLMKT/8825n	VAT Inclusive	01 April 2012	6.50	560	6.70	580	3.08%
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2012	3.25	0	3.35	0	3.08%
<i>Stalls - Fridays</i>	Flea Market	CLMKT/8826n	VAT Inclusive	01 April 2011	5.00	770	5.25	810	5.00%
<i>Pitches</i>	Tuesday and Saturday - per day	CLMKT/8826n	VAT Inclusive	01 April 2012	13.00	3,590	13.30	3,670	2.31%

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

CLITHEROE MARKET – CLMKT		Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
	Thursday	CLMKT/8826n	VAT Inclusive	01 April 2012	6.50	440	6.65	450	2.31%
	Special Sunday Events	CLMKT/8826n	VAT Inclusive	01 April 2012	17.50	0	18.00	0	2.86%

DOG WARDEN AND PEST CONTROL - DOGWD		Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
<i>Pest Control</i>	Commercial - Single Treatment Charge (per hour plus materials - minimum charge 1 hour)	DOGWD/8416n	VAT Inclusive	01 April 2012	41.00	0	42.00	0	2.44%
	Commercial - Annual Contract	DOGWD/8416n	VAT Inclusive	01 April 2012	33.00	9,020	33.80	9,240	2.42%
	Domestic Single Treatment Charge (Rodents)***	DOGWD/8416n	VAT Inclusive	01 April 2012	20.00	1,930	20.50	1,980	2.50%
	Domestic - Out of Hours (Rodents)	DOGWD/8416n	VAT Inclusive	01 April 2012	40.00	0	41.00	0	2.50%
	Domestic - Callout Charge (unspecified reason)	DOGWD/8416n	VAT Inclusive	01 April 2012	10.00	0	10.50	0	5.00%
	Domestic - Public Health Pests	-	-	01 April 2012	No Charge	-	No Charge	No Charge	No Charge



## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

DOG WARDEN AND PEST CONTROL - DOGWD		Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
<i>Non-Public Health Insect Treatment</i>	Per visit during working hours ***	DOGWD/8412n	VAT Inclusive	01 April 2012	40.00	3,520	41.00	3,610	2.50%
	Each additional nest treated on same visit ***	DOGWD/8412n	VAT Inclusive	01 April 2012	15.00	0	15.50	0	3.33%
	Missed Appointments	DOGWD/8412n	VAT Inclusive	01 April 2012	40.00	0	41.00	0	2.50%
	Out of Hours	DOGWD/8412n	VAT Inclusive	01 April 2012	80.00	0	82.00	0	2.50%
*** 50% Concession if householder is eligible for State Pension, Housing or Disability Benefits									

ENVIRONMENT HEALTH - ENVHT		Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
Licences	Animal Boarding Establishments	ENVHT/8403u	Non Vatable	01 April 2012	77.00	390	79.00	400	2.60%
	Dog Breeding Establishments (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2012	54.00	80	55.50	80	2.78%
	Pet Shops (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2012	77.00	170	79.00	170	2.60%
	Riding Establishments (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2012	77.00	110	79.00	110	2.60%
Licences	Dangerous Wild Animals (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2012	77.00	110	79.00	110	2.60%

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

ENVIRONMENT HEALTH - ENVHT		Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
	Zoo (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2012	136.00	100	140.00	100	2.94%
	Acupuncture - Ear Piercing	ENVHT/8403u	Non Vatable	01 April 2012	92.25	200	95.00	210	2.98%
	Tattooing	ENVHT/8403u	Non Vatable	01 April 2012	92.25	70	95.00	70	2.98%
	Electrolysis	ENVHT/8403u	Non Vatable	01 April 2012	92.25	70	95.00	70	2.98%
	Street Trading Consent - Classes I, II & III per annum	ENVHT/8430u	Non Vatable	01 April 2012	625.00	4,100	645.00	4,230	3.20%
	Street Trading Consent Class V per Event	ENVHT/8430u	Non Vatable	01 April 2012	87.50	0	90.00	0	2.86%
	Street Trading Consent Class IV	-	-	01 April 2012	No Charge	0	No Charge	No Charge	No Charge
<b>Water Sample Analysis: FEE CEILING SET BY CENTRAL GOVERNMENT</b>	Risk Assessment	ENVHT/8417u	VAT Inclusive	17 November 2011	At cost max. £500	0	At cost max. £500	-	-
	Other Investigations	ENVHT/8417u	VAT Inclusive	17 November 2011	At cost max. £100	0	At cost max. £100	-	-
	Grant of Authorisation	ENVHT/8417u	VAT Inclusive	17 November 2011	100.00	0	102.50	0	2.50%
	Small Water Supply	ENVHT/8417u	VAT Inclusive	17 November 2011	50.80	0	52.50	0	3.35%
<b>Water Sample Analysis: FEE CEILING SET BY CENTRAL GOVERNMENT</b>	Large Water Supply - Audit Monitoring	ENVHT/8417u	VAT Inclusive	17 November 2011	271.50	0	280.00	0	3.13%

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

ENVIRONMENT HEALTH - ENVHT		Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
	Large Water Supply - Check Monitoring	ENVHT/8417u	VAT Inclusive	17 November 2011	77.20	2,150	80.00	2,230	3.63%
	Bacteriological	ENVHT/8417u	VAT Inclusive	17 November 2011	38.90	730	40.00	750	2.83%
Basic Food Hygiene Course	Per Student	ENVHT/8519z	VAT Inclusive	01 April 2012	57.50	0	60.00	0	4.35%
Removal of Unfit Food	Per hour or part hour	ENVHT/8519z	VAT Inclusive	01 April 2012	49.00	0	50.00	0	2.04%
Please Note: * Figure for initial sample - charge at cost for follow up plus standard analytical administration fee.									

CONTAMINATED LAND - CLAND		Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
<i>Enquiry</i>		CLAND/8623n	VAT Inclusive	01 April 2012	67.50	0	70.00	0	3.70%

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2012

HOUSING ADVANCES - HSADV	Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
<i>Enquiries from Prospective Second Mortgagors</i>	HSADV/8604z	Non Vatable	01 April 2012	52.80	0	54.10	0	2.46%
<i>Charge for Registration on Second Charges</i>	HSADV/8604z	Non Vatable	01 April 2012	26.40	0	27.10	0	2.65%

IMPROVEMENT GRANTS - IMPGR	Ledger Code	VAT	Date of Last Change	Current Charge 2012/13 £	Budgeted Income Net of VAT for 2012/13 £	Proposed Charges for 2013/14 £	Indication of Potential Income Net of VAT for 2013/14 £	Percentage Increase in Charge %
Administration Charges	IMPGR/8716m	Non Vatable	01 April 2012	5% of Total Cost	4,000	5% of Total Cost	4,000	-
Administration Charges	IMPGR/8717n	VAT Inclusive	01 April 2012	5% of Total Cost	4,000	5% of Total Cost	4,000	-

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 29 NOVEMBER 2012  
title: ALTERATIONS TO BOILER GRANT POLICY  
submitted by: RACHAEL STOTT – HOUSING STRATEGY OFFICER  
principal author: MARSHAL SCOTT – CHIEF EXECUTIVE

## 1 PURPOSE

1.1 To propose changes to the current boiler replacement scheme to ensure all vulnerable households (over 65 yrs) at risk of living in cold properties can access the grant.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – None.
- Corporate Priorities – Reduce excessive winter deaths.
- Other Considerations – To ensure older people can remain in their own home.

## 2 BACKGROUND

2.1 Utilising the Warm Homes Healthy People Fund, the Council approved a scheme to offer grant assistance towards installation, replacement or repair of boilers. The grant was made available to households over 65 years old, in receipt of an income related benefit and offered 50% towards the cost of the work.

## 3 ISSUES

3.1 As the scheme has been advertised applications have been received there have been issues with the households finding the remaining 50%. The other problems encountered has been enquiries received from households who are not eligible due to the benefit requirement and they fall just outside meeting the benefit criteria, but are not in a position to be able to afford the works themselves.

## 4 PROPOSAL

4.1 Following confirmation of additional funding from the Department of Health, the proposal is to continue offering the grant to households in receipt of benefit and the grant will cover 100% of the cost of the works up to a value of £2,000 per application. The grant will also be offered to households not in receipt of an income related benefit but they will be means tested and a maximum grant of 50% of the cost of the works up to a maximum value of £1,000 per application would be offered. The means test assessment may require them to make an increased contribution.

## 5 RISK ASSESSMENT

5.1 The approval of this report may have the following implications

- Resources – No implications identified.

- Technical, Environmental and Legal - No implications identified.
- Political – Preventing excessive winter deaths is an important challenge.
- Reputation – Assisting vulnerable households in winter.
- Equality and Diversity – All households will be treated fairly.

## 6 **RECOMMENDED THAT COMMITTEE**

- 6.1 Accept the proposed changes to the boiler replacement grant policy and for it to take immediate effect.

RACHAEL STOTT  
HOUSING STRATEGY OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

## BACKGROUND PAPERS

None.

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

RS/CMS/291112/HEALTH AND HOUSING

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No.

meeting date: 29 NOVEMBER 2012  
title: THE FLAT ABOVE THE OVER 60s CLUB, TOWNELEY ROAD, LONGRIDGE  
submitted by: JOHN HEAP, DIRECTOR OF COMMUNITY SERVICES  
principal author: TIM LYNAS, PRINCIPAL SURVEYOR

## 1 PURPOSE

- 1.1 To outline the condition of the flat above the Over 60s Club, Towneley Road, Longridge.
- 1.2 To seek approval from the Committee to improve the property and to bring it up to the decent homes standard.
- 1.3 Relevance to the Council's ambitions and priorities:
  - **Council Ambitions** - To provide good quality housing.
  - **Community Objectives** - To maintain and enhance the historic environment in and around the Longridge conservation area. To meet the needs of residents and improve the quality of life for all.
  - **Corporate Priorities** - To promote affordable and decent housing.  
To help make peoples lives safer and healthier.
  - **Other Considerations** - None

## 2 BACKGROUND

- 2.1 The property is a first floor flat, comprising of a kitchen, bathroom, hallway and two bedrooms, located in the centre of Longridge.
- 2.2 The property forms part of the wider Towneley Buildings, which includes the Youth club and the Over 60s club.
- 2.3 While the freehold title is owned by Ribble Valley Borough Council, Ribble Valley Homes manage the day to day running of the property, and collect the rent which is divided between the two parties.
- 2.4 It is noted that the flat was not transferred to Ribble Valley Homes as part of the housing stock transfer in 2007.
- 2.5 Under the housing act 2004, the decent homes standard was introduced to promote measureable improvements to housing as well as a health and safety system. This was developed from the UK's housing green paper 'quality and choice, a decent home for all'.
- 2.6 Although there was some discussion about the potential re-development of the wider site in 2009, the renewal of the Youth Club lease in 2010 has restricted the flexibility of the Council in relation to a potential change of use.

### 3 ISSUES

- 3.1 The condition of the property was assessed in September 2012, and the findings were reported to the Asset Management Group.
- 3.2 Overall the accommodation is in need of improvement, particularly the kitchen and the bathroom. In both cases it was noted that the fixtures and fittings in both are over 20 years old and therefore are understood not to meet the decent homes standard. It was therefore recommended that these are replaced.
- 3.3 In addition it is proposed that the front door is replaced to increase security, and that a window is widened in order to increase the amount of natural light that can enter the kitchen. Due to the location of the property within a conservation area, it is likely that approval for these will be required.
- 3.4 In terms of fire precautions, it is advised the smoke detection and alarm systems are improved along with a secondary means of escape from the first floor level.
- 3.5 The estimated cost of the renewal of the kitchen, bathroom and associated improvements are between £12,000 and £14,500.

### 4 RISK ASSESSMENT

The approval of this report may have the following implications:

- **Resources** – There is currently no budget provision for the renewal of kitchens, bathrooms etc. in the Council's remaining residential properties. This could be resourced from either the Emergency Repairs and Maintenance earmarked reserve or the VAT shelter earmarked reserve.
- **Technical, Environmental and Legal** – The council have a legal duty to manage their properties, and in particular to meet the decent homes standard in relation to residential properties to ensure that they do meet the standard.
- **Political** – None.
- **Reputation** – Local authorities have a statutory duty to implement the decent homes standard. In the event that this minimum standard is not met in its own properties, the Council may leave itself open to criticism, particularly if in parallel it is using its enforcement powers on landlords.
- **Equality and Diversity** – None.

### 5 RECOMMENDED THAT COMMITTEE

Supports the decision of the Asset Management Group by recommending to Policy and Finance Committee the approval of the replacement of the kitchen, bathroom, and to the associated improvement works.

JOHN C HEAP  
DIRECTOR OF COMMUNITY SERVICES

TIM LYNAS  
PRINCIPAL SURVEYOR

For further information, please ask for Tim Lynas tel. 01200 413212



# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

INFORMATION

Agenda Item No 9

meeting date: 29 NOVEMBER 2012  
 title: CAPITAL MONITORING 2012/13  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: NEIL SANDIFORD

## 1 PURPOSE

- 1.1 To provide members with information relating to the progress of the approved capital programme for the period April to October 2012 with regards schemes which fall under the responsibility of 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 In total 3 new schemes for this committee were approved by Policy & Finance committee at their meeting in February 2012 totalling £285,000. Furthermore, £122,740 of the budget from 2011/12 was moved to the 2012/13 financial year at the time of setting the revised estimate. Also, not all planned expenditure for last year was spent by the end of the financial year and the balance of this, totalling £125,870 (which is known as slippage) was transferred into this financial year.
- 2.2 An additional approvals totalling £75,000 have also been approved relating to the Longridge Purchase and Repair Scheme for £45,000 and additional grant monies received for the repossession prevention fund of £30,000.
- 2.3 The total of all of these elements makes a total planned capital spend for this Committee for the current year of £608,610, which is shown at Annex 1.

## 3 SCHEMES

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

BUDGET					EXPENDITURE	
Original Estimate 2012/13 £	Budget moved from 2011/12 £	Slippage from 2011/12 £	Additional Approvals £	Total Approved Budget £	Actual Expenditure as at end October 2012 (including commitments) £	Variance as at end October 2012 £
285,000	122,740	125,870	75,000	<b>608,610</b>	205,870	-402,740

- 3.2 To date only 36% of the annual capital programme for this Committee has been spent at 7 months in to the financial year.
- 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 into the next financial year. At present this is anticipated to be in the order of £80,000.
  - **LANGR – Landlord/Tenant Grants.** To date all of the grant funding has been committed to the renovation of 13 properties. The owners of each property have been informed that the deadline for completion is March 2013.
  - **DISCP – Disabled Facilities Grants.** Currently twelve disabled facilities grants are in progress which, combined with the completions to date have a total value of £96,000. Therefore approximately 50% of the total approved budget has been committed six months into the scheme.
  - **LPREP - Longridge Purchase and Repair Scheme.** All three properties have been purchased and Adactus is registered as the owner. Awaiting invoices and proof of title and then the monies will be released.
  - **REPPF – Repossession Prevention Fund.** A press release was made on 8 November to publicise the scheme, however there are currently no applications for the fund.

#### 4. CONCLUSION

- 4.1 Progress to date on the capital schemes is slow with only 36% of the annual capital programme having been spent or committed. However, much of the housing grant schemes have been committed
- 4.2 Additionally, a large proportion of the underspend relates to the Clitheroe cemetery scheme, which will now not be completed until into the next financial year.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH11-12/NS/AC  
13 November 2012

For further background information please ask for Neil Sandiford extension 4498.

BACKGROUND PAPERS – None

## Individual Scheme Details and Budget Holder Comments

Cost Centre	Schemes	Original Estimate 2012/13 £	Budget Moved from 2011/12 £	Slippage from 2011/12 £	Additional Approvals £	Total Approved Budget £	Actual Expenditure (including commitments) £	Variation to Date £
CMEXT	Cemetery Extension	90,000				90,000	0	-90,000
DISCP	Disabled Facilities Grant	120,000	69,180	13,590		202,770	77,725	-125,045
FLDGR	Flood Grants			100,460		100,460	108,530	8,070
LANGR	Landlord Tenant Grants	75,000	45,000	8,490		128,490	14,315	-114,175
LPREP	Longridge Purchase and Repair Scheme				45,000	45,000	0	-45,000
REPPF	Repossession Prevention Fund		8,560	3,330	30,000	41,890	5,300	-36,590
	<b>Total Health and Housing Committee</b>	<b>285,000</b>	<b>122,740</b>	<b>125,870</b>	<b>75,000</b>	<b>608,610</b>	<b>205,870</b>	<b>-402,740</b>

## 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 and Commitments to end October £	Variance to end October £
Total Approved Budget 2012/13	90,000	0	-90,000
Actual Expenditure 2011/12	948		
Actual Expenditure 2010/11	75,914		
Actual Expenditure 2009/10	5,810		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>172,672</b>		

**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**

*September 2012: The situation is still the same as at June 2012.*

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

*October 2011: There has been no further progress in relation to the CPO since the July report. The landowner has six years to make an application for compensation after which the option lapses.*

*July 2011: The balance of this budget is to be held in Reserves for potential CPO purposes. English Heritage have withdrawn their objection to the Council's planning application.*

*August 2010: Final requisitions are with the vendors solicitors. Completion is expected September 2010.*

*March 2010: Legal section have written to the solicitor acting for the landowner asking for draft documents and evidence of title.*

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## DISCP      Disabled Facilities Grants

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Service Area: Housing Services  
Head of Service: Colin Hirst

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### 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 adaption, 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 and Commitments to end October £	Variance to end October £
Total Approved Budget 2012/13	202,770	77,725	-125,045
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>202,770</b>		

### Financial Implications – REVENUE

None given

### Useful Economic Life

Not applicable

### Progress - Budget Holder Comments

*September 2012:* There are currently twelve disabled facilities grants in progress which, combined with the completions to date have a total value of £96,000. Therefore approximately 50% of the approved budget has been committed six months into the scheme.

*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.

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## FLDGR      Flood Grants

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Service Area: Environmental Services

Head of Service: James Russell

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### 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 nearby Boyce's Brook.

### Start Date, duration and key milestones:

Start Date – January 2012

Original Anticipated Completion Date – July 2012

Latest Anticipated Completion Date – November 2012

### Financial Implications – CAPITAL

	£	Actual and Commitments to end October £	Variance to end October £
Total Approved Budget 2012/13	100,460	108,530	8,070
Actual Expenditure 2011/12	790		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>101,250</b>		

### Financial Implications – REVENUE

None given

### Useful Economic Life

Not applicable

### Progress - Budget Holder Comments

*September 2012: The contractor has completed the scheme and the works carried out have been checked by the Building Surveyor. A design fault has been identified with one design of door and work is currently ongoing to try and resolve the issue. The Housing Section are in the process of asking residents to sign that they are happy with the works that have been undertaken.*

*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 identified overspend.*

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## LANGR Landlord Tenant Grants

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Service Area: Housing Services

Head of Service: Colin Hirst

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### Brief Description:

To offer grant aid for the renovation of private sector properties with the condition that 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 12 months.

### Financial Implications – CAPITAL

	£	Actual and Commitments to end October £	Variance to end October £
Total Approved Budget 2012/13	128,490	14,315	-114,175
ANTICIPATED TOTAL SCHEME COST	128,490		

### Financial Implications – REVENUE

None given

### Useful Economic Life

Not applicable

### Progress - Budget Holder Comments

*September 2012:* All grant funding is committed to the renovation of 13 properties. The owners of each property have been informed that the deadline for completion is March 2013.

*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.

*October 2011:* Awaiting results of September's publicity.

*July 2011:* Take up of grant has been less than anticipated, as grant does not compensate rental reduction. Some publicity due in September edition of RV News to attempt to improve take up.

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**LPREP      Longridge Purchase and Repair Scheme**

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Service Area: Housing Services  
Head of Service: Colin Hirst

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**Brief Description:**

Scheme approved to offer grant towards the purchase of 3 properties in Longridge. The properties will remain affordable and the rent level will be set within LHA rates.

**Start Date, duration and key milestones:**

Start Date - April 2012

Anticipated Completion Date - March 2013

**Financial Implications – CAPITAL**

	£	Actual and Commitments to end October £	Variance to end October £
Total Approved Budget 2012/13	45,000	0	-45,000
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>45,000</b>		

**Financial Implications – REVENUE**

None given

**Useful Economic Life**

Not applicable

**Progress - Budget Holder Comments**

*September 2012: All three properties have been purchased and Adactus are registered as the owner. Awaiting invoice and proof of title and then monies can be released.*



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**REPPF      Repossession Prevention Fund**

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Service Area: Housing Services  
Head of Service: Colin Hirst

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**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 and Commitments to end October £	Variance to end October £
Total Approved Budget 2012/13	41,890	5,300	-36,590
ANTICIPATED TOTAL SCHEME COST	41,890		

**Financial Implications – REVENUE**

None identified

**Useful Economic Life**

Not applicable

**Progress - Budget Holder Comments**

*September 2012: The scheme is used to prevent homelessness. A press release was made 8 November to publicise the scheme; however, there are currently no applications for the fund. However we give advice to between five and eight households a week and this is a tool considered when appropriate circumstances are presented.*

*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.*

*October 2011: As July report.*

*July 2011: This was a government funded initiative. However, take up has been less than anticipated with this budget slipped forward over the last few years.*

*August 2010: A number of households have been identified as being eligible to access the scheme. Use of the scheme is as a last resort when all other options have been exhausted.*

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

INFORMATION

Agenda Item No 10

meeting date: 29 NOVEMBER 2012  
 title: REVENUE MONITORING 2012/13  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: NEIL SANDIFORD

## 1 PURPOSE

1.1 To report the position for the period April to October 2012 of this year's revenue budget as far as this committee is concerned.

1.2 Relevance to the Councils 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 to meet the objectives within this priority, to maintain critical financial management controls, ensuring that 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 end of October. You will see an overall overspend of £141,731 on the cost of services, after allowing for estimated transfers to and from earmarked reserves. Please note that underspends are denoted by figures with a minus symbol.

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the End of Period £	Actual including Commitments to the end of the Period £	Variance £	
CTBEN	Council Tax Benefits	38,560	-50,554	-85,113	-34,559	R
HGBEN	Housing Benefits	65,250	-461,173	-282,574	178,599	R
COMNL	Common land	6,820	354	95	-259	G
CLAIR	Clean Air	1,580	914	2,057	1,143	G
DOGWD	Dog Warden and Pest Control	86,170	4,922	7,912	2,990	A
CLAND	Contaminated Land	10,720	125	0	-125	G
CLMKT	Clitheroe Market	-43,730	-76,923	-90,537	-13,614	R
CLCEM	Clitheroe Cemetery	45,250	9,755	11,026	1,271	G
ENVHT	Environmental Health	285,610	-6,562	-5,221	1,341	G
ENVGR	Grants and Subscriptions	2,470	360	685	325	G
HSASS	Housing Associations	13,440	0	0	0	G
HSADV	Housing Advances	910	200	290	90	G
SUPPE	Supporting People	4,360	30	0	-30	G
JARMS	Joiners Arms	14,390	10,008	9,670	-338	G
HOMEE	Home Energy Conservation	21,690	418	0	-418	G
IMPGR	Improvement Grants	32,040	-4,670	-2,395	2,275	A

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 £	
HOMEG	Homelessness - General	48,960	270	132	-138	G
HOMES	Homelessness - Strategy	-16,310	-17,946	-17,788	158	G
GRAGE	Non-dwelling Rents	-8,620	-15,624	-10,113	5,511	R
HSTRA	Housing Strategy	63,510	2,947	24,857	21,910	R
<b>Total</b>		<b>673,070</b>	<b>-603,149</b>	<b>-437,017</b>	<b>166,132</b>	
<b>Transfers to and from earmarked reserves</b>						
	Warm Homes	0	0	-20,401	-20,401	
	Garages	0	0	-4,000	-4,000	
<b>Total transfers to and from earmarked reserves</b>		<b>0</b>	<b>0</b>	<b>-24,401</b>	<b>-24,401</b>	
<b>Total after transfers to and from earmarked reserves</b>		<b>673,070</b>	<b>-603,149</b>	<b>-461,418</b>	<b>141,731</b>	

- 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 concern and green variances are areas that currently do not present any significant concern.

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

- 2.3 We have 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 holder's comments at Annex 2.
- 2.5 In summary the main areas of variance which are unlikely to rectify themselves by the end of the financial year are summarised below

Description	Variance to end of October 2012
<b>Clitheroe Market</b> National Non Domestic Rates - There has been a reduction in costs to the Council as these are now mainly charged to tenants.	-7,065
<b>Environmental Health</b> Environmental Protection - Petrol stations have been overcharged in previous years which is reflected in the budget. The charge is now correct. Additionally three inspections have been lost.	2,225
<b>Housing Benefits</b> Postage costs have reduced following the transition to making payments to claimants by BACS.	-2,560
<b>Clitheroe Market</b> Repairs and maintenance expenditure is a little behind expectations.	-2,552
<b>Clitheroe Cemetery</b> Interment Fees - the number of interments has been less than anticipated so far this year.	4,570
<b>Clitheroe Cemetery</b> Grounds Maintenance - staff recharges are behind expectations due to the fall in the number of interments, meaning less of a requirement for graves to be dug.	-2,673
<b>Dog Warden</b> Wasp Nests – the damp summer has meant that there has been less of a demand for the service.	2,069

### 3 CONCLUSION

- 3.1 The comparison between actual and budgeted expenditure for the period shows an overspend of £141,731 for the period April to October of this year's revenue budget.
- 3.2 For this Committee the majority of variances will rectify themselves by the end of the financial year. The large variances relating to housing benefits are due to timing delays between payments made to claimants and subsidy income received. These variances will be eliminated at the end of the financial year when a claim for monies due to/from the Council will be made to the DWP.

NEIL SANDIFORD  
SENIOR ACCOUNTANT

JANE PEARSON  
DIRECTOR OF RESOURCES

HH9-12/NS/AC  
13 November 2012

For further information please ask for Neil Sandiford, extension 4498

BACKGROUND PAPERS – None

## 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	NNDR	11,340	11,340	4,275	-7,065	There has been a reduction to the Council's NNDR costs as these are now mainly charged direct to tenants.	The budget will be amended at revised estimate to reflect the change.
HSTRA/ 4642	Warm Homes Grant	0	0	20,401	20,401	These costs are in respect of payments to vulnerable people in relation to warm homes grant. This is a carryover from 2011/12.	Grant has been received and is held in reserve to fund these costs.
HGBEN/ 4652	Rent Allowance Payments	6,794,000	3,594,026	3,967,989	373,963	Payments to claimants are ahead of expectations.	The budget will be amended at revised estimate to take account of the increased costs.
HGBEN/ 8002z	Housing Benefit Subsidy	-6,828,800	-3,974,363	-4,151,376	-177,013	The budget prepared in November 2011 anticipated a reduction in grant due to changes made to benefits to claimants. This has not happened and the initial estimate submitted to DWP in February 2012 reflected the continuing upward trend of payments to claimants. Grant is being received at a higher rate offsetting the above costs.	This budget will be amended at revised estimate.

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	Administration Grant	-166,370	-97,077	-107,346	-10,269	A subsidy payment has been received in advance to help fund changes to the administration process, plus a discretionary housing payment and a small grant for additional software costs.	This budget will be amended at revised estimate.
CTBEN/4653	Council Tax Rebates	2,290,000	1,336,215	1,308,723	-27,492	Payment of Council Tax benefit is lower than anticipated.	This budget will be amended at revised estimate.
CTBEN/8004z	Council Tax Benefit	-2,310,000	-1,347,885	-1,339,569	8,316	This February return to DWP anticipated a small increase in Council Tax payments to claimants which is reflected in the budget. This increase has not happened and the mid-year estimate to DWP reflected this (August). Income has therefore reduced in line with the mid-year estimate.	This budget will be amended at revised estimate.
CTBEN/8022z	DCLG Council Tax Initial Burden Grant	0	0	-21,500	-21,500	A grant has been received to assist with the costs involved in the transition to Local Council Tax Support. There will be associated costs incurred to offset this income. The total grant was for £84,000, with £62,500 approved for capital purposes.	The budget will be amended at revised estimate.

## Health and Housing Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year £	Original Budget to the End of the Period £	Actual including Commitments to the End of the Period £	Variance £	Reason for Variance
ENVHT/ 8415u	Environmental Protection	-8,710	-7,752	-5,527	2,225	Petrol stations (10 of) have been overcharged in previous years and the budget reflects this. The charge has been amended to the correct level. Additionally, three inspections have been lost: Dugdale's Nutrition are now to be inspected by the Environment Agency due to tonnage output and Tarmac have reduced their production processes from three to one. The number of inspections has therefore reduced to reflect this.
CTBEN/ 2809	Non Recurring Purchases	0	0	3,150	3,150	Expenditure is in relation to an additional module purchased for the Northgate system. Grant funding has been received in relation to these costs.
HGBEN/ 2981	Postages	9,000	5,250	2,691	-2,560	Since payment to claimants by BACS was introduced the cost of postage has declined. This trend is continuing.
CLMKT/ 2402	Repairs and Maintenance	12,420	8,360	5,808	-2,552	At present repair and maintenance expenditure is a little behind expectations.
CLCEM/ 8441u	Interment Fees	-19,100	-11,144	-6,574	4,570	The number of interments has been less than anticipated so far this year.
CTBEN/ 2858	Microfilming	0	0	2,954	2,954	Costs associated with the localisation of Council Tax Benefits for which a grant has been received.
CLCEM/ 5056	Grounds Maintenance	44,220	25,800	23,127	-2,673	The reduction in the number of interments has meant that there has been less of a requirement for grounds maintenance staff to prepare graves. This has led to a reduction in the amount of time recharged.

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
DOGWD/ 8412n	Wasp Nests	-3,520	-3,486	-1,417	2,069	The damp summer has meant that there has been less of a demand for the service.
ENVHT/ 8097z	DEFRA Flood Grants	0	0	-2,154	-2,154	Reimbursement of flood grant administration costs associated with the scheme which has slipped to 2012/13.
GRAGE/ 2409	Non Recurring Purchases	0	0	4,000	4,000	Costs relating to the demolition of garages at Riddings Lane, Whalley. Funds are held in the Repairs and Maintenance Reserve to cover these costs.



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

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Agenda Item No.

meeting date: 29 NOVEMBER 2012  
title: WARM HOMES HEALTHY PEOPLE FUND  
submitted by: CHIEF EXECUTIVE  
principal author: RACHAEL STOTT

### 1 PURPOSE

- 1.1 To inform Committee of a successful bid to the Department of Health for the Warm Homes Healthy People Fund 2012/2013.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – To reduce excessive winter deaths.
  - Corporate Priorities – N/A
  - Other Considerations – N/A

### 2 BACKGROUND

- 2.1 Local authorities were invited to make an application for funding from the Warm Homes Healthy People fund by Friday, 5 October 2012. The aim of the fund is to support local authorities in the coming winter to reduce the levels of death and illness in their local authority that are due to vulnerable people living in cold housing, in partnership with their community and voluntary sector and statutory organisations.
- 2.2 After the success of last year, we consulted with the same community groups and agreed a bid which covered for key areas.
- energy advice and utility bill clinics
  - gas safety checks and emergency repairs
  - an active aging programme
  - warm home packs
- 2.3 The key targets identified to be achieved within the five month project are to reduce energy bills for the vulnerable households in the borough. To reduce the risk of unsafe heating systems in homes and the impact of cold damp houses on the health of occupants. Keeping active in the winter months to improve health and reduce isolation.
- 2.4 The households to be targeted with the initiative are households over 65 or with children under 5 that are in receipt of an income related benefit. Households where one member is over 80 years old. Households in temporary accommodation and any households who are referred by a health visitor or health professional. Appendix 1 is a copy of the bid submitted and includes a breakdown of the project costs.

2.5 We have received confirmation that we were successful and have been allocated our bid minus 18%. Therefore, this amounts to a £54,200 which needs to be committed by March 2013.

### 3 ISSUES

3.1 The main issue with the grant is the time frame in which the money must be committed. Last year, the project was very labour intensive and involved a lot of staff time. This year each of the four key areas in the bid include working in partnership with community agencies and therefore the workload is shared.

### 4 RISK ASSESSMENT

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

- Resources – existing staff time and additional staff time as accounted for within the bid.
- Technical, Environmental and Legal – no implications identified. Any technical advice has been accounted for within the bid.
- Political – addressing excessive winter deaths is an important challenge for the local authority.
- Reputation – the provision of additional help for vulnerable households during the winter months maintains the Council's reputation.
- Equality & Diversity – all vulnerable households will be treated fairly.

### 5 CONCLUSION

5.1 That Committee acknowledge the success of the grant application and the importance of the scheme.

RACHAEL STOTT  
HOUSING STRATEGY OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

### BACKGROUND PAPERS

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

REF: RS/EL/291112 – HEALTH & HOUSING

## Warm Homes Healthy People fund 2012-13 APPLICATION FORM

**Please note:** the full application will need to be submitted by 5pm, Friday, 5<sup>th</sup> October 2012 by email to: [warmhomesfund@dh.gsi.gov.uk](mailto:warmhomesfund@dh.gsi.gov.uk)

### SECTION 1

<b>1.1 Applicant Details</b>	
Name of Local Authority	<b>Ribble Valley Borough Council</b>
Name of contact within the Local Authority	<b>Rachael Stott</b>
Address	<b>Council Offices Church Walk Clitheroe BB72RA</b>
Telephone Number of contact	<b>01200 414567</b>
Email address of contact	<b>Rachael.stott@ribblevalley.gov.uk</b>

<b>1.2 Please list all partner organisations (especially community and voluntary organisations) participating in the project.</b>	
Organisation	Named Contact
a.Age UK	Linda Salzaar
b.Help Direct	Tasma Valinaki
c.Cross Roads	Mary Wison
d.Homestart	Julie Raine
e St Vincents home care and repair	Chris Roberts
f.Community Futures	Finley Hodge

<b>Proposal Details</b>
<b>1.3 Proposal Title RV Warm Homes Healthy People</b>
<b>1.4 Proposal Summary – Describe the proposal and what it will achieve/who will it benefit (in no more than 300 words).</b>
<p>Ribble Valley's consultation process identified a range of activities directed to tackle the problems associated with cold weather which impact in the home and on general health. The proposed programme includes;</p> <p><b>Energy Advice and utility bill clinics.</b> To be delivered in partnership with CAB a member of staff will be dedicated to provide a minimum of 7 hours per week offering energy efficiency advice. In addition 6 utility bill clinics will be delivered across the borough and will target rural villages who are reliant on unregulated fuel sources. A member of staff will work an additional day per week for 3 months to deliver this initiative.</p>

**Gas safety checks and emergency repairs.**The HIA for RV will carry out free gas safety checks and identify cold homes that are having a detrimental impact on the health of the occupant. Where heating repairs or replacement are required then a grant of up to £2.5k will be available for vulnerable households. The free gas safety checks will be advertised as available for households with someone over 80 yrs and in need of a free gas safety check. During the visit advice on energy efficiency will be provided.

**Active aging programme** is delivered by Age UK and runs a wide variety of exercise classes across the borough. The proposal is to increase delivery particularly in the rural villages through the winter months.

**Offer Warm Home packs** to the elderly patients discharged from the Community Hospitals during winter and attend flu vaccine clinics to offer packs to vulnerable households. Provide winter bedding parcel for all households in temporary accommodation in the borough.

### **Achievements**

Reduce energy bills for the vulnerable households.

Reduce the risk of unsafe heating systems in homes and the impact of cold damp homes on the health of the occupants.

Keeping active in the winter months improves health and reduces isolation.

### **Beneficiaries**

Households over 65 or with children under 5 yrs and in receipt of an income related benefit.

Households with one member over 80 yrs.

Households in temporary accommodation.

Household referred by a Health Visitor or health professional.

## **SECTION 2**

**2.1 Project Aims:** Describe how the proposal will address the aims and meet the criteria of the Warm Homes Healthy People fund. Please 'bullet point' key aims to be achieved. (no more than 200 words)

Educate home owners as to how to safely and efficiently keep homes warm.

Improve awareness of the health risk of cold damp housing.

Deliver a multi agency response to tackle the effect of cold weather in the borough.

Develop voluntary and community group involvement in rural parishes.

Create new partnerships between health service and housing service in the borough.

Utilise existing established advice centres (CAB) and provide suitable training to offer more expertise and the additional service of home visits when necessary.

**2.2 STAKEHOLDER ENGAGEMENT:** Describe how your proposal has been developed and will be delivered with local partners – especially in the voluntary and community sector - (No more than 200 words)

Six voluntary and community groups were consulted to develop the proposal to be submitted. The proposed bid sets out to further develop the role of voluntary and community sector in the borough. Building these partnerships will develop new contacts between agencies and better joined up working. Experience from last years bid and the lessons learnt from the initiatives previously delivered was a key factor in developing this years bid.

**2.3 Targeting:** From the list below, please select the keywords that best describe the beneficiaries of the proposal. : Targetting

Over 75 years old	x <input type="checkbox"/>
Frail	x <input type="checkbox"/>
Pre-existing cardiovascular or respiratory illnesses and other chronic medical conditions	x <input type="checkbox"/>
Severe mental illness	<input type="checkbox"/>
Dementia	<input type="checkbox"/>
Learning difficulties	<input type="checkbox"/>
Arthritis, limited mobility or otherwise at risk of falls	x <input type="checkbox"/>
Young children	x <input type="checkbox"/>
Living in deprived circumstances	<input type="checkbox"/>
Living in homes with mould	x <input type="checkbox"/>
Fuel poor (needing to spend 10% or more of household income on heating home)	x <input type="checkbox"/>
Elderly people living on their own	x <input type="checkbox"/>
Homeless or people sleeping rough	x <input type="checkbox"/>
Other marginalised groups (please identify):	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

<p><b>2.4 Strategic Fit:</b> Describe how your proposal contributes to your local implementation of the Cold Weather Plan for England and builds on, and is consistent with local assessment of need (eg JSNA) and existing local programmes (No more than 200 words)</p>
<p>The proposal fits within the Cold Weather Plan for England and includes both long term and short term objectives. The more strategic element is delivered through the training of staff at the Council,CAB and the HIA,which will be used throughout the winter and in the future. The home energy advice visits and utility clinics will educate to encourage a long term change in households habits.In the short term the home visits ,warm packs and getting active will address the immediate health impact of the cold weather.</p> <p>2010 mid year population figures showed that 19.7% of the population of RV were then aged over 65 compared to the uk average of 16.6%The number of older residents was also increasing rapidly there was a 40% increase between 2004 and 2009..Many of the Borough's older residents live in remote rural areas and 6 parishes in the Borough are in the bottom 10% nationally for access to services.The percentage of local households living in fuel poverty is 16.7% compared to 11.5% for England.Also 60% of the borough is not connected to mains gas and there is a high percentage of hard to treat properties most of which have solid stone walls.</p>

<p><b>2.5 Delivery: Who will deliver this project? The</b> project must be completed by 31<sup>st</sup> March 2013. Describe briefly who will deliver it and what will have been achieved by that date. (Section 3 asks for specific details of funding)</p>
<p>The Council will have overall management of the scheme .The energy advice scheme will run in partnership with CAB.The gas safety checks will be delivered by HIA.The active aging programme will be delivered by Age UK.</p> <p>The Warm Home Packs will be distributed by Help Direct..A delivery plan will be agreed for each aspect of the scheme with each partner.All projects will be operational by Dec with 6 weekly monitoring agreement working towards completion in March 2013.</p>

**Section 3**

<p><b>3.1 Project Costs</b> (provide brief details of the main costs of the project, separately identifying both communications and consultancy costs)</p>	<p>£000s</p>
<p>A)Energy advice &amp; utility bill clinics includes additional staff hours at CAB and visiting officer.</p>	<p>12.5</p>

B)Gas safety checks and home energy assessments and to undertake emergency repairs .Min of 100 gas safety checks, .HIA to deliver the service with a dedicated technical officer ,caseworker and admin support 3 days per wk	27
C)Active aging programme 5 months of approximately 12 sessions per month delivered to 250 participants	3.5
D)200 Warm Homes packs and 20 homeless warm home bedding pack.	17.5
E)	
F) Communications (inc. Events, Marketing, Promotion and Publicity)	0.8
G) Consultancy Costs	2.5
<b>Total cost of project during 2012-13</b>	<b>63.8</b>
<b>Contributions from third parties/ partnership arrangements in support of the project (if applicable)</b>	
<b>Total funding contribution required from the Department of Health</b>	<b>63.8</b>

**3.2** Please give a brief summary of the **key milestones** from your project plan, including dates, to be achieved during the project and number of individuals to be supported.

Nov – Brief all agency’s on the planned winter initiatives across the borough.  
Establish the referral process with all partners.  
Agree project delivery agreements and monitoring arrangements.  
Early Dec – Training and awareness sessions delivered.  
Launch of the projects and communication programme initiated.  
Jan, Feb and March – Deliver all aspects of the project.

**3.3 Declaration:**

The project funding that is being applied for is to fund either a new project in relation to which no funding has been allocated or the funding will go to extend an existing project. The funding will not be used to replace existing funding for a project.

We confirm that voluntary and community organisations are involved in the design or delivery of this proposal.

**Name: Rachael Stott**

**Title: Housing Strategy Officer**

**Organisation:**

**Ribble Valley Borough Council**

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

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Agenda Item No.

meeting date: 29 NOVEMBER 2012  
title: CHANGES TO HOMELESSNESS LEGISLATION  
submitted by: CHIEF EXECUTIVE  
principal author: RACHAEL STOTT

## 1 PURPOSE

- 1.1 To inform Committee of the changes to the homeless legislation and the impacts on the service and service users.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – To meet the identified housing needs across the borough.
  - Corporate Priorities – N/A
  - Other Considerations – N/A

## 2 BACKGROUND

- 2.1 The principle effect of the legislative changes introduced in the Localism Act is to amend the way in which the duty on local authorities to secure accommodation under Section 193 of the Housing Act 1996 can be brought to an end, with offer of suitable accommodation in the private rented sector. These changes will allow local authorities to end the main homelessness duty with a private rented sector offer without the applicant's consent. The duty can only be ended with a private rented sector in this way, with a minimum 12 months assured shorthold tenancy. If the household becomes unintentionally homeless within 2 years of taking tenancy, then the re-application duty applies.
- 2.2 The Homeless (Suitability of Accommodation) Order 2012 ensures that when ending the duty using the Localism Act power, local authorities are also subject to the provisions of the Suitability Accommodation Order. The Order consists of two parts – the first part deals with the suitability of location of the accommodation and applies to all accommodation secured under Part 7. The second is concerned with those circumstances in which accommodation is not to be regarded as suitable for a person for the purposes of a private rented sector offer.
- 2.3 The Homelessness Order set out the circumstances in which a private rented sector should not be considered suitable.
- 2.4 The new power is about giving local authorities freedom to make more efficient use of their stock and better use of good quality private sector accommodation that can provide suitable accommodation for households accepted as homeless. The Suitability Order will add additional protection against the use of poor quality accommodation and around where applicants are placed.



- 2.5 The government believes that while people who face homelessness need to suitable accommodation, they do not necessarily need social housing. Allowing people owed the main homeless duty to turn down offers of suitable accommodation in the private rented sector and wait for an offer of social housing is unfair;
- To other households on the waiting list who have had to wait longer to access limited housing stock, and
  - To the tax payer who is funding expensive temporary accommodation while people owed the duty wait for an offer of social housing.
- 2.6 Local authorities will still be able to end homelessness duty with an offer of social housing where they decide that this is appropriate.

#### What are the policy objectives and the intended effects

The Localism Act will allow but not oblige authorities to end the homeless duty using the private rented sector. The objective of the proposal is to set out circumstances where private rented accommodation could not be considered suitable for the purpose of ending the duty. The intended effects are to provide additional protection for vulnerable households and that they are placed in good quality accommodation. This needs to be balanced against the need to minimise burdens on local authorities and landlords that could reduce the supply of suitable properties for households.

The main costs will be to local authorities who will need to carry out additional activities such as property inspections to check physical conditions and review relevant documentation. Landlords are also likely to incur some additional modest costs but only if they choose to let to homeless households. They will not be obliged to do so and this will be a market based decision. These additional safeguards may lead to a reduction in the instances of repeat homelessness as households are more satisfied with the accommodation, reducing the cost from further homelessness applications.

The first consideration is location. Location of accommodation is relevant to suitability. Existing guidance on this is set out within the Homelessness Code of Guidance. The suitability of location for all members of the households must be considered and as far as is reasonably practicable, should be secured within the authority's own district. Where it is not possible to secure within the district, an authority can secure outside their district. The authority is required to take into account the distance of that accommodation from the authority. Generally, where possible, authorities should try and secure accommodation as close as possible to where the applicant was previously living. Where possible the authority should seek to retain established links with schools, doctors, social workers and other key services and support. Account must be taken of their need to reach their normal workplace. In assessing the significance of disruption to caring responsibilities, account should be taken to the type and importance of the care household members provide and the likely impact the withdrawal would cause. Authorities should also take into consideration the need to minimise disruption to education of young people, particularly at critical points in time. Medical facilities and other support provided for the applicant and their households should also be considered.

The second consideration is the physical condition of the property. Local housing authorities are obliged under Section 3 of the Housing Act 2004 to keep the housing conditions in their area under review and any actions should be taken under the Housing, Health and Safety Rating System legislation.

## Health and Safety Matters

Landlords are required by law to satisfy that any electrical equipment provided meets safety regulations. Landlords will also be asked to provide an evidence of valid gas safety records and the installation of carbon monoxide alarms would constitute reasonable precaution to prevent against the possibility of carbon monoxide poisoning. If the accommodation is or forms part of a residential property which does not have a valid energy performance certificate, it will not be regarded as suitable. Local authorities should ensure they have sight of such certificates and that this requirement has been met. Landlords behaviour and that they are fit and a proper person to act in the capacity of a landlord should also be assessed and the acceptance of a tenancy deposit scheme is another requirement of the suitability assessment.

### 3 ISSUES

- 3.1 The limited social stock in Ribble Valley will mean that this is a significant change in the homelessness service and for service users. However, the housing market in Ribble Valley is such that there is limited affordable private rented property and an even more limited number of landlords willing to accept households in receipt of benefit. The landlord tenant grant scheme however does provide 7 or 8 properties a year that can and will be offered to homelessness households and will be used to end the homelessness duty.

### 4 RISK ASSESSMENT

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

- Resources – additional staff time assessing a property's suitability. To encourage landlords to accept nominations we may need to consider providing carbon monoxide monitors.
- Technical, Environmental and Legal – technical advice will be required in some instances.
- Political – important that this opportunity for the homelessness service is utilised, although the overall impact will be limited due to the number of private rented sector properties.
- Reputation – accepting the change will have reduced waiting time in temporary accommodation.
- Equality & Diversity – no implications identified.

### 5 CONCLUSION

- 5.1 That Committee accept the contents of the report and the implications for the service users and staff.

RACHAEL STOTT  
HOUSING STRATEGY OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

For further information please ask for Rachael Stott, extension 4567

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 29 NOVEMBER 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 pleased to report that the Property Flood Protection Scheme in Ribchester is all but complete with just the completion administration to finalise with property owners and final payments to contractors. The Council has now secured flood protection to a total of 52 'at risk' properties.

2.2 Furthermore, following the flooding of property in Whalley in June 2012, a further scheme has been submitted to the Environment Agency for consideration. The proposed scheme is for a further 22 properties, to deliver a 'Fit and Forget' scheme which provides an enhanced level of flood protection. I will inform Committee of the outcome in due course.

## 3 FOOD INSPECTION UPDATE

3.1 I am pleased to report the satisfactory progress with regard to this year's food premise inspection programme, which is on target. To date, all the Category E (lowest risk) premises outstanding at 31 March 2012 have been carried forward and inspected and all programmed premises due and requiring inspection to the end of October have been completed.

3.2 In addition, inspection of 'high risk' health & safety premises is also making better progress than last year, with priority being given to swimming pools and caravan parks.

## 4 NATIONAL FOOD HYGIENE RATING SCHEME – UPDATE

4.1 I am pleased to report the ongoing successful operation of the National Food Hygiene Rating Scheme (FHRS) in Ribble Valley. In particular, out of a possible 522 eligible premises, 341 premises have achieved the 'very good' category of 5 (65%), 130 achieved the 'good' category of 4 (25%) and 45 achieved the 'generally satisfactory' category of 3 (7%). This equates to 97% being category 3 and above which is excellent and reflects the quality and dedication of food businesses in the Ribble Valley.

4.2 The Food Standards Agency (FSA) are seeking to promote the FHRS mobile phone application, which is now available for both android and smart phones, to encourage

the public to consider the rating when selecting a food premise in relation to Christmas.

- 4.3 The FSA is also continuing to seek to make the display of FHRS stickers mandatory alongside raising the level of consumer awareness.

## 5 HANSON CEMENT LIAISON MEETING

- 5.1 A liaison meeting was held on 20 September 2012. A copy of the minutes is attached as the Appendix A to this report.

## 6 DOG WARDEN SERVICE - UPDATE

- 6.1 Since my last report, I am please to report considerable ongoing effort and dedication by our Dog Warden Officers. The service continues to see elevated levels of stray dogs, last year 27 were uplifted and taken to kennels with a further 13 being returned or claimed by their owners. From April, the service has dealt with 16 strays with a further 3 being returned. Investigation of complaints relating to dog barking continue to require significant time.

- 6.2 Since April, a further 2 Fixed Penalties have been issued, however, 1 was subsequently withdrawn due to particular circumstances. The service is experiencing a general reluctance by the public to give evidence and provide witness statements as often the offenders are neighbours and known. As a result, these complaints are dealt with informally with approaches being made and informal warnings being given. In 2011/12, 20 informal warnings were issued and have been recorded in the event of further offences being reported or witnessed.

- 6.3 As reported previously, in 2011/12, a further five Fixed Penalty Notices were issued in relation to dog fouling. Including this year's, this means that a total of 61 fixed penalties have been issued since the introduction of the Dogs (Fouling of Land) Act Provisions.

- 6.4 The dog wardens are employed on a flexible hour arrangement and undertake a significant proportion of their patrols as 'high profile' and 'out of office hours' including weekends and bank holidays as appropriate. This approach continues to be successful and a credible deterrent.

## 7 DRINKING WATER 2011 – CHIEF INSPECTOR'S REPORT

- 7.1 The above report is available for Members upon request. The report consists of two parts, the first covering Public Water Supplies in the Northern Region of England and the second Private Water Supplies in England. The Public Water Supply report for the Northern Region, which is served by five water companies including United Utilities delivering public water supplies to over 14 million consumers.

- 7.2 The results of testing in 2011 demonstrated that the overall quality of drinking water in the Northern Region was satisfactory. The United Utilities figure for compliance with drinking water standards at consumers' taps was 99.95% being equal to the industry figure of 99.95%.

- 7.3 Water quality events continue to be reported using the Inspectorates 'risk-based' approach to classification and assessment. Events being classified into five categories: Not Significant, Minor, Significant, Serious and Major. In total there were 70 events across the Northern Region and more than half necessitated detailed investigation. However, there were no serious or major events. It was however necessary for the Drinking Water Inspectorate to take enforcement action in relation

to 4 events. The two most common risks being discolouration and microbiological failures.

- 7.4 With regard to Private Water Supplies, Northern Region consumers who are served by approximately 5,800 private water supplies. During 2011, the results for sampling were of concern with 7.2% of tests failing to meet the standards. The relevant extract is attached as Appendix B to this report. Committee is reminded of the requirement for Ribble Valley to have completed the risk assessment of 150 supplies by the end of December 2014.

## 8 RADIOACTIVITY IN FOOD AND ENVIRONMENT 2011

- 8.1 This is the 17<sup>th</sup> Annual Report on the monitoring of radioactivity in food and the environment. The report focuses on key information that shows that food is safe and the public's exposure to ionising radiation around the 39 nuclear sites around the UK is within legal limits.

- 7.1 The report generally concludes that levels monitored are either stable or continuing to reduce.

- 7.2 The environmental effects of Chernobyl continued to be monitored in 2011. There remain a total of 338 farms or part farms which are subject to restrictions (8 in England, 0 in Scotland and 330 in Wales). There are approximately 190,000 sheep within these restricted areas this represents a reduction of over 95% since the incident in 1986. All remaining restrictions in Northern Ireland were lifted in 2000 and the final controls were removed in Scotland in 2010.

- 7.3 The accident at Fukushima-Daiichi nuclear power station in Japan in March 2011 resulted in significant quantities of radioactivity being released to air and sea. At the end of March 2011, elevated iodine-131 levels were detected in the UK. The Environment Agency, the Food Standards Agency, the Health Protection Agency (HPA), NIEA and SEPA increased the scrutiny of their environmental monitoring programmes and took additional samples where appropriate. The levels detected in the UK environment mean that there is minimal risk to public health in the UK from the release of radioactive material at the Fukushima-Daiichi nuclear power plant. Enhanced monitoring was undertaken as a precautionary measure until July 2011 when monitoring returned to normal.

JAMES RUSSELL  
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOT  
CHIEF EXECUTIVE

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

### BACKGROUND PAPERS

- 'Drinking Water 2011' 'Report by the Chief Inspector of Drinking Water' July 2012.

## APPENDIX A

### HANSON CEMENT LIAISON COMMITTEE MEETING DATE – THURSDAY, 20 SEPTEMBER 2012

PRESENT:	G Young	-	Hanson Cement
	S Wrathall	-	Hanson Cement
	L England	-	Bellman Committee
	M Gysbers	-	Bellman Committee
	S Booth	-	Chatburn PC
	B Honeywell	-	West Bradford PC
	D Sharp	-	West Bradford PC
	P Goodwin	-	Environment Agency
	Cty Cllr A Atkinson	-	LCC
	Cllr I Brown	-	RVBC
	Cllr P Dowson	-	RVBC
	Cllr A Knox	-	RVBC
	J Russell	-	RVBC
	O Heap	-	RVBC

Before the meeting, Gary gave members of the committee a guided tour of the site to show recent changes and improvements. This included the quarry, the control room and the bagging plant.

#### 1 APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Jonathan Haine (LCC) and Cllr R Sherras (RVBC).

#### 2 MINUTES

- 2.1 The minutes of the meeting held on 22 March 2012 were circulated and approved as a correct record.

#### 3. OPERATIONAL UPDATE

- 3.1 Gary gave a brief update on operations at both Ribblesdale and Padeswood. Times were difficult at the moment with no prospect of improvement until at least 2014. He reported a 10% contraction in the cement industry in this year with no growth forecast for 2013.

#### 4 BELLMAN, LANEHEAD AND COPLOW QUARRIES

- 4.1 Gary reported that development at Bellman had continued although there have been some issues with management of clay deposits. De-watering was continuing into Worston Brook in compliance with EA permit conditions. Tarmac stone swap development was ongoing as was the development in the Horrocksford area. The application for the deepening of the operation at Lanehead had been submitted in the last week.

- 4.2 Gary presented an overview of blasting data for both Bellman and Lanehead along with the outflow data which confirmed excellent compliance with quarry planning conditions. There had been 5 blasts at Bellman and 33 blasts at Lanehead. There was additional work ongoing to minimise impact during the development of the Horrocksford reserve.

- 4.3 De-watering undertaken by Ribblesdale to maintain current levels was costing £1/4m pa. Gary showed graphs for discharge monitoring for Lanehead, Bellman and the settlement pond (ph and suspended solids). A hydro scheme / electric pump was currently being investigated instead of the current diesel pump.

## 5 DEEPENING APPLICATION

- 5.1 This had been submitted on 17.9.12 for the right hand side of Lanehead quarry. There were current reserves of 7 years that would be extended by a further 13 years. This application, in conjunction with existing Bellman reserves, allows for sufficient reserves to support ongoing investment at the plant. It is still the plan that both quarries will operate together up to the end of reserve life; estimates for when this will be relate to production volumes.

## 6 SUBSTITUTE FUELS / MATERIALS UPDATE

- 6.1 Gary reported that compared to last year use of substitute fuels was down – 57% compared to 70% in 2009. Gary showed a bar chart of the substitute fuel replacement rates.

- 6.2 Application has been made for use of SRF – Solid Recovered Fuel and Waste Oil plus Recovered Fuel Oils. Trials were ongoing with SRF to the main burner. Application had been made for capital to also enable burning of SRF to the calciner (approx £3m). They were still looking for a long term contract with companies for provision. Gary also gave an update on the position with RDF which is plentiful in the UK (9m tonnes pa) but with limited outlets for usage at the current time. Plants in Sweden and Norway are in need of it.

- 6.3 Transport issues

- Delivery of SRF by ‘moving floor’ trucks.

### 3 Stages of Implementation

- Main burner – Feb/Mar 2012 – 2 tonnes per hour
- Calciner Phase 1 - 6 tonnes per hour
- Calciner Phase 2 now end 2013 - 12 tonnes per hour

### Lorry Movements – absolute maximum

- Stage 1 – 32 per week
- Stage 2 - 100 per week
- Stage 3 – 200 per week

## 7 COMMUNITY CONCERNS (COMPLAINTS)

- 7.1 Hanson had received 1 complaint so far in 2012. The EA had received 3 – none of which had been substantiated. Lynda England brought 3 recent occasions of odour to the attention of the committee (2<sup>nd</sup>, 11<sup>th</sup> and 13<sup>th</sup> September). Gary would investigate.

## 8 ENVIRONMENTAL IMPROVEMENTS

- 8.1 Hanson are having ongoing discussions with the EA regarding improvements to:

- Reduce oxides of nitrogen emissions from Kiln 7 main stack.
- Reduce particulate emissions from cement mills 7 & 8 stacks.

These reductions would be phased in over next 4 year period. There would be a cost v benefit analysis. NOx reduction first.

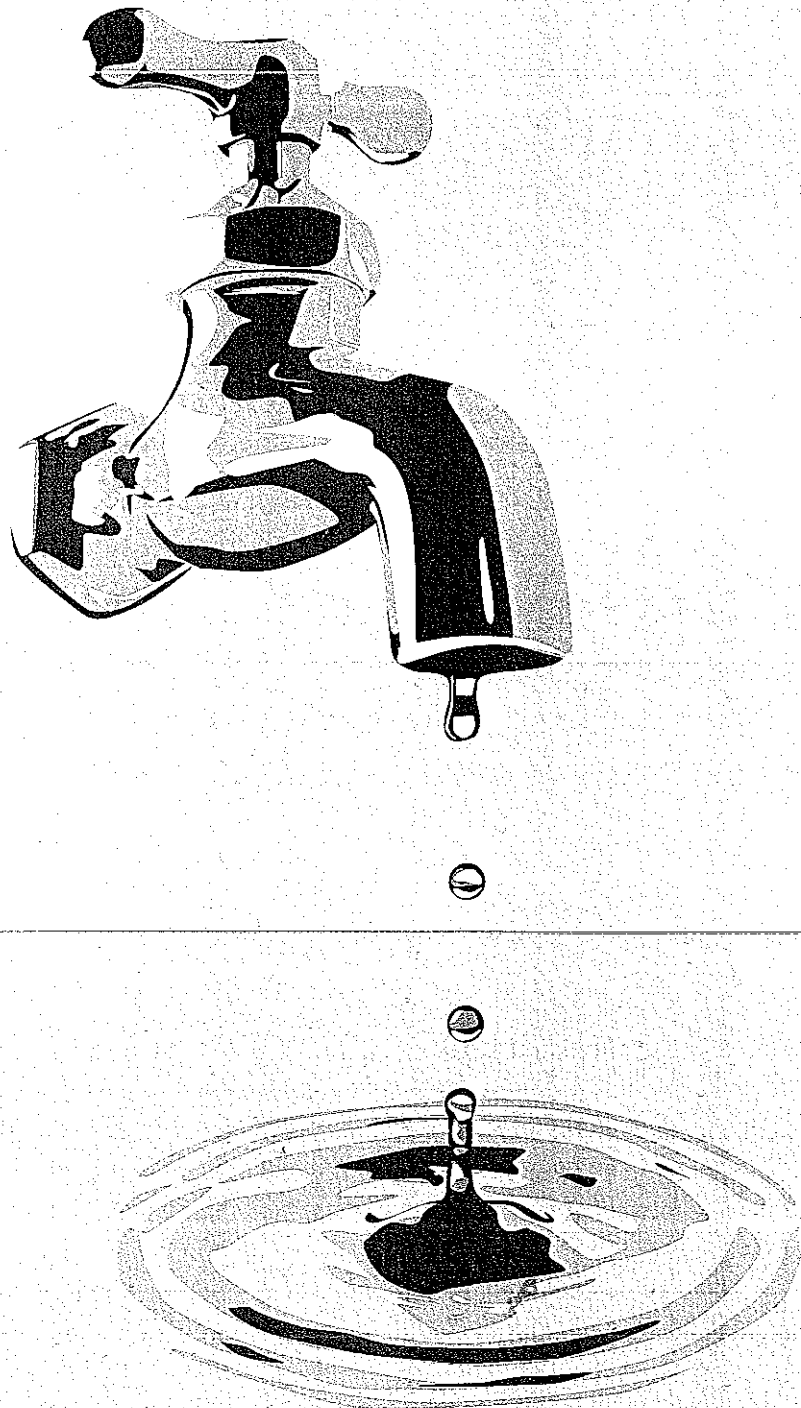
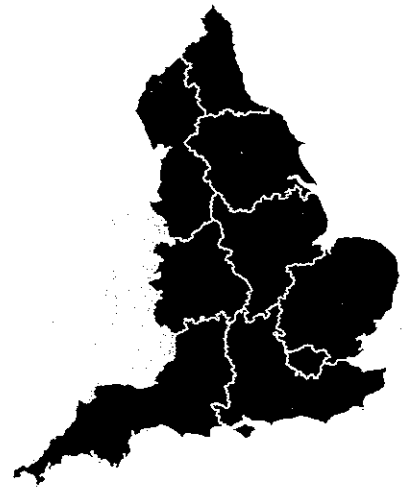
- 8.2 The Environment Agency was currently re-evaluating the reduction programme on a national level.
- 8.3 Gary gave an overview of continuing monitoring of dust by dust gauges on Google Earth that were placed all around the site and had been in operation since 2007 (single kiln operation). The results showed correlation between all the gauges (North, South, East and West) and the general trend of deposits was continuing to decrease. Improvement has shown since the close down of the wet kilns and the demise of the Tarmac operation. Any gauge with a high result is sent off for independent analysis that often does not identify the Ribblesdale works as the likely cause but shows environmental contamination reasons – eg bird poo.
- 9 PUBLIC HEALTH ALES REPORT – PADESWOOD
  - 9.1 Gary reported that the report was now available on the Public Health Wales website.
- 10 ANY OTHER BUSINESS
  - 10.1 Housing development  
Gary mentioned that written representations had been lodged by Hanson Cement for the appeal on the planning application that had been submitted and subsequently refused by RVBC at Old Road, Chatburn. The outcome was awaited.
- 11 DATE OF NEXT MEETING
  - 11.1 The next meeting of the Hanson Cement Liaison Committee will be held on Thursday, 21 March 2013.



# Drinking water 2011

**Private water supplies in England  
July 2012**

A report by the Chief Inspector of Drinking Water



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## 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 2002<sup>1</sup>, in England only a licensed water supplier is permitted to own and operate a new private distribution system<sup>2</sup>, 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*.

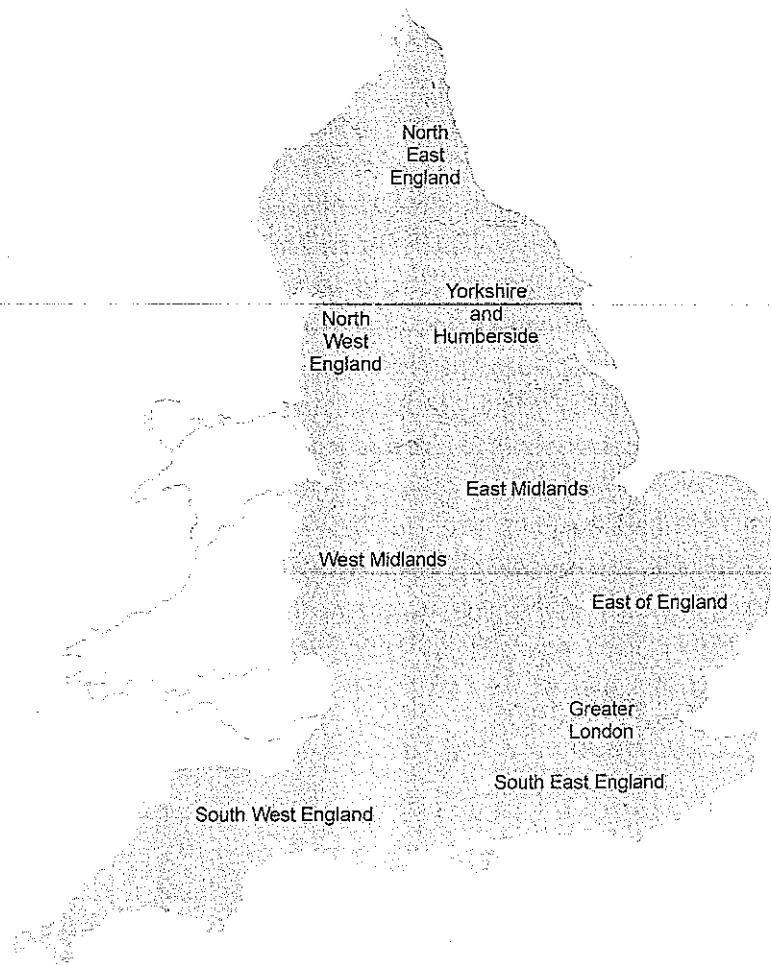
In England, 524,669 people live or work in premises which rely on a private water supply, but many more people are exposed to private supplies when they are travelling through, or taking a holiday in, more rural areas of the country. In addition, there are probably in excess of 60,000 people living in 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.

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<sup>1</sup> The Water Act 2003 amended the Water Industry Act 1991

<sup>2</sup> 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 Regulations<sup>3</sup>, which implement the EU Drinking Water Directive<sup>4</sup>. 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.

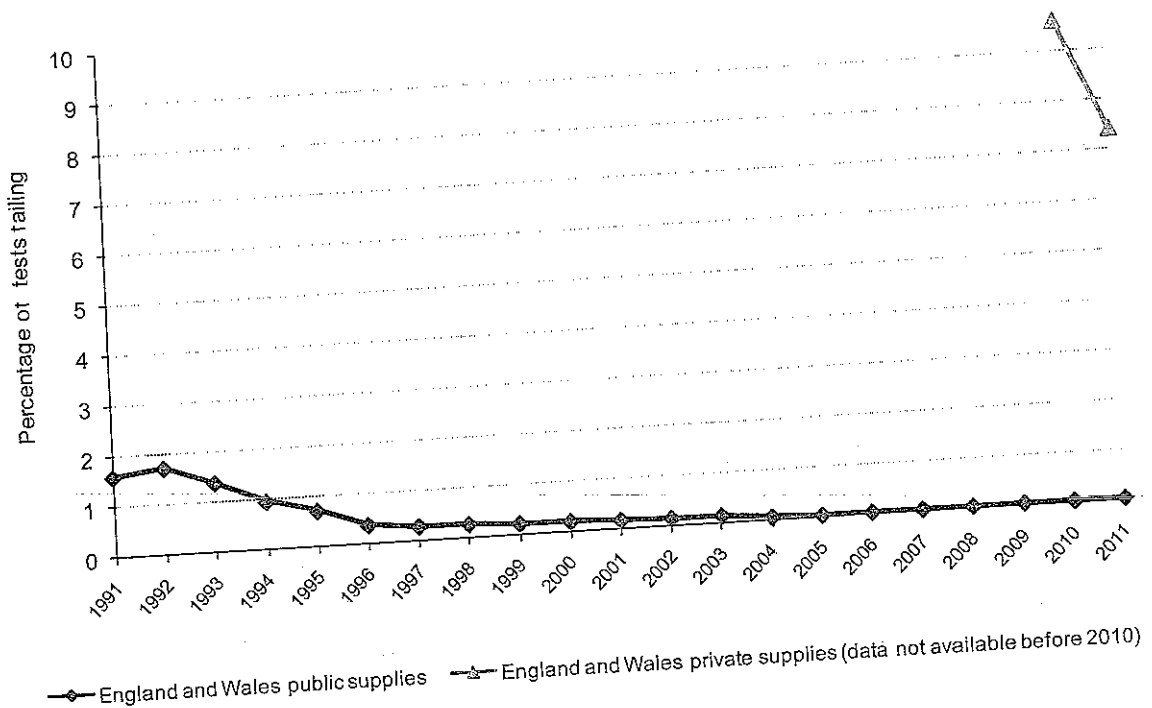
Across Europe all member states have reported that small private or community supplies are of poorer quality and less safe than larger public supplies. In 2011, the EU Commission reviewed small water supply data provided by 19 member states and this study confirmed that fewer than 60% of small water 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.

<sup>3</sup> The Private Water Supplies Regulations 2009 SI 3101

<sup>4</sup> 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**



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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

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## 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*<sup>6</sup> and *Water Safety Plan methodology*<sup>7</sup>. Initial guidance provided by the Department for Environment, Food and Rural Affairs (Defra) was based on methodology developed by the drinking water regulator in Scotland<sup>8</sup> 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

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<sup>6</sup> Guidelines for Drinking-water Quality 4<sup>th</sup> Edition WHO, 2011.

<sup>7</sup> 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

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

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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	
<b>Central and Eastern region</b>							
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
<b>Northern region</b>							
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
<b>Total</b>	<b>13%</b>	<b>26%</b>	<b>22%</b>	<b>36%</b>	<b>5%</b>	<b>19%</b>	<b>2,516</b>
*Double counting may occur as some premises have more than one commercial activity							