

# RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.30pm** on **THURSDAY, 30 MAY 2013** at the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you will be there.

Yours sincerely

CHIEF EXECUTIVE

To: Committee Members (Copy for information to all other members of the Council)  
Directors  
Press

## AGENDA

### Part I – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. To approve the minutes of the last meeting held on 21 March 2013 – copy enclosed.
3. Declarations of Interest (if any).
4. Public Participation (if any).

### FOR DECISION

5. Appointment of Working Groups (if any).

(To confirm arrangements/membership of any Working Groups that belong to this Committee.)

- a) Strategic Housing Working Group (4 Members);
  - b) Health and Wellbeing Partnership Group (6 Members).
- ✓ 6. Development of a Cosy Home in Ribble Valley – report of Chief Executive – copy enclosed.
  - ✓ 7. Ribble Valley Borough Council and Ribble Valley Homes Housing Allocations Policy – report of Chief Executive – copy enclosed.
  - ✓ 8. Ribble Valley Year of Health and Wellbeing – report of Chief Executive – copy enclosed.
  - ✓ 9. Food Hygiene Intervention Plan 2013/14 – report of Chief Executive – copy enclosed.
  - ✓ 10. Capital Outturn 2012/13 – report Director of Resources – copy enclosed.

#### FOR INFORMATION

- ✓ 11. Defining Future Dog Fouling Strategy Based on Best Practice – report of Chief Executive – copy enclosed.
- ✓ 12. Representatives on Outside Bodies – report of Chief Executive – copy enclosed.
- ✓ 13. Caravan Site Licence Approval – Edisford Bridge Farm Caravan and Camping Site, Clitheroe – report of Chief Executive – copy enclosed.
- ✓ 14. Caravan Site Licence Approval – Twyn Ghyll Caravan Park, Paythorne – report of Chief Executive – copy enclosed.
- ✓ 15. Clitheroe Food Bank – report of Chief Executive – copy enclosed.
- ✓ 17. General Report of the Chief Executive – Environmental Health Services – copy enclosed.
- ✓ 18. Minutes of the Health and Wellbeing Partnership Group – copies enclosed.
- 19. Reports from Outside Bodies (if any).

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

#### FOR INFORMATION

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

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

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Agenda Item No.

meeting date: 30 MAY 2013  
title: DEVELOPMENT OF A COSY HOME IN RIBBLE VALLEY  
submitted by: CHIEF EXECUTIVE  
principal author: RACHAEL STOTT

### 1 PURPOSE

1.1 To request a contribution towards the purchase of a 'Cosy Home' in the Ribble Valley.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To reduce fuel poverty in the borough.
- Corporate Priorities – N/A
- Other Considerations – N/A

### 2 BACKGROUND

2.1 St Vincent's Housing Association have been a partner in the implementation of the Warm Homes Healthy People initiative. St Vincent's have provided technical assistance in the provision of thermal imaging, gas safety assessments and boiler replacements.

2.2 St Vincent's have a committed sustainability team trained to undertake green deal assessments, domestic energy assessments and thermography.

2.3 St Vincent's currently have a 'Cosy Home' in Farnworth, Bolton. St Vincent's purchased the property and fitted out the property with every energy saving initiative appropriate. The 'Cosy Home' demonstrates how fuel bills and fuel poverty can be tackled.

2.4 Within the property there is a mechanical ventilation heat recovery system, a voltage optimisation panel and a 98% efficient boiler and heat recovery system. There is also LED lighting throughout and A rated argon filled windows, PV panels on the roof and thermal insulation.

2.5 The property is available for the general public, landlords and developers and other housing providers to view to see how the new technologies work and how energy savings can be made.

### 3 PROPOSAL

3.1 St Vincent's are proposing to purchase a rural, hard to treat property in the Ribble Valley and then to retrofit the property with all the latest energy saving technology. Once the property has been fully renovated, it will be used as a 'Cosy Home' to demonstrate to other householders and any interested parties the many energy efficient initiatives available and the impact they can make.

3.2 The property will be open to the general public for tours around the property to encourage the use of energy saving technologies.

3.3 There are many examples of 'Cosy Homes' nationally but they are all in urban settings. This will be the first rural hard to treat Cosy Home.

#### 4 REQUEST

4.1 St Vincent's are looking to purchase a rural property which is off mains gas. Once they own the property they will renovate it and then look to use it as a demonstration property for 12-18 months, depending on interest. At the end of the demonstration period, the property will be sold. The request is for a capital contribution of £15,000 towards the purchase. This investment from RVBC will be registered as a charge and repaid on the sale of the property.

4.2 The investment could be funded as a new capital scheme or use funding received through the Warm Homes Healthy People grants. The Warm Homes Healthy People funding has been ring fenced to deliver boiler replacements and would therefore require approval to allow funding of this scheme.

#### 5 RISK ASSESSMENT

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

- Resources – request for a £15,000 capital contribution that would be repaid in the next 2 years.
- Technical, Environmental and Legal – all the retrofit will be financed by St Vincent's and energy providers.
- Political – energy saving and affordable warmth is a key priority for the Council.
- Reputation – the property will be the first rural Cosy Home to demonstrate energy efficiency technology.
- Equality & Diversity – the cosy home will demonstrate that energy saving technology can be applied to hard to treat properties in rural areas off gas.

#### 6 **RECOMMENDED THAT COMMITTEE**

6.1 Approve the £15,000 capital investment from the Warm Homes Healthy People fund for the Cosy Home purchase and support St Vincent's to deliver the initiative.

RACHAEL STOTT  
HOUSING STRATEGY OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

#### BACKGROUND PAPERS

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

REF: RS/EL/30051304/H&H

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 30 MAY 2013  
title: RIBBLE VALLEY BOROUGH COUNCIL AND RIBBLE VALLEY HOMES  
HOUSING ALLOCATIONS POLICY  
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

## 1 PURPOSE

1.1 To present a revised version of the RVBC and RVH Allocations Policy.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – To meet the identified housing needs in the borough.
- Community Objectives – N/A
- Corporate Priorities – N/A
- Other Considerations – N/A

## 2 BACKGROUND

2.1 A review of the Allocations Policy was initiated in response to the allocation provisions contained within the Localism Act 2011. A report was presented to Health and Housing Committee in September 2012 which outlined the proposed consultation process the policy would follow. The document has been through the following stages:

**20 September 2012** – report to Committee stating the provisions within the Localism Act. The document underwent a full review by RVBC and RVH and changes were made to the existing policy.

**26 September 2012** – a consultation event was held with all registered providers with stock in the borough to review the proposed changes and the impact at an operational level.

**November 2012 – January 2013** – all tenants and applicants on the waiting list were given the opportunity to be consulted on four key changes within the policy, namely:

- the emphasised local connection requirement;
- financial assessment of applicants;
- to decide the percentage of lets for those economically active; and
- whether those households not in housing need should be able to register.

**November 2012** – RVH policy sub-group established to consider the Allocations Policy.

**February 2013** – the findings of a consultation exercise were incorporated into the policy and a report to RVH board.

**March 2013** – the findings of a consultation exercise were reported to Health and Housing Committee. Committee agreed for the strategic Housing Working Group to consider the revised policy in more detail.

**April 2013** – the Strategic Housing Working Group considered the policy and went through the impact of the changes to the points system on various household situations. The working group identified the issue of numbers on the waiting list and this evidence being used by developers. The Strategic Housing Working Group agreed to address this issue with a bi-annual report to Committee which sets out the number of households on the general needs register, the number of households on the shelter register, the average points required to be offered a property and the number of householders with points above the average required to secure a property.

**May 2013** – the document was reviewed again by the Strategic Housing Working Group and the points system was considered. A review date and complaints procedure was incorporated into the policy.

### 3 PROPOSAL

3.1 Attached at Appendix 1 is the reviewed Allocations Policy. The proposal is from 1<sup>st</sup> July, the new Allocations Policy will operate. Before that date the following work needs to be undertaken by Ribble Valley Homes:

- amend housing application forms to collect the relevant information;
- make changes to the IT system to enable points of the allocations to be amended to reflect the changes;
- advise all applicants that their application has been reviewed; and
- the Council will introduce a bi annual housing waiting list report, the first will be 29 August 2013.

### 4 RISK ASSESSMENT

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

- Resources – The additional resources required will be RVH staff time.
- Technical, Environmental and Legal – No implications identified.
- Political – The Allocations Policy will reflect the changes introduced in the Localism Act.
- Reputation – To demonstrate the Council has responded to the new powers available within the Act.
- Equality and Diversity – The reviewed Allocations Policy will meet equality and diversity requirements.

### 5 RECOMMENDED THAT COMMITTEE

5.1 Agree the new Ribble Valley Borough Council and Ribble Valley Homes Housing Allocations Policy to be operational from July 2013.

RACHAEL STOTT  
HOUSING STRATEGY OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

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

# **RVBC and RVH Housing Allocations Policy**

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## **1.Introduction**

The Council is required to allocate Social Housing according to a published Allocations Scheme which has been drawn up according to the Housing Act 1996, Part 6, and as amended by the Homelessness Act 2002 and the Localism Act 2011.

We have taken into account, as permitted by the law, prevailing local conditions – they are, the acute shortage of suitable available affordable properties and the increasing demand for those properties, irrespective of the size or type of household.

## **2.Legislative Context**

- Housing Act 1996, Part 6 – as amended by the Homelessness Act 2002
- The Allocation of Housing (Procedure) Regulations 1997 (SI 1997 No.483)
- The Allocation of Housing (Reasonable and Additional Preference) Regulations 1999 SI 1999/1902
- The Allocation of Housing and Homelessness (Review Procedures) Regulations 1999 SI 1999/71
- Code of Guidance on the Allocation of Accommodation (ODPM, effective from 31 January 2003)
- Fair and Flexible – Code of Guidance on the Allocation of Accommodation December 2009
- Localism Act 2011

## **3.The Legal Framework: Allocation Priorities**

This section explains how the Council meets the principal legal requirements for allocation schemes, as set out in the Housing Act 1996, as amended.

## **4.Strategic Context**

In writing this Policy the Council has had regard to the following Council Strategies:

- Housing Strategy
- Homelessness Strategy
- Ribble Valley Homes Common Allocations Policy
- Addressing Housing Needs Documents
- Strategic Housing Market Assessment

## **5.General Approach**

Throughout this Policy the Council has had regard to fairness, equality and diversity and the need to demonstrate that due consideration has been given to all sectors of the community, and to those in greatest need, consistent with prevailing local conditions and relevant legislation.

## **6.Ribble Valley Homes Common Allocations Policy**

Ribble Valley Homes the largest housing provider in the Ribble Valley administer the Housing Register on behalf of RVBC they allocate their properties in accordance with a common allocations policy agreed with RVBC and they manage all nominations to other

Registered Providers (Housing Associations) on behalf of RVBC. The Allocations Policy of RVBC and RVH are identical.

## Equal Opportunities

The Allocations Scheme has been designed to ensure that those in most housing need are given priority for housing by strictly adhering to the points system. Only in respect of designated properties and local lettings schemes will the normal system of making offers not apply.

There will be special assessment and allocations arrangements for people with physical disabilities to ensure that designated properties are allocated to the applicant in the most need.

Detailed monitoring of allocations outcomes will be undertaken and reported. Regular equality impact assessments of the service will be carried out and one will be completed before a local lettings scheme is implemented. Other measures will be taken to ensure that vulnerable or disadvantaged groups are aware of the opportunity for getting a housing association home and are able to effectively engage with the Allocations Service.

### 7. Definition of an 'allocation'

An allocation is the selection of a person for an offer of accommodation. It includes moves by existing RP tenants, which are known as 'transfers'.

### 8. Reasonable Preference

The Council must provide '**reasonable preference**' to certain applicants in housing need.

#### What is 'reasonable preference'?

Reasonable preference means providing certain applicants with an **advantage** or **head start** compared to other applicants who do not have reasonable preference according to the law.

Reasonable preference must be given to:

- People who are homeless or threatened with homelessness within the meaning of Part 7 of the Housing Act 1996.
- People occupying unsanitary or overcrowded housing or otherwise unsatisfactory housing conditions.
- People who need to move on medical or welfare grounds, including disability
- People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship to themselves or others.

The Council does not have to provide the same advantage to all categories of reasonable preference. The allocations policy is there to meet local needs and housing demand, as well as the requirements of the law.

#### How does the Council provide 'reasonable preference'?

The scheme provides reasonable preference to the above applicants through the point's system.

## 9.Statement on Choice

RVBC's allocations policy permits all applicants to make choices about the areas in which they would like to be housed. Every effort is then made to offer suitable accommodation within the applicant's areas of choice. RVBC delivers this via RVH and other associated Registered Providers.

### Registering

An application to join the Housing Register must be made using the required form. A verbal request to be housed will be acknowledged but registration will only follow after receipt of a completed application. The applications forms are available at the Council Offices Church Walk Clitheroe or from Ribble Valley Homes (RVH) at their offices in Station Road Clitheroe. Applications can also be requested by phone by contacting RVH Freephone number 0800 111 4448 or via our website [www.ribblevalleyhomes.org.uk](http://www.ribblevalleyhomes.org.uk)

Once an application is registered the applicant will receive a unique reference number which should be used in all contact with Ribble Valley Homes.

The applicant will also be advised of the number of points their application has received, their positions on the waiting list and the "relevant date" of registration. "Relevant Date" is important as applicants will normally be housed in strict date order in a situation of equal points.

Applicants must keep RVH fully informed of any changes in circumstances. Failure to do this may either lead to the applicant being allocated the wrong points, an offer of accommodation being withdrawn because application details were incorrect, or the application being suspended from the list.

It is the responsibility of every applicant to ensure that their application details are correct at the time of registration and are subsequently updated when necessary. (RVH undertakes a 6 monthly review of all applications to ensure information is current failure to return these reviews will result in the cancellation of your application.) Where an applicant is flagged as vulnerable due to age, disability or low literacy contact with family members will be made before an application is cancelled due to failure to renew.

**It is an offence for an applicant or member of their household to knowingly or recklessly give false information, or withhold information which the Authority has reasonably required to be given in connection with its functions under Part 6 of the Housing Act 1996.**

**A person guilty of a summary offence will be liable to a fine not exceeding £5000. They will also be removed from the Housing Register. The Authority is also entitled to seek possession of a tenancy granted as a result of a false statement by an applicant or someone acting at an applicant's instigation.**

Some applicants will not be eligible to join the Housing Register. More information on this is given under Eligibility.

Members of RVBC and RVH staff, their close family and elected members who require housing with RVH may apply for housing in the same way as other applicants. Their status should be disclosed on the application form at the time of applying.

If an applicant who is a member of staff, board member or a member of their direct family, is made an offer it must be approved by the Managing Director and Chair of RVH before a formal offer is made. This must be ratified by the Board of RVH at the earliest opportunity

Applicants who deliberately worsen their situation to gain advantage will be assessed on the basis of their situation *immediately prior to* this taking place and may be excluded from the Register as above.

## 10. Eligibility

Not everyone who applies for accommodation will be eligible. Those people may be excluded from the Waiting List and not be entitled to Housing from the Council/RVH. The legislation in this area is detailed and complicated summarised below is a list of persons' who are not eligible but in making a decision the Council and RVH will refer to the detailed legal guidance which is appended to this policy.

These include:

- People from abroad who are subject to immigration control within the meaning of the Asylum and Immigration Act 1996. There will be some people (as defined by the Secretary of State) who are subject to immigration control but, nevertheless, are entitled to register for housing. These are
  - People who are refugees
  - People subject to Immigration Control but who have been granted humanitarian protection or discretionary leave to remain
  - People subject to Immigration Control and granted ILR – indefinite leave to remain, as long as they are habitually resident in the Common Travel Area (CTA). There may be other conditions as prescribed by the Secretary of State.
  - People subject to Immigration Control and a citizen of a Country that has ratified ECSMA and ESC *as long as* they are in the UK legally or are habitually resident in the CTA

**NOTE: An applicant who is already in a Secure or Introductory Tenancy, or an Assured Tenancy allocated by the Local Housing Authority, is not subject to these eligibility requirements.**

RVBC and RVH have further agreed that the following applicants will have restrictions placed on their applications for housing.

- Applicants or members of their household who engage in, or have been found responsible for, unacceptable behaviour. This is defined as behaviour which, had they been an assured tenant of RVH at the time they engaged in it, would have resulted in outright possession proceedings successfully being taken.
- Applicants or member of their household who have a history of behaviour which has caused nuisance and annoyance
- Applicants or members of their household who have been convicted for using a dwelling for immoral or illegal purposes, or committing an arrestable offence in the locality
- Applicants or members of their household who have committed domestic violence causing a partner or other family member to become homeless
- Applicants or members of their household who have caused a property to deteriorate due to waste, neglect or default
- Applicants or members of their household who have gained a tenancy through false statement or information given on application

- Applicants who have paid or received premium (received a financial or other benefit) in connection with a mutual exchange
- Applicants or members of their household who have been evicted from a dwelling within the curtilage of a building held for non-housing purposes due to conduct such that given the nature of the building it would not be right for occupation to continue.

**In all of the above cases the application will be suspended from the waiting list for a minimum period of 12 months further consideration will be given after a year, if acceptable behaviour has been demonstrated during this period the application will be placed on the active waiting list. Each case will be treated on its merits and suspensions may be permanent or for longer periods than 12 months. An applicant may appeal if not satisfied with the decision.**

- Applicants who have a history of rent arrears will not be made an offer of accommodation until outstanding debts have been cleared or RVBC and RVH are satisfied that the debts were as a result of circumstances beyond the applicants control or an arrangement is being maintained to repay the debt. Each case will be considered on its merits.

**These are examples and this list is not intended to be exhaustive.**

## **11.Verification of Eligibility**

The following documentation will be required to verify an applicants eligibility prior to receiving an offer of accommodation:

- Proof of identity
- Proof of residency of children (Child benefit, court order)
- Proof of pregnancy (maternity notes, letter from GP)
- Proof of income/benefits ( bank statement, wage slips, DWP documentation)
- Proof of savings/stocks and shares (bank statement, relevant paperwork)
- If owner/occupier of property, most recent mortgage statement
- Confirmation of immigration status and workers registration certificate (if relevant) for persons from abroad
- Medical evidence (completion of RVH medical assessment form)
- Notice of eviction (notice to quit from the housing provider) if not previously provided
- Any updated information from the original application
- Local connection evidence
- Reference from Landlord or Employer

## **12.Local Connection**

In order to be accepted onto the register you must have a local connection to Ribble Valley;

1. Resident in the Borough
2. Employed, or have a firm offer of permanent employment in Ribble Valley.
3. Close family associations. These include, for example, parents, adult children, brothers and sisters living in the Borough continuously for at least 5 years. (need to think about this not what we currently do only give local connection in these circumstances to pensioners to receive support but I do think this is more in keeping with the localism act)

Applicants who have served in HM Forces in the last 5 years will be eligible to be considered for accommodation without meeting the Local Connection criteria.

### **13.Housing Need**

Applicants registering for housing who are assessed as having no housing need will be accepted onto the housing register but as nil priority and will only be considered for low demand properties.

### **14.Ability to meet own Needs**

Social Housing is for people who are considered to have insufficient resources to meet their housing need. The following applicants will therefore not receive any priority

Applicants who are owner-occupiers, whose home is suitable for their needs and/or who have savings or equity within the property greater than 100K to obtain suitable alternative accommodation. We will consider each application on an individual basis.

The resources available to each household will be assessed to determine whether they are sufficient to meet their housing need.

Applicants with a net household income of greater than £500 per week will be required to complete a financial assessment before any housing need points are awarded.

The following types of income are fully disregarded:

- Attendance Allowance
- Disability Living Allowance

### **Capital, Savings and Equity**

The capital, savings and equity available to an applicant's household will be assessed. If it is determined that, given:

- The applicant's income, capital, savings and equity
- The size and composition of the applicant's household the local housing market (for example prices to buy or rent privately and availability of the appropriate accommodation)

An applicant can resolve their own housing need within their local housing market they will be registered with no priority

### **15.Decisions on Reasonable Preference and Additional Preference**

The points of an applicant will be assessed to reflect the relative needs of his/her circumstances and taking into account the due consideration shown to all applicants on the register, and within the context of local Housing Provision.

If an applicant disagrees with the points they have been awarded they can appeal for a review, in writing within 21 days of the date of the decision. See Section 23 for further information on how to request a review.

Reasonable and Additional Preference is reflected in the Points structure described at section xxxx in this report.

### **How We Assess Reasonable and Additional Preference**

Assessment of Reasonable, and Additional preference will be carried out by the Allocation's Administration Officers at RVH

This will only be carried out after all the information which the applicant has been reasonably required to provide has been received.

An applicant may not be registered until this information has been received and assessed.

## **16.Points System**

Applications will be recorded in date order and allocated points in accordance with the points system. Available properties will be offered to the highest pointed applicant requesting that type of property in the area that is available. In the case of equal points it will be offered to the applicant who registered first.

### **Emergency Allocations Priority (These will only be awarded in consultation with RVBC)**

Applicants will be given points for emergency housing need if their need for housing is assessed as so exceptional that they take priority over all other applicants or if there is an urgent need to allocate a property for financial or operational reasons.

Substantial evidence must exist and be provided by any relevant statutory or voluntary agencies before such priority is awarded.

The following are **examples** of the type of situations that may qualify:

- Urgent health/ wellbeing need
- Emergency disrepair
- To escape violence or threat of violence, serious harassment or a traumatic event where there is immediate and serious risk to the household The Police or another appropriate agency will usually provide supporting evidence that the risk exists. The person at risk may be the applicant, or another person who might be reasonably expected to reside with them.

Where we accept a household being referred under the Witness Protection Scheme.

Applicants will be given this priority for 3 months. The decision to extend or remove the Emergency housing need status will be made in conjunction with RVBC and will be based upon: -

- Whether a vacancy occurred during the 3 month period that met the declared needs of the applicant.
- If a suitable property became available and was refused was the refusal reasonable

Emergency status may also be awarded where the tenant of a 'sheltered' or 'adapted' property for the disabled has died leaving another family member in the property and the

landlord wishes that family member to be moved quickly to enable the property to be let to an applicant who requires it.

In all emergency cases there is an expectation on the applicant, or their representative, to provide the information required to reach a decision.

## **Housing Need points**

Applicants will receive housing need points if they fall within the categories set out below the weighting of all points is not the same it reflects the seriousness of the housing need:

### **Lack of bedrooms / Overcrowding**

Applicants who lack 1 or more bedrooms in line with rules on Housing Benefit and Universal Credit

#### **Under-occupation**

The applicant is a tenant of RVH or an associated Registered Provider who resides within the Ribble Valley area and under-occupies their existing property and is looking to move to a smaller, more suitable property.

#### **Harassment**

The applicant is a victim of severe and/or persistent harassment or violence (including racial harassment) at their current property - providing evidence exists to substantiate the claim (e.g. from Police/Housing Officer), and re- housing is the most appropriate course of action. This decision will be made in conjunction with RVBC

#### **Medical/Welfare**

The applicant is awarded a 'high' medical priority.

This is based on information provided by the applicant by completion of RVH's assessment form. Please be aware the existence of a medical condition in itself does not automatically translate to points as RVH has to consider how a change of accommodation would help in relation to the medical condition.

#### **Disrepair**

Based on the conditions identified, the local authority has deemed your home to have the presence of hazards(Housing Health & Safety Rating System) Points in this category will be awarded following an inspection of the home by RVH property services and housing services staff. If the property is privately rented RVH will inform RVBC Environmental Health for them to take action. Points may not be awarded if an applicant refuses permission for their landlord to be contacted

#### **Supported Housing Move on/Care Leavers**

The applicant resides within a short-term Supported Housing project (usually up to a maximum of two years) and is seeking to 'move-on' into independent accommodation. NB: The Project Manager of the scheme must confirm in writing that the applicant is ready for such a move and has acquired reasonable skills to sustain a tenancy. Points



will be similarly awarded to applications from Care leavers (**Points in this category will be awarded by RVBC following an interview with the applicant**)

### **HM Forces**

Applicants who qualify for reasonable preference who have served in HM Forces within the last 5 years

### **Effective management of social housing within Ribble Valley**

This priority will be awarded in a number of situations set out below to aid the efficient management of social housing stock

- Under occupation of social housing
- Those moving from one bed general needs property to one bed sheltered accommodation.

### **Homeless/Threatened with Homelessness**

People who are homeless (within the meaning of Part 7 of the 1996 Housing Act as amended by the Homelessness Act 2002). This includes people who are intentionally homeless and those who are not in priority need;

People who are owed a (homeless) duty by ANY local authority under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are living in accommodation secured by ANY housing authority under section 192(3). The letter detailing the outcome of a homeless application will specify whether one of these sections applies;

Applicants accepted as homeless or threatened with homelessness under Part 7 of the Housing Act 1996, (as amended by the Homelessness Act 2002 including Rent (Agricultural) Act Cases

Homeless applicants who refuse one suitable offer of accommodation will have their homeless points removed, and where it is determined that the offer of accommodation was suitable under the provisions of the Council's statutory homelessness obligations, the duty to them will be discharged. (This decision will be taken by RVBC)

### **Shared Facilities**

Applicants in Hostel Type accommodation who are sharing facilities such as bathrooms and kitchens.

### **Split Families**

Applicants who, not by choice are living in separate households due to the lack of suitable accommodation available, and cannot live together and wish to be re-housed and have not been accepted under Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002). This includes those who may not have been living as part of the household at the time of the application, but whom it would be reasonable to expect to live with the applicant, as part of his/her household.

An application form should be completed by the household living in the worst property out of the households applying, to ensure the application is pointed correctly.

### **Work/Support**

Applicants who are able to demonstrate the need to move nearer their place of work within Ribble Valley because they have secured or has permanent employment (over 16 hours) in the area (evidence of the employment must be provided). Also applicants who are able to demonstrate the need to move nearer local facilities or relatives, in order to receive, or give, support or care within the Borough.

### **Relationship Breakdown**

Applicants who wish to live independently but who still reside with their ex partner/spouse following a relationship breakdown.

## **17.Relevant Date of Registration**

When an applicant joins the Housing Register, the date their completed application is received will be their Relevant Date. A completed application is when the completed application form, proof of ID, proof of residency and reference have been received. If all information is not received within 3 months the application will be destroyed.

## **18.Exclusions from the Register**

An applicant will be removed from the Housing Register in the following circumstances:

- They were found never to have been or have ceased to have been an eligible person;
- They have failed to respond to an application review within the specified time limit

The applicant will be notified in writing if the Allocations Service is intending to remove them from the Housing Register and will be given the reasons for removal. If the applicant subsequently gives reasons why they should not be removed from the Register a formal review of their case will be undertaken.

## **19.Serious Offenders**

Serious offenders will not be eligible to join the Housing Register without an appropriate assessment in the first instance, which will take MAPPA (Multi-Agency Public Protection Arrangements) guidance into account, and will only be re-housed once a multi-agency risk assessment is carried out and there is suitable and safe accommodation available.

## **20.Application Renewals**

In order to maintain the Housing Register as accurately as possible every applicant will be sent an invite to renew their application on a 6 month basis. Included in this will be a request to provide information on any changes in circumstances.

After a renewal request has been issued one reminder will be sent. If an application is not renewed within 28 days of the issue of the renewal letter and reminder the application will be cancelled and notification sent to the applicant.

If an application is cancelled any new application will have a new “Relevant Date” and will not normally be backdated.

Applicants will have the right to seek a review of a decision not to include on, or to remove from, the Housing Register.

## **21.Reviews**

Applicants have the right to ask for a review of any decision made under the terms of this Policy with which they do not agree.

Requests for a review should normally be made:

1. In writing (a request over the phone or made verbally will need to be confirmed in writing). Please ask if you need assistance.
2. Within 21 days of the date of the decision being appealed
3. To the Housing Services Manager at RVH

## **22.Sharing information**

The Council has agreed an information sharing protocol with RP’s working across Ribble Valley. The protocol establishes procedural arrangements for the exchange of information between the Council and RP’s for the purpose of allocations and nominations by the Council to the associations in respect of properties formerly owned by the Council. The protocol takes necessary account of the data protection legislation, health and safety legislation, human rights legislation, the law relating to defamation and the duty as to confidentiality of information. In particular, close regard is paid to the Data Protection Act 1998, which sets out 8 key principles that require personal data held to be:

- Processed fairly and lawfully
- Obtained only for specified legal
- Relevant to the purposes for which they are processed
- Accurate and up to date
- Kept no longer than necessary
- Processed in accordance with the rights of data subjects as detailed in the Act
- Subject to appropriate measures against unauthorised processing
- Not transferred outside the European Economic Area unless adequate controls are in place in the recipient country

These principles are strictly applied with very little statutory exception. Unless the consent of the person providing personal details is obtained, the Council can only lawfully share such information with the associations if there is a legal right to do so or it is justified as being in the public interest. All information held by the Council, which has been obtained for the purpose of, placing applicants on both the Housing Register and the Transfer Register are made available to the associations upon request. Applicants are made aware when they complete an application form that this information is held jointly between the partners. Nominations are made in accordance with Nomination Agreements.

All homeless applicants being considered for a housing association home are asked in writing to give their consent to the sharing of information. Any particularly sensitive information will be passed to an officer nominated by the associations who will be responsible for ensuring confidentiality and onward communication of the information. Specific agreement to share third party information will have to be obtained first and can only be done with the consent of the third part except for the purposes of the prevention or detection of crime, or the apprehension or prosecution of offenders.

## 23. Transfers and Mutual Exchanges

Applicants who already live in RVH or partner association's property in Ribble Valley will normally be regarded as "Transfer" applicants i.e. they are transferring from one Social Housing property to another.

These applications are known as "Transfer" applications and are treated as any other applications with a few exceptions:

1. RVH will occasionally, in the best interests of managing the Housing Stock, and by careful use of Transfers, maximize the number of lettings from an initial vacancy by giving Transfers priority over other Housing Register applicants.
2. The Council will allocate resources in accordance with the Communities and Local Government (CLG) Code of Guidance on Allocations and try to achieve a balance between existing tenants and new applicants
3. Applicants may not apply for a transfer until they have been a tenant of their existing accommodation for 12 months.

Management Transfers are defined as;

Cases considered to be urgent and serious enough to require an allocation to be made outside of the Council's normal policy and procedure are defined as follows:

- a) threats to life
- b) racial or homophobic harassment
- c) extreme anti-social behaviour
- d) vulnerable witnesses
- e) any other significant and/or immediate need for a move to more suitable, alternative accommodation this will include decant of tenants to allow work to be undertaken to their homes and to deal with person's left insitu following the death of the previous tenant. (succession)

### Mutual Exchanges

A mutual exchange is where one tenant agrees with another tenant to swap homes. This means that the tenant 'assigns' their interest in a tenancy to another person. The tenancy agreement does not change and by exchanging you accept the responsibilities of the former tenant for the condition of the property. Following a Mutual Exchange RVH or other appropriate landlord will only carry out repairs that are it's legal responsibility they will not undertake repairs that are the responsibility of the tenant.

As a tenant of Ribble Valley Homes, you may exchange with

- Other Ribble Valley Homes Tenants
- Tenants of Local Authorities
- Tenants of other Registered Social Landlords
- Tenants of Charitable Housing Trusts

But not with tenants of private landlords.

**You need to ask for our written permission to exchange and there are certain circumstances where we may withhold that permission.**

## 24.Length of Tenancy Term Offered

If you are offered a tenancy with RVH it will initially be a Starter Tenancy for a period of 12 months this will convert to an Assured Tenancy (Lifetime Tenancy) on the anniversary of tenancy commencement providing the tenancy has been conducted in an appropriate manner. In certain circumstances the starter tenancy may be extended. The tenancies offered by other providers may vary and may include Fixed Term Tenancies. The type of tenancy you are offered will be made clear by the Provider concerned but refusal of a tenancy on the grounds that it is a fixed term tenancy would not be considered a reasonable refusal.

## 25.Exceptions

There are some exceptions to this Policy based upon Primary and Secondary Legislation, or upon locally agreed arrangements

- Part 6 of the 1996 Act does not apply to Mutual Exchanges within a Council's own stock, or via national schemes such as Homeswapper.
- The following cases are also exempted:
  1. Where a tenant dies (either secure or fixed term) and a succession takes place under The Housing Act 1985
  2. Where assignment takes place by way of mutual exchange under the Housing Act 1985
  3. Where a secure tenancy is granted by order of a Court under Matrimonial Causes Act 1973, or Matrimonial and Family Proceedings Act 1984, or Children Act 1989.
  4. Where an Introductory Tenancy becomes a secure tenancy

There are also some circumstances in which allocations may be made other than in accordance with the scheme detailed in this policy.

These include:

- Supported accommodation (i.e. accommodation in which support is provided as a condition of occupancy).
- Accommodation for keyworkers, as defined locally
- Lettings to joint tenants, where a tenancy is currently held by one of the joint tenants as a sole tenancy.
- Letting to a former tenant, where a joint tenancy has been terminated by one joint tenant and the other tenant wants to remain in the property (when this is in accordance with eligibility for the specific property type in question)
- Letting to someone who has lived in that property as the relative or carer of a tenant who has died, but there is no statutory right for that person to succeed to the tenancy
- Letting of a property for the purpose of decanting an existing Registered Provider tenant (e.g. where their current property requires work which cannot be carried out with the tenant in residence, or if the current property is scheduled for demolition).
- Letting of a property to an existing Registered Provider tenant, for management reasons. Such allocations can only be carried out with the prior approval of the Housing Services Manager.
- Letting of a property which is particularly suitable for an applicant by virtue of its design, construction or adaptation.
- Letting of a property to a person referred to the Council by the Multi Agency Risk Assessment Conference (MARAC) as a result of Domestic Violence.

- Lettings which are required in order to secure a 'chain letting' whereby RVH maximises use of the stock available to meet the most housing need.

Any decision to allocate accommodation outside of the policy will be signed off by the Housing Services Manager.

## **26. Allocating Affordable Rented Properties**

The policy does not differentiate between working and non-working households in the allocation of Affordable Rent housing.

Affordable Rent will be accessed in terms of the priorities and requirements set out in the Allocations Policy this will allow RVH to maximise use of housing supply to meet need.

RVBC's Strategic Housing team will agree local letting plans for new developments where appropriate. Consideration will be given to establishing local lettings plans where there is a high level of affordable housing in a particular area. There may also be certain circumstances where a local letting plan might be used or agreed where Affordable Rent lettings will be prioritised for certain groups of applicants.

## **27. Local Lettings Policies/Schemes**

Local lettings schemes will be designated by RP's following detailed consultation with the Council and an assessment of the impact. Once agreed these schemes will have their own allocations criteria. Local lettings schemes will be put in place for a specific area or estate and will be set up in response to particular local circumstances. They will include a clear commitment to equality of opportunity, the provision of clear and accurate information to applicants and an appeals mechanism.

The aim of local lettings schemes is to work towards more balance within local communities to result in outcomes that reflect the wider community and address issues such as child density and the proportion of households in employment in any one area or estate.

Working towards more balanced communities may mean housing a mix of:

- a) Different household types;
- b) Households of different ages and/or with children of different ages;
- c) People who are in paid employment and those who are not in paid employment;
- d) Families which have one parent and those which have two parents;
- e) Households that have previously had a tenancy and those that have not;
- f) Local connection to rurally isolated villages

The precise approach to be adopted will reflect the particular problems/issues of each area

### **Developing local lettings**

Proposals for any local lettings scheme will need to set out the following:

- a) A clear definition of the issues backed up relevant evidence
- b) A method which is likely to address the issues
- c) Some assessment of possible adverse impacts
- d) A way in which the scheme can be monitored
- e) Proposals for reporting and reviewing the scheme

The mechanics of local lettings schemes can work in a variety of ways. For example:

- By-pass the mainstream rehousing policy and procedures altogether;
- Select some, or all, allocations from within the mainstream system, but change the weighting given to various aspects of housing need;
- Select some, or all, allocations from within the mainstream system, but introduce additional criteria for the scheme;
- Select from the mainstream system but according to locally set targets.

Once a local lettings scheme has been designated and the rules that will apply agreed, the Allocations Service will allocate all vacancies in the area or estate according to the agreed rules. The policies that apply to all other general needs properties will be suspended. A system for monitoring the impact of the scheme will be agreed and the results reviewed at meetings between RVBC and RVH

## **28.Pilot Schemes**

From time to time the Council in conjunction with housing association partners will wish to pilot certain schemes to make best use of the social housing stock. Full details of any current scheme will be published on the Council's website.

## **29.Reciprocals**

Other local authorities sometimes request rehousing on a reciprocal basis. The following criteria will be applied:

- The nominated person would be at risk in their present property, and
- The referring organisation is unable to intervene to mitigate the risk or to house the nominated people themselves.

Once accepted for housing assistance will be on the following basis:

- The applicant will be offered time limited priority on the waiting list
- The Allocations Service will have nomination rights to the resulting vacancy or another property of similar type or size;
- The accommodation will be of a similar size and type to that occupied at present;
- The offer of accommodation will be at a safe distance to the present accommodation.

## **30.Withdrawal of Offers**

In the following very exceptional circumstances, offers may be withdrawn:

- Where there has been a change in the applicants circumstances
- Following verification the applicant is not eligible for the property; or
- Where an offer of accommodation could put a vulnerable person at risk of any harm
- Where an applicant has knowingly or otherwise provided information that is false and/or misleading

Where the termination of tenancy has been withdrawn

## Match of household type to property size

The following table indicates the type/size of accommodation for which applicants can expect to qualify. On occasions applicants may be offered a property that is larger than their housing needs require this will usually be where there is insufficient demand from people who need that size of accommodation. Any offer will be subject to a financial assessment to ensure the applicant can afford the higher rent associated with the larger property.

<b>Single person</b>	Bedsit, studio or one bedroom accommodation
<b>Couple</b>	One bedroom
<b>Two adults, not living together as a couple e.g. if an adult has a medical need for a carer to live with them, on a full time basis, and this carer is not their partner. Proof will be required.</b>	Two Bedrooms
<b>Adult(s) with one dependent child</b>	Two bedrooms
<b>Adult(s) with two dependent children of the same sex (up to 16 years) or opposite sex but aged under 10 years</b>	Two bedrooms
<b>Adult(s) with 2 dependent children of opposite sex aged over 10 years</b>	Three bedrooms
<b>Adult(s) with three dependent children</b>	Three bedrooms
<b>Adult(s) with four or more dependent children</b>	Three or four bedrooms

### Additional Criteria

Priority for Ground floor accommodation will normally be given to someone who requires level access on the grounds of age, disability, medical need or children under the age of 8.

Applicants who need adaptations will only be offered a property where the adaptation is in situ. Exceptional cases will be considered at the discretion of the Housing Services Manager where there is a very urgent need to move and the risk to the applicant to remain in their current accommodation is significant, and where a move into a standard ground floor property will significantly reduce the risk

In order to be eligible for bedroom spaces for children, the adult(s) must demonstrate that the child(ren) live(s) with them on a full time, permanent basis. Proof of Child Benefit will be the determining factor. On occasions when there is an excess supply of larger properties an offer may be made to someone who has part time access to children subject to a financial assessment.

When we have registered your application we will advise you what size of properties you will be considered for.

### 31. Additional Notes

A copy of this Policy, or a summary, is available from Ribble Valley Borough Council offices or via the website at [www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

Advice and assistance on the Housing Register and how to secure accommodation is available free of charge from Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe BB7 2RA or by telephoning 01200 425111



The Council will provide a draft and consult on the details of any significant changes to this policy. All stakeholders will be consulted, including (but not exclusively) Registered Provider (RP) partners, applicants, and representatives of statutory and voluntary agencies.

The policy will be reviewed on an annual basis and will be reported to Ribble Valley Borough Council's Health and Housing Committee.

### How Points are Awarded

Points category	Points Awarded	Reason/Circumstances for Award
<b>Medical Points</b>	<b>0-25</b>	Awarded in bands of 5 following completion of medical assessment form (see note below)
<b>Overcrowding</b>	<b>10 points</b>	Awarded for each bedroom short based on bedroom criteria detailed in Policy
<b>Underoccupation</b>	<b>10</b>	One bedroom excess and living in Social Housing Tenancy
	<b>30</b>	Two bedroom excess and living in Social Housing Tenancy
	<b>50</b>	Three bedroom excess and living in Social Housing Tenancy
<b>Homeless Points</b>	<b>10</b>	Homeless at Home (allocated by RVBC)
	<b>15</b>	LA Statutory Duty Exists (allocated by RVBC) 5 additional points will be awarded every 3 months up to a maximum of 12 months- 20 points
<b>Children above ground floor</b>	<b>5</b>	Awarded where a child under 8 is living in accommodation above ground floor level
<b>1 bed general needs to 1 bed sheltered</b>	<b>10</b>	To free up higher demand properties
<b>Move on From Supported Accommodation/Care Leavers</b>	<b>10</b>	Awarded where applicant needs to move on from supported living into independence.
<b>Emergency Allocations Priority</b>	<b>10</b>	As detailed in policy and will only be awarded in conjunction with RVBC
<b>Harrasment</b>	<b>10</b>	Specific evidence based circumstances as detailed in policy
<b>Disrepair</b>	<b>0-15</b>	Awarded in bands of 5 following visit by property services and housing services
<b>Member of HM Forces within the last 5 ears</b>	<b>10</b>	This is not awarded where 10 residency points apply
<b>Single Independence points</b>	<b>5</b>	Young people wishing to move on from their family home
<b>Lacking Facilities</b>	<b>20</b>	No fixed abode applicants – evidence required.
<b>Shared Facilities</b>	<b>10</b>	Hostel type accommodation sharing kitchen or bathroom facilities
<b>Split Families</b>	<b>5</b>	Awarded where families who would reasonably e expected to live together cannot due to their housing circumstances
<b>Local Connection - Residency</b>	<b>0-10</b>	In bands of 5 after 12 months and 10 after 5 years, break of 12 months residency may be allowed in certain circumstances without loss of points
<b>Work/Support</b>	<b>10</b>	Evidence required e.g. proof of employment/need to give or receive support
<b>Relationship Breakdown</b>	<b>5</b>	Awarded following relationship breakdown and the same house still being occupied
<b>Age Points</b>	<b>10</b>	Awarded after the age of 70

The two crucial factors that are looked for in any awards of medical conditions are:

1. The physical link between the identified medical complaint and the current housing accommodation/situation.
2. That there is a realistic expectation that the identified medical condition would improve if alternative, more suitable accommodation was made available.

The following list covers some of the main factors, which can be reflected in a points award under medical considerations.

1. Mobility - Inability to manage stairs/control-heating (e.g. put on extra clothing or adjust fire). size of accommodation, garden.
2. Applicants or tenants who are more or less confined to their existing accommodation, or where they depend on others to enable them to leave the dwelling.
3. Where present accommodation is causing the applicant's mental or physical disability, which could be overcome by a move to more suitable accommodation.

The approach in this instance is to focus on how the applicant or tenant's circumstances could be improved by a move to alternative accommodation - points will be awarded accordingly.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

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Agenda Item No.

meeting date: 30 MAY 2013  
title: Ribble Valley Year of Health & Wellbeing 2013/14  
submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE  
principal author: CHRIS HUGHES, HEAD OF CULTURAL & LEISURE SERVICES

## 1 PURPOSE

1.1 This report asks members to consider the following:

- progress being made on the new County-wide Public Health Structures
- proposals for the 'Ribble Valley Year of Health & Wellbeing'
- developing local partnership arrangements for health & wellbeing

1.2 Relevance to the Council's ambitions and priorities:

- **Corporate Priorities** - to make people's lives safer & healthier
- **Other Considerations** – to improve the health of people living and working in the area

## 2 BACKGROUND

2.1 After being in shadow form for the last twelve months or so, the Lancashire Health & Wellbeing Board became formally responsible for the delivery of Public Health in the County from 1 April 2013.

2.2 A Health & Wellbeing Strategy sets out how the Board, in partnership with others, will deliver the new arrangements in health improvement to Lancashire's citizens and communities. (see appendix 1)

2.3 The Strategy identifies four priority outcomes:

- 1 New and expectant families
- 2 Mental Health & Wellbeing
- 3 Long term conditions
- 4 Improving the Health & Independence of older people

There are ten priority interventions also identified to help focus work on achieving the priority outcomes. These will form the basis of work programmes over the next three years to help demonstrate the effectiveness of the new 'collaborative approach'.

2.4 The new staffing structure for Public Health Lancashire is now almost complete, and includes officers who will have area/district responsibilities, along with specialists who will deliver specific services across the County.

2.5 It is proposed that district-based Health & Wellbeing Partnerships, and associated local work programmes, are established to address issues and inequalities specific to the locality, and provide a connection to the broader public health system. Although such partnerships will be supported through Public Health Lancashire, there will be a role for District Councils in providing local co-ordination.

### 3 CURRENT SITUATION

- 3.1 It has been acknowledged that Public Health Lancashire will have to work closely with District partners in jointly planning future services. Appendix 2 outlines some areas where the relationship between the County and District Councils could be strengthened.
- 3.2 Although there is a lot of activity at County level, establishing new structures and staff teams, partnership working at a local level has suffered, partly due to NHS staff moving into new roles with Public Health Lancashire, and uncertainty on how Public Health will work with CCGs.
- 3.3 From a Ribble Valley perspective, this has meant that the Ribble Valley Health Improvement Group (RVHIG) has ceased to function, creating some uncertainty on how things will move forward.
- 3.4 The Health sub group feels that it is important to maintain some momentum to ensure a continuation of local partnership working until the new formal arrangements are established. Any such activity should tie into the priorities of the Lancashire Health & Wellbeing Strategy, but also ensure that they have local relevance.
- 3.5 The Year of Health & Wellbeing promoted by Ribble Valley Borough Council aims to build on the theme of “Working Together Towards a Healthier Ribble Valley” and reflect the work done by partner agencies and community groups within the Borough in trying to redress the imbalance of resources available to the predominantly rural Ribble Valley and the resultant health inequalities experienced by the residents.
- 3.6 The Year of Health & Wellbeing will identify the health and wellbeing priorities for Ribble Valley residents, the problems with access to, and gaps in, services, along with difficulties in delivering to hard-to-reach communities and perceived lack of need for those services through showcasing partnership projects.
- 3.7 The project will showcase and celebrate the exemplar work of partners in Ribble Valley and the leadership of the Borough Council.
- 3.8 There will be specific outcomes from the Year:
  - Celebrate the Partnership’s contribution to Ribble Valley Health & Wellbeing in 2013/4;
  - Work towards becoming a dementia-friendly Council, and encourage other Ribble Valley organisations to join the project;
  - Promote Healthier Individual Lifestyles and demonstrably reduce the costs of providing healthcare to Ribble Valley residents;
  - Reduce the level of fuel poverty in Ribble Valley
- 3.9 An action plan will be developed for each outcome to demonstrate its impact and connectivity to wider public health priorities.

### 4 ISSUES

- 4.1 The specific outcomes have been selected as they can demonstrate the Council’s commitment to the Year of Health & Wellbeing by building on existing projects / work programmes.

4.2 It is also hoped that the 'Year of Health & Wellbeing' could be developed into an example of good practice within the County by demonstrating the value of the new collaborative approach.

4.3 There will be a formal launch at the Year of Health & Wellbeing, once the individual work programmes have been established.

## 5 RISK ASSESSMENT

Approval of this report may have the following implications:

- **Resources** – There is no additional funding identified at this stage to deliver the Year of Health & Wellbeing, although the Council does have some remaining funds from previous health-related schemes that could be used to 'pump prime' one-off activities. We will also explore sources of external funding, where possible.
- **Technical, Environmental and Legal** - none
- **Political** – The project demonstrates the Council's commitment to new partnership arrangements in Public Health.
- **Reputation** – the report demonstrates the Council's commitment to addressing the health & wellbeing needs of its citizens.

## 6 RECOMMENDED THAT COMMITTEE

6.1 Notes the contents of the report and supports the proposal to establish 2013 as Ribble Valley's 'Year of Health & Wellbeing';

6.2 Agrees to the four specific outcomes identified at 3.7;

6.3 Extends the remit and membership of the current Health Sub Group to oversee the Year of Health & Wellbeing, and to work with Public Health Lancashire towards the establishment of a Ribble Valley Health & Wellbeing Partnership.

MARSHAL SCOTT  
CHIEF EXECUTIVE

CHRIS HUGHES  
HEAD OF CULTURAL & LEISURE SERVICES

For further information, please ask for Chris Hughes 01200 414479

Health & Housing 30.5.13 / RV Year of Health & Wellbeing / Chris Hughes / IW

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

Agenda Item No.

meeting date: 30 MAY 2013  
title: FOOD HYGIENE INTERVENTION PLAN 2013/2014  
submitted by: CHIEF EXECUTIVE  
principal author: JAMES RUSSELL HEAD OF ENVIRONMENTAL HEALTH SERVICES

### 1 PURPOSE

- 1.1 To consider and approve the Ribble Valley Borough Council's Food Hygiene Intervention Plan 2013/2014.
- 1.2 The Council's vision developed with the Ribble Valley Strategic Partnership states that we aim to ensure Ribble Valley will be "an area with an exceptional environment and quality of life for all; sustained by vital and vibrant market towns and villages acting as thriving service centres meeting the needs of residents, businesses and visitors".

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

### 1.3 Relevance to the Council's ambitions and priorities

- Council Ambitions – This key service document sets out how this Council is to fulfil its duties in relation to food safety "to help make peoples lives safer and healthier".
- Community Objectives – To promote and support health, environmental, economic and social well-being of people who live, work and visit the Ribble Valley.
- Corporate Priorities – To promote healthier environment and lifestyle.
- Other Considerations – This document meets the Food Standard Agency's food law enforcement framework and requirement to produce an annual service plan complying with the national template.

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

### 2 BACKGROUND

- 2.1 In October 2000, the Food Standards Agency published initial detailed guidance to local authorities entitled "A Framework Agreement on Local Authority Food Law Enforcement". Subsequent guidance the latest of which was issued in April 2012, continues to require local authorities to produce a Food Hygiene Intervention Programme (Plan) relating to food law enforcement and set out how they will meet their statutory obligations.

2.2 The latest revision of the Food Safety Act Code of Practice titled 'Food Law Code of Practice ( England)' was also released in April 2012. This guidance consolidates and updates previous food control guidance to reflect changes in national and European Union Food Directives and Regulations. Local Authorities are required to implement and operate in accordance with this guidance.

### 3 ISSUES

3.1 Attached as an Appendix to this report is a recently completed annual Food Hygiene Intervention Plan in relation to Ribble Valley Borough Council.

3.2 I would, in particular, draw your attention to the contents of Part 7, which reviews the performance of the service against last year's performance plan and also sets out the proposed areas for improvement for the forthcoming year. I am also pleased to report again that we have received no complaints against the delivery of the service.

3.3 In 2005 the revised Food Standards Guidance removed the lowest risk Category F premises, which required inspection every 5 years resulting in all food premises requiring an inspection or audit every 3 years. However, the guidance also introduced an option for the Category E 'lowest risk' premises to be dealt with by way of an alternative inspection strategy/scheme. As a result a self-assessment audit was produced and used successfully to audit 41 'lowest' risk premises and advise them of new statutory requirements. It is intended that this be continued in the next year.

3.4 The advent of the Food Safety Hygiene Regulations 2006 introduced the requirement for all food businesses to produce a 'documented' risk assessment system, and preferably adopt the Safer Food Better Business recommended scheme. The Food Standards Agency are requiring local authorities to actively promote and encourage the adoption of this scheme, this work is ongoing.

3.5 The above has had considerable implications in relation to increased complexity and time needed to complete audits for the small team of dedicated officers. *It should be remembered that any premises not inspected in the programme this year must be taken forward and will increase the next year's programme accordingly.* In the event of experiencing any problems with achieving targets, priority will continue to be given to inspecting the 'high risk' premises (category A to C) first.

3.6 Two years ago on 1<sup>st</sup> June 2011, the National 'Food Hygiene Rating Scheme' was successfully introduced within the borough. To date, + 90% of local authorities in England, Wales & Northern Ireland are now operating this system The Food Standards Agency have made available a mobile phone 'App', to make the scheme more accessible and encourage greater consumer use. Unfortunately this scheme has had additional impact in necessitating greater time taken to undertake and complete an audit of a food premises. Generally the scheme has been well received and has been an undoubted success. I am pleased to report the ratings for the food premises in Ribble Valley have improved with more premises achieving a 5 rating in the past 12 months and are as follows, Risk Rating 5 being best;

**Risk Rating 5:** 357(317), **4:** 111(136), **3:** 38(64), **2:** 13(6), **1:** 0(2), and **0:** 0(1)

The above represents 97.5% of the borough's food premises being 'generally compliant'. This however has slightly reduced from last year's rate of 98.2%

Effort and resource will continue to be focused on the lowest 3 categories with the purpose to raise these premises to achieve at least 'general compliance' and a rating of at least 3.

- 3.7 As part of the food service 'quality control', as part of a Lancashire initiative, two inter authority audits were undertaken by food officers from two neighbouring Council's. In addition, the Food Standards Agency also undertook an audit of a dairy 'Approved Premise' in relation to granting a licence for export to Russia. I am pleased to report that the audits were generally successful and reassuring with only relatively minor issues being identified. These issues have subsequently been addressed.
- 3.8 A copy of the Food Hygiene Intervention Programme will also be placed on the Ribble Valley Borough Council website for reference purposes in the 'Environmental Health' section.
- 3.9 It is believed appropriate for the programme to be submitted to the relevant Members forum for approval to ensure local transparency and accountability.

#### 4 RISK ASSESSMENT

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

#### 5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve the Ribble Valley Borough Council Food Hygiene Intervention Plan 2013/14 for implementation in the current financial year.
- 5.2 Note the satisfactory performance in relation to the identified areas for improvement in the previous year's Food Safety Plan.
- 5.3 Reconfirm the continuing priority of food premises inspection for environmental health service provision.

JAMES RUSSELL  
HEAD OF ENVIRONMENTAL

MARSHAL SCOTT  
HEALTH CHIEF EXECUTIVE

For further information please ask for James Russell, extension 4466.



## BACKGROUND PAPERS

1. Framework Agreement on Local Authority Food Law Enforcement - July 2004
2. 'Food Law' Code of Practice (England) – April 2012.
3. 'Food Law Guidance (England) – April 2012.



**RIBBLE VALLEY BOROUGH COUNCIL**

**CHIEF EXECUTIVE'S DEPARTMENT**

**ENVIRONMENTAL HEALTH SECTION**

**FOOD HYGIENE INTERVENTION PLAN**

**2013/14**

May 2013

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## 1.0 Service Aims and Objectives

### 1.1 Aims and Objectives

#### Departmental Aims

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

#### Service Objectives

- Ensure the safe and hygienic production, storage, distribution and sale of food and drink through the enforcement of legislation, the provision of advice and information to consumers and the operators of food businesses and the co-ordination of training to food businesses and other employees by:
  - undertaking an annual programme of food hygiene inspections and enforcement in accordance with statutory requirements, relevant Codes of Practice and guidance;
  - supporting the annual inspection programme with an annual microbiological food sampling programme;
  - to investigating complaints within service standards and to take appropriate action in accordance with relevant Codes of Practice and Guidance;
  - acting as "home authority" to any food businesses originating with the borough of Ribble Valley and to carry out home authority enquiries referred by other agencies;
  - supporting the annual inspection programme with targeted promotional advice and educational initiatives together with providing information and advice on food safety to food businesses and consumers, and co-ordinating training.

## 1.2 Context - The Council's Vision

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

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

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

- To ensure a well-managed Council providing efficient services based on identified customer needs'.
- To help make peoples lives safer and healthier;
- To protect and enhance the existing environmental quality of our area.

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

There are also other corporate documents that influence service delivery including the Sustainable Community Strategy, the Community Safety Plan, Data Quality Policy, Equality Framework for Local Govt., Customer Care Policy, Consultation Strategy and Citizens Charter.

Along with these key corporate documents, it is important that the services are delivered in a manner that provides satisfaction to the public. Therefore it is an integral element of all the services delivered that they are done so efficiently and effectively by appropriately qualified and experienced staff.

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

**KEY OBJECTIVES AND POLICY STATEMENTS**

**Links to Sustainable Community Strategy**

- To improve the health of people living and working in our area
  
- To encourage economic activity to increase business and employment opportunities
- To support the regeneration of Market Towns as sustainable service centres
- Promote local produce and local employment opportunities and promote and support the development of the Ribble Valley Food Trail
  
- To support the priority outcomes of the Strategic Health Improvement Group within the Ribble Valley Local Strategic Partnership ( LSP)
  
- To seek continuous improvement
- To treat everyone equally and ensure access to services is available to all

**Specific Food Safety Ambitions**

- “to focus resources to achieve Food Standards Agency inspection targets
  
- “ Support & complement the National Food Standards Agency reduction targets to reduce gastroenteritis in the community
  
- To encourage the adoption of healthy lifestyles in the local community

**Service Committee Policies – Health & Housing Committee:**

- To protect and where possible improve the environment and the general public health of the community, by taking all reasonable measures available;
- To ensure that all premises where food is manufactured or sold comply with the public health legal requirements; and
- To ensure that all other eligible organisations and establishments comply with the relevant public health requirements.
  
- the Council is committed to education and training towards sustainable development and creation of a more sustainable and inclusive society.
- Contains commitment to provision of food hygiene training.
  
- Health Prevention Strategy:
  - To promote public awareness and understanding of the importance of good food hygiene through appropriate media channels.
  - To promote and provide food hygiene courses for local businesses.
  - To develop a ‘hygiene award’ scheme for food businesses and restaurants.
  
- e.Government:
  - to develop greater provision of information and service through this media in line with Corporate Policy.

**1.3 Links to annual 'Corporate Strategy'**

The Council produces an annual Corporate Strategy.

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

**1.3.1 Service development history**

As part of the recommended food enforcement 'quality control' measures and as part of an adopted Lancashire authority initiative, two inter authority audit were undertaken of our food enforcement systems recently by food officers from two neighbouring Council's. In addition, the Food Standards Agency also undertook an audit of an 'Approved Dairy Premise' with regard to approval for export to Russia. I am pleased to report that these audits were generally successful and reassuring with only relatively minor issues being identified. These issues have subsequently been addressed

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

This plan complements the corporate vision, values and objectives set out in the Council's Corporate Strategy.

## 2.0 Background

### 2.1 Profile of the Local Authority

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

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

The borough has a population of approx. 57,300 (2011), with Clitheroe, the main administrative centre having 15,000 inhabitants. Clitheroe lies at the heart of the borough, whilst Longridge, the other main town, lies in the West. Longridge has a population of approximately 7,724. The remainder of the area is mainly rural with a number of villages ranging in size from large villages such as Whalley, Sabden and Chatburn through to small hamlets such as Great Mitton and Paythorne.

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

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

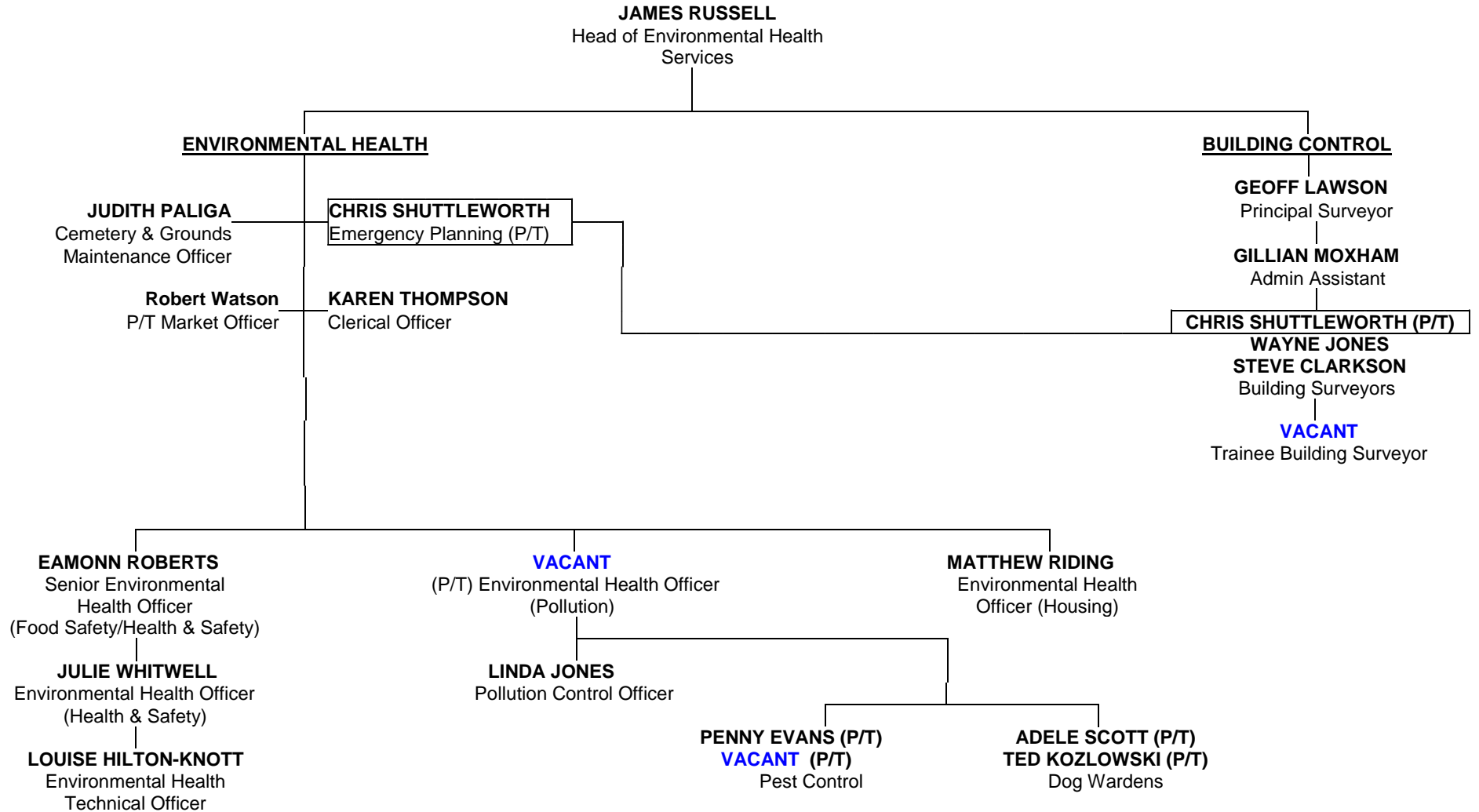
#### POLITICAL MAKE-UP OF THE BOROUGH



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



## 2. SERVICE STRUCTURE

### 2.1 ENVIRONMENTAL HEALTH SERVICE STRUCTURE



<b>Political Arrangements</b>	Food Safety falls under the terms of reference of the Health & Housing Committee. The Food Service Plan is presented to the Council's Health & Housing Committee for approval and adoption.		
<b>Provision for Specialist Services</b>	<p>Food Analytical Services</p> <p>Food Examiner Health Authority</p> <p>LA Sector Enforcement Guidance</p>	<p>Lancashire County Council Public Analyst plus specialist service providers as necessary</p> <p>Food &amp; Environmental Microbiology Services (PMS), Preston</p> <p>East Lancashire Primary Care Trust</p> <p>CHP/DPH – Consultant in Health Protection, Director of Public Health, Health Protection Agency</p> <p>Local Authorities Coordinator of Regulatory Services (LACORS)</p>	
<b>2.3 The Scope of the Environmental Health Section's Food Service</b>	<p>As a Borough Council the Authority is responsible for the full range of food hygiene duties under the Food Safety Act 1990.</p> <p>Food Standards and Animal Feed Products are the responsibility of the Lancashire County Council Trading Standards Division.</p> <p>Within the Department of Development Services the Environmental Health Section also deliver the following services along side food safety.</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety/Smokefree Workplace</li> <li>• Local Authority Air Pollution Control (LAAPC/IPPC)</li> <li>• Air Quality Review</li> <li>• Nuisance Complaints</li> <li>• Management of Clitheroe Market</li> <li>• Clitheroe Cemetery</li> <li>• Infectious Disease</li> <li>• Pest Control &amp; Dog Warden Service</li> <li>• Health Education</li> <li>• Animal Welfare Licensing</li> <li>• Emergency Planning</li> <li>• Building Control</li> </ul>		
<b>2.4 Service Delivery Points</b>	<p>Chief Executive's Department</p> <p>Council Offices</p> <p>Church Walk</p> <p>CLITHEROE</p> <p>Lancashire</p> <p>BB7 2RA</p> <p>E-mail</p> <p>environmental.health@ribblevalley.gov.uk</p>	<p> (01200) 425111 (switchboard)</p> <p> (01200) 414464 (direct)</p> <p>Fax: (01200) 414489</p> <p>Web Site: <a href="http://www.ribblevalley.gov.uk">www.ribblevalley.gov.uk</a></p> <p>Opening Hours: 08.45 – 17.00 Monday – Friday</p>	<p>Out of Hours: Emergency Service available by contacting 01200 444448</p>

**2.5 Demands on the Environmental Health Section**

There are ever increasing service demands on the environmental health teams in relation to the issue of delivering the cleaner environment agenda, animal welfare, nuisance complaints, industrial air quality regulation, public health, emergency planning, safe & green building construction and generally protecting the public health of the local community.

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

The borough has a normal cross-section of food businesses but has a significant and much higher than average number of 'approved' premises, the majority being on-farm dairies, which are by their nature relatively high risk, complex and resource intensive.

	Number of Premises (as at 01/04/2013)	
Total number of Food Premises (Total)	<b>768</b>	
Categories A-C (High Risk & Approved premises)	302	(39%)
Categories D-E (Others)	456	(59%)
Non Rated (excluding approved premises)	11	(2%)
Producers	7	
Slaughterhouses (seasonal)	5	
Manufacturers/Packers	30	
Importers/Exporters	0	
Distributors	13	
Retailers	220	
Restaurants and other caterers	462	
Manufacturing Non Food	0	
'Approved' Premises *	23	
Premises where the Section acts as "Home Authority"	0	
External factors impacting on service delivery:	None	
<i>( * included in the figures above )</i>		

**2.6 Enforcement Policies**

Corporate adoption of the Enforcement Concordat – 2000  
 Food Safety Enforcement Policy (Revised January 2011)  
 General Environmental Health Enforcement Policy (Revised June 2005)

**3.0 Service Delivery**

**3.1 Food Premises Inspections**

It is Ribble Valley Borough Council's policy to carry out programmed inspections in accordance with both the minimum inspection frequencies specified in the Food Standards Agency 'Food Law' Code of Practice (England) [ April 2012] and as stipulated in Food Law Practice Guidance ( England) [April 2012] .

5

Premise Profile:

	Number of Premises as at 01/04/13	Programmed Number of Inspections Required During the Year (01/04/13 – 31/03/14)	
Category A	2 (0.6%)	4	
Category B	24 (6.3%)	24	
Category C	274 (43%)	220	
Category D	161 (15.2%)	85	
Category E	297 (31.3%)	78 #	
Non Rated/Overdue	10 (16.6 %)	0	
'Approved' Premises (* included in above)	*22		
<b>TOTAL</b>	<b>768</b>	<b>409</b>	
			<b># 77 Cat 'E' premises to be dealt with by Alternative Inspection strategy</b>
Estimated number of revisits:		100	
<i>Estimated number of officer hours for these visits</i> (including contract monitoring/administration):		<b>1300</b>	
Local areas of targeted inspection:			
<b>Approved Premises</b> - On-Farm Dairies and Milk Products Plants		(20) }	Included in the above
<b>Approved Premises</b> - Meat and Fish Product Plants		( 2 ) }	
<i>Estimated number of Officer hours for these targeted visits:</i>		(150)}	

	<b>Local Performance Indicator:</b>	<b>100% High Risk food premises inspection carried out 100% Other food premises inspections carried out</b>
<b>3.2 Food Complaints/Service requests</b>	<p>It is the policy of Ribble Valley Borough Council to give a first response within 2 working days to all food and food premises complaints/service requests. The 2012/13 performance target was to respond to 90% within 48 hours. <i>In 2012/13, we actually responded to 97% of 322/332 of food related service requests within 48 hours.</i></p>	
	Estimated number of food complaints/service requests:	300
	<i>Estimated number of Officer hours:</i>	<b>450</b>
<b>3.3 Home Authority Principle</b>	<p>Ribble Valley Borough Council subscribes to the current Local Authorities Co-ordinating Body on Food &amp; Trading Standards (LACOTS) Home Authority Principal (HAP). The Authority has not been approached by or is aware of any local company likely to be within the remit of HAP currently entered into a formal agreement with any local company.</p>	
	<i>Estimated resources spent on Home Authority Work:</i>	<b>0</b>
<b>3.4 Advice to Business</b>	<p>The Authority has a policy of offering advice to any business which has trading premises within our area unless the trader has a Home Authority arrangement with another Local Authority.</p>	
	Planning/Building Control consultation responses, licensing enquiries and property searches:	100 (ave.)
	<i>Approximate officer hours:</i>	125
	Estimated number of advisory visits:	10
	<i>Approximate number of Officer hours:</i>	15
	Approximate number of food related enquiries involving significant work:	25
	<i>Approximated number of Officer hours on general customer advice:</i>	50
		<b>Total: 190</b>

<b>3.5 Food Sampling and Inspection</b>	<p>The general policy of Ribble Valley Borough Council is to sample food and drink, supplied, produced and sold within the Borough, in accordance with a planned sampling programme to assess its safety and quality and where necessary, in response to food complaints/investigations. The Council will also participate in Lancashire-wide, national and European sampling programmes. A copy of the Food Sampling Policy and 2013/2014 proposed sampling programme is attached at Appendix A.</p>
	<p><i>Estimated number of Officer hours to be devoted to food sampling and inspection:</i> <b>175</b>  <i>Estimated number of complaint samples which will be submitted for examination/analysis:</i> 3  <i>Estimated number of surrender visits:</i> 2  <i>Estimated number of hours on surrender visits:</i> <b>4</b></p>
	<p>All formal food samples are submitted to The Lancashire County Public Analyst for compositional analysis or to Food and Environmental Microbiology Service, Preston for microbiological examination.</p>
<b>3.6 Control of the Investigation of Outbreaks and Food Related Infectious Disease</b>	<p>Average number of notifications of gastrointestinal disease: 100  Average number of outbreaks: 5  <i>Estimated number of Officer hours to be devoted to food related infectious disease investigation and control:</i> (total outbreak investigation estimated 200 Hours) <b>300</b></p>
<b>3.7 Food Safety Incidents</b>	<p>It is the policy of Ribble Valley Borough Council to comply with Food Standards Agency 'Food Law Code of Practice ( England) ' (issued April 2012) in relation to the handling of Food Hazard Warnings and Food Safety Incidents.</p> <p>The number of notifications has significantly increased since the inauguration of the Food Standards Agency on 1 April 2001.</p> <p>Estimated number of Food Hazard Warnings: 50  <i>Estimated number of Officer hours to be devoted to the handling of Food Hazard Warnings:</i> <b>20</b></p>

<b>3.8 Liaison with other Organisations</b>	<p>The Authority participates in the following liaison groups related to food safety issues in order to ensure that enforcement action taken within the Borough of Ribble Valley is consistent with those of neighbouring local authorities:</p>	
	<ul style="list-style-type: none"> <li>• Lancashire Chief Environmental Health Officers – Food Officer Sub-Group (FOG) } 20</li> <li>• FOG/Public Health Laboratory Service Liaison Group } 10</li> <li>• East Lancashire HA District Infection Committee 5</li> <li>• United Utilities (North West Water) Liaison Meeting --</li> <li>• FOG/Trading Standards Sub-Group --</li> <li>• FOG/Social Services Sub-Group --</li> <li>• FOG/Lancashire County Council Education Sub-Group --</li> </ul>	
	<p><i>Estimated number of Officer hours devoted to liaison activities:</i></p>	<b>35</b>
<b>3.9 Food Safety Promotion</b>	<p>The Authority will seek to be involved in the following promotional/training activities in relation to food safety:</p>	
	<p>Training Courses:  'Safer Food Better Business' awareness and implementation by food businesses  Initiatives:  Food Safety Week –  Basic Food Hygiene Courses – intention to provide 2 per year</p>	
	<p><i>Estimated number of Officer hours devoted to Health Promotion (including course administration support)</i></p>	<b>12</b>
<b>3.10 Food Safety Training for Officers</b>	<p>The general aim is to achieve a minimum of 10 hours per Officer each year. Training is provided to address needs identified within the Officer annual appraisal system and subject to course availability and within available resources.</p>	
	<p><i>Estimated number of Officer hours devoted to Food Safety Training</i></p>	<b>30</b>
<b>3.11 Food Safety Management</b>	<p><i>Estimated number of hours on Food Safety Management and administration</i></p>	<b>300</b>
<b>3.12</b>	<p>Total estimated officer hours required to deliver Food Safety function:</p>	<b>2816 (1.76 FTE)</b>

## 4.0 Resources

### 4.1 Financial Allocation

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

The individual service costs have been partially disaggregated. This has been established by the periodic use of time allocation exercise to determine average Officer time spent undertaking each function.

A breakdown of the Officer time estimated and used to calculate the service costs is contained within the Best Value 'Year One' Review which were based on calculated service costs used for CIPFA purposes.

The overall expenditure for the Environmental Health Service cost centre over the present year and forward budget for 2013/14 is as follows. These figures also include income and expenditure related to Enforcement and capital finance costs.

Environmental Health	2012/13	2012/13
Employee Expenditure	0	0
Premises Expenditure	18,820	19,810
Transport Related	3,270	4,310
Supplies & Services	18,020	17,110
Third Party Payments	3,480	5,460
Support Services	344,310	380,670
Capital Financing	2,020	2,020
Other grants and reimbursement	-1,650	-2,960
Customer and client receipts	-23,920	-30,170
	<u>364,350</u>	<u>423,410</u>
Net Service Expenditure		

Estimated food safety costs within the Environmental Health Service cost centre are as follows:

Food Safety /ID costs	2012/13	2013/14
Supplies & Services	760	1,890
Support Services	51,8580	54,994
Capital financing	0	0
Total Expenditure	52,618	56,884
Total Income	-0	0
Net Service Cost	<u>52,618</u>	<u>56,884</u>



#### 4.2 Staffing Allocation

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

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

The total resources currently available within the section for the above is: 7.8 (FTE)

This is made up of:

- Enforcement Officers 6.8 (FTE)
- Administrative Support 1 (FTE)

of the above, the resource to deliver the food safety service is: 1.76 (FTE)

of which:

- Qualified to inspect Cat. A – B premises: 1.76 (FTE)
- Qualified to inspect Cat C – E: as above

For the year 2013/14, the food service should be deliverable within existing resource. As in previous years, there is significant ongoing work in relation to the National Food Hygiene Rating Scheme. **In line with national guidance, priority will be given to food premises not achieving a 'generally compliant' rating of 3 with the aim of achieving a 100% with a rating of 3 and above.**

If during the year it becomes apparent that the service is unable to complete the intended inspection programme, priorities in all areas of work will be reassessed and resources will be allocated to the food service on 'risk based' principles with priority being given to the regulation and inspection of "high risk" ( Category A - C) premises.

Members will be informed of any such re-allocation.

## 5.0 Analysis of Present Position

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

<p><u>Strengths</u></p> <ul style="list-style-type: none"> <li>• Well developed strategies and policies for the service in line with national guidance.</li> <li>• Service well aligned with corporate strategy/policy.</li> <li>• Well established performance monitoring procedures.</li> <li>• Experienced, professional and dedicated staff.</li> <li>• Low staff turnover.</li> <li>• Clear commitment to quality service delivery.</li> <li>• General achievement of Food Safety Act Code of Practice inspection annually.</li> <li>• Introduced National Food Hygiene Rating Scheme in 2011</li> </ul>	<p><u>Weaknesses</u></p> <ul style="list-style-type: none"> <li>• Minimal resources (always fire fighting).</li> <li>• Proactive work at risk in event of public health emergency/reactive work demands.</li> <li>• Potential remuneration problem in event of vacancies.</li> <li>• Increasing complexity of regulation and enforcement - requirement to specialise to achieve competency.</li> <li>• Diminishing pool of officers nationally.</li> <li>• Lack of capacity to contribute meaningfully to wider public health agenda – Public Health England.</li> </ul>
<p><u>Opportunities</u></p> <ul style="list-style-type: none"> <li>• Multi-skilled public health professionals.</li> <li>• Need to develop proactive public health agenda with other partners – eg No smoking in the workplace and by catering premises, healthy eating.</li> <li>• Facilitate local food safety training needs.</li> <li>• Develop new targeted 'intervention' approach to enforcement</li> <li>• Work with other agencies to develop multi-agency lead inspector approach.</li> </ul>	<p><u>Threats</u></p> <ul style="list-style-type: none"> <li>• Increasing complexity of issues – greater need for research/documented procedures.</li> <li>• Food safety service audit by Food Standards Agency if fail to meet targets and deliver mandatory duties.</li> <li>• Increased information gathering and recording – increasing inspection costs.</li> <li>• Projected shortage of EHO's entering profession.</li> <li>• Pressures to PCT/Public Health Network to concentrate resources on health care service delivery rather than prevention partnerships.</li> <li>• Increased duties and demands in relation to smoke-free workplace, clean environment, industrial air pollution regulation and animal welfare and capacity to achieve.</li> <li>• Introduction of formal hazard analysis requirements under new regulations and associated resources requirements.</li> </ul>

<b>6.0 Quality Systems</b>	<p>It is our policy to carry out all areas of food service delivery in accordance with our Food Safety documented procedures and to fulfil any inter authority audit requirements as required with neighbouring authorities.</p>
<b>7.0 Review</b> <b>7.1 Review Against the previous Plan</b>	<p>This Food Hygiene Intervention Plan will be reviewed annually and reported to members. The review will link into the annual budgetary process and the review of associated plans. Performance monitored on monthly basis and quarterly by management review of progress.</p>
<b>7.2 Annual Performance</b>	<p>In 2012/13:</p> <ul style="list-style-type: none"> <li>• 374 ( of 274) food premises were audited, of which 333 food premises received a full inspection and 41 'low risk' premises were dealt with under an Alternative Inspection Programme.</li> <li>• 332 service requests were recorded of which 322 (97%) were actioned within the target response time of 2 working days.</li> <li>• 125 confirmed cases of infectious diseases were investigated in relation to food-born organisms (100% of notified cases).</li> <li>• 215 'milk products' and 'other' food samples were submitted for analysis.</li> </ul>
<b>7.3 Compliance with Local Performance Indicator</b>	<p>In addition to the service performance statistics listed in paragraph 7.3 above:</p> <ul style="list-style-type: none"> <li>• Enforcement of food safety legislation has been implemented in accordance with the Ribble Valley 'Food Safety' Enforcement Policy ( Rev. January 2011) and associated standard procedures.</li> <li>• In the year 2012/13, there have been no complaints received about the Food Safety enforcement activity.</li> </ul>
<b>7.4 Identification of significant variance from Service Plan</b>	<ul style="list-style-type: none"> <li>• To be monitored quarterly and any significant variation from the plan to be reported promptly to the Health &amp; Housing Committee.</li> </ul>

### 7.5 Service Improvement

7.5 (i) The following areas of service development were identified for 2012/13 :

Corporate Objective	Action	Standard	Method of Measurement	Target	Responsible Officer	Resources	Links	Achieved
To focus EH resources to achieve FSA inspection targets	To undertake 100% of programmed audit/inspection of food premises in accordance with Food Standards Agency 'Food Law' Code of Practice (issued June 2008).	Food Standards Agency 'Food Law' Code of Practice (issued June 2008).	No of inspections/audits completed	315	Senior EHO (Food/Health and Safety) and EHT's	Within existing	LPI	100% (374)
To meet mandatory government guidance	To review Food Safety procedures and update to comply with Food Standards Agency 'Food Law' Code of Practice' (revised June 2008).	Food Standards Agency 'Statutory Food Law Code of Practice' (revised June 2008).	Standard Procedures reviewed and standard documents updated	Review by 31.3.13	Senior EHO (Food/Health and Safety)	Within existing	FSA	Ongoing
Legend:	FSA – Food Standards Agency LPI – Local Performance indicator							

## 7.5 (ii) Action Plan for the next 12 months:

<b>Corporate Objective</b>	<b>Action</b>	<b>Standard</b>	<b>Method of Measurement</b>	<b>Target</b>	<b>Responsible Officer</b>	<b>Resources</b>	<b>Links</b>	<b>Achieved</b>
To focus EH resources to achieve FSA inspection targets	To undertake 100% of programmed audit/inspection of food premises	Food Standards Agency 'Statutory Food Law Code of Practice' (April 2012).	No of inspections/audits completed	409	Senior EHO (Food/Health and Safety) and EHT's	Employ consultants if necessary	LPI	31/3/13
To meet mandatory government guidance	To review Food Safety procedures and update to comply with Food Standards Agency 'Food Law' Code of Practice (April 2012)	Food Standards Agency 'Food Law' Code of Practice (April 2012).	Standard Procedures reviewed and standard documents updated	Review by 31.3.14	Senior EHO (Food/Health and Safety)	Within existing	FSA	Ongoing

## Sampling Policy 2013/ 2014

### 1. Introduction

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

### 2. Food Sampling Surveys/Programmes

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

**3. Food Complaints**

- 3.1 Samples of food received as a food complaint may require microbiological examination or chemical analysis. The PMS Laboratory Preston will undertake all microbiological examinations and the County Analyst at the County Laboratory in Preston, is used for any samples which require chemical analysis.
- 3.2 All food complaints are taken seriously and the results of an examination or analysis may generate the need for more controlled sampling of the food product or from the food premises.
- 3.3 Consideration will be given to the sampling of locally produced products, in particular ice cream, cooked meats and high risk confectionary such as vanilla slices and cream based products.

**4. Process Monitoring**

- 4.1 Process monitoring will not normally be undertaken by this Authority as a matter of routine. However, one exception to this policy relates to on-farm dairies. In the light of knowledge and experience it has been decided, after consultation with food safety colleagues in other authorities in Lancashire and the PMS Laboratory Preston, to undertake process monitoring of milk from on-farm processing (heat treatment) dairies to confirm that food safety is being maintained.
- 4.2 Sampling will comprise of one formal paired sample every year from each processing dairy to test for compliance with the Regulation (EC) No. 852/53/2004 to comply with Regulation (EC) No. 2073/2005 . These will generally be taken between December and March.
- 4.3 All samples shall comprise one bottle/container of milk (preferably semi-skimmed if available) from each pasteuriser at the on-farm dairy premises. The annual statutory sample shall also contain a sample of cream where separation of milk takes place on the premises.

**5. Inspections**

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

**6. Home/Originating Authority Responsibilities**

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

**7. Special Investigations**

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

**8. Imported Foods**

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

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



## Sampling Programme 2013/ 2014

### 1. Introduction

- 1.1 Ribble Valley Borough Council recognises the important contribution that food sampling makes to the protection of Public Health and the Food Law Enforcement functions of the Authority.
- 1.2 In developing a sampling programme consideration is given to:
  - protecting the consumer through the enforcement of food legislation;
  - identifying foods that pose a hazard to the consumer because they contain significant levels of pathogenic bacteria;
  - increased emphasis being given to the surveillance and sampling of imported foods of animal and non-animal origin, particular attention will be given to products of non-animal origin due to lower sampling levels at point of import;
  - assessing the microbiological quality of food manufactured, distributed or retailed in the area.
  - identifying any contraventions of food safety legislation, eg Food Safety Act 1990 Section 8 (food which is unfit or food which is so contaminated) or Section 14 (food not of the quality);
  - helping determine whether advice or enforcement action would be appropriate where it is suspected that poor practices and procedures exist;
  - offering advice and guidance, if appropriate, on food hygiene matters.

### 2. Scope of Sampling

- 2.1 Ribble Valley Borough Council is a Shire District Council and, therefore, does not have any responsibility for Food Standards issues such as food composition or labelling, (which usually require analysis of the samples). These matters are the responsibility of the County Council through the Trading Standards Department. Therefore, this Sampling Programme will relate solely to food sampling for microbiological examination.
- 2.2 In accordance with the revised Food Standards Agency 'Food Law' Code of Practice (revised April 2012), the Sampling Programme has been prepared in consultation with colleagues from the Lancashire Food Officer Group and the Greater Manchester Food Liaison Group along with the Food Examiner from the Food and Environmental Microbiology Services (PMS) Preston.
- 2.3 The Council engages the services of the PMS Laboratory Preston, based at the Royal Preston Hospital, to undertake all microbiological examinations.

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

### **3. Funding**

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

### **4. Development of the Sampling Programme**

- 4.1 The Sampling Programme is developed and published on a four-monthly cycle following discussion/consideration by the Survey Sub-Committee. This usually comprises two officers from each of the Lancashire Food Officer Group and the Greater Manchester Food Liaison Group along with microbiologists from the PMS Laboratory, Preston.
- 4.2 The Survey Sub-Committee usually recommends three surveys for each survey cycle. The number of samples to be obtained by each Authority is determined by various factors including:
  - the ability of the PMS Laboratory Preston to undertake the examination of the samples;
  - the number of premises from which the samples can be obtained; and
  - the number of results necessary to enable meaningful data to be obtained and evaluated.
- 4.3 Recommendations for the surveys to be undertaken in the next survey cycle are agreed by the Survey Sub-Committee and presented to the next meeting of the Food Officer Group for acceptance. Suggestions/justifications for future surveys are made either by food officers through the food liaison meetings or as a result of outbreaks/incidents involving certain foods, where an extended survey could establish whether there could be a more widespread problem.

- 4.4 Where possible, one survey in each cycle shall, in addition to the food product sampled, include a questionnaire where additional information is gathered which may indicate reasons for poor sample results and assist in determining whether advice or enforcement action would be appropriate. A Protocol for the survey shall be drawn up and piloted by two authorities to test and, if necessary, refine the questionnaire/sampling technique before the survey is extended throughout the food liaison groups.

## **5. Sampling Programme**

- 5.1 The Sampling Programme shall consist of the food sample surveys recommended by the Survey Sub-Committee and agreed by the Lancashire Food Office Group.
- 5.2 One formal sample, comprising one pair of bottles/containers of milk from farm processing (heat treatment) dairies shall be obtained every year to test for compliance with the Dairy Products (Hygiene) Regulations. The annual statutory sample shall also contain a sample of cream where separation of milk takes place on the premises.
- 5.3 At the end of each sample survey the PMS Laboratory, Preston shall collate the results and produce a summary of the survey. This summary shall be presented to the next meeting of the Food Liaison Group.

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

Agenda Item No 10

meeting date: 30 MAY 2013  
 title: CAPITAL OUTTURN 2012/13  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: AMY JOHNSON

### 1 PURPOSE

- 1.1 The purpose of this report is to seek member approval for the slippage of capital schemes from the 2012/13 financial year, to the 2013/14 financial year, and to review the final outturn on the capital programme for 2012/13 for this committee.
- 1.2 Relevance to the Council's ambitions and priorities
- Community Objectives – none identified
  - Corporate Priorities - to continue to be a well-managed Council providing efficient services based on identified customer need.
  - Other Considerations – none identified.

### 2 BACKGROUND

- 2.1 The Capital Programme for the Health and Housing Committee consisted of 7 schemes. These were a combination of
- New schemes approved as part of the capital programme in March 2012
  - Schemes with slippage from 2011/12
  - Additional approvals
- 2.2 During the financial year all committees have received reports monitoring the progress of schemes within the programme.
- 2.3 As part of the closure of our accounts process, scheme expenditure has been capitalised and added to our balance sheet or charged to revenue where appropriate.

### 3 CAPITAL SCHEMES PERFORMANCE

- 3.1 Summary of budget approvals, actual and approved slippage.

<i>BUDGET ANALYSIS</i>					<i>EXPENDITURE</i>	<i>REQUESTED SLIPPAGE</i>
Original Estimate £	Slippage from 11/12 £	Additional Approvals £	Total Approved Budget £	Revised Estimate £	Actual Expenditure £	Slippage to 13/14 £
407,740	125,870	134,460	668,070	477,200	424,319	38,630

- 3.2 Overall 89% of the revised estimate has been spent. The balance of the slippage mainly relates to the various housing capital grant schemes.
- 3.3 At the revised estimate time members will recall that £201,620 was moved from 2012/13 to 2013/14 in the capital programme due to known inability to expend those budgets at that time, the details of the schemes affected by this are shown within the table at Annex 1.
- 3.4 Annex 1 to this report also compares the budget for each scheme with actual expenditure and highlights the requested slippage.

#### 4 SLIPPAGE

- 4.1 Where capital schemes are unfinished at the end of the financial year and there is a corresponding remaining unspent budget this is known as slippage. The amount of slippage requested to be carried forward into the next financial year is shown below.
- 4.2 For this Committee there are four schemes with identified slippage into 2013/14. These are:

<b>Cost Centre</b>	<b>Schemes</b>	<b>Slippage into 2013/14 £</b>
CMEXT	Cemetery Extension	1,470
DISCP	Disabled Facilities Grants	-6,400
LANGR	Landlord/Tenant Grants	40,690
REPPF	Repossession Prevention Fund	2,870
	<b>Total Slippage for Health &amp; Housing Committee</b>	<b>38,630</b>

- 4.3 As you can see, there is negative slippage on the Disabled Facilities Grants scheme of £6,400. At the revised estimate it was agreed to move £84,330 of this scheme budget in to the 2013/14 financial year, due to a forecast underspend in the 2012/13 financial year. However, £6,400 has been spent above what remained in the 2012/13 budget, therefore this will now be deducted from the 2013/14 budget.
- 4.4 Attached at Annex 2 are the individual requests for slippage forms. Committee is asked to consider these.

#### 5 RISK ASSESSMENT

- 5.1 The approval of this report may have the following implications:
- Resources – A sum of £38,630 has been set aside in the Council's capital resources to fund the schemes with identified slippage.
  - Technical, Environmental and Legal – The Council has a duty to maintain any cemetery sites under its control in a fit and proper state.
  - Political – The Council is required to pass on ring-fenced funding received from central government. Some schemes with identified slippage fall within this area
  - Reputation – Those in need of financial assistance look to the Council for this assistance. The provision of it will help to improve the standard of living of the recipients which will enhance the reputation of the Council.

- Equality & Diversity – A consistent approach is applied in the provision of the funding areas which have attracted slippage

## 6 CONCLUSION

6.1 Total slippage for this committee amounts to £38,630 for which funding has been set aside in the Council's capital resources.

6.2 A large amount of budget for this committee was moved to the 2013/14 financial year for housing grant schemes and the cemetery extension, totalling £201,620. This has helped reduce the final level of year end slippage shown above for these housing grant schemes.

## 7 RECOMMENDED THAT COMMITTEE

7.1 Consider the requests for slippage shown at Annex 1 and approve the slippage of the budget in to the 2013/14 financial year.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH6-13/AJ/AC  
20 May 2013

BACKGROUND PAPERS: None

For further information please ask for Amy Johnson, extension 4498

## Health and Housing Committee – Capital Outturn Report 2012/13

Cost Centre	Schemes	Original Estimate 2012/13 £	Slippage from 2011/12 £	Additional Approvals £	Total Approved Budget £	Revised Estimate £	Budget Moved to 2013/14 £	Actual Expenditure £	Slippage into 2013/14 £
CMEXT	Clitheroe Cemetery Installation of Infrastructure	90,000			90,000	6,000	84,000	<b>4,532</b>	1,470
DISCP	Disabled Facilities Grants	189,180	13,590	46,560	249,330	165,000	84,330	<b>171,400</b>	-6,400
FLDGR	Flood Protection Grant		100,460		100,460	111,210		<b>98,188</b>	0
FLATT	Flat above over 60's			12,900	12,900	12,900		<b>11,664</b>	0
LANGR	Landlord/Tenant Grants	120,000	8,490		128,490	128,490		<b>87,805</b>	40,690
LPREP	Longridge Purchase & Repair Scheme			45,000	45,000	45,000		<b>45,000</b>	0
REPPF	Repossession Prevention Fund	8,560	3,330	30,000	41,890	8,600	33,290	<b>5,730</b>	2,870
	<b>Total Health and Housing Committee</b>	<b>407,740</b>	<b>125,870</b>	<b>134,460</b>	<b>668,070</b>	<b>477,200</b>	<b>201,620</b>	<b>424,319</b>	<b>38,630</b>

## Request for slippage into 2013/14

<b>Cost Centre and Scheme Title</b>	<i>CMEXT: Clitheroe Cemetery Installation of Infrastructure</i>
<b>Scheme Description</b>	<i>Installation of Infrastructure at Clitheroe Cemetery.</i>
<b>Head of Service</b>	<i>James Russell</i>
<b>Year Originally Approved</b>	<i>2012/13</i>

<b>Revised Estimate 2012/13 for the Scheme</b>	<i>£6,000</i>
<b>Actual Expenditure in the Year 2012/13</b>	<i>£4,530</i>
<b>Variance - (Underspend) or Overspend</b>	<i>(£1,470)</i>
<b>Please provide full reasons for the (under) or over spend variance shown above?</b>	<i>The above expenditure was to carry out essential preparatory work. Variance to be carried forward and incorporated into main capital scheme for the cemetery extension.</i>

**Slippage Request**

<b>Please grant the amount of Budget Slippage from 2012/13 to 2013/14 requested.</b>	<i>£1,470</i>
<b>Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered. Attach any information that you feel may be relevant.</b>	<i>Please see above</i>
<b>By what date would the work or services related to any requested slippage be completed, if it were to be approved.</b>	<i>End August 2013</i>



## Request for slippage into 2013/14

<b>Cost Centre and Scheme Title</b>	<i>DISCP: Disabled Facilities Grant</i>
<b>Scheme Description</b>	<i>Disabled Facilities Grants are a mandatory grant delivered by the Council to assist people with disabilities to be able to stay in their own home. The grant is administered in partnership with Social Services.</i>
<b>Head of Service</b>	<i>Colin Hirst</i>
<b>Year Originally Approved</b>	<i>2012/13 (Annual Scheme)</i>

<b>Revised Estimate 2012/13 for the Scheme</b>	<i>£165,000</i>
<b>Actual Expenditure in the Year 2012/13</b>	<i>£171,400</i>
<b>Variance - (Underspend) or Overspend</b>	<i>£6,400 Overspend</i>
<b>Please provide full reasons for the (under) or over spend variance shown above?</b>	<i>At the revised estimate it was agreed to move £84,330 of this scheme budget in to the 2013/14 financial year, due to a forecast underspend in the 2012/13 financial year. However, £6,400 has been spent above what remained in the 2012/13 budget.</i>

**Slippage Request**

<b>Please grant the amount of Budget Slippage from 2012/13 to 2013/14 requested.</b>	<i>£6,400 Overspend</i>
<b>Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered. Attach any information that you feel may be relevant.</b>	<i>This will be offset against the amount of £84,320 which was carried forward to the 2013/14 financial year from 2012/13 at the revised estimate.</i>
<b>By what date would the work or services related to any requested slippage be completed, if it were to be approved.</b>	<i>N/A</i>

## Request for slippage into 2013/14

<b>Cost Centre and Scheme Title</b>	<i>LANGR: Landlord/Tenant Grants</i>
<b>Scheme Description</b>	<i>To offer grant aid for the renovation of private sector properties with the condition that the units are affordable on completion and the Council has nomination rights.</i>
<b>Head of Service</b>	<i>Colin Hirst</i>
<b>Year Originally Approved</b>	<i>2012/13 (Annual Scheme)</i>

<b>Revised Estimate 2012/13 for the Scheme</b>	<i>£128,490</i>
<b>Actual Expenditure in the Year 2012/13</b>	<i>£87,800</i>
<b>Variance - (Underspend) or Overspend</b>	<i>(£40,690)</i>
<b>Please provide full reasons for the (under) or over spend variance shown above?</b>	<i>The remaining £40,690 is fully committed to four grant schemes that are underway.</i>

**Slippage Request**

<b>Please grant the amount of Budget Slippage from 2012/13 to 2013/14 requested.</b>	<i>£40,690</i>
<b>Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered. Attach any information that you feel may be relevant.</b>	<i>Landlord tenant budget is reduced to £75,000 in 2013/14. We have fully committed £40,690 to date and have started processing other grants on the waiting list and are fully confident a total budget of £115,690 will be spent.</i>
<b>By what date would the work or services related to any requested slippage be completed, if it were to be approved.</b>	<i>The work related to the slippage will be spent by August 2013.</i>

## Request for slippage into 2013/14

<b>Cost Centre and Scheme Title</b>	<i>REPPF: Repossession Prevention Fund</i>
<b>Scheme Description</b>	<i>To offer financial aid for any household which risks becoming homeless through repossession or eviction.</i>
<b>Head of Service</b>	<i>Colin Hirst</i>
<b>Year Originally Approved</b>	<i>2009/10</i>

<b>Revised Estimate 2012/13 for the Scheme</b>	<i>£8,600</i>
<b>Actual Expenditure in the Year 2012/13</b>	<i>£5,730</i>
<b>Variance - (Underspend) or Overspend</b>	<i>(£2,870)</i>
<b>Please provide full reasons for the (under) or over spend variance shown above?</b>	<i>The amount spent relates to the amount of claims on the fund in the year. The fund is only used to prevent repossession.</i>

**Slippage Request**

<b>Please grant the amount of Budget Slippage from 2012/13 to 2013/14 requested.</b>	<i>£2,870</i>
<b>Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered. Attach any information that you feel may be relevant.</b>	<i>The Council was awarded the funding for the repossession prevention fund from government to prevent homelessness.</i>
<b>By what date would the work or services related to any requested slippage be completed, if it were to be approved.</b>	<i>August 2013</i>

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

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Agenda Item No.

meeting date: 30 MAY 2013  
title: DEFINING FUTURE DOG FOULING STRATEGY BASED ON BEST PRACTICE  
submitted by: CHIEF EXECUTIVE  
principal author: JAMES RUSSELL, HEAD OF ENVIRONMENTAL HEALTH SERVICES

## 1 PURPOSE

- 1.1 To review and inform Committee of current best practice in relation to dog fouling.
- 1.2 Relevance to the Council's ambitions and priorities:
  - Council Ambitions – to make people's lives safer and healthier, and to protect and enhance the existing environmental quality of the area.

## 2 BACKGROUND

- 2.1 Dog fouling continues to be an important and emotive issue to many Ribble Valley residents and is a subject which results in being one of the main causes of complaint to the Council. Naturally, many people have a very low or zero tolerance to dog fouling which means finding an acceptable permanent solution is very difficult to achieve.
- 2.2 Nationally, 71% of Councils reported dog fouling being a major concern, with the remaining 29% recording it as a minor concern.
- 2.3 Dog Warden enforcement has been reviewed periodically in reports to Community Committee on 7 March 2000 and further reports to the Council's Community Committee on 16 January 2007 and Overview & Scrutiny Committee on 20 February 2007. In addition ongoing activity is reported regularly contained within the Chief Executives General Report to this Committee.
- 2.4 In addition, in July 2011, members of Community Committee received a report outlining longstanding problems of dog fouling on Council playing pitches. A further report is to be presented to Community Committee on 21<sup>st</sup> May 2013 recommending the introduction of new Dog Control Orders under the Clean Neighbourhood & Environment Act 2005, to provide enhanced powers to tackle the following dog control issues; extending dog fouling 'removal' provisions, exclusion from designated areas, control of dogs in public areas;
- 2.5 It was agreed that officers should pursue a change to the current order to include a dog ban on Council Playing Fields, alongside other measures and that Parishes should be consulted to determine any changes they might like to see.
- 2.6 A report was duly submitted to Parish Council Liaison Committee in November 2012, asking Parishes to review their own areas and suggest any amendments.

## 3 CURRENT SITUATION

- 3.1 According to nationally quoted statistics, in 2010 in the UK, there were estimated to be between 8 and 10.5 million dogs with an average of 26% of households owning a dog. With approximately 24,000 households in Ribble Valley, this suggests in excess

of 6000 dogs are currently resident within the borough, this figure does not take into account those accompanying visitors.

- 3.2 Recognising this considerable number of dogs being resident within the Ribble Valley and the relatively low incidences of severe dog fouling, means that it should be recognised that we have a high proportion of responsible and considerate dog owners, due to the limited number of problem hot spots that we are required to deal with.
- 3.3 Tackling dog fouling has been an issue that has taxed local authorities for many years, probably since local authorities were made responsible for dealing with packs of stray dogs in the 1980's.
- 3.4 The Council's Dog warden service has experienced a significant increase in complaints in relation to all areas of responsibility and now receives over 200 dog fouling complaints per year, double that of 2005.

	<b>2005/6</b>	<b>2011</b>	<b>2012/13</b>
• Stray Dogs	19	31	17
• Lost Dogs	10	75	65
• Barking Dogs	29	84	96
• Dog Fouling	101	156	212

- 3.5 Unfortunately, in the order of half to two thirds of complaints continue to relate to single intermittent occurrences, which, by their nature are impossible to trace and resolve satisfactorily. As reported previously, many residents are reluctant to become involved and report neighbours and provide witness statements to enable enforcement action.
- 3.6 It must also be remembered that Central Government has prohibited the use of surveillance cameras as being disproportionate to the offence and also made undertaking covert surveillance considerably more complex to obtain the requisite permissions, in relation to apprehending dog foulers, even though this view is not representative of current public opinion.

#### **4 ISSUES**

- 4.1 Considerable research and evaluation has been undertaken by the 'Keep Britain Tidy Group' into the complexities of dog fouling, who have produced a number of Best Practice references.
- 4.2 The Keep Britain Tidy Group has recorded a reduction in overall levels of dog fouling since 2001/2, however it is a significant cause of offence amongst the public
- 4.3 In addition, dog fouling is not only unpleasant but dangerous. The biggest threat to public health from dog excrement being Toxocariasis, an infection of the dog round worm, the eggs of which can be found in soil and sand contaminated with dog faeces and if swallowed, can result in infection that lasts between 6 and 24 months. Eye disorders are the most commonly reported complaint associated with Toxocariasis. Other symptoms can include, vague ache, dizziness, nausea, asthma and in rare cases, seizures and fits. Infected soil samples are often found in play areas and as a result, Toxocariasis most commonly affects children between 18 months and 5 years and can cause blindness. A recent case in Manchester has attracted considerable media interest and shows that it is not as rare as some people may wish to believe. Often eggs are ingested when passed from hand to mouth, however, infection can also occur through contact with dogs or inanimate objects, including wheels of toys, soles of shoes, etc.

#### 4.4 Headline Facts & Figures;

- Estimates suggest the dog population produces in the order of 1,000 tonnes of excrement daily;
- Dog Faeces can take up to 2 months to break down – it has the potential to accumulate on a site in certain conditions;
- A single dog mess can contain approximately 1 million microscopic eggs;
- 54% of dog owners have neither bought nor used wormers for their dog;
- Random soil samples have shown that the majority of parks in the UK are contaminated with toxocara eggs;
- Toxocara eggs are resistant to freezing and disinfectants and can survive for 2 years or more
- Toxocara eggs are not infectious until they embryonate. This is usually 2-3 weeks after being deposited by a dog. Therefore recently deposited faeces are not infectious and can safely be cleared if done immediately;
- Typically 100 cases are diagnosed each year, with 50 suffering serious eye damage (nearly all being toddlers);
- There are no useful treatments or cure;
- About half of the most serious cases occur in families who have never owned a dog or cat;
- Toxocara worms vary between 2cm and 10 cm in length, although they tend to coil up when expelled;
- Dog walkers typically visit the same site more than once per week;
- Fining people for not picking up dog waste was reported to only put 7% of people off visiting a site;
- Most common method of disposal of bagged dog waste, 61% utilise specific dog waste bins, whilst only 13% use standard litter bins;
- 93% of survey respondents 'always' picked up after their dogs fouled on or near paved areas or paths;
- 86% of survey respondents picked up after their dogs if anybody was close by/watching or where dog faeces could be seen;
- 20% of respondents confessed to bagging dog waste but not placing it in a bin
- Dogs normally defecate within 10 minutes of commencing a walk;
- Most faeces are deposited within 1 metre of a path;
- Only 10% of dog walkers in the countryside keep their dogs on lead at all times, with 11% say they never have on lead;
- Dog fouling rated as most problematic local environmental quality issue in 2009;
- The Government recommend that there should be 1 dog warden per 50,000 population;

On a more positive note;

- Dogs contribute towards a healthier, more inclusive society encouraging more active lifestyles and reducing stress through taking regular walks;
- Dog walking is the main reason for visits to open access land (countryside)
- From the sales of their food alone, dogs are worth around £1 billion to the UK economy;
- There are over 1,000 Kennel Club Good Citizen Training Clubs across the UK, helping over 80,000 owners to have happy, healthy and sociable pets

4.5 Keep Britain Tidy believe that it is a small minority of dog owners who still fail to clean up after their pets, with highest levels of fouling found in residential areas (low density social housing: 13%) and those traditionally associated with dog walking (highways: 15%, public open spaces: 14%, inland waterways: 16%).

4.6 Using a wide ranging number of surveys during 2001/2, Keep Britain Tidy believe they have identified the behavioural traits of dog foulers. This profile is a generalisation, however, the same comments and attitudes are often quoted by irresponsible dog owners;

- Dog foulers would clear up after their dogs if they were shaken or shocked into it;
- Dog foulers classified as “Justifiers’ as they justify their behaviour largely on grounds that they didn’t know what to do, and that everyone else is doing it!; typical quotes include; “ what do you want me to do ?”, “ if you have a dog it has to go somewhere!”, “ everyone else is doing it, so why not me? “, “ you can’t be watching your dog all the time!”
- ‘Justifiers’ are more likely to be
  - male than female;
  - found across all age groups; - slightly higher proportion between 18 & 24
  - from all social classes;
  - admit they allow their dog to foul in a public place when pressed;
  - all know they could be fined, majority believe they never will;
- typical quotes include;
  - “It could be £50,000 ( the fine) but who enforces it ?”
  - “I doubt it ( being fined ) would ever happen”
  - “I don’t know anybody who has been fined”

4.7 There is no single simple solution to dog fouling. It requires a multi-faceted approach and will require a balance of;

- Targeted high profile public awareness campaigns – informed dog owners and public;
- Appropriate legislation and control orders;
- Credible enforcement, high profile and ‘out of hours’ patrols, proportionate reporting of offenders;
- Ready availability of disposal facilities – dedicated and non dedicated dog waste bins
- Education of future dog owners
- Signage

4.8 Measures already in hand;

- Undertake targeted high profile patrols – including Out of Hours
- Adopt new enhanced Dog Control orders applicable to more sites
- Installed and maintain + 100 dedicated dog waste bins
- Undertake educational awareness campaigns – currently 3 per year
- Regular dog fouling articles in Ribble Valley Newspaper
- Exchange best practice pan Lancashire

4.9 Potential additional measures

- Publish high profile detailed article in next edition of Ribble Valley news outlining new controls and stating clear and unequivocal message – ‘ **You must always clean up after your dog – every time, every where**’ and promote public health implications ‘**ensure your dog is regularly wormed**’ etc.
- Lancashire authority wide co-ordinated campaign – seek input from Public Health England and Liverpool Vet Centre on health implications;
- Promote that specifically ‘selected’ litter bins can be used for bagged dog waste – (not to include those in town/village centres, near shops, public seating or bus stops) and sign accordingly;
- Review and rationalise the number of dog waste bins and litter bins to reduce duplication and thereby release additional resource where possible for enforcement (currently 1 day per week of Dog Warden time used to empty dog waste bins, similar for amenity cleansing).

- Guidance suggests authorities should employ 1 Dog Warden per 50,000 population, being equivalent to 1.2 FTE in Ribble Valley, we currently have 0.8 FTE available.
- Develop and introduce new signs with clear messages concerning dog fouling for dog waste bins, selected litter bins, road signage etc

## 5 **RECOMMENDED THAT COMMITTEE**

### 5.1 Note the content of the report

JAMES RUSSELL  
HEAD OF ENVIRONMENTAL HEALTH

MARSHAL SCOTT  
CHIEF EXECUTIVE

For further information, please ask for James Russell 01200 414466

### BACKGROUND PAPERS

- 1) Dog Fouling and the Law ENCAMS/Keep Britain Tidy group
- 2) ENCAMS @ On the Ground – Facts & Figures)
- 3) Cleaning up the Act –Keep Britain Tidy/UNISON
- 4) Web link: <http://www.keepbritaintidy.org/KeyIssues/DogFouling/Default.aspx>



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

Agenda Item No.

meeting date: 30 May 2013  
 title: REPRESENTATIVES ON OUTSIDE BODIES 2012/13  
 submitted by: Chief Executive  
 principal author: Olwen Heap

### 1 PURPOSE

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

### 2 BACKGROUND

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

### 3 ISSUES

- 3.1 The following outside bodies come under the remit of the Health & Housing committee. The membership of these outside bodies was decided at the annual meeting of the council on 14 May 2013.

Carer's Link	Joyce Holgate
Environment Agency Liaison committee	Richard Sherras & Ian Sayers
Hanson Cement Liaison committee	Richard Sherras, Pam Dowson, Ian Sayers, Ian Brown & Allan Knox
Health & Well Being Board (LCC)	Bridget Hilton
LCC Adult Social Care and Health Overview & Scrutiny committee	Bridget Hilton
NW Regional Older Peoples Champion Network	Sue Bibby
Pendle Club, Clitheroe	Pam Dowson & Sue Knox
Ribble Valley Homes	Peter Ainsworth, Ged Mirfin, Ian Brown & Allan Knox

Tarmac Liaison committee	Michael Ranson, Ian Sayers, Ruth Moores & Allan Knox
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3.2 Representatives are encouraged to provide reports back giving committee an update on the work of the body and drawing attention to any current issues.

#### 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the costs associated with members attending meetings of outside bodies is included in the budget for 2013/14.
- Technical, Environmental and Legal – no significant risks identified
- Political - no significant risks identified
- Reputation – no significant risks identified
- Equality & Diversity - no significant risks identified

#### 5 CONCLUSION

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

Marshal Scott  
CHIEF EXECUTIVE

Olwen Heap  
ADMINISTRATION OFFICER

#### BACKGROUND PAPERS

Report on Representatives on Outside Bodies – Annual Council 14.5.13

REF: CE/OMH/H&H/30.5.13

For further information please ask for Olwen Heap, extension 4408

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

Agenda Item No.

meeting date: THURSDAY, 30 MAY 2013  
 title: EDISFORD BRIDGE FARM CARAVAN AND CAMPING SITE, CLITHEROE  
 submitted by: MARSHAL SCOTT - CHIEF EXECUTIVE  
 principal author: MATTHEW RIDING – ENVIRONMENTAL HEALTH OFFICER (HOUSING)

### 1 PURPOSE

1.1 To consider an application to revise an existing site licence.

1.2 Relevance to the Council's ambitions and priorities:

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

### 2 BACKGROUND

- 2.1 In October 2005, planning permission was granted to form a touring caravan site at Edisford Bridge Farm, comprising of 20 hard-standings.
- 2.2 The current site licence, issued to A and J Knowles on 18 February 2008, reflects the above planning consent and stipulates that the site must only be used for touring caravans and tents between 7 March and the following 6 January.
- 2.3 A further planning approval was granted in December 2010, extending the area of the site and permitting an increase in the number of touring pitches to 30.
- 2.4 The adjoining field to the west of the site is used intermittently by both The Caravan Club and The Caravan and Camping Club as a rally field.

### 3 ISSUES

- 3.1 Under the Caravan Sites and Control of Development Act 1960, each local authority is responsible for the granting of site licenses which must be issued after planning permission has been obtained. Once granted, there is no requirement for the renewal of the licence.
- 3.2 Local authorities' means of control then lies in the conditions that are attached to the licence. Examples of these conditions include spacing between hard-standings, minimum road widths, sanitary provisions etc.
- 3.3 On 6 November 2007, this Council's Community Committee agree to adopt the national template of model standards, modified as necessary to reflect local conditions, to be attached to caravan site licenses.

3.4 On 2 August 2012, Health and Housing Committee agreed that any future changes to existing caravan site licenses shall be reported as information items.

3.5 The site has recently been inspected by the Council's Environmental Health Officer, Matthew Riding, in order to ensure compliance with the model standards.

#### 4 RISK ASSESSMENT

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

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

#### 5 CONCLUSION

5.1 Note the intention to issue an amended site licence to A and J Knowles in the terms set out in 2.2 and 2.3.

MATTHEW RIDING  
ENVIRONMENTAL HEALTH OFFICER (HOUSING)

MARSHAL SCOTT  
CHIEF EXECUTIVE

#### BACKGROUND PAPERS

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

REF: MR/EL/300513/HEALTH&HOUSING

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

Agenda Item No.

meeting date: THURSDAY, 30 MAY 2013  
 title: TWYN GHYLL CARAVAN PARK, PAYTHORNE  
 submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
 principal author: MATTHEW RIDING – ENVIRONMENTAL HEALTH OFFICER (HOUSING)

### 1 PURPOSE

1.1 To consider an application to revise an existing site licence.

1.2 Relevance to the Council's ambitions and priorities:

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

### 2 BACKGROUND

2.1 The current Site Licence, issued to Park Leisure 2000 Ltd (York) on 22 June 2005, stipulates that the maximum number of holiday vans on the site shall not exceed 220. It also states that the site must only be used between 1 March and the following 6 January.

2.2 In 2007, planning permission was granted to extend the site to incorporate an additional 75 vans, taking the total number of vans to 295.

2.3 A further planning approval was granted in December 2012, to allow the entire caravan park to be used for 12 month holiday use.

### 3 ISSUES

3.1 On 2 August 2012, Health and Housing Committee agreed that any future changes to existing caravan site licenses shall be reported as information items.

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

3.3 The site has recently been inspected by the Council's Environmental Health Officer, Matthew Riding, in order to ensure compliance with the model standards.

### 4 RISK ASSESSMENT

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

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

## 5 **CONCLUSION**

5.1 Note the intention to issue an amended Site Licence to Park Leisure 2000 Ltd in the terms set out in 2.2, 2.3 and 3.2

MATTHEW RIDING  
ENVIRONMENTAL HEALTH OFFICER (HOUSING)

MARSHAL SCOTT  
CHIEF EXECUTIVE

### BACKGROUND PAPERS

None.

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

REF: MR/CMS/300513/HEALTH&HOUSING

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

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Agenda Item No.

meeting date: 30 MAY 2013  
title: CLITHEROE FOOD BANK  
submitted by: CHIEF EXECUTIVE  
principal author: RACHAEL STOTT

## 1 PURPOSE

1.1 To inform Committee that a Food Bank will be operating in Clitheroe from July 2013.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To help make people's lives safer and healthier.
- Corporate Priorities – N/A
- Other Considerations – N/A

## 2 BACKGROUND

2.1 The Clitheroe Christian Partnership have been providing food parcels to all new arrivals at the hostel for over two years. During this time, they have seen a considerable increase in demand for emergency food supplies. The partnership are looking to establish the Clitheroe food bank as a charity and to follow the Trussel Trust Food Bank procedures. The leaflets at Appendix 1 set out how the food bank will operate in the borough. The housing needs service will be a referring organisation.

## 3 ISSUES

3.1 There are steps in place to ensure families do not become reliant on the food parcels. Many organisations will be involved to ensure the households are signposted to the appropriate agencies for help and assistance.

## 4 RISK ASSESSMENT

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

- Resources – No implications identified.
- Technical, Environmental and Legal – May request some assistance in the future.
- Political – No implications identified.
- Reputation – No implications identified.
- Equality & Diversity – No implications identified.

**5 CONCLUSION**

5.1 That Committee note the information provided.

RACHAEL STOTT  
HOUSING STRATEGY OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

BACKGROUND PAPERS

None

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

REF: RS/EL/30051305/H&H



## **BIGGEST EVER INCREASE IN UK FOODBANK USE: 170% RISE IN NUMBERS TURNING TO FOODBANKS IN LAST 12 MONTHS**

- Numbers given emergency food 100,000 higher than anticipated
- UK Foodbank charity The Trussell Trust says this must be a wake-up call to the nation

**Trussell Trust foodbanks have seen the biggest rise in numbers given emergency food since the charity began in 2000. Almost 350,000 people have received at least three days emergency food from Trussell Trust foodbanks during the last 12 months, nearly 100,000 more than anticipated and close to triple the number helped in 2011-12.**

Rising cost of living, static incomes, changes to benefits, underemployment and unemployment have meant increasing numbers of people in the UK have hit a crisis that forces them to go hungry. This dramatic rise in foodbank usage predates April's welfare reforms, which could see numbers increase further in 2013-14.

**346,992** people received a minimum of three days emergency food from Trussell Trust foodbanks in 2012-13, compared to **128,697** in **2011-12** and up from **26,000** in **2008-09**. Of those helped in 2012-13, 126,889 (36.6 percent) were children.

The Trussell Trust has seen a 76% increase in the number of foodbanks launched since April 2012 but has seen a 170% increase in numbers of people given emergency food. Well-established foodbanks that have been running for several years are showing significant rises in numbers helped during the last 12 months. Christian charity The Trussell Trust is launching three new foodbanks every week to help meet demand and has launched 345 UK foodbanks in partnership with churches and communities to date.

Trussell Trust Executive Chairman Chris Mould says:

*The sheer volume of people who are turning to foodbanks because they can't afford food is a wake-up call to the nation that we cannot ignore the hunger on our doorstep. Politicians across the political spectrum urgently need to recognise the real extent of UK food poverty and create fresh policies that better address its underlying causes. This is more important than ever as the impact of the biggest reforms to the welfare state since it began start to take effect. Since April 1<sup>st</sup> we have already seen increasing numbers of people in crisis being sent to foodbanks with nowhere else to go. '*

*'Last year The Trussell Trust estimated that our foodbanks would help 250,000 people in 2012-13,*

*we've helped 100,000 more than that. 2012-13 was much tougher for people than many anticipated. Incomes are being squeezed to breaking point. We're seeing people from all kinds of backgrounds turning to foodbanks: working people coming in on their lunch-breaks, mums who are going hungry to feed their children, people whose benefits have been delayed and people who are struggling to find enough work. It's shocking that people are going hungry in 21<sup>st</sup> century Britain. '*

Only four per cent of people turned to foodbanks due to homelessness; 30% were referred due to benefit delay; 18% low income and 15% benefit changes (up from 11% in 2011-12). Other reasons included domestic violence, sickness, refused crisis loans, debt and unemployment. The majority of people turning to foodbanks were working age families.

Over 15,000 frontline care professionals such as doctors, social workers, schools liaison officers and Jobcentre Plus referred their clients to foodbanks in 2012-13. Foodbanks are community driven with an estimated 30,000 volunteers giving their time across the UK. Over 3,400 tonnes of food was donated by the public in 2012-13. Chris Mould adds: *'Whilst it's deeply concerning that so many people are facing hunger in the UK, the evident willingness of the public to help their neighbours through foodbanks has prevented thousands of crises escalating into disaster. We regularly hear people say that We foodbank saved my life' and it's local communities that make that possible. '*



## How a foodbank works

### **Food is donated**

Schools, churches, businesses and individuals donate non-perishable, in-date food to a foodbank. Large collections often take place as part of Harvest Festival celebrations.

Food is also collected at 'Supermarket Collections': These are events held at supermarkets where volunteers give shoppers a 'foodbank shopping list' and ask them to buy an extra item or two for local people in crisis.

### **Food is sorted and stored**

Volunteers sort food to check that it's in date and pack it into boxes ready to be given to people in need.

### **Frontline care professionals identify people in need**

Care professionals such as doctors, health visitors, social workers, CAB and police identify people in crisis and issue them with a foodbank voucher. Foodbanks partner with a wide range of care professionals who are best placed to assess need and make sure that it is genuine.

### **Clients receive food**

Foodbank clients bring their voucher to a foodbank centre where it can be redeemed for three days emergency food. Volunteers meet clients over a cup of tea or free hot meal and are able to signpost people to agencies able to solve the longer-term problem.

Some foodbanks also run a rural delivery service, which takes emergency foodboxes to clients living in rural areas who cannot afford to get to a foodbank

*The Clitheroe Foodbank will be based at Trinity Church, Wesleyan Row, Clitheroe, opening from 8 July 2013 on Mondays, Wednesdays and Fridays 11-1. 30.*

## **'Fighting poverty at its point of need'**

**Thank you for deciding to be one of our distributors, we are extremely pleased to welcome you to the team and look forward to working together.**

### PROVISION OF EMERGENCY FOOD BY VOUCHER

1. The **foodbank** gives food to families in crisis, either in Emergency Food Boxes (EFBs), or as bagged food from the **foodbank** Distribution Centre. The food includes cereals, milk, fruit juice, soup, pasta, meat, fish, pudding and vegetables, providing balanced and nutritional meals for 3 days. The **foodbank** Distribution centre stocks all the food items issued in an EFB as well as some additional items which are not practical to put in the standard 4 person boxes. Examples are household items, baby food, tin openers and extra treats or snacks.
2. As a registered **foodbank** distributor you will hold vouchers, which you will give direct to an individual or family in crisis. On receipt of a voucher the client will take it to The Distribution Centre. They will then exchange the voucher for a supply of food items (enough for 3 days), which they can then carry away in branded supermarket plastic carrier bags, thereby giving them a degree of anonymity.
3. When the client is given food they will be given a degree of choice - e.g. vegetarian. There will also be the option of giving extra food to larger families.
4. Vouchers will be issued to distributors against a unique reference number so we can track them back to the distributor and ensure vouchers are not duplicated. We will issue vouchers in sets of 10. When distributors require more vouchers they will need to contact the Trussell Trust office for replacements. Distributors are requested to keep vouchers securely stored, as the food represented on each voucher is currently valued at approx. £28. **There is no charge for the food**, but it is given on the understanding that it is not resold.
5. Food is donated by churches, individuals, groups or charities and by the public through collection days outside the major supermarkets. This is a project that involves the whole community!

### OPENING HOURS

6. **The foodbank Distribution Centre (address on the Red Voucher) is open from 11am until 1.30pm on Monday, Wednesday and Friday. However, in an emergency you may contact us and we will issue food from the Warehouse.**

### EMERGENCY FOOD BOXES (EFBS)

7. By arrangement we are happy to allow distributors to hold EFBS, to allow access to food for those in rural areas or when food cannot be obtained in normal working hours. If you wish to hold some emergency EFBS please contact the office to discuss your requirement.
8. Would you kindly complete and return the enclosed pro forma listing all the people in your organisation authorised to issue Emergency Food Vouchers or EFBS. This will allow us to validate vouchers when presented.

### NUMBER OF EMERGENCY FOOD VOUCHERS/EFBS ISSUED PER CLIENT

The **foodbank** has been established to provide *short term, emergency food to an individual or family in crisis while a long-term strategy is developed*. Normally enough food for 3 days (one voucher) should be sufficient to cover the immediate crisis, while the normal support agencies arrange to meet the clients needs. In the event that this takes a little longer than up to 2 more ????

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 30 MAY 2013  
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 HANSON CEMENT LIAISON MEETING

2.1 A liaison meeting was held on 21 March 2013. A copy of the minutes is attached as the Appendix to this report.

## 3 AIR QUALITY – ANNUAL ASSESSMENT REPORT

3.1 The mandatory annual air quality report has recently been completed and submitted to DEFRA for consideration and validation.

3.2 Unfortunately, the report identifies an increase in average Nitrogen Dioxide monitored in the Whalley Road Air Quality Management area at 2 sampling points in excess of the national air quality objective of 40 ug/m<sup>3</sup>.

3.3 This will now require careful evaluation and consideration with regard to potential impact upon the planning process and is likely to now require the development of an action plan to be devised with all relevant agencies/bodies.

## 4 CLITHEROE CEMETERY EXTENSION UPDATE

4.1 I can report the ongoing progress with the proposed Clitheroe Cemetery extension scheme. Since the last meeting of this committee, the scheme has been out to tender which resulted in 6 tenders being received which varied in value from £117,540 and £161,520, including standard provisional sum for unforeseen works and 10% contingencies.

4.2 Due to the original capital scheme not being increased since 2010, in order to award a contract within the tender price period, it was necessary to refer the matter to an Emergency Committee. This committee met on 22 April 2013 to consider and approve the additional funding requirement to enable the scheme to proceed without further delay.

4.3 As a result, the tender has been awarded and work is commencing with construction of the infrastructure, to be completed by the end of July 2013.

JAMES RUSSELL  
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT  
CHIEF EXECUTIVE

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

## BACKGROUND PAPERS

None.

## HANSON CEMENT LIAISON COMMITTEE MEETING DATE – THURSDAY, 21 MARCH 2013

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
	J Haine	-	LCC
	Cllr I Brown	-	RVBC
	Cllr P Dowson	-	RVBC
	J Russell	-	RVBC
	O Heap	-	RVBC

### 1 APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Cty Cllr A Atkinson and D Sharp (West Bradford).

### 2 MINUTES

- 2.1 The minutes of the meeting held on 20 September 2012 were circulated and approved as a correct record.

### 3 OPERATIONAL ISSUES

#### 3.1 Gary gave a brief update on operations at Ribblesdale

- 2012 new CO<sup>2</sup> allocation rules
- Changes for 2013 will realise an increase in production at Ribblesdale (Padeswood will reduce)
- Plastic sacks now replaced paper and in production at full capacity
- Company seeking to develop new range of low Carbon emission cements

### 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. Company extracting in the order of 3.5 million tonnes per annum. De-watering has continued from Bellman into Worston Brook and Lanehead into the Ribble in compliance with EA permit conditions. Extraction and recovery of stone from Tarmac Quarry was ongoing as was the development in the Horrocksford area. The application for the deepening of the operation at Lanehead had been submitted. Intention to deepen from 17 to 31 metres in Horrocksford to access a further 7 years of high grade limestone. Production requires access to 25,000 tonnes per week of appropriate grade/blend to enable continuous plant operation.

- 4.2 Gary presented an overview of blasting data for both Bellman and Lanehead along with the outflow data that confirmed excellent compliance with quarry planning conditions.

- 4.3 Gary gave details of the outflows at Bellman and Lanehead along with suspended solids/ph graphs.

- 4.4 He reported that the discharges to the river were still monitored even though this was no longer required by the Environment Agency.

### 5 QUARRY DEEPENING APPLICATION

- 5.1 This had been submitted on 17.9.12 for the right hand side of Lanehead quarry. There are 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. For compositional reasons, it will be necessary that both quarries will operate together up to the end of reserve life; estimates for when this will be relate to production volumes but could potentially provide to 2050.

## 6 SUBSTITUTE FUELS / MATERIALS UPDATE

6.1 Gary showed a bar chart of the comparative use of substitute fuels - situation again improving – in that site had achieved 65% in 2013, compared to highest achieved of 70% in 2009.

6.2 SRF was currently being sourced from Scotland. It was hoped that a local source in Lancashire would soon be secured. A trial was planned for April.

6.3 Alternative raw materials also being used included;

- waste roof tiles
- plaster moulds
- sea shells
- waste ash

## 7 COMMUNITY CONCERNS (COMPLAINTS)

7.1 Hanson had received 4 complaints so far in 2013. 1 of these was odour and the other 3 related to dust. Three dry weeks of easterly winds had caused some issues.

## 8 ENVIRONMENTAL PERFORMANCE

8.1 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. Any gauge linked with a complaint is sent off for independent analysis.

8.2 Gary reported that the company were to review the number of monitoring stations that would probably result in a rationalisation and reduction in number.

## 9 ANY OTHER BUSINESS

### 10.1 Housing development

Gary had made representations on behalf of Hanson Cement at the Planning Inquiry. The outcome was awaited from the Planning Inspector to be around 19<sup>th</sup> April or more likely the following week.

10.2 Geology Trail: A series of geology walks were being developed in Lancashire and details given of a further one being developed which will include Lanehead Quarry with the creation of another viewing platform.

### 10.3 Open Evenings:

Gary outlined the intention to have a series of educational open evenings for both primary and secondary schools. Recognised importance of engaging with local community and explaining what was being achieved and strategic importance of maintaining local manufacturing base.

## 11 DATE OF NEXT MEETING

11.1 The next meeting of the Hanson Cement Liaison Committee will be held on Thursday 21 March 2013.

**MINUTES OF THE HEALTH & WELLBEING PARTNERSHIP  
GROUP HELD ON  
WEDNESDAY, 13 MARCH 2013 at 5pm**

PRESENT:	Cllr B Hilton – Chairman	Marshal Scott
	Cllr M Ranson	Chris Hughes
	Cllr S Hirst	Olwen Heap
	Cllr Elms	
	Cllr Newmark	
	Cllr Robinson	
	Sarah McTigue	Locality Commissioning Manager (RV) - LCC
	Catherine Wright	Community Services Commissioning Officer – East Lancs CCG
	Dr W MacKean	GP Dementia Lead

**APOLOGIES**

Apologies for absence were received from County Cllr V Wilson, Jayne Mellor, Colin Hirst and Dr Anthony Sudell (who had now transferred to a new position with Gtr Preston).

**MINUTES**

Minutes of the meeting held on 10 January 2013 were approved as a correct record.

**MATTERS ARISING**

None

**PRESENTATION – DEMENTIA SERVICES – DR WILL MACKEAN**

Dr MacKean explained the process from someone expressing concern about a relative through to the person being diagnosed and treated.

Members asked questions with regard to patient confidentiality, timescale of referrals and where to find information about 'symptoms' of dementia.

Phil Mileham informed the group that dementia is included in the RV commissioning priorities. Marshal commented that it was important that all agencies work together and help each other on this issue.

The Chairman thanked Dr MacKean for attending the meeting.

**DEMENTIA FRIENDLY COMMUNITIES**

Catherine Wright informed the group of a new website where a lot of information is available. She also referred to a number of dementia awareness sessions that had taken place recently.

She referred to the 'Response to the consultation on the recognition process for dementia friendly communities' document that included guidance on steps and standards.

She also asked that the Council considers signing up to the DAA either as an organisation or community.



The Dementia Action Alliance is the coming together of over 230 organisations to deliver the National Dementia Declaration; a common set of seven outcomes informed by people with dementia and their carers. The Declaration provides an ambitious and achievable vision of how people with dementia and their families can be supported by society to live well with the condition. Alliance members work towards delivering this vision through committing to actions within their organisation and undertaking joint programmes of work.

#### PARTNERSHIP ISSUES

Phil Mileham informed the group that East Lancs CCG had now achieved 'authorization' and as of 1 April 2013 would be the responsible organization. Please see attached structure \*

The Locality Steering group was due to meet soon to agree priorities locally that would then be fed into the East Lancs Board. A lot of public engagement events were taking place as well as meetings with stakeholders.

Phil gave a brief update on Clitheroe Hospital and various construction dates with the culmination of the hospital being open for patients in May 2014.

Marshal has a meeting with Mike Leaf and the Hospital Trust soon and asked Phil that if he had any issues he wanted raising to let him know. We want to ensure that the services we needed are included in the new hospital.

Bridget suggested that we invite Jackie Hadwen to attend a future meeting (June/July).

Chris informed the group that Aidan Fitzpatrick was now the RV Lead (and Anthony Sudell for Longridge).

Marshal would write a letter of thanks to Anthony on behalf of the group.

#### UPDATE REPORT

Members were updated on progress on the following:-

- Shadow Health & WellBeing Board – Bridget had attended the last meeting of this group in March. She had also been on a training day on Governance and Constitutional Issues of Health & WellBeing Boards. There would be no single model – it would be a local decision; there would be no political proportionality and all members would be voting members.
- HealthWatch Lancs – a Chair had now been appointed (who would also have a seat on the H & WB Board) and interviews are now taking place to select Directors for the new service.
- Bridget had attended a workshop with other councils of the Gtr Preston CCG
- There was a meeting of the sub-group to discuss the Year of Health & WellBeing on Monday 18 March
- East Lancs Hospital named as one of 11 Hospital Trusts out of 120 that has been identified as having a higher than expected number of deaths. The CE, Leader and Bridget to meet with EL Hospital Trust Chair and CE for further discussions.

#### AOB

- Chris reported that a letter had been received from .....regarding Vascular Services asking us to reconfirm that Royal Blackburn hospital should be one of the vascular centres. Chris suggested that our response should be that 3 centres remain.
- Bridget referred to the following documents that had been circulated
  - Urgent Care Streaming Pilot

- First Chair of HealthWatch Lancashire
- Review of Pharmaceutical Services

#### NEXT MEETING

The date of the next meeting will be Wednesday 1 May 2013 @ 5pm in the Members Room, Level D of the Council Offices.

Meeting finished 6.40pm

**MINUTES OF THE HEALTH & WELLBEING PARTNERSHIP  
GROUP HELD ON  
WEDNESDAY, 8 MAY 2013 at 5pm**

PRESENT:	Cllr B Hilton – Chairman	Chris Hughes
	Cllr M Ranson	Olwen Heap
	Cllr Elms	
	Cllr Newmark	
	Cllr Robinson	
	Phil Mileham	Ribblesdale Practice Manager - Clitheroe
	Bob Harbin	Local Health Specialist - LCC

#### APOLOGIES

Apologies for absence were received from Cllr S Hirst, County Cllr V Wilson, Jayne Mellor, Marshal Scott, and Colin Hirst.

#### MINUTES

Minutes of the meeting held on 13 March 2013 were approved as a correct record.

#### MATTERS ARISING

None

#### PRESENTATION – THE NEW STRUCTURE OF PUBLIC HEALTH – BOB HARBIN

Bob Harbin reported that this was the biggest change in health services for 23 years with Public Health moving into LCC. It was a complicated structure that Bob gave an explanation of how it would work with a combination of matrix teams and locality teams with county based leads.

The main personnel for RV are Aidan Fitzpatrick, Bob Harbin (link to RV for 2 days a week), Sandra Fox (day to day for RV) and Caroline Holtom (RV Locality group / CCG) with Mike Leaf being the East Lancs Lead.

It was envisaged that we should start working together and test how it works – Mike Leaf will be monitoring action plans.

The RV Health & WellBeing group will feed into the East Lancs H & WB group via Bob Harbin. Bob is to join the RV group and attend meetings regularly.

He would fix up for both Sandra and Caroline to meet Chris Hughes.

#### MEMBERSHIP OF THE RV H & WB PARTNERSHIP GROUP

This would be decided by Health & Housing committee and chaired by Cllr Hilton.

#### TERMS OF REFERENCE

Bridget had done a draft that the group considered. Chris would make a couple of additions.

#### DRAFT REPORT TO HEALTH & HOUSING COMMITTEE

Chris talked the group through his draft report that would be presented to Health & Housing committee regarding the plans for the Year of Health and WellBeing and our suggested priorities.

He also highlighted a seminar on Dementia that was taking place in June that might be useful for members to attend.

## UPDATE REPORT

Members were updated on progress on the following:-

- Health & WellBeing Board (LCC) – Bridget had attended the first meeting of the ‘real’ board which had been very interesting. Topics discussed included
  - Joint Strategic Needs Assessment
  - HealthWatch
  - GP engagement
  - National Pledge – Better Health Outcomes for Children and Young People
  - LCC Health & WellBeing Delivery Plan

## AOB

- Ribble Valley Foodbank – this will be based in Trinity Church Hall. The lady will be coming to speak to PCLC.
- Training on Health Impact Assessments – funded workshops 4 – 6 June (copy enclosed) – these are appropriate to attend if anyone wishes.
- Rosie raised an issue with regard to people who need a ‘little’ help eg an elderly person or young mum. The system doesn’t accommodate for ‘community care’. This would be included on the ‘Year of H & WB’ sub-group agenda.
- Clitheroe Hospital – Phil reported that he was due to have a meeting with Dr Whyte to discuss what services were wanted in the hospital. This group also needed to feed their views into this. Phil would report the outcome of the meeting. Olwen would invite Craig Henderson (ELHT/Property Services), Dr Alan Crowther and Katrina Logan to attend our next meeting.
- Information for circulation
  - Home Instead – free educational workshop - enclosed
  - Butterfly scheme - enclosed
  - Falls prevention / rehab scheme - enclosed

## NEXT MEETING

The date of the next meeting will be Wednesday 14 August 2013 at 5.00pm in Committee Room 1, Ribble Valley Civic Suite, 13 Church St, Clitheroe

Meeting finished 6.35pm