

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.30pm** on **THURSDAY, 31 OCTOBER 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 29 August 2013 – copy enclosed.
3. Declarations of Interest (if any).
4. Public Participation (if any).

FOR DECISION

- ✓ 5. Review of Fees and Charges – report of Director of Resources – copy enclosed.
- ✓ 6. Approval of Model Licence Conditions for Dog Day Care Facilities – report of Chief Executive – copy enclosed.

- ✓ 7. Prevention of Rough Sleeping Award – report of Chief Executive – copy enclosed.

FOR INFORMATION

- ✓ 9. Capital Monitoring 2013/14 – report of Director of Resources – copy enclosed.
- ✓ 10. Revenue Monitoring 2013/14 – report of Director of Resources – copy enclosed.
- ✓ 11. Introduction of Integration Transformation Fund – report of Chief Executive – copy enclosed.
- ✓ 12. Warm Homes Healthy People Review – report of Chief Executive – copy enclosed.
- ✓ 13. General Report of the Chief Executive – Environmental Health Services – copy enclosed.
- ✓ 14. Minutes of the Health and Wellbeing Partnership Group – copies enclosed.
- 15. Reports from Outside Bodies (if any).

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

FOR INFORMATION

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

RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO HEALTH AND HOUSING COMMITTEE

DECISION

Agenda Item No 5

meeting date: 31 OCTOBER 2013
title: REVIEW OF FEES AND CHARGES
submitted by: DIRECTOR OF RESOURCES
principal author: AMY JOHNSON

1 PURPOSE

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2014.
- 1.2 These proposals are the first stage in the review of this committee's budget for the forthcoming 2014/15 financial year.

2 BACKGROUND

- 2.1 The Council's fees and charges are reviewed on an annual basis as part of the budget setting process.
- 2.2 This report requests that members consider proposals for the increase in fees and charges for this committee's services. Such charges would be implemented with effect from the 1 April 2014 and would operate for the duration of the 2014/15 financial year.
- 2.3 The council's latest budget forecast allows for a 2.75% increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2014/15 by this amount as a minimum.
- 2.4 After applying this percentage increase, proposed charges have been rounded up or down to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.

3 ADVICE OF BUDGET WORKING GROUP

- 3.1 In September 2013, a report was taken to Budget Working Group on the review of the council's fees and charges for 2014/15.
- 3.2 The report asked for a steer on the level of increase that should be sought in the review, whether there were any areas of charging that they thought should not be reviewed this year and conversely whether there were any areas that should be increased at a higher rate.
- 3.3 At their meeting, Budget Working Group agreed with the proposals to increase the council's fees and charges for 2014/15 by 2.75%, allowing for roundings to the nearest 5p which may result in higher or lower increases.

4 REVIEW OF THE FEES AND CHARGES

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

4.2 Following discussions a **proposed** set of fees and charges for implementation from 1 April 2014 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2013/14
- an estimate of the level of 2013/14 income raised by each charge (Net of VAT)
- the proposed charges for implementation from 1 April 2014
- an indication of the potential income that may be achieved in 2014/15, should the proposals be agreed (Net of VAT)
- the resulting percentage increase from 2013/14 to 2014/15
- date that each charge was last increased (they are all reviewed annually, but may not necessarily be increased)

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

4.4 Work is still underway on forecasting income budget levels for 2014/15 and such budget proposals will be reported back to this committee in January 2014 for approval.

5 CONCLUSION

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

6 RECOMMENDATION THAT COMMITTEE

6.1 Consider the charges at Annex 1 and approve them for implementation with effect from the 1 April 2014.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH14-13/AJ/AC
16 October 2013

For further information please ask for Amy Johnson, extension 4498

BACKGROUND PAPERS – None

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

CLITHEROE CEMETERY - CLCEM		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
<i>Exclusive Burial Rights</i>	Grave Plot	CLCEM/8447u	Non Vatable	01 April 2013	355.00	9,790	365.00	10,060	2.80%
	Grave Plot – New Extension	CLCEM/8447u	Non Vatable	-	New Charge	-	450.00	New Charge	New Charge
	Ashes Plot	CLCEM/8447u	Non Vatable	01 April 2013	90.00	1,370	92.50	1,410	2.78%
	Woodland Burial	CLCEM/8447u	Non Vatable	01 April 2013	355.00	6,860	365.00	7,050	2.80%
<i>Woodland Burials</i>	Tree and Wild Flower Planting	-	-	01 April 2013	No Charge	-	No Charge	No Charge	No Charge
<i>Interments</i>	Stillborn to 1 month	-	-	01 April 2013	No Charge	-	No Charge	No Charge	No Charge
	3 depth	CLCEM/8441u	Non Vatable	01 April 2013	315.00	2,370	325.00	2,450	3.18%
	2 depth	CLCEM/8441u	Non Vatable	01 April 2013	285.00	5,560	295.00	5,750	3.50%
	1 depth (<i>Includes Woodland Burials</i>)	CLCEM/8441u	Non Vatable	01 April 2013	255.00	9,210	265.00	9,570	3.90%
	Ashes (<i>Includes Woodland Burials</i>)	CLCEM/8441u	Non Vatable	01 April 2013	90.00	2,440	92.50	2,510	2.78%
	Saturday Surcharge - Funeral	CLCEM/8441u	Non Vatable	01 April 2013	165.00	0	170.00	0	3%
	Saturday Surcharge - Ashes Interment	CLCEM/8441u	Non Vatable	01 April 2013	85.00	0	88.00	0	3.53%
	Copy of Extract From Burial Register	CLCEM/8441n	VAT Inclusive	01 April 2013	20.00	0	Delete	Delete	Delete
<i>Fees for Memorials</i>	Provision of Foundation	CLCEM/8446n	VAT Inclusive	01 April 2013	84.00	1,440	85.00	1,460	1.19%
	Right to Erect Headstone	CLCEM/8442u	Non Vatable	01 April 2013	114.00	1,920	118.00	1,990	3.50%
	Right to Place Stone Plaque on Ashes Plot	CLCEM/8442u	Non Vatable	01 April 2013	31.00	180	32.00	190	3.23%

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

CLITHEROE CEMETERY - CLCEM	Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %	
	Right to Place Vase on Grave	CLCEM/8442u	Non Vatable	01 April 2013	31.00	0	Delete	Delete	Delete
Grave Maintenance (OLD SECTION) Scheme I	General Tidy Up	CLCEM/8443u	Non Vatable	01 April 2013	26.00	80	Delete	Delete	Delete
Grave Maintenance (OLD SECTION) Scheme II	Spring and Summer Bedding	CLCEM/8443u	Non Vatable	01 April 2013	65.00		67.00	67	3.08%
Please Note: Fees are double (for purchase of burial rights and interment) for persons who are non-residents of the Ribble Valley.									

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

CLITHEROE MARKET – CLMKT		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
<i>Cabins</i>	Tuesday, Thursday and Saturday - per week	CLMKT/8824n	VAT Inclusive	01 April 2011	50.50	93,590	52.00	96,370	2.97%
	Use of Cabins (preparation purposes): Non Market Days	CLMKT/8824n	VAT Inclusive	01 April 2013	25.00	0	25.70	0	2.8%
	Special Sunday Events	CLMKT/8824n	VAT Inclusive	01 April 2013	8.50	0	8.75	0	2.94%
<i>Stalls - Tuesday and Saturday</i>	- 10 ft	CLMKT/8825n	VAT Inclusive	01 April 2013	16.60	6,950	17.00	7,120	2.4%
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2013	8.30	0	8.50	0	2.4%
	- 8 ft	CLMKT/8825n	VAT Inclusive	01 April 2013	13.30	3,890	13.60	3,980	2.26%
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2013	6.65	30	6.80	30	2.26%
<i>Stalls - Sunday Events</i>	Regular Contract Traders	CLMKT/8825n	VAT Inclusive	01 April 2013	9.00	0	9.25	0	2.78%
	None Contract Traders	CLMKT/8825n	VAT Inclusive	01 April 2013	18.00	0	18.50	0	2.78%
<i>Stalls - Thursdays</i>	- 10 ft	CLMKT/8825n	VAT Inclusive	01 April 2013	8.30	160	8.50	160	2.41%
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2013	4.15	0	4.25	0	2.41%
	- 8 ft	CLMKT/8825n	VAT Inclusive	01 April 2013	6.70	740	6.80	750	1.49%
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2013	3.35	0	3.40	0	1.49%
<i>Stalls - Fridays</i>	Flea Market	CLMKT/8826n	VAT Inclusive	01 April 2013	5.25	900	5.40	930	2.86%
<i>Pitches</i>	Tuesday and Saturday - per day	CLMKT/8826n	VAT Inclusive	01 April 2013	13.30	4,670	13.60	4,780	2.26%
	Thursday	CLMKT/8826n	VAT Inclusive	01 April 2013	6.65	250	6.80	260	2.26%

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

CLITHEROE MARKET – CLMKT		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
	Special Sunday Events	CLMKT/8826n	VAT Inclusive	01 April 2013	18.00	0	18.50	0	2.78%

DOG WARDEN AND PEST CONTROL - DOGWD		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2015/15 £	Percentage Increase in Charge %
<i>Pest Control</i>	Commercial - Single Treatment Charge (per hour plus materials - minimum charge 1 hour)	DOGWD/8416n	VAT Inclusive	01 April 2013	42.00	0	43.00	0	2.38%
	Commercial - Annual Contract	DOGWD/8416n	VAT Inclusive	01 April 2013	33.80	0	34.75	0	2.81%
	Domestic Single Treatment Charge (Rodents)***	DOGWD/8416n	VAT Inclusive	01 April 2013	20.50	4,030	21.00	4,130	2.44%
	Domestic - Out of Hours (Rodents)	DOGWD/8416n	VAT Inclusive	01 April 2013	41.00	0	42.00	0	2.44%
	Domestic - Callout Charge (unspecified reason)	DOGWD/8416n	VAT Inclusive	01 April 2013	10.50	0	11.00	0	4.76%
	Domestic - Public Health Pests	-	-	01 April 2013	No Charge	-	No Charge	No Charge	No Charge

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

DOG WARDEN AND PEST CONTROL - DOGWD		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
<i>Non-Public Health Insect Treatment</i>	Per visit during working hours ***	DOGWD/8412n	VAT Inclusive	01 April 2013	41.00	3,610	42.00	3,700	2.44%
	Each additional nest treated on same visit ***	DOGWD/8412n	VAT Inclusive	01 April 2013	15.50	0	16.00	0	3.23%
	Missed Appointments	DOGWD/8412n	VAT Inclusive	01 April 2013	41.00	0	42.00	0	2.44%
	Out of Hours	DOGWD/8412n	VAT Inclusive	01 April 2013	82.00	0	84.00	0	2.44%
*** 50% Concession if householder is eligible for State Pension, Housing or Disability Benefits									

ENVIRONMENT HEALTH - ENVHT		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
Licences	Animal Boarding Establishments	ENVHT/8403u	Non Vatable	01 April 2013	79.00	490	81.25	500	2.85%
	Dog Breeding Establishments (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2013	55.50	100	57.25	100	3.15%
	Pet Shops (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2013	79.00	230	81.25	240	2.85%
	Riding Establishments (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2013	79.00	230	81.25	240	2.85%
Licences	Dangerous Wild Animals (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2013	79.00	80	81.25	80	2.85%
	Zoo (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2013	140.00	0	144.00	0	2.86%

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

ENVIRONMENT HEALTH - ENVHT		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
	Acupuncture - Ear Piercing	ENVHT/8403u	Non Vatable	01 April 2013	95.00	280	98.00	290	3.16%
	Tattooing	ENVHT/8403u	Non Vatable	01 April 2013	95.00	190	98.00	200	3.16%
	Electrolysis	ENVHT/8403u	Non Vatable	01 April 2013	95.00	90	98.00	90	3.16%
	Street Trading Consent - Classes I, II & III per annum	ENVHT/8430u	Non Vatable	01 April 2013	645.00	4,200	665.00	4,330	3.1%
	Street Trading Consent Class V per Event	ENVHT/8430u	Non Vatable	01 April 2013	90.00	0	92.50	0	2.78%
	Street Trading Consent Class IV	-	-	-	No Charge	0	No Charge	No Charge	No Charge
Water Sample Analysis: FEE CEILING SET BY CENTRAL GOVERNMENT	Risk Assessment	ENVHT/8417u	VAT Inclusive	17 November 2011	At cost max. £500	0	At cost max. £500	-	-
	Other Investigations	ENVHT/8417u	VAT Inclusive	17 November 2011	At cost max. £100	0	At cost max. £100	-	-
	Grant of Authorisation	ENVHT/8417u	VAT Inclusive	01 April 2013	102.50	0	Delete	Delete	Delete
	Small Water Supply	ENVHT/8417u	VAT Inclusive	01 April 2013	52.50	0	52.50	0	0%
Water Sample Analysis: FEE CEILING SET BY CENTRAL GOVERNMENT	Large Water Supply - Audit Monitoring	ENVHT/8417u	VAT Inclusive	01 April 2013	280.00	0	60.00	0	-
	Large Water Supply - Check Monitoring	ENVHT/8417u	VAT Inclusive	01 April 2013	80.00	1,950	80.00	1,950	0%
	Large Water Supply – Audit & Check Monitoring	ENVHT/8417u	VAT Inclusive	-	New Charge	-	105.00	New Charge	New Charge
	Bacteriological	ENVHT/8417u	VAT Inclusive	01 April 2013	40.00	1,000	40.00	1,000	0%
Basic Food Hygiene Course	Per Student	ENVHT/8519z	VAT Inclusive	01 April 2013	60.00	0	61.50	0	2.5%

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

ENVIRONMENT HEALTH - ENVHT		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
Removal of Unfit Food	Per hour or part hour	ENVHT/8519z	VAT Inclusive	01 April 2013	50.00	0	51.50	0	3%
Please Note: * Figure for initial sample - charge at cost for follow up plus standard analytical administration fee.									

CONTAMINATED LAND - CLAND		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
<i>Enquiry</i>		CLAND/8623n	VAT Inclusive	01 April 2013	70.00	0	72.00	0	2.86%

HOUSING ADVANCES - HSADV		Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
<i>Enquiries from Prospective Second Mortgagors</i>		HSADV/8604z	Non Vatable	01 April 2013	54.10	0	55.60	0	2.77%
<i>Charge for Registration on Second Charges</i>		HSADV/8604z	Non Vatable	01 April 2013	27.10	0	27.85	0	2.77%

HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2014

IMPROVEMENT GRANTS - IMPGR	Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %
Administration Charges	IMPGR/8716m	Non Vatable	01 April 2013	5% of Total Cost	4,000	5% of Total Cost	4,000	-
Administration Charges	IMPGR/8717n	VAT Inclusive	01 April 2013	5% of Total Cost	4,000	5% of Total Cost	4,000	-

GARAGE RENTS – GRAGE	Ledger Code	VAT	Date of Last Change	Current Charge 2013/14 £	Budgeted Income Net of VAT for 2013/14 £	Proposed Charges for 2014/15 £	Indication of Potential Income Net of VAT for 2014/15 £	Percentage Increase in Charge %	
Chatburn Road, Clitheroe	Plot:								
	A, B, C, D, E, F, G, H	GRAGE/8830n	VAT Inclusive	01 April 2013	121.00	810	124.35	830	2.77%
Fort Street, Read	Plot Numbers:								
	1, 1A, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25	GRAGE/8830n	VAT Inclusive	01 April 2013	121.00	2,460	124.35	2,530	2.77%
Mersey Street, Longridge	Plot Numbers:								
	1, 2, 3, 4, 5, 6, 7, 8, 8A, 9, 10, 11, 12, 13	GRAGE/8830n	VAT Inclusive	01 April 2013	121.00	1,410	124.35	1,450	2.77%
Victoria Street, Longridge	Plot Numbers:								
	1, 2, 3, 4, 5, 6	GRAGE/8830n	VAT Inclusive	01 April 2013	121.00	600	124.35	620	2.77%
Brights Close, Newton	Plot Numbers: N/A	GRAGE/8830n	VAT Inclusive	01 April 2013	182.00	150	187.00	150	2.75%

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 31 OCTOBER 2013
title: APPROVAL OF MODEL LICENCE CONDITIONS FOR DOG DAY CARE FACILITIES
submitted by: CHIEF EXECUTIVE
principal author: JAMES RUSSELL – HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To consider and approve model licence conditions for kennel operators providing dog day care facilities.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – To help make people's lives safer and healthier and to protect and enhance the existing environmental quality of the area.
- Community Objectives – To support health, environmental, economic and social wellbeing of people who live, work and visit Ribble Valley.
- Corporate Priorities – To enable the delivery of effective and efficient services.
- Other Considerations – None.

2 BACKGROUND

2.1 Businesses providing boarding for dogs are required to be licensed under the provisions of the Animal Boarding Establishments Act 1963 (As amended). National advice from LACORS dated 23 January 2007, issued to licensing authorities, confirmed that facilities that provide boarding for short periods of time as the 'primary function' require an appropriate licence.

2.2 This Council approved the 'revised and updated' national model conditions for boarding kennels and catteries in July 1996.

3 ISSUES

3.1 Earlier this year, the Council was approached, for the first time by a local operator wishing to open a dog 'day care' facility, commonly referred to as a dog 'creche'. It was recognised that the current model conditions were not entirely relevant and applicable to day care facilities.

3.2 As such enquiries were made with the Chartered Institute of Environmental Health who advised they are aware of the growing number of these facilities but there are no model standards available or proposed in the near future.

3.3 Enquiries were then subsequently made with neighbouring Lancashire authorities and copies of adopted model standards were obtained from South Ribble and Preston. Both authorities had used their standards for several years without experiencing problems.

- 3.4 As such these standards, differing slightly, have been used in conjunction with the existing model standards to formulate the proposed model conditions attached as the appendix to this report. The conditions have been accepted as reasonable and appropriate by the operator concerned.
- 3.5 To enable the operator to commence trading, a licence was issued with the caveat that the model conditions being applied, were subject to subsequent consideration and approval by this committee.

4 RISK ASSESSMENT

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

- Resources – The report has no financial implications.
- Technical, Environmental and Legal – The adoption of suitable model conditions is fundamental to an effective licensing function.
- Political – The adoption of these model standards reflects the Councils ongoing commitment to applying suitable standards to protect the health, welfare and well-being of animals in premises for which they are the licensing authority.
- Reputation - The adoption of these model standards enables the effective licensing of this type of operation within the Borough.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Approve the attached model conditions, in relation to the licensing of dog day care (crèche) facilities within Ribble Valley, under the provisions of The Animal Boarding Establishments Act 1963.

JAMES RUSSELL
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

1. Animal Boarding Establishment Act 1963 (As amended).
2. LACORS 'Advice on Day Boarding of Animals - issued 23/01/2007

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



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

ANIMAL BOARDING ESTABLISHMENT 1963

DOG DAY CARE MODEL CONDITIONS

- 1 These licence conditions apply to the use of a premises that is used as a business for the boarding of dogs for day care purposes.
- 2 These licence conditions relate to the boarding of dogs within bespoke purpose built premises as a day care facility and are not applicable to home boarders in a domestic dwelling.

LICENCE DISPLAY

- 3 A copy of the licence and its conditions must be clearly displayed in a prominent position in, on or near the entrance to the boarding establishment.

GENERAL

- 4 Customers must be made aware that dogs at the establishment will be free to mix and socialise with other dogs and consequently may be at risk of injury or infectious disease.
- 5 The local authority must be satisfied that the licensee is not disqualified from keeping animals, under any relevant legislation.
- 6 The licensee must conduct the business, to the satisfaction of the authority, in such a way as to prevent insect, odour and/or nuisance to neighbouring premises.
- 7 The licensee must take all reasonable steps to ensure that any dog boarded on the premises will not represent a risk to the safety of any person being a member of the public and/or working and visiting at the premises, or in neighbouring premises.
- 8 The licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.

CONSTRUCTION

- 9 The establishment must, at all times, be laid out and operated in accordance with an approved plan, to be attached to the licence. Before carrying out any alterations, plans must be submitted to and approved by the licensing officer of the local authority.
- 10 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (eg Wolf Hybrids) are not to be accepted for home boarding.

- 11 Entire males and bitches in season, or bitches due to be in season, must not be boarded together or with other dogs. Puppies under 6 months of age must not be boarded with other dogs.
- 12 Dogs must not be boarded overnight at the premises.
- 13 Should it become apparent to the licensee or person supervising the premises that a boarded dog represents a potential danger to any person working at the premises, or in neighbouring premises, that dog (unless it can be returned to the owner) must be transferred to a licensed boarding kennels with such suitable facilities as soon as practicable.
- 14 All dog faeces and other waste must be cleared up as soon as reasonable practicable and transferred to a suitable hygienic container, lined with a plastic sack, prior to disposal in accordance with current regulations and good waste management practice.
- 15 Dogs must not be kept solely inside kennelling compartments within the premises or outside the premises, except with the written consent of the dog owner.
- 16 No dog designated under section 1 of the Dangerous Dogs Act 1991 is permitted to be accepted for boarding.
- 17 Fencing materials must be secure and safe.
- 18 Kennelling compartments must be so insulated or sited so as to prevent extremes of temperature.
- 19 The construction of the kennelling and premises must be such that security of the dog is ensured.
- 20 All internal surfaces used in the construction of walls, floors, partitions, doors and door frames to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.

WALLS AND PARTITIONS

- 21 The walls with which dogs may come into contact must be of smooth impervious materials, capable of being readily cleansed. Where concrete or other building blocks or bricks are used in such walls, they must be sealed to as to be smooth and impervious, and resealed as necessary.
- 22 Junctions between vertical and horizontal sections should be coved. If impractical in existing premises, all joints must be sealed.
- 23 Partition walls between kennels must be of solid construction.

FLOORS

- 24 Floors of all buildings, individual exercise areas and kennelling compartments must be of smooth, impervious materials, capable of being easily cleansed and in new buildings, must incorporate a damp proof membrane.

CEILINGS

- 25 Ceilings must be capable of being easily cleansed and disinfected.

DOORS

- 26 Kennel doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
- 27 Where metal bars and frames are used, they must be of suitable gauge (approximately 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the dog.
- 28 Door openings must be constructed such that the passage of water/waste is not impeded, or allowed to gather due to inaccessibility.

WINDOWS

- 29 All windows which pose a security risk must be escape proof at all times.

DRAINAGE

- 30 The establishment must be connected to mains drainage or an approved, localised sewage disposal system.

LIGHTING

- 31 Natural and artificial lighting of rooms must be sufficient to allow the proper use and cleaning of them.

VENTILATION

- 32 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts.

MAINTENANCE

- 33 The premises must be maintained in good repair.

NUMBER OF ANIMALS

Number of Dogs Permitted

- 34 The maximum number of dogs to be kept at any one time is **to be determined by the local authority.**
- 35 Each dog must be provided with a separate compartment except that dogs from the same household may share a compartment of adequate size with the written consent of the dogs' owner.
- 36 No animals other than dogs are to be boarded within the licensed facilities without the written approval of the local authority.

Unit Size, Layout and Exercise Facilities

- 37 Dogs must be in dog compartments appropriate to their size and weight as specified by the manufacturer.
- 38 Suitable bedding equipment must be provided which allows the dog to be comfortable and which is capable of being easily and adequately cleaned and sanitised. Such equipment must be sited out of draughts. All bedding material must be maintained in a clean, parasite free and dry condition.
- 39 Dogs must be exercised according to their needs.
- 40 The number of dogs being exercised at any one time shall not exceed the maximum specified by public liability insurance and shall be reduced accordingly to ensure full control, care and custody of the animal by handlers.
- 41 All dogs exercised on a highway or footpath must be kept on a lead.
- 42 Kennel compartments and exercise areas must open onto the secure corridors or other secure areas so that dogs are not able to escape from the premises.
- 43 Exercise areas must not be used as bedding areas.

SECURITY

- 44 The premises must have adequate arrangements and be adequately secure to prevent the escape of the dogs.
- 45 All dogs boarded at the premises must be fitted with a tag identifying the licence holder and their address on their arrival at the premises.
- 46 Dogs must never be left outside, unattended and in inclement weather.

MANAGEMENT

Training

- 47 A written training policy must be provided. Systematic training of staff must be demonstrated to have been carried out.

Temperature in Kennels

- 48 Heating facilities must be available to the kennel compartments and used according to the requirements of the individual dog.
- 49 There must be some part of the dog's sleeping area where the dog is able to enjoy a temperature of at least 10°C (50°F).

Cleanliness

- 50 All kennels, corridors, common areas, kitchens etc, but be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.

- 51 All excreta and soiled material must be removed from all areas used by dogs as soon as practicable.
- 52 All bedding areas must be kept clean and dry.
- 53 Each kennel must be thoroughly cleansed, disinfected using a parvocidal disinfectant and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
- 54 Facilities must be provided for the proper reception, storage and disposal of all waste. Measures must be taken to minimise the risk of rodent, insects and other pests within the premises.

Food and Water Supplies

- 55 All dogs must be supplied with adequate and suitable food as necessary. Wholesome water must be available at all times and changed regularly.
- 56 Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must be maintained in a clean condition.
- 57 Separate feeding of dogs to minimise the likelihood of dispute and aggression.
- 58 Eating vessels must be cleansed after each meal.
- 59 Drinking vessels must be cleansed at least once a day.

Kitchen Facilities

- 60 Exclusive facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.
- 61 Where fresh and cooked meats are stored, refrigeration facilities must be provided, and potential food contamination must be avoided.
- 62 A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold water must also be provided for staff use.
- 63 Containers must be provided for the storage of foods and shall be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.

Disease Control and Vaccination

- 64 Adequate precautions must be taken to prevent and control the spread of infectious and contagious diseases and parasites amongst dogs, staff and visitors.
- 65 Proof must be provided and maintained that dogs boarded have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagiae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with

manufacturers' instructions. A record that this proof has been supplied must be kept on site throughout the period that the dog is boarded. All dogs must have been treated.

- 66 If a dog develops an infectious disease during its stay at the day care establishment, the premises must undergo a reasonable quarantine period, as specified by an authorised veterinary surgeon, before any new boarders are accepted at the premises.
- 67 All dogs must have been treated for fleas by their owners, external parasites and worms. All dogs should be treated regularly and in all cases the information recorded.
- 68 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.
- 69 A well stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 70 A suitable range of muzzles of varying sizes and a suitable dog catching device, must be kept on site.

Isolation

- 71 Isolation facilities must be provided and must be in compliance with the other boarding requirements but must be separate and physically isolated from the main kennels. This must be approximately 5m (15ft). (See also temperature control.)
- 72 Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels, must be provided.
- 73 Hands must be washed after leaving the isolation facilities before handling other dogs.

Register

- 74 A register must be kept of all dogs boarded. The information kept must include the following:
- name of dog, any identification system such as microchip, number or tattoo;
 - description, breed, age and gender of dog;
 - name, address and telephone number of owner or keeper;
 - name, address and telephone number of person to contact in emergency;
 - name, address and telephone number of dog's veterinary surgeon;
 - health, welfare and nutrition requirements;
 - details of vaccination and worming and flea treatments;
 - date of last season for bitches.
- 75 The register must be kept available for a minimum of 24 months and kept in such a manner as to allow an authorised officer ready access to such information.
- 76 Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

- 77 The licensee or other competent, fit and proper person must always be present to supervise and deal with emergencies whenever dogs are on the premises.

Identification of Kennelling Compartments

- 78 Each compartment must be clearly marked (eg numbered), and a system in place which ensures that relevant information about the dog in that kennel is readily available.

Supervision

- 79 The licensee or another competent, fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises.
- 80 The licensee must ensure that all staff receive training to a competent level.
- 81 No children under 16 shall be left unsupervised with boarded dogs.
- 82 Dogs must not be left unattended on the premises for their health, safety and welfare.
- 83 The licensing officer and/or dog warden at the Council must be informed immediately if a dog is lost whilst boarded at the premises.

Fire Precautions

- 84 Appropriate arrangements must be prepared for the protection of the dogs in case of fire or other emergencies.
- 85 A proper Emergency Evacuation Plan and Fire Warning Procedure must be drawn up and posted on the premises. This must include instructions to where dogs are to be evacuated to in the event of a fire or other emergency.
- 86 Fire fighting equipment must be provided in accordance with advice given by the Fire Prevention Officer. An all-purpose fire extinguisher must be provided.
- 87 All electrical installations and appliances must be maintained in a safe condition. There must be a suitable residual current circuit breaker system.
- 88 Heating appliances must not be sited in a location or manner where they may present a risk of fire, or risk to dogs.
- 89 Precautions must be taken to prevent any accumulation which may present a risk of fire.
- 90 There must be adequate means of raising an alarm in the event of fire or other emergency.
- 91 The licensee must have access to a veterinary practice that can provide an emergency service if required when the dog's normal vet is unavailable.
- 92 Any boarded dog that has died on the premises must be referred to a veterinary surgeon and the licensing officer of the local authority must be informed.

Transportation

- 93 All vehicles used to transport dogs must be designed and maintained so that they are easily cleansable and not cause injury to the dogs transported.
- 94 There shall be no projections liable to cause injury.
- 95 Any fouling or urination which occurs in the vehicle must be removed as soon as possible and the vehicle thoroughly cleaned and disinfected at the earliest opportunity.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 31 OCTOBER 2013
title: PREVENTION OF ROUGH SLEEPING AWARD
submitted by: CHIEF EXECUTIVE
principal author: RACHAEL STOTT

1 PURPOSE

1.1 To inform Committee of the budget available and the requirement for the Council to adopt the personalised solution scheme policy to enable the Council to draw down grant monies.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To address the housing needs of those individuals most in need and currently rough sleeping.

2 BACKGROUND

2.1 For Ribble Valley to be able to draw down £1000 grant to assist rough sleepers, the Council must demonstrate they have adopted the personalised solution budget policy as attached as Appendix 1.

3 ISSUES

3.1 The scheme would be of benefit to the housing services department especially in the winter months.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – this will provide additional funding to assist rough sleepers and homeless individuals.
- Technical, Environmental and Legal – this will improve the housing needs service option.
- Political – all Lancashire authorities will have the opportunity to apply for the funding.
- Reputation – the funding will increase the options for single homeless people.
- Equality & Diversity – improve the service for single households.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Request that Committee approve the adoption of the personalised solution policy to allow the release of funding to Ribble Valley.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

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

REF: RS/311013/H&H/EL

POLICY & PROCEDURE FOR PERSONALISED SOLUTION BUDGET (PSB)

Overview

Lancashire Councils have adopted and is working in line with a national initiative to end rough sleeping. No Second Night Out (N.S.N.O)

N.S.N.O aims to ensure that:

- No one new to the streets should spend a second night out
- No one should make their home on the streets
- No one should return to the streets once they have been helped off of them, and
- Ultimately no one should arrive on the streets. Lancashire Councils are also engaged in the Single Homelessness Initiative project, which supports the aims and objectives of No Second Night Out whilst also ensuring there is a single standard service offer to all single, non priority need customers. This includes a commitment to provide all customers with face to face advice including a written summary of the housing options advice provided.

As part of the Single Homelessness Initiative, a one off £1,000 cash pot has been created per participating council to fund a “personalised solution budget”, in order to prevent sleeping rough in Lancashire.

Customers are made a *single* service offer - a fundamental feature of the NSNO programme.

When the Housing Options officer engages with the individual referred to NSNO scheme, they will carry out detailed assessments so they can get a good understanding of the individual and determine what will improve their situation. They should try to identify a solution which is suitable to the customers' specific needs and wishes, and should be realistic and sustainable.

As part of this process, personalisation is considered and a part of the budget is allocated for personalisation costs. This money is likely to be predominately used for travel and emergency B&B accommodation when there is no other provision available

Lancashire's Offer

Single service offer is where an emergency solution to the individual's rough sleeping situation is suggested and only that one offer is made. This offer is made based on assessment of need through conversation with the rough sleeper.

There is an expectation that anyone who accesses emergency provision engages in the support. Potentially, it can mean that if the rough sleeper refuses the offer they ultimately could, by their own accord, exclude themselves from services.

How can the money be spent?

Examples:

1. Basic needs- food, clothing, personal hygiene facilities.
2. Accommodation (emergency B+B, basic overnight provision or hostel including funding to providing waking night staff if required due to risk etc.)
3. Reconnection services such as travel costs

No Second Night Out stresses the importance of reconnecting people with their families or other support networks and returning to their home area and evidence suggests that people are more likely to succeed where they have the most support and knowledge of an area. To this end, the project will provide new rough sleepers with assistance to access support and accommodation in their home areas, signposting to housing providers in those areas and providing the practical support for people to return closer to home where it is safe to do so.

4. Secondments or overtime payments for U.K Border Agency/police officers or other agencies who offer specialist services / support
5. Access to ancillary services such as mental health, drugs, alcohol
6. Short term detox facilities

This is not a “fixed” list and a needs assessment should determine what provision should be purchased to best meet the needs of the individual.

It is also good practice to only activate the PSB when all other avenues of support have been exhausted and should only be implicated in extreme circumstances to avoid sleeping rough for a further night.

All further (longer term) resources will come from commissioned in services or external agencies providing follow up support. Specifically:

- A) Pre-tenancy training
- B) Accommodation finder and enhanced rental bond scheme
- C) House sharing scheme

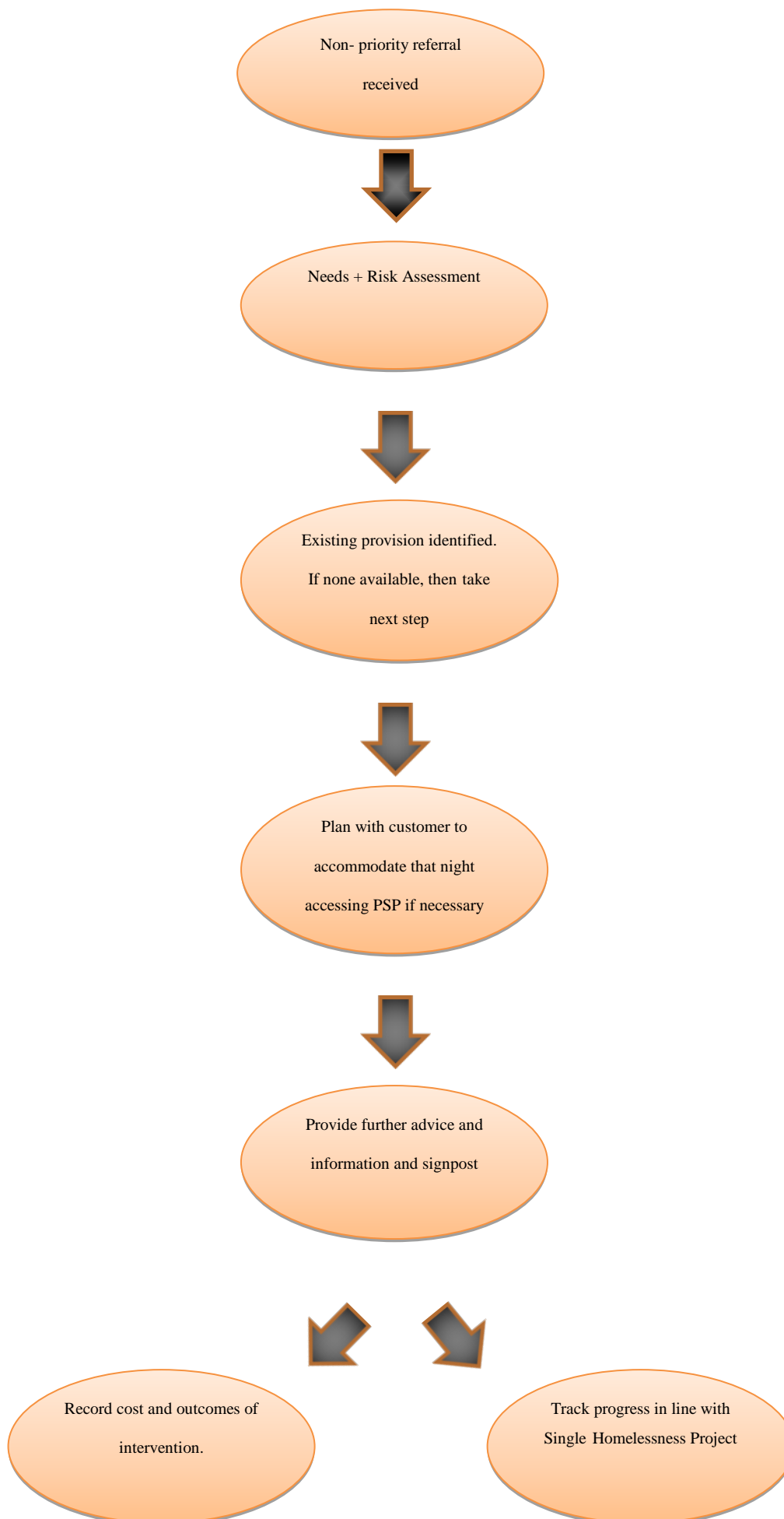
Process of allocating funds from PSB

1. A customer who is deemed to be a non- priority single homeless person is referred, identified by or self presents to the local authority, usually the Housing Options Team.
2. A needs assessment (Housing options interview) is undertaken
3. The Housing Options officer will provide housing options advice, taking into account existing provision / resources, any prevention measures which can be put in place to resolve the customers' immediate homelessness and where possible, meet the customers' needs using these.
4. If no immediate solution to their homelessness available, and the officer is satisfied that there is an immediate risk of rough sleeping, the officer will determine a plan with the customer in order to secure accommodate that night.
It may be necessary to extend this to out of hours or staff shortages determine so.
5. As a last resort, the Housing Options Officer may access PSB. There is a suggested maximum of £100 (per occasion) however professional judgement is permitted to extend this, including situations where not to do so, would cause further distress, increased risk or harm. *(EG: there might be more expensive / longer distant fare needed)*
6. Provide further advice and information to signpost to on-going services reducing risk of reoccurrence.
7. The Housing Options officer will complete the proforma, obtaining a signature from the customer and obtain approval from their senior officer to incur the costs. Record cost as and outcomes of intervention.
8. All participating councils must retain accurate & auditable records of the expenditure incurred and provide details of this upon demand by Chorley Council (lead authority).
9. All participating councils will send copies of proforma and details of expenditure incurred to the Single Homelessness Project Officer as they occur.

Remuneration

A budget of £1000 per local authority requires an invoice to be sent to budget holders, Chorley Council. This should be executed after 9 months, or when allocated funds are spent (whichever happens first) – or Local authorities signing up to scheme will invoice Chorley council for £1000 upfront.

This is a one off £1000 pot and any expenditure incurred over and above that amount will be at the individual council's discretion and will be at their own expense.



RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 31 OCTOBER 2013
title: CAPITAL SCHEME REQUEST
submitted by: CHIEF EXECUTIVE
principal author: RACHAEL STOTT

1 PURPOSE

1.1 To consider capital scheme request in addition to the current year's capital programme.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – to address the housing needs in the borough.
- Corporate Priorities – to be a well managed Council.
- Other Considerations – none.

2 BACKGROUND

2.1 Any capital scheme over and above what has already been approved in the capital programme must be agreed by this Committee and then by Policy and Finance Committee. This scheme is a proposal for the purchase and repaid of one bed accommodation. This is a housing strategy priority as the Welfare Reform has caused an increased demand for one bed accommodation.

2.2 The Strategic Housing Market Assessment for Ribble Valley has also identified a need for one bed accommodation.

2.3 Appendix 1 is the capital scheme bid.

3 ISSUES

3.1 Over the past 12 months £31,786 of grant monies previously approved have been returned to the Council as the properties on which they were approved were sold. The money was returned from two properties; one purchased using grant money from Government Office North West and one renovated using a home improvement loan. For both grant schemes, a condition of a grant was that the monies were recycled or returned to the Council. The scheme proposed would result in an additional three one bed affordable units for households on the housing waiting list. Ribble Valley Homes would purchase the units, renovate and manage the properties on completion.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the scheme would require a £30,000 grant in total - £10,000 for each unit purchased.

- Technical, Environmental and Legal – Ribble Valley Homes would deliver the scheme.
- Political – no implications identified.
- Reputation – delivery of additional one bed units would benefit households on the waiting list.
- Equality & Diversity – there is a need to balance the number of one bed units in the affordable housing stock.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve the capital scheme request for the provision of three one bed unit to deliver the scheme in partnership with Ribble Valley Homes.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

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

REF: RS/3110/13/H&H/EL

RIBBLE VALLEY BOROUGH COUNCIL
Capital Scheme Appraisal Form

<u>1 Capital Scheme Title</u>	Purchase and Repair
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<u>2 Head of Service</u>	Colin Hirst
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3 Brief Description of the Scheme

Offer grant assistance of £10k per unit for the purchase and repair of 3 x one bed units for Ribble Valley Homes to purchase and renovate. They will then be let at affordable rent level.

4 How does the scheme help the council aims and the achievement of its ambitions? Please tick the overriding aim/ambition which the scheme meets

To be a WELL MANAGED COUNCIL	
To help make peoples lives SAFER AND HEALTHIER	
To <i>PROTECT AND ENHANCE</i> the existing ENVIRONMENTAL QUALITY of our area	
To <i>MATCH</i> the SUPPLY OF HOMES in our area with the IDENTIFIED HOUSING NEEDS	X
To sustain a STRONG and PROSPEROUS Ribble Valley	

5 Are there any Government or other imperatives to the undertaking of this scheme (including any legislative Health and Safety requirements etc) and what would be the consequence of not doing the scheme

The introduction of welfare reform has significantly increased the demand for 1 bed units.

6 In which ways would this scheme improve service performance and the efficiency or value for money of the service?

The housing service struggle to find 1 bed accommodation for households. This impacts on the length of stay in temporary accommodation and on the waiting list.

7 Please provide details of any liaison (including any consultation) that has taken place with local people, partners, staff or any other stakeholders with regard to this scheme.

The SHMA identified the need for 1 bed units throughout the borough. Liaison with RVH and Places for People and all RP's operating in the borough.

8 Please indicate the start date and duration of the project including key milestones. Milestones would include those events which are critical to the successful completion of a scheme e.g. performance which triggers the receipt of grant.

To start Dec 2013 and complete Dec 2014 to purchase 3 x 1 bed flats and renovate and allocate from the housing waiting list.

9 Financial Implications – CAPITAL

Please complete the table below – if you require any assistance please contact Financial Services

	2014/15	2015/16	2016/17
	£	£	£
Cost of Land			
Contractors			
Equipment/Materials			
Fees (External)			
Internal Staff Salaries			
Planning Fees/Building Regulations			
Other	30,000		
TOTAL CAPITAL COSTS	30,000		

Government Funding: *please list below*

Other LAs Funding: <i>please list below</i>			
Other Funding: <i>please list below</i>			
Ribble Valley Homes will be investing approximately £75 k per unit.			
TOTAL EXTERNAL FUNDING			
NET COST TO THE COUNCIL	£30,000		
Capital Receipt (Repayment of a Home Improvement Grant & a Homebuy Scheme Grant totalling £31,786 – see Section 12)	£30,000		

10 Financial Implications - REVENUE

Please provide details of any additional/reduced annual revenue costs or income that will result from this scheme being carried out. This will allow a whole life cost for the scheme to be established.

EXPENDITURE	£
Employee Related Costs	
Premises Related Costs	
Transport Related Costs	
Supplies and Services	
Third Party Payments	
TOTAL ADDITIONAL/REDUCED REVENUE COSTS (A)	
INCOME	£
Fees and Charges	
Other Income	
TOTAL ADDITIONAL/REDUCED INCOME (B)	
NET ADDITIONAL/REDUCED ANNUAL COST (A – B) = (C)	
Estimated lifespan of the scheme/ asset in years (D)	
TOTAL ADDITIONAL/REDUCED REVENUE COSTS OVER THE LIFESPAN (C x D) = (E)	
Please detail any likely disposal/wind down costs, or residual income that may result at the end of the assets useful life (F)	
WHOLE LIFE COSTS (E +/- F)	

11 If this is a new asset, what is the expected useful economic life of the new asset? If this is a refurbishment scheme what is the current expected useful economic life of the asset, and by how long does this bid increase the functional lifespan?

Once renovated the properties will remain as affordable rented properties in perpetuity.

12 Please detail any additional information in support of your bid use detail any additional information in support of your bid

2 grants that were approved in 2006 and 2008 have been repaid to the Council as the properties have been sold. The monies returned totalled £31,786. The grants were approved on the condition that when repaid the monies would be recycled.

13 Please detail the measures that would be put in place to minimise the impact that this scheme will have on the environment.

Any renovation would include substantial energy efficiency work to make the properties as efficient as possible.

14 Risk Assessment – Please detail any risks to the council surrounding the scheme, and how they would be mitigated

Political: how current and potential influences from political pressure may have an impact

There is political pressure to respond to the implications of the Welfare Reform.

Economic: local, national and world economy impact

One bed units are required by households currently over occupying 2 bed units.

Sociological: ways in which changes in society may have an impact

Welfare reform changes penalised anyone over occupying a property.

Technological: how new and emerging technology may have an impact

Legal: how local, national and world legislation may have an impact

Environmental: how local, national and world environmental issues may have an impact

Head of Service Signature	
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Directors Signature	
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Dated	
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In signing this form you acknowledge that you and your staff understand the requirements of the Council's Procurement Strategy and Contract Procedure Rules with regard to this scheme, if it were to be approved. (Copies of these documents are available on the intranet.)

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 9

meeting date: 31 OCTOBER 2013
 title: CAPITAL MONITORING 2013/14
 submitted by: DIRECTOR OF RESOURCES
 principal author: AMY JOHNSON

1 PURPOSE

1.1 The purpose of this report is to provide Committee with information relating to the progress of the approved capital programme for the period April to September 2013. Slippage from the previous year is also reported.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

2.1 In total 5 new schemes were approved by Policy and Finance Committee and Full Council at their meetings in February 2013, during which it was also agreed that the budgets for two schemes be carried over into the current financial year. This made a total planned capital spend for this Committee for the current year of £441,620, which is shown at Annex 1.

2.2 In addition, not all planned expenditure for last year was spent. The balance of this, which is known as slippage, has been transferred to the current financial year. The schemes affected are also shown within Annex 1 and total £38,630. There has also been a further addition to the Disabled Facilities Grant scheme of £4,717 due to our final allocation of funding from central government being higher than that used when setting the budget. An additional approval of £33,540 relating to the Cemetery Infrastructure scheme was also made at a meeting of the Emergency Committee on 23 April 2013, where increased scheme costs were discussed.

3 SCHEMES

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

BUDGET				EXPENDITURE		
Original Estimate 2013/14 £	Budget moved from 2012/13 £	Slippage from 2012/13 £	Additional Approvals 2013/14 £	Total Approved Budget 2013/14 £	Actual Expenditure and Commitments as at end September 2013 £	Variance as at end September 2013 £
240,000	201,620	38,630	38,257	518,507	296,935	-221,572

Progress to date on the capital schemes is encouraging, with 57% of the annual capital programme for this Committee being spent or committed.

3.2 The main variations to date are:

- DISCP – Disabled Facilities Grants: A couple of large recommendations are currently being processed. It is anticipated that although work on these adaptations will start during this financial year it is unlikely that both will have been completed by the end of the financial year. Very few new recommendations have been received in the last quarter.
- LANGR – Landlord/Tenant Grants: All but one property renovation is proceeding as planned. The one remaining grant will now be reallocated.
- REPPF – Repossession Prevention Fund: On average we receive 3 repossession notifications each month and each household is offered a housing advice interview during which the repossession prevention fund is considered.

4 CONCLUSION

4.1 Progress to date on the capital schemes is good, with 57% of the annual capital programme having been spent or committed.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH13-13/AJ/AC
16 October 2013

For further information please ask for Amy Johnson extension 4498.

BACKGROUND PAPERS – None

Health & Housing Committee – Capital Programme 2013/14

Cost Centre	Schemes	Original Estimate 2013/14 £	Budget moved from 2012/13 £	Slippage from 2012/13 £	Additional Approvals £	Total Approved Budget £	Actual Expenditure and Commitments as at end September 2013 £	Variance as at end September 2013 £
CMEXT	Clitheroe Cemetery Installation of Infrastructure		84,000	1,470	33,540	119,010	115,842	-3,168
DISCP	Disabled Facilities Grants	109,000	84,330	-6,400	4,717	191,647	82,513	-109,134
LANGR	Landlord/Tenant Grants	75,000		40,690		115,690	35,006	-80,684
LPREP	Purchase and Repair Scheme	45,000				45,000	45,000	0
PEFBC	Replacement of Pest Control Vehicle PE56 EFB	11,000				11,000	11,436	436
REPPF	Repossession Prevention Fund		33,290	2,870		36,160	7,138	-29,022
	Total Health and Housing Committee	240,000	201,620	38,630	38,257	518,507	296,935	-221,572

Health & Housing Committee – Capital Programme 2013/14

CMEXT Clitheroe Cemetery – Installation of Infrastructure

Service Area: Environmental Health

Head of Service: James Russell

Brief Description:

Provision of initial infrastructure to Clitheroe Cemetery extension

Start Date, duration and key milestones:

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

Financial Implications – CAPITAL

	£	Actual to end September 2013 (including commitments) £	Variance to end September 2013 £
Total Approved Budget 2013/14	119,010	115,842	-3,168
Actual Expenditure 2012/13	4,532		
Actual Expenditure 2011/12	948		
Actual Expenditure 2010/11	75,914		
Actual Expenditure 2009/10	5,810		
ANTICIPATED TOTAL SCHEME COST	206,214		

Financial Implications - REVENUE

Unknown at present

Useful Economic Life

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

Progress - Budget Holder Comments

September 2013: A contractor has been employed to rotovate and level the ground, following which the area will be seeded early next spring. This will complete the scheme.

July 2013: Included within the actual expenditure figure is a commitment of £10,685 for contingencies. To date the infrastructure has been completed within budget without use of the contingency element. It is therefore anticipated that completion of the scheme will be within approved budget.

Detailed discussions are now required with grounds maintenance as to developing a suitable finish and a site maintenance scheme along with associated costs for inclusion in the future revenue budget.

April 2013: Emergency committee agreed extra resources of £33,540 towards the scheme due to increased costs

Health & Housing Committee – Capital Programme 2013/14

January 2013: £86,000 of the £90,000 budget moved to the 2013/14 budget as the scheme is not likely to take place until then.

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

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

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

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

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

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

Health & Housing Committee – Capital Programme 2013/14

DISCP Disabled Facilities Grants

Service Area: Regeneration and Housing

Head of Service: Colin Hirst

Brief Description:

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

Start Date, duration and key milestones:

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

Financial Implications – CAPITAL

	£	Actual to end September 2013 (including commitments) £	Variance to end September 2013 £
Total Approved Budget 2013/14	191,647	82,513	-109,134
ANTICIPATED TOTAL SCHEME COST	191,647		

Financial Implications - REVENUE

None given

Useful Economic Life

Not applicable.

Progress - Budget Holder Comments

September 2013: We are working on a couple of large recommendations and although work will have started this financial year it is unlikely that both will be complete. There have been very few new recommendations received in the last quarter.

July 2013: In total £105,000 has been committed from the budget for approved adaptations. We have received further recommendations for two large paediatric adaptations and therefore it is likely that close to the total budget will be committed at the end of the year.

Health & Housing Committee – Capital Programme 2013/14

LANGR Landlord/Tenant Grants

Service Area: Regeneration and Housing
Head of Service: Colin Hirst

Brief Description:

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

Start Date, duration and key milestones:

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

Financial Implications – CAPITAL

	£	Actual to end September 2013 (including commitments) £	Variance to end September 2013 £
Total Approved Budget 2013/14	115,690	35,006	-80,684
ANTICIPATED TOTAL SCHEME COST	115,690		

Financial Implications - REVENUE

None

Useful Economic Life

Not applicable.

Progress - Budget Holder Comments

September 2013: All but one property renovation is proceeding as planned. The one remaining grant will now be reallocated.

July 2013: The budget is fully committed and renovation works have begun on all but one approved property. They are therefore scheduled to finish by the end of the financial year. Demand for this scheme has increased this year and a waiting list is beginning to develop.

Health & Housing Committee – Capital Programme 2013/14

LPREP Purchase and Repair Scheme

Service Area: Regeneration and Housing

Head of Service: Colin Hirst

Brief Description:

Support a registered provider to purchase and repair 3 properties in Longridge. The properties would be rented at an affordable rent and the Council will have nomination rights

Start Date, duration and key milestones:

April 2013 to March 2014

Financial Implications – CAPITAL

	£	Actual to end September 2013 (including commitments) £	Variance to end September 2013 £
Total Approved Budget 2013/14	45,000	45,000	0
ANTICIPATED TOTAL SCHEME COST	45,000		

Financial Implications - REVENUE

None

Useful Economic Life

No comment given

Progress - Budget Holder Comments

September 2013: No additional comments.

July 2013: Properties purchased, renovated and occupied. All land charges have been registered for each property and the total capital budget of £45,000 has been transferred to Adactus Housing Association.

Health & Housing Committee – Capital Programme 2013/14

PEFBC Replacement of Pest Control Vehicle PE56 EFB

Service Area: Environmental Health Services

Head of Service: James Russell

Brief Description:

Replace existing pest control vehicles on a 5 year rolling programme (current vehicle purchased September 2006).

Start Date, duration and key milestones:

April 2013

Financial Implications - CAPITAL

	£	Actual to end September 2013 (including commitments) £	Variance to end September 2013 £
Total Approved Budget 2013/14	11,000	11,436	436
ANTICIPATED TOTAL SCHEME COST	11,000		

Financial Implications - REVENUE

None

Useful Economic Life

5 years

Progress - Budget Holder Comments

September 2013: No additional comments.

July 2013: Completed and fully operational.

Health & Housing Committee – Capital Programme 2013/14

REPPF Repossession Prevention Fund

Service Area: Regeneration and Housing

Head of Service: Colin Hirst

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

Start Date, duration and key milestones:

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

Financial Implications – CAPITAL

	£	Actual to end September 2013 (including commitments) £	Variance to end September 2013 £
Total Approved Budget 2013/14	36,160	7,138	-29,022
ANTICIPATED TOTAL SCHEME COST	36,160		

Financial Implications - REVENUE

None identified.

Useful Economic Life

Not applicable

Progress - Budget Holder Comments

September 2013: On average we receive 3 repossession notifications each month and each household is offered a housing advice interview during which the repossession prevention fund is considered.

July 2013: We are assisting a number of repossession cases which are likely to result in assistance from the fund. There is likely to be two further payments made in the next quarter.

January 2013: £33,290 of the 2012/13 budget was moved to the 2013/14 financial year as it is unlikely to be utilised within the year.

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

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

October 2011: As July report.

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

Health & Housing Committee – Capital Programme 2013/14

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

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 10

meeting date: 31 OCTOBER 2013
 title: REVENUE MONITORING 2013/14
 submitted by: DIRECTOR OF RESOURCES
 principal author: AMY JOHNSON

1 PURPOSE

1.1 To let you know the position for the period April to September 2013 of this year's revenue budget as far as this committee is concerned.

1.2 Relevance to the Council's ambitions and priorities:

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

2 FINANCIAL INFORMATION

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period to the end of September. You will see an overall underspend of £82,275 on the net cost of services. After allowing for transfers to and from earmarked reserves the underspend is increased to £106,627. Please note that under spends are denoted by figures with a minus symbol.

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of period £	Actual including Commitments to the end of the period £	Variance £	
CTBEN	Council Tax Support Administration	24,620	-67,340	-87,012	-19,672	R
HGBEN	Housing Benefits	123,550	-98,892	-163,977	-68,085	R
COMNL	Common Land	6,280	310	56	-254	G
CLCEM	Clitheroe Cemetery	46,290	8,074	4,356	-3,718	A
ENVGR	Grants & Subscriptions - Health & Hsng	4,720	316	0	-316	G
CLAIR	Clean Air	1,600	802	510	-292	G
DOGWD	Dog Warden & Pest Control	87,800	4,781	5,020	239	G
ENVHT	Environmental Health Services	304,830	-2,280	-6,849	-4,569	A
CLAND	Contaminated Land	12,340	106	0	-106	G

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of period £	Actual including Commitments to the end of the period £	Variance £	
HSASS	Housing Associations	13,780	0	0	0	G
HSADV	Housing Advances	1,060	210	100	-110	G
SUPPE	Supporting People	2,370	26	0	-26	G
WARMH	Warm Homes Healthy People	0	0	24,352	24,352	R
CLMKT	Clitheroe Market	-47,720	-83,980	-88,450	-4,470	A
JARMS	Joiners Arms	17,560	10,516	13,307	2,791	A
HOMEG	Homelessness General	49,320	238	551	313	G
HOMES	Homelessness Strategy	31,880	12,967	8,829	-4,138	A
IMPGR	Improvement Grants	35,680	-4,004	-3,916	88	G
HOMEE	Home Energy Conservation	24,890	364	0	-364	G
GRAGE	Non-Dwelling Rents	-6,790	-10,489	-14,523	-4,034	A
HSTRA	Housing Strategy	66,370	5,180	5,276	96	G
	Total:	800,430	-220,095	-302,370	-82,275	
Transfers to/from Earmarked Reserves						
	DEFRA Clean Air Reserve	-480	-480	-480	0	
	Warm Homes Grant Reserve	0	0	-24,352	-24,352	
Total after Transfers to/from Earmarked Reserves		799,950	-220,575	-327,202	-106,627	

2.2 The variations between budget and actuals have been split into groups of red, amber and green variance. The red variances highlight specific areas of high concern, for which budget holders are required to have an action plan. Amber variances are potential areas of high concern and green variances are areas, which currently do not present any significant concern.

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

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

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

3 CONCLUSION

3.1 The comparison between actual and budgeted expenditure shows an underspend of £82,275 for the first four months of the financial year 2013/14. After allowing for transfers to and from earmarked reserves the underspend is increased to £106,627.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH12-13/AJ/AC
15 October 2013

BACKGROUND PAPERS: None

For further information please ask for Amy Johnson, extension 4498

Health and Housing Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year £	Original Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
CTBEN/ 2809	Council Tax Support Administration/Non Recurring Purchases of Equipment	27,900	13,954	455	-13,499	The expenditure budget was introduced to offset the New Burden grant income received (CTBEN/8022z). Minimal purchases have been made to date.	The budget will continue to be monitored and reviewed at revised estimate time.
CTBEN/ 8022z	Council Tax Support Administration/DCLG-Council Tax Initial New Burden Grant	-27,900	-27,900	-33,997	-6,097	An additional grant has been received which was not anticipated when the OE budget was prepared.	The budget will be reviewed at revised estimate.
HGBEN/ 2809	Housing Benefits/Non Recurring Purchases of Equipment etc	0	0	15,700	15,700	A licence upgrade for legislative changes regarding ATLAS, Benefit Capping & Personal Independence Payment has been purchased.	DWP grant funding has been received to fund this purchase.
HGBEN/ 4652	Housing Benefits/Rent Allowance Payments	7,224,630	3,279,982	3,442,248	162,266	Payments to claimants are greater than budgeted.	The budget will continue to be monitored and reviewed at revised estimate time.

Health and Housing Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year £	Original Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
HGBEN/8002z	Housing Benefits/Rent Allowances Grant	-7,259,430	-3,339,340	-3,541,524	-202,184	The budget was prepared in November whereas the initial claim for 2013/14 grant income was made early March. The claim was made on the assumption that the trend of the continual rise in the number of claimants would continue.	The HB mid-year estimate claim was submitted in August 2013 for which a review of grant income received against payments made to claimants was carried out. Receipt of grant income to reflect the claim commenced in October 2013. The budget will be revised accordingly at revised estimate.
HGBEN/8009z	Housing Benefits/Housing Benefit & CT Benefit Admin Grant	-106,750	-53,394	-73,770	-20,376	An additional grant payment of £18,971 has been received	The budget will continue to be monitored and reviewed at revised estimate time.
HGBEN/8026z	Housing Benefits/DWP - LA Data Sharing (LADS) IT Costs	0	0	-15,235	-15,235	Grant funding has been received which was not anticipated when the OE budget was prepared.	The grant has been used to purchase a licence upgrade (see HGBEN/2809). An additional grant of £465 is to follow to fully offset the cost of the upgrade.

Health and Housing Committee Budget Monitoring – Red Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year £	Original Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
WARMH/ 4676	Warm Homes Healthy People/Grants to Individuals	0	0	18,632	18,632	Funds are held in an earmarked reserve to fund warm homes expenditure.	The budget will be reviewed at revised estimate and the funds held in reserve be brought in.

Health and Housing Committee Budget Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Original Budget for the Full Year £	Original Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance
CLCEM/5056	Clitheroe Cemetery/Grounds Maintenance	44,490	22,254	18,607	-3,647	Time spent by grounds maintenance staff at the cemetery is lower than anticipated which is reflected in actual expenditure to date.
CLMKT/8824n	Clitheroe Market/Cabins	-93,590	-93,590	-96,055	-2,465	The budget allows for cabins to be empty for periods of time throughout the year. At present all cabins are fully occupied, resulting in higher income being generated than budgeted.
CLMKT/2809	Clitheroe Market/Non Recurring Purchases	0	0	2,845	2,845	New waste bins for general waste have been purchased as the lids on the old bins did not close. The new bins are being used for general waste and the old bins for paper & cardboard, for which recycling credits will be received.
ENVHT/8415u	Environmental Health Services/Environmental Protection Registration Fees	-5,400	-4,806	-7,027	-2,221	A consultant was employed to focus on environmental protection work which has allowed additional income to be generated.
HOMES/8090z	Homelessness Strategy/DCLG Homelessness Grant	0	0	-2,000	-2,000	An allocation of a homelessness prevention grant has been received which was not anticipated when the Original Estimate was prepared. The grant has been committed to funding a Youth Worker to work with 16 & 17 year olds under the YNOT scheme.
JARMS/3079	Joiners Arms/Other Contract Payments	8,450	8,450	10,571	2,121	Housing Benefit payments fund an element of this contract, for which a credit note will be received at year end.
WARMH/0100	Warm Homes Healthy People/Salaries	0	0	3,430	3,430	Funds are held in an earmarked reserve to finance this warm homes expenditure.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 31 DECEMBER 2013
title: INTRODUCTION OF INTEGRATED TRANSFORMATION FUND
submitted by: CHIEF EXECUTIVE
principal author: RACHAEL STOTT

1 PURPOSE

1.1 To inform Committee of the proposed changes to the Disabled Facilities Grant funding.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To match the supply of homes in our area with the identified housing need.
- Corporate Priorities - To protect a capital grant received to benefit Ribble Valley occupants.
- Other Considerations – To maintain the current high quality service provision.

2 BACKGROUND

2.1 The funding for local housing authorities to meet the costs of providing disabled facilities grants for disabled people is currently paid by the Department for Communities and Local Government as a capital grant. In July 2013 as part of the government spending review, it was announced that from 2015/2016 the DFG grant for local authorities will be £220,000,000. It has emerged that from 2015 all of the central government funding would be provided by the Department of Health with no capital spend on DFGs by DCLG. It has now been made clear that this Department of Health funding for DFGs will be included in the new Integration Transformation Fund. The Integration Transformation fund is a fund of 3.8 billion announced by the Department of Health in 2013's spending review. Its stated aim is to bring about an integration of health and social care. It has been described as a single pool of budget for health and social care services to work more closely together in local areas, based on a plan agreed between the NHS and local authorities. Whilst ITF does not come into full effect until 2015. The plan for both that year and the use of interim funding for 2014/2015 are being developed now and to be signed off before March 2014.

2.2 Plans for the use of the pooled monies have to be developed by a clinical commissioning group CCGs and local authorities (usually top tier) and signed off by the Health and Wellbeing Board. It is not clear to what extent second tier authorities will be engaged with in this process and on the whole the lead will be coming from Social Services. Pooled funding in 2014/2015 will include an additional £200 million transfer from NHS to social care, in addition to the £900 million transfer already planned.

2.3 This is the timetable that local authorities are working to

- August to October 2013 – initial local planning discussions and further work nationally to define conditions.
- November/December 2013 – NHS planning framework issued.
- December 2013 to January 2014 – completion of plans.
- March 2014 to plans signed off.

Implications

- 2.4 Failure to include housing and home adaptations in the ITF plan could result in a lack of funding for DFG and housing related support. This in turn will impact on older and disabled people being able to live safely and independently at home. The DFG is grant provided by national government for local housing authorities and has never been intended to meet 100% for local adaptations expenditure. Local housing authorities, Social Services and health providers all have contributed towards adaptation provision. In addition community equipment currently delivered through integrated community equipment services, also need to be included in the ITF plan as this provision will also change under the new care legislation.
- 2.5 There is uncertainty about the mechanisms of payment of DFG national grant. It is a capital funding intended to meet housing authority duty. Prior to the ITF plans emerging, it has been expected that the Department of Health would transfer capital funds for DFG to DCLG who would then pay out a specific capital grant as is currently the case. This may still happen but the housing authority may in turn be obliged to put this grant into the local ITF for use in accordance with ITF priorities.
- 2.6 As local authorities must still have to meet their legal obligations to provide DFGs use of ITF monies for DFGs would need to be specified in a local plan. It is crucial that the ITF plan includes a realistic budget for home adaptations with contributions from housing, health and social care. Ensuring that housing related support, housing and care information and advice, hospital to home, handy person service and home improvement agencies are also included in the plan is very important as these remain key contributors to the effective integration of services for old and disabled people.

3 CONCLUSION

- 3.1 Taking this proposal forward, it is important that Ribble Valley make contact with the key players in the ITF planning process in Lancashire to make the case for housing. Make representation about the legal/financial situation concerning the ITF and home adaptations and explain the pivotal role of housing and housing related support to those who are drawing up the plan to make the case for inclusion. It is also important for Ribble Valley to highlight the potential consequences and impacts on health and social care if housing is not included in the ITF. This includes the housing links to falls, risks and long term health conditions.
- 3.2 Finally delivery of DFGs is a statutory responsibility of the local authority and legislation also states that the Secretary of State has a mandatory duty to fund this function. Therefore, the local authority have got some protection set out in legislation and there are no plans to alter this legislation at present. However, it is important that

Ribble Valley ensure that they remain informed and have significant input into the ITF plan for the borough.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the resource implications would be significant for the borough.
- Technical, Environmental and Legal – no implications identified.
- Political – if funding changes to a county footprint then the implications for Ribble Valley residents will be a significant decrease in funding.
- Reputation – Ribble Valley residents will see a reduction in the service quality.
- Equality & Diversity – to maintain equality the adaptations processed.

5 CONCLUSION

5.1 That Committee accept the content and the proposed change and accept the planned Ribble Valley response set out in 3.1.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

Care and Repair England. Briefing Integration Transformation Fund October 2013.

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

REF RS/311013/H&H/EL

Briefing: Integration Transformation Fund

‡ Potential implications for Disabled Facilities Grant ‡

At a Glance

- Money for Disabled Facilities Grant DFG is going to be included in the new Integration Transformation Fund (ITF)
- Top tier LAs (Social Services) & NHS partners are developing plans for this fund now
- These 2 yr Plans for the Integration Transformation Fund have to be completed by Jan 14
- Plans come into force in April 14 and the DFG funding is included from April 15

1. What is happening to DFG funding?

- 1.1. Money to help local housing authorities meet the cost of providing Disabled Facilities Grants (DFG) for disabled people is currently paid by Dept for Communities and Local Government (DCLG) as a capital grant.
- 1.2. In July 13, as part of the government spending review, it was announced that from 2015-16 the DFG grant for LAs will be £220m (*this is the same amount as in 2012-13 - see annual grant levels data trends in Appendix B Table below*).
- 1.3. It has emerged that from 2015-16 all of this central government funding will be provided by Dept of Health (DH) with no capital spend on DFG by DCLG.
- 1.4. It has now been made clear that this DH funding for DFG will be included in the new *Integration Transformation Fund*.

2. What is the Integration Transformation Fund?

- 2.1. It is a fund of £3.8 billion announced by DH in the July 13 spending review. Its stated aims is to bring about integration of health and social care.

2.2. It is described as a 'single pooled budget for health & social care services to work more closely together in local areas based on a plan agreed between the NHS & local authorities'.

2.3. Whilst the ITF does not come in to full effect until 15-16, plans for both that year and use of interim funding in 2014-15 are being developed in 2013, to be signed off before March 14. *If no mention of adaptations is included in the plans this could cause problems in 15-16.*

2.4. Plans for use of the pooled monies have to be developed by Clinical Commissioning Groups (CCGs) and local authorities (usually top tier) and signed off by the local Health and Wellbeing Board.

2.5. It is not clear to what extent second tier authorities or housing representatives are being engaged in this process. On the whole the lead will be coming from Social Services.

2.6. Pooled funding in 2014-15 will include an additional £200m transfer from the NHS from social care, in addition to the £900m transfer already planned. Use of this funding will be determined by the ITF plan.

2.7. The £3.8b in the ITF in 2015-16 will be made up as follows:

£1.1 billion	Existing transfer from health to social care (from 2014-15)
£130 million	Carers' Breaks funding
£300 million	CCG re-ablement funding
c. £350 million	Capital grant funding (including £220m of Disabled Facilities Grant)
£1.9 billion from NHS allocations	Includes funding to cover demographic pressures in adult social care and some of the costs associated with the Care Bill. <i>Includes £1 billion that will be performance related, with half paid on 1 April 2015 (anticipated that this will be based on performance in 2014-15) and half paid in the second half of 2015-16 (which could be based on in-year performance).</i>
£3.8 billion	

2.8. This is the timetable that authorities are supposed to be working to:

- **August to October 13:** Initial local planning discussions and further work nationally to define conditions etc
- **November/December 13:** NHS Planning Framework issued
- **December 13 / January 14:** Completion of Plans
- **March 14:** Plans signed off

2.9. See Appendix A below for more information about the ITF and related links.

3. Implications

- 3.1. *Failure to include housing and home adaptations in the ITF Plan could result in a lack of funding for DFG and housing related support.* This in turn will impact on older and disabled people being able to live safely & independently at home.
- 3.2. The DFG grant provided by national government for local housing authorities has never been intended to meet 100% of local adaptations expenditure (see *Note under expenditure trends table below*). Local housing authorities, social services, health and social housing providers have all been contributors to adaptations provision.
- 3.3. In addition, Community Equipment, currently delivered through Integrated Community Equipment Services (ICES) also need to be included in the ITF Plan as this provision will also change under the new Care legislation.
- 3.4. There is uncertainty about the mechanics of payment of DFG national grant. It is capital funding intended to meet a housing authority duty. Prior to the ITF plans emerging, it had been expected that DH would transfer capital funds for DFG to DCLG who would then pay a specific capital grant to each housing authority, as is currently the case.
- 3.5. This may still happen, but the housing authority *may* in turn be obliged to put this grant into the local ITF for use in accordance with the ITF priorities. As LAs will still have to meet their legal obligations to provide DFGs, use of ITF monies for DFG would need to be specified in the local Plan.
- 3.6. It is crucial that the ITF Plan includes a realistic budget for home adaptations with contributions from housing, health and social care.
- 3.7. Ensuring that housing related support, housing and care information and advice, Hospital to Home, handyperson services and home improvement agencies are also included in the Plan is very important as these remain key contributors to effective integration of services for older and disabled people.

Next steps

- Find out who is planning the ITF in your area and whether local housing authorities and/ or adaptations/ housing and related service providers are involved.
- Make contact with key players in the ITF planning process to make the case for housing.
- Make representations about the legal / financial situation concerning the ITF and home adaptations/ DFG described above.
- Explain the pivotal role of housing and housing related support to those who are drawing up the Plan to make the case for inclusion.
- Highlight the potential consequences and impacts on health and social care if housing is not included in the ITF. This includes making the housing link to falls risks and long term health conditions (hence greater demands on GPs), hospital discharge delays/ readmissions, use of residential care etc.

Appendix A: Details about the Integration Transformation Fund

1. NHS England, the Local Government Association (LGA) and the Association of Directors of Adult Social Services (ADASS) are working with the Department of Health and Department for Communities and Local Government to shape the way the ITF will work in practice. There is a working group of CCGs, local authorities and NHS England Area Teams contributing to the development of plans.
2. The ITF will be a pooled budget which will can be deployed locally on social care and health, subject to the following national conditions which will have to be addressed:
 - protection for social care services (not spending);
 - as part of agreed local plans, 7-day working in health and social care to support patients being discharged and prevent unnecessary admissions at weekends;
 - better data sharing between health and social care, based on the NHS number
 - ensure a joint approach to assessments and care planning;
 - ensure that, where funding is used for integrated packages of care, there will be an accountable professional;
 - risk-sharing principles and contingency plans if targets are not met – including redeployment of the funding if local agreement is not reached; and
 - agreement on the consequential impact of changes in the acute sector
3. Payment of £1 billion of the ITF in 2015-16 will be dependent on performance. The first half of the £1 billion, payable on 1 April 2015, is likely to be based on performance in 2014-15.
4. Plans for use of the pooled budgets have to be developed in the context of:
 - local joint strategic plans;
 - other priorities set out in the NHS Mandate and NHS planning framework due out in November/December 2013. (CCGs will be required to develop medium term strategic plans as part of the *NHS Call to Action*)
 - the announcement of integration pioneer sites in October 13

Further information

[NHS England and LGA joint letter about setting up the local ITF](#)

[Kings Fund Integrated Care information](#)

[Dept Health plans for integration](#)

Appendix B: DFG Capital Grant

Table: DFG Capital Grant paid to Local Housing Authorities by Dept for Communities and Local Government and Dept Health

Year	DCLG	DH	Total
11-12	£180m	£20m	£200m
12-13	£180m	£40m	£220m
13-14	£180m	£?	?
14-15	£185m	£?	?
15-16	£zero	£220m	£220m
16-17	??	??	??

Notes

1. Local housing authorities have a legal duty to provide Disabled Facilities Grants to qualifying applicants.
2. The DFG grant provided by national government for local housing authorities is not intended to meet 100% of local adaptations needs or DFG entitlement expenditure.
3. Prior to 2009 there was a legal requirement for LAs to match the national grant on a 60:40 basis. Many local authorities spent (and some continue to spend) significantly more than this.
4. Social Services and sometimes NHS bodies also contribute(d) to the DFG budget, recognising the important role that adaptations play in maintaining healthy, independent living.
5. The cost of adaptations for local authority tenants have to be met by the landlord. Some housing associations also provide this help, though this varies widely and is not a legal obligation.
6. The DFG is a means tested mandatory grant with eligibility set out in the 1986 Local Government and Housing Act. *It is not subject to a Social Services FACS threshold test.*

This Briefing is produced by Care & Repair England
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RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 31 OCTOBER 2013
title: WARM HOMES HEALTHY PEOPLE REVIEW
submitted by: CHIEF EXECUTIVE
principal author: RACHAEL STOTT

1 PURPOSE

1.1 To provide an overview of the impact of the Warm Homes Healthy People funding received 2011/2012 and 2012/2013.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – to help make people's lives safer and healthier by addressing affordable warmth and winter morbidity.
- Other Considerations – It is important to demonstrate the Council's winter planning.

2 BACKGROUND

2.1 The Warm Homes Healthy People fund was made available to support local authorities in partnership with their local community and voluntary sector, to reduce the level of death and illness in the local authority that are due to vulnerable people living in cold houses in the winter.

Impact

2.2 The aim of the Department of Health Warm Homes Healthy People fund was to support innovative local proposals that address public health consequences of cold housing for the most vulnerable in our communities and where current available support is not getting through. The fund aimed to improve public health by reducing the level of death and morbidity due to cold housing. Funding was available to assist local authorities to support vulnerable people at risk of suffering serious effects to their health from severe cold, especially arising from cold housing.

2.3 The expectation was that local partners, especially the voluntary and community sector, would be involved in the project proposal. Authorities needed to demonstrate they had engaged and were delivering projects in partnership with local organisations.

2.4 The fund was made available to local authorities in their emerging role as leaders in public health. However, they would be expected to demonstrate that they worked closely with local stakeholders, particularly with local voluntary and community sector and NHS partners.

2.5 Key to the success of the Ribble Valley bid was indeed partnership working. This has also been a key benefit in undertaking the project, as through delivery the Council has forged new links particularly with the health service. We have carried out joint working with GP surgeries in utilising flu vaccine clinics as a delivery point

for warm home packs. The warm homes packs have also become part of the discharge process at both Longridge and Clitheroe community hospitals.

2.6 The bid focused on the Council providing delivery of warm packs, home energy advice in the home including thermal imaging assessments and boiler replacement and repairs. Through partnership working, CAB delivered additional energy advice and utility bill sessions and Age UK provided an active ageing programme in the rural village halls.

2.7 Warm Homes Project Delivery in Ribble Valley

No of households to benefit	Service provided
1060	Warm homes packs delivered to over 65 year olds or families with children under 5s in receipt of benefit. The majority of packs were delivered to the home and general advice was given at the point of delivery.
27	Boiler replacement or repairs were approved where the boiler was not working or irreparable. Again these were made available for over 65 year olds or households with children under 5 in receipt of an income related benefit.
45	Thermal image and home energy visits made to homes to provide one to one advice.

3 ISSUES

3.1 The Secretary of State have notified all local authorities that there will be no Warm Homes Healthy People fund in 2013/2014. However, the Secretary of State stated 'Ring fenced funding of £5.45 billion for 2013-2015 has been made available to local authorities to address public health priorities determined at a local level. In setting their priorities, local authorities must take into account the Public Health Outcome Framework which has excess winter deaths as an indicator'.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – No funding was made available in 2013/2014.
- Technical, Environmental and Legal – the home energy advice will continue in a reduced form.
- Political – enquiries have been received for boiler replacements and repairs but there is no offer of assistance.
- Reputation – a winter warmth plan is still required for Ribble Valley.
- Equality & Diversity – support for older people in isolated areas in the winter months is necessary.

5 **CONCLUSION**

- 5.1 Any funding made available from the CCG would allow the Council to continue to benefit from the established partnerships and support the most vulnerable Ribble Valley residents in the winter months.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

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

REF: RS/311013/H&H/EL

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 31 OCTOBER 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 26 September 2013. A copy of the minutes is attached as the Appendix A to this report.

3 CLITHEROE CEMETERY EXTENSION UPDATE

3.1 I can report the ongoing satisfactory progress with the Clitheroe Cemetery extension scheme. Since the last meeting of this Committee, detailed discussions have now been undertaken with grounds maintenance and a competitive cost established for inclusion in the revenue budget.

3.2 With regard to establishing a suitable final finish, a specialist contractor has been engaged to till and remove all stones within the existing budget. Grounds Maintenance are to undertake an initial general weed/grass kill and to re-sow with suitable grass seed to be ready for use next spring.

4 ENVIRONMENTAL HEALTH STAFF

4.1 Unfortunately to date, we have been unsuccessful in attracting a full time maternity cover replacement for the Environmental Health Officer (Health & Safety) post.

4.2 It may now be necessary to employ environmental health consultants to meet end of year annual service targets.

5 SHALE GAS FRACKING - UPDATE

5.1 Lancashire County Council arranged an information briefing on the subject of future shale gas extraction or 'Fracking' in Lancashire. The event was held at County Hall on 8th October. The Leader and Chairs of Planning & Development and Community Committees attended the presentations.

5.2 The Office of Unconventional Gas and Oil (OUGO) provided an overview to the current situation, as the new Government office created to promote the safe, responsible, and environmentally sound recovery of the UK's unconventional reserves of gas and oil, including shale gas and oil and other forms such as coal bed methane.

- 5.3 The OUGO presentation indicated the Governments position in that shale gas is expected to provide;
- a bridge to a low-carbon future and will have a role to 2050 and beyond
 - UK shale gas will improve energy security by reducing dependency upon imported energy, support economic growth, job creation and tax revenues
 - UK shale gas is subject to robust regulation by DECC, HSE and EA;
 - Greenhouse gas emissions from UK shale will be relatively small
 - OUGO will co-ordinate work across Government to support exploration – and inform the public
 - Industry needs to engage early with local communities
- 5.4 I attach a County briefing note as Appendix B to this report for your information.

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.

JAR/HEALTH & HOUSING/31 October 13

HANSON CEMENT LIAISON COMMITTEE

MEETING DATE – THURSDAY, 26 SEPTEMBER 2013

PRESENT:	G Young	-	Hanson Cement
	J Peate	-	Hanson Cement
	L England	-	Bellman Committee
	S Booth	-	Chatburn PC
	Hazel Best	-	West Bradford PC
	David Sharp	-	West Bradford PC
	J Haine	-	LCC
	Cllr I Brown	-	RVBC
	Cllr P Dowson	-	RVBC
	J Russell	-	RVBC
	O Heap	-	RVBC

GEOLANCASHIRE PRESENTATION

Before the Liaison meeting started, Peter Del Strother on behalf of GeoLancashire gave a brief presentation on the 5 Geotrails along the Ribble Way that had been produced. Particular emphasis focused on the Clitheroe trail which is to include a viewing platform at Hanson Cement. The trails had been written for walkers in general but had more geographical information on their website.

Gary reported that this was the first step in an educational package that would include a graphical timeline and a geology room alongside the work that the Ribble Catchment Trust are doing.

A visit to the viewing platform then took place.

1 APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Cllr Richard Sherras, Bill Honeywell (West Bradford) and Mary Gysbers.

2 MINUTES

- 2.1 The minutes of the meeting held on 21 March 2013 were circulated and approved as a correct record.
- 2.2 Lynda asked if the analysis of a deposit on one of the gauges had been received (8.1). Gary reported that it had confirmed as bird strike.
- 2.3 Jonathan corrected the depth of the quarry in point 4.1 to – 31 metres (minus) not 31 metres.

3. OPERATIONAL ISSUES

- 3.1.1 Gary gave a brief update on operations at Ribblesdale. Nationally the demand was continuing to recover and the outlook for Ribblesdale works was that production should be back to normal by the end of January 2014. As a result they would be looking to recruit more employees.
- 3.2 Gary reported that noticeable differences would include the increase in trains to 6 per week – 3 to Scotland and 3 to Avondale (Bristol), and the increase in truck movements carrying SRF onto the site.

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 additional high grade limestone. Production requires access to 27,000 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. There had been a couple of notifications of 'feeling' the blast (Feb) but these had been well within permissible limits.
- 4.3 Gary gave details of the outflows at Bellman and Lanehead along with suspended solids/ph graphs. He also showed data for the settlement pond.
- 4.4 He reported that the discharges to the river were still monitored even though this was no longer required by the Environment Agency. Rather than purely chemical checks the Ribble Catchment Trust were now doing 'health checks' on the river with regard to habitat and species present.

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.
- 5.2 Draft conditions relating to a proposed joint hydrological monitoring scheme with Tarmac had been received this week and were being considered.
- 5.3 Monitoring was also taking place at Chatburn Brook to ascertain the potential loss of water attributable to quarry operations, if any.

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 had previously been sourced from Scotland. A contract had now been secured with Lancashire Waste, Thornton to provide SRF. Approx 170 tonnes can be used in one day. A significant % of the waste from Lancashire Waste being used by Hanson Cement at Ribblesdale works.
- 6.3 Application had been made to use MBM to the main burner. Trials were ongoing with SRF to the main burner and calciner. An application for capital for SRF to calciner had been made.

7 COMMUNITY CONCERNS (COMPLAINTS)

- 7.1 Hanson had received 5 complaints so far in 2013. 3 related to dust and 2 to plume grounding. A question was asked if any complaints were ever received about noise. Gary reported that none had been received so far this year and that these were better dealt with if the complainant rings the site as the noise is happening so that an immediate check can be made. A noise survey using an acoustic camera had been carried out at the Padeswood site where it had shown that the offending noise does not always come from where it was expected.

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. This often transpired as bird strike. Covers had been installed at the 'duckpond' gauge.
- 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 had now been received and the appeal had been dismissed with planning permission being given for houses on this site (Old Road, Chatburn).

10.2 Environment Agency

James asked if they were looking for anything new in the future. Gary reported that they have adopted a 'lighter touch' approach to this site although they still visit regularly every couple of months.

10.3 Tarmac

James asked about what happens to the planning permission if Tarmac don't take up quarry work again in the future. Jonathan reported that it would lapse, although the consent was live until 2018 when the agreed restoration works would have to take place if there was no quarrying.

Gary reported that Hanson were accelerating their restoration works in certain parts of their quarries where it was known that there would be no further work. This however would only take place above the 'end' water level. There is currently an approved Restoration Plan.

11 DATE OF NEXT MEETING

- 11.1 The next meeting of the Hanson Cement Liaison Committee will be held on Thursday 27 March 2014.

ONSHORE GAS AND OIL OPERATIONS IN LANCASHIRE

Date: 16th September 2013

1. BACKGROUND AND GENERAL INFORMATION

Shale gas activity in the UK is still in the exploration stage, where companies are drilling test wells. There is no experience of production operations in UK conditions as yet, although there is a long history of production of oil and gas from 'conventional' onshore fields. Background and general information is provided below in the following paragraphs.

The Department of Energy and Climate Change have recently produced a document that provides a synopsis of common questions put forward in relation to shale gas and fracking. It can be read by following this link:

<https://www.gov.uk/government/publications/about-shale-gas-and-hydraulic-fracturing-fracking>

Onshore gas and oil

In the UK, as elsewhere, hydrocarbons (gas and oil) are predominantly extracted from permeable rock formations such as sandstones. These "conventional" hydrocarbon reservoirs are predominantly sandstones and other porous rocks. The source of the hydrocarbons trapped in 'unconventional' reservoirs is predominantly shale with significant organic content. Such shales are widely distributed worldwide and are generally much more extensive in geological occurrence than conventional reservoirs. There have been many attempts over the years to develop these kinds of hydrocarbon resources. However, shale has low permeability (i.e., does not allow gas to flow) so gas production in commercial quantities requires the rock structure to be fractured to provide permeability. The process to achieve this is known as 'fracking'. This has enabled the rapid development of technologies to extract unconventional gas, most particularly shale gas in the USA.

Hydraulic fracturing ("fracking") is a generic term for various oilfield operations which aim to improve hydrocarbon flow rates in low permeability oil/gas reservoirs by increasing the natural fracturing in the rocks, or by creating artificial fractures. These operations vary, in choice and volume of fluid injected, pressures and rates, depending on specific reservoir attributes. In the UK, fracking has been used for many years by the industry – in particular to extract hydrocarbons from 'tight' sandstone gas reservoirs offshore, low permeability oil and gas fields onshore and some Coal Bed Methane fields onshore. Hydraulic fracturing, involves fracking fluid being pumped into the shale to enlarge or create fractures. The fluid consists of water, fine sand particles and a combination of chemicals chosen relative to geology type to act as a proponent. Fluids are pumped into the shale under pressure to

fracture the rock. As the pressure is released, the pressurised fluid returns to the surface (flow back water) but leaving some within the shale including the sand which resides within the fractures and creates a migratory path way from which gas can flow to the surface via the borehole. Vertical and horizontal drilling is often used with shale gas wells, with lateral extensions up to 10,000 feet within the shale, to enable the creation of a very large fracture network within the shale. Experience in the USA suggests that successful production techniques have to be specifically 'tuned' for particular rock formations.

Overall around 200 fracking operations have been carried out onshore in the UK, with the earliest carried out in 1958 and latest in 2011. Many more have been conducted in the offshore North Sea in tight gas fields. The type of fracking routinely conducted in the USA for shale gas, is usually significantly different to that so far conducted in the UK in that it involves multiple stages and much larger volumes of fluid. Fracking operations were conducted by Cuadrilla in Lancashire in April and May 2011.

Bowland Shale

A recent report by the [British Geological Survey](#) (BGS) has found that reserves of shale gas in the UK are twice as large as previously estimated. The findings from this first independent study says that the potential volume of shale gas in the Bowland Basin covers 11 counties in the North of England. Scientists from the British Geological Survey have estimated on a central scenario that there is likely to be some 40 trillion cubic meters (1,300 trillion cubic feet) of shale gas in the ground in this area. While this does not mean that this amount could be extracted for use, the report gives industry and regulators an indication. The amount that could be extracted could be substantially lower than the total amount of gas in place because of technical and commercial limitations on the level of extraction.

Cuadrilla Resources Ltd has a 100km square licence which covers most of the Fylde, Ribble Estuary and the north part of West Lancashire. Aurora has a similar license for a large part of West Lancashire and Southport. The BGS survey report has prompted press speculation on potential Shale Gas activity in East Lancashire. Petroleum Exploration and Development Licences are issued by the Department for Energy and Climate Change and the next licensing round is expected in 2014.

The Nature of Operations

Site development works and drilling activities are common for exploratory well sites and involve four phases:

- The construction of the drilling platform: stripping of top soils, some sub soil levelling and storing, the laying of an impervious and stabilising membrane followed by the construction of a sealed stoned working platform. The removed topsoil and subsoil is stored as bunds along the sides of each of the sites and which assist in providing temporary screening of plant and equipment during the drilling operations. The site preparation works take up to six weeks.

- The drilling operations: a borehole is drilled to the depth of the target rock formation. Of the permissions granted in Lancashire the variation in depth of the shale is between 2470 metres (8100 ft.) and 3505 metres (11500 ft.) below ordnance datum. The drilling operations are undertaken 24 hours per day, 7 days per week over a period of five to six weeks or more. The drilling rig is up to 36m high. The borehole is lined with steel tubing (“casing”) to prevent the escape of drilling or fracking fluids and to control the flow of hydrocarbons if encountered.
- Testing for the presence of hydrocarbons: This is undertaken on completion of drilling operations and during normal daytime hours. To allow the gas to flow, the shale is fractured (see above) and which allows gas to flow from the fractured rock up the borehole to the surface where it is sampled, tested and managed by either flaring off or closing the borehole.
- If no gas is detected or not detected in commercially exploitable quantities the borehole will be plugged and the site restored over a period of up to six weeks. If successful, the borehole will be temporarily sealed with a control valve and the rig and other temporary buildings removed. The land would not be restored immediately as further testing or production facilities may be required. However, further planning permission would be required for the retention of the platform and for any further testing or subsequent production facilities.

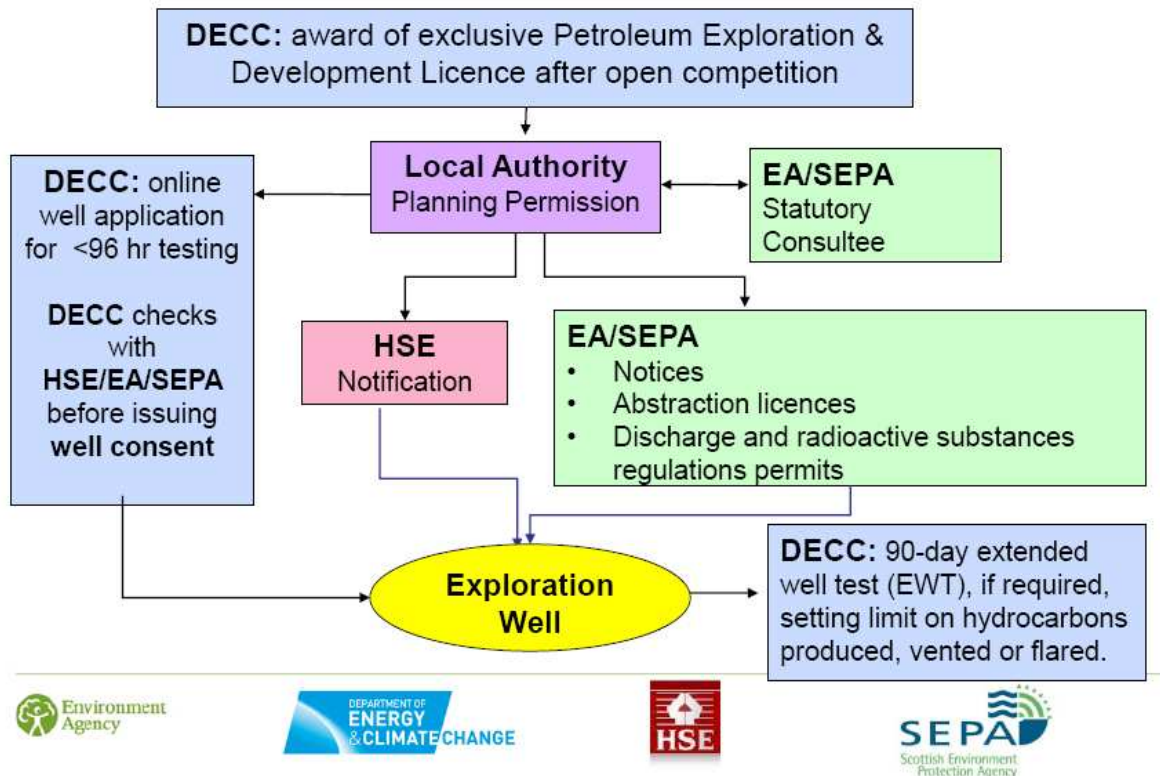
2. THE ROLES, RESPONSIBILITIES AND RELATIONSHIPS OF THE REGULATORS

There are four regulatory bodies responsible for unconventional gas exploration and exploitation:

- Department of Energy and Climate Change (DECC)
- Lancashire County Council (LCC)
- The Health and Safety Executive (HSE)
- The Environment Agency (EA)

Their respective roles are set out below. It should also be noted that DECC have also established an 'Office for Unconventional Gas and Oil', which will join up responsibilities across Government and provide a single point of contact.

Steps through the regulatory process - exploration



DECC

Companies seeking to explore for or produce oil or gas, must first obtain a petroleum licence from DECC. This conveys no permission for operations on land, but gives exclusivity for exploration operations against other oil and gas exploration companies, within a defined area. DECC which regulates the efficient use of the resource (i.e., the oil or gas in the ground), in particular by scrutiny of the drilling operations and production plans.

Hydraulic fracturing (fracking) operations for shale gas in the UK had been suspended since May 2011, pending the investigation of two seismic tremors experienced near Preese Hall, Lancashire during fracking operations. In the light of the recommendations of a panel of independent experts, of comments received in response to a public consultation, and of the recommendations of an authoritative review of the scientific and engineering evidence on shale gas extraction made by the UK's science and engineering academies, the Royal Society and the Royal Academy of Engineering, the Secretary of State for Energy has announced the introduction of new regulatory requirements to ensure that seismic risks are effectively mitigated.

DECC will impose and regulate the following requirements:

- Operators will first be required to review the available information on faults in the area of the proposed well to minimise the risk of activating any fault by

fracking, and required to monitor background seismicity before operations commence. Real time seismic monitoring will also continue during operations, with these subject to a “traffic-light” regime, so that operations can be quickly paused and data reviewed if unusual levels of seismic activity are observed.

- Operators will have to take a more cautious approach to the duration and volumes of fluid used in the fracking itself. A fracking plan will be required to be submitted to DECC before consent is given to any fracking. Real-time recording of earthquakes during and for 24 hours after each stage of the frack will be analysed to look for abnormal induced events amidst the normal background seismicity.
- Operators will also be required to monitor the growth in height of the frack away from the borehole. This will allow the operator to evaluate the effectiveness of the frack, but also ensure that the actual fracture is conforming to its design, and that it remains contained and far away from any aquifers.
- So far as Cuadrilla’s current exploration programme in Lancashire is concerned, the remedial action level for the traffic light system (that is, the “red light”) will be set at magnitude 0.5 (far below a perceptible surface event, but larger than the expected level generated by the fracturing of the rock).

Subject to these new requirements, DECC is prepared in principle to consider new applications for consent to such operations, and the suspension is therefore lifted. As before, final consent to any well or well operations is dependent on confirmation that all other necessary permits and consents have been obtained.

The full Government response to the recommendations made on the scientific and engineering evidence by the Royal Society and the Royal Academy of Engineering can be accessed via the following link:

[Government response to Royal Academy of Engineering and Royal Society report on “Shale Gas Extraction in the UK: a review of hydraulic fracturing”](#) [PDF, 78.8KB, 13 pages]

Further information from DECC can be accessed via the following link

<https://www.gov.uk/oil-and-gas-onshore-exploration-and-production>

LCC

The County Council is the strategic planning authority for mineral and waste developments in the county. This involves managing the planning process according to planning rules set out by the government to assess applications for mineral developments, including mineral exploration. The county council must determine applications in accordance with planning law. A planning application can only be refused if it is contrary to the policies of the development plan and there are sustainable reasons to do so. If planning permission is granted, we monitor and inspect the operations to ensure they comply with any conditions imposed. We have to be fair and neutral in the way we approach considering planning applications within the limitations of planning law.

The County Council does not work in isolation when determining planning applications and works closely with other regulators, agencies and bodies in

determining applications. For example, safety and environment are important factors and the advice provided by other agencies is carefully considered before decisions are taken. The County Council maintains close working relationships with other regulatory bodies and local authorities associated with or affected by shale gas operations including officers of the respective district councils through teleconferences and meetings.

If the County Council requires advice of a specialised nature and it is unavailable in-house, then the planning authority can appoint specialised consultants and for which there is a prescribed procurement process which must be followed.

HSE

The HSE is responsible for:

- Regulating the health and safety aspects of shale gas exploration in particular considering well integrity and construction. The integrity of the well construction is important in terms of environmental protection, and most particularly in this instance, minimising the risk of contamination of the aquifer.
- Requiring operators to produce a Health and Safety document for the site.
- Requiring operators to notify HSE on well design. The HSE do not give consent, but will scrutinise the design and can undertake a range of further interventions (up to issuing prohibition notices) if they have concerns about the proposed design.
- Requiring operators to provide HSE with a weekly report of drilling activity. HSE will scrutinise these reports, and this can trigger further interventions, including site visits
- Requiring the well operator to have a well examination scheme, delivered by an independent well examiner who (as part of that scheme) will review the well design and monitor the construction phase of the well and its subsequent maintenance.
- Transport of gas products and injection into the grid.

EA

The EA are a statutory consultee in the planning process and will discuss proposals and provide advice to planning authorities. The EA provide advice as part of pre-application enquiries, for scoping of any Environmental Impact Assessment and on the planning application itself. Where risks to the environment are significant, for example where development is proposed contrary to groundwater protection policy and practice, the EA will object to the planning application

The Environment Agency's key role in on-shore drilling, which includes shale gas exploration, is to protect ground water including aquifers, and surface water including rivers and water courses from pollution and to ensure that any hydraulic fracturing flowback water is managed and disposed of responsibly. The EA have announced that they have reappraised the legal framework for unconventional oil and gas and concluded that all activities involving drilling and well stimulation will require environmental permits.

Drilling a borehole requires a mining waste permit for the management of waste including drill cuttings, spent mud and fluid, waste gases and waste left underground. Well stimulation is likely to need permits for radioactive substances. Depending on the hydrology, operators may also need to consider applying for a groundwater permit.

Operators are required to notify the EA of their plans under the Water Resources Act 1991 (WRA 1991) and they expect that shale gas developments that include hydraulic fracturing will need environmental permits under the Environmental Permitting (England and Wales) Regulations 2010 (EPR) before fracturing operations commence. The EA determine these applications undertaking environmental risk assessment. Where there is significant public interest in an application, the EA will provide an opportunity for public scrutiny. However, the EA are only able to consult on the issuing of environmental permits, and not wider issues relating to the shale industry.

Under the Water Resources Act 1991 (WRA 1991) the EA must be notified when a company wishes to sink a borehole so that it can ensure the borehole design will properly protect of any groundwater present. If hydraulic fracturing takes place in a borehole that passes through groundwater, the EA would regard the fracturing as a 'groundwater activity'.

Only substances that have been assessed as being non-hazardous pollutants under the Groundwater Daughter Directive may be used in hydraulic fracturing fluids. Information on the chemicals used by an operator in hydraulic fracturing can be made available to the public. The EA's Chemicals Assessment Unit reviewed the chemicals used in fracking fluid to ensure they were classed as non-hazardous under the Groundwater Directive 2006. The Unit's decisions are further peer-reviewed by the Joint Agencies Groundwater Directive Advisory Group.

The EA regulate water abstraction linked to any extraction process if the operator wishes to take water directly from a river or from groundwater. If operators want to abstract water directly from surface water or groundwater for operational purposes, and this exceeds 20 cubic metres a day, they will need a Water Abstraction Licence. Applications for licences are assessed like any other licence and will be granted if the quantities proposed for abstraction can be taken in a way that doesn't harm the environment or other users.

The EA regulate discharges of flow-back fluids under EPR as Mining waste operations and radioactive substances. As a 'Mining waste operation' an operator will need a permit under EPR for managing the flow-back from hydraulic fracturing. The flow-back fluid is considered mining wastes and the operator must provide a waste management plan with their permit application that will set out how they manage this waste. Naturally occurring radioactive materials (NORM) are also present in many geological formations, including oil and gas bearing strata such as shale formations. The flow-back fluid that returns to the surface following hydraulic fracturing are likely to contain sufficient NORM that they will be classed as radioactive waste. As such the operator must have an environmental permit for their temporary storage and subsequent treatment and disposal. Treatment and disposal

may take place on-site or be carried out at remote sites such as sewage treatment works or effluent treatment facilities.

Operators must demonstrate to the EA that their proposed activities are not harmful to people or the environment. The EA use a variety of methods such as audits, site inspections, check monitoring and / or sampling, and reviewing operator records and procedures. They may ask to monitor the effects their activities have on the environment and report these for inclusion on EA public registers through the permits issued. The EA have the power to serve notice on an operator to stop an activity; and where an offence is committed, the Environment Agency can prosecute.

The EA and the HSE have released a '*Working together agreement*' that explains the joint approach to the regulation of unconventional oil and gas developments:

<http://www.hse.gov.uk/aboutus/howwework/framework/aa/hse-ea-oil-gas-nov12.pdf> .

Further information with regards to regulations can be found at the regulators websites at the following links:

- [Environment Agency' guidance note on exploratory shale gas operations](#) and
- <http://www.hse.gov.uk/offshore/unconventional-gas.htm>

3. CURRENT ACTIVITY IN LANCASHIRE.

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A number of planning permissions for exploratory (test) shale gas drilling operations where granted in 2009/10.

- Land at Annas Road, Westby, Blackpool – granted 19/11/10 (Ref. 05/10/0634).
- Banks Enclosed Marsh, Bonny Barn Road, Hundred End, Beconsall – granted 20/10/10 (Ref.08/10/0973).
- Land at HM Kirkham Prison, Freckleton Road, Kirkham – granted 15/06/10 (Ref.05/10/0184).
- Land South of Grange Road, Singleton – granted 21/4/10 (Ref. 8/10/0973).
- Land 450m North of Hale Hall Farm, Inskip Road, Wharles – granted 3/03/10 (Ref 05/09/0813).
- Preese Hall Farm, Weeton, Kirkham, Preston – granted 30/10/09 (Ref 05/09/0572).

The following planning permission was also granted for hydrocarbon investigations to a company called Aurora:

- Norris Farm, Down Holland, Moss Lane, Formby – planning permission granted on 17th May for temporary change of use from agriculture to site for drilling and testing for hydro carbons including four shallow exploratory boreholes and associated site compound (Ref 08/11/0210).

The first planning permission was granted at **Preese Hall, Weeton** in accordance with the Scheme of Delegation in October 2009. The site has been constructed, the borehole drilled and two fracking tests carried out. Further testing was suspended in view of seismic movement having been recorded at the time.. An application to restore the site was granted by the development control committee in January 2013.

The site at **Grange Road, Singleton** was granted planning permission by the Development Control Committee in April 2010 in view of three objections having been received. The site compound has been constructed and the borehole drilled. No fracking activities have been carried out to date. The County Council is in receipt of an application for a time extension of the parent planning permission and which includes fracking the vertical borehole that has been drilled. Cuadrilla has been informed by the County Council that this application constitutes EIA development. At Grange Road, Cuadrilla have said that they will submit a further application to covering drilling, hydraulic fracturing and a flow testing programme and submit it later in the year.

An application at **Beaconsall, Banks** was granted planning permission, again in accordance with the Scheme of Delegation in October 2010. Again, the site compound has been constructed and the borehole drilled. No fracking activities have been carried out to date. A time extension application at Beaconsall has been submitted by Cuadrilla and the proposed activity is reduced to diagnostic testing and excludes fracking.

The Development Control Committee granted planning permission for a site of **Annas Road at Westby** in November 2010 in view of two objections having been received. The site was drilled by Cuadrilla, though not 'fracked'. The 'parent' planning permission expired on 19 January 2013. There are currently two planning applications relating to the site; one for a time extension of planning permission for the vertical well and one to horizontally drill off the vertical borehole. Both applications exclude fracking and remain to be determined. Cuadrilla had said that a decision on drilling and testing at the existing Anna's Road site will be deferred but just recently Cuadrilla announced that they will be with drawing from the site and restoring it.

And finally planning permission was granted for a borehole at **Kirkham Prison** in June 2010 and planning permission was granted at **Hale Hall Farm** in March 2010. Both permissions have expired.

Cuadrilla operates an **existing gas extraction well at Elswick**. The site was first granted planning permission (Ref 5/94/130) in May 1994 for the temporary extraction of hydrocarbons and generation of electricity. Subsequent planning permissions have been granted to extend the life of the site. The current planning permission for this development was granted in February 2009 (ref 05/08/1027) and was subject to a time limit requiring the gas extraction and electricity generation operations to cease not later than ten years from the date of the permission (by no later than 23rd February 2019) and to be restored within a further 12 months (by no later than 23rd February 2020).

Notwithstanding current planning applications before the County Council awaiting determination, Cuadrilla released a press statement on 5 July 2013 that contained some detail of how they plan to go forward with their developments in Lancashire. In summary the press release stated:

- They intend to complete a full Environmental Impact Assessment (EIA) for each exploration well site where they seek planning consent for drilling, hydraulic fracturing and flow testing.
- At Grange Road, they will submit applications covering drilling, hydraulic fracturing and a flow testing programme and submit it later in the year. Subject to all necessary approvals, they intend returning to the sites and completing work in 2014.
- A decision on drilling and testing at the existing Anna's Road site will be deferred until later in the exploration programme
- Cuadrilla proposes to strengthen its exploration programme by adding more additional temporary exploration sites during 2014 to assess gas flow rates. Cuadrilla has not yet disclosed the location of the additional temporary sites.
- Cuadrilla will also apply for planning consent to drill up to three further vertical exploration wells. These wells will not be hydraulically fractured. They will allow additional rock samples to be taken, and further improve knowledge of the subsurface geology; their locations will be discussed with the community before they are finalised. These operations will be discrete from the proposed exploratory works detailed above
- Cuadrilla has appointed Arup, the engineering and environmental consultancy, to undertake Environmental Impact Assessments for each application to drill, fracture and flow-test.
- Cuadrilla press releases can be accessed via the following link:

<http://www.cuadrillaresources.com/>

All current planning applications can be viewed on the Development Management planning register at:

<http://planningregister.lancashire.gov.uk>.

USEFULL LINKS

LCC Development Management:

http://www3.lancashire.gov.uk/corporate/atoz/a_to_z/service.asp?u_id=537&tab=1

LCC Planning register: planningregister.lancashire.gov.uk/planapplist.aspx

Department of Energy and Climate Change: <http://www.decc.gov.uk/>

Health and Safety Executive: <http://www.hse.gov.uk/>

Environment Agency: www.environment-agency.gov.uk/

West Lancashire Borough Council: <http://www.westlancs.gov.uk/default.aspx>

Fylde Borough Council: <http://www.fylde.gov.uk/>

The Royal Society: royalsociety.org/

HEALTH & WELLBEING PARTNERSHIP

Meeting Date : Wednesday 16 October 2013 at 5pm

PRESENT:	Cllr B Hilton – Chairman	Marshal Scott
	Cllr Holgate	Colin Hirst
	Cllr Elms	David Ingham
	Phil Mileham	Practice Manager - Clitheroe Health Centre
	Bob Harbin	Local Health Specialist - LCC
	Martin Hodgson	ELHT
	Craig Henderson	ELHT Contracts
	Andy Pratt	NHS Property Services

	AGENDA ITEM	ACTION
1	Wecome and introductions	
2	Apologies – received from Cllr Newmark	
3	Minutes – minutes of meeting held on 14 August were approved as a correct record.	
4	<p>RV Year of Health & - David gave members feedback on how things were progressing with the 3 strands – Dementia Friendly/Healthy Lifestyles/Affordable Warmth;Healthy Homes. There was a lot of interest in dementia awareness that David was continuing to pursue. There is an event on 29 October for 'champions' with the intention of setting up informal 'drop-in' sessions in village halls with volunteers.</p> <p>Phil M had also done some work on dementia and access to memory assessments.</p> <p>Marshal offered some funding from the CSP budget to help with including both the Fire and Police.</p> <p>Martin commented that any help in the community that would alleviate elderly people being admitted at A & E would be helpful.</p>	DI
5	<p>Clitheroe Community Hospital – Andy gave an update on the progress of the development of the new hospital building. Craig talked about the dementia friendly 'working group' that had been established to help create a dementia friendly environment at the new hospital site as well as the improvements that were taking place on wards at the Blackburn/Burnley hospital sites.</p> <p>The Project Board for Clitheroe were considering a dementia 'wish list'. Artist impressions were shown to demonstrate how things could look in the new hospital.</p> <p>A meeting was due to take place soon with Eric Wright regarding the rest of the site development.</p>	CH / AP
6	<p>East Lancs Hospital Trust – Martin gave a brief update regarding the Keogh review and the subsequent report on the Royal Blackburn hospital. He reported that an action plan had been produced that was not just about 'ticking' boxes but about patient experience and the need for better communication</p>	

	between patients, the public and staff. There was also the need for a consistent approach right across the hospital to ensure an acceptable standard of care in all departments/wards.	
7	Revised Terms of Reference – these had been updated to reflect the new roles and membership and were approved. They would now be considered by H & H committee at their next meeting on 31 October 2013.	OH
8	Lancs Health & WellBeing Board Developments – Bridget gave an update on the structural changes including the new Chair and Vice Chairman. The District H & WB Partnerships would be used to feed into the Board. The Strategic Framework for Delivery had been circulated for information. There was some work to do in aligning the RVBC priorities with the Lancs H& WB goals. Reference was made to the CCG assessment that each member had been asked to complete. Bob asked for feedback on this.	
9	LCC Health Scrutiny meeting feedback – Bridget reported on the North, Central, and East CCG presentations that had been given. She had recently met with representatives from the Gtr Preston CCG and was due to meet with East Lancs CCG soon.	BH
10	Information Items included <ul style="list-style-type: none"> • LCC Health Impact Assessment: Housing Developemnts • National & Local Funding Issues 	
11	AOB – Calderstones Hospital – they would like to get involved with the Borough Council. There was a new CE and Chair. An invitation would be issued to them to do a presentation to this group at it's next meeting in January 2014.	OH
12	The next meeting would take place at 5pm on Wednesday 8 January 2014 in Committee Room 1.	

HEALTH & WELLBEING PARTNERSHIP

TERMS OF REFERENCE

1. Purpose

1.1 The purpose of the partnership group is:

- To build strong and effective partnership working with the newly established NHS bodies, the County Council, Voluntary and Community Sector and other public bodies to improve the health & wellbeing of the residents of Ribble Valley.
- To influence, support and implement priorities (as Appropriate) of the Lancashire Health & Wellbeing Board.

2. Key Functions

2.1 The Ribble Valley Health & WellBeing Partnership has the following key functions:

- To determine the priorities for health and wellbeing across the Ribble Valley and to agree actions with partners.
- To provide a governance structure for local planning and accountability of health & wellbeing related services.
- To build strong and meaningful partnership working between the Clinical Commissioning Groups and local public sector organisations.
- To promote integration and partnership working between health and social care including public health through joined up commissioning plans across the organisations.
- To represent the views of the public in the Ribble Valley.
- To influence public health commissioning decisions.

3. Structure and Reporting

3.1 The group will be known as The Health & WellBeing Partnership of the Health and Housing Committee.

3.2 The partnership will be chaired by the Chair of the Health and Housing Committee.

3.3 The minutes of the meetings will be reported to the Health and Housing Committee.

4. Membership

4.1 The Membership is made up of key partners involved in the promotion of public health together with the commissioners of health and wellbeing services in Ribble Valley, including Elected Members and representatives of wider stakeholders.

- Chair of Health & Housing committee
- Vice Chair of Health & Housing committee

- 4 Borough Councillors
- Ribble Valley Chief Executive,
- Ribble Valley Lead officer on Health & WellBeing
- Lancashire County Council Lead officer on Health & WellBeing
- Public Health Specialist (East Lancs)
- Ribble Valley Clinical Commissioning Group Lead representative
- East Lancs CCG (GP)
- Gtr Preston CCG (GP)
- Voluntary Sector representative

4.2 In addition there will be the following co-opted representatives

- East Lancashire Hospital Trust
- Lancashire Care Trust
- Greater Preston Clinical Commissioning Group
- Blackburn with Darwen Clinical Commissioning Group

5. **Governance and Accountability**

5.1 The partnership will be accountable to its individual member organisations and accountable through their own organisations decision-making processes for the decisions they take.

6. **Meeting Arrangements**

6.1 The partnership will meet in advance of every Health & Housing committee (5) in order for the minutes to be reported to each one.

6.2 The partnership will endeavour to hold at least one meeting a year with the Ribble Valley, the and Greater Preston Clinical Commissioning Group, and the Blackburn with Darwen Commissioning Group, where it makes sense to do so, to co-ordinate future planning activities.

7. **Reporting Mechanisms**

7.1 The two-way flow of information between the partnership and Lancashire Health & WellBeing Board will be primarily through the Borough Council representative.