

# RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.30pm** on **THURSDAY, 23 JANUARY 2014** at the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you will be there.

Yours sincerely

CHIEF EXECUTIVE

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

## AGENDA

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

1. Apologies for absence.
- ✓ 2. To approve the minutes of the last meeting held on 31 October 2013 – copy enclosed.
3. Declarations of Interest (if any).
4. Public Participation (if any).

### FOR DECISION

- ✓ 5. Revised Capital Programme 2013/14 – report of Director of Resources – copy enclosed.
- ✓ 6. Proposed Capital Programme 2014/17 – report of Director of Resources – copy enclosed.

- ✓ 7. Revised Revenue Budget 2013/14 – report of Director of Resources – copy enclosed.
- ✓ 8. Original Revenue Budget 2014/15 – report of Director of Resources – copy enclosed.
- ✓ 9. Minimum Percentage Share on Shared Ownership Units – report of Chief Executive – copy enclosed.

FOR INFORMATION

- ✓ 10. Minutes of the Health and Wellbeing Partnership Group – copies enclosed.
- ✓ 11. Reports from Outside Bodies (if any).
  - (a) Children’s Trust – Councillor Stella Brunskill.

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

FOR INFORMATION

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

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 5

meeting date: 23 JANUARY 2014  
title: REVISED CAPITAL PROGRAMME 2013/14  
submitted by: DIRECTOR OF RESOURCES  
principal author: AMY JOHNSON

### 1 PURPOSE

- 1.1 To approve the revised capital programme for the current financial year for this committee.
- 1.2 Relevance to the Council's ambitions and priorities:
  - Community Objectives – none identified
  - Corporate Priorities – to continue to be a well-managed Council, providing efficient services based on identified customer needs
  - Other Considerations – none identified

### 2 BACKGROUND

- 2.1 The original capital programme for 2013/14 was approved by Full Council in March 2013.
- 2.2 Regular reports have been presented quarterly to this committee on progress with the capital programme.

### 3 ORIGINAL PROGRAMME 2013/14 – CURRENT FINANCIAL YEAR

- 3.1 The original capital programme for the current year included schemes at a total estimated cost of £240,000. Additionally £201,620 of the budget from 2012/13 was moved to the 2013/14 financial year at the time of setting the revised estimate for 2012/13.
- 3.2 Furthermore, not all planned expenditure for last year was spent by the end of the financial year and the balance of this, totalling £38,630 (which is known as slippage) has been transferred into this financial year.
- 3.3 Further approvals to the capital programme have also been made in year of £38,260, mainly relating to the additional budget approved for the infrastructure installation at Clitheroe Cemetery.

### 4 REVISING THE CURRENT YEAR'S PROGRAMME

- 4.1 We have now discussed in some detail the schemes in the programme with the budget holders and revised the programme to reflect likely expenditure this year. This is shown in Annex 1, alongside the original estimate.
- 4.2 Updated capital evaluation forms completed by the responsible officers for these schemes have been reported to committee in previous cycles.
- 4.3 In summary, the revised programme together with the original programme and expenditure to date is shown overleaf:

| Budget Analysis                |                                |                            |                                   |                                    |                               |                              | Expenditure Analysis                |
|--------------------------------|--------------------------------|----------------------------|-----------------------------------|------------------------------------|-------------------------------|------------------------------|-------------------------------------|
| Original Estimate 2013/14<br>£ | Budget Moved from 2012/13<br>£ | Slippage from 2012/13<br>£ | Additional Approvals 2013/14<br>£ | Total approved Budget 2013/14<br>£ | Revised Estimate 2013/14<br>£ | Budget Moved to 2014/15<br>£ | Actual as at end December 2013<br>£ |
| 240,000                        | 201,620                        | 38,630                     | 38,260                            | 518,510                            | 461,820                       | 57,020                       | 388,629                             |

4.4 As can be seen in the table above, a proportion of the current year's budget is recommended for transfer to the 2014/15 financial year. This 2014/15 budget would then be in addition to the schemes listed in the Proposed Capital Programme report contained elsewhere on the agenda. This action is recommended, following detailed discussions with Budget Holders as the service is currently unlikely to commit the current year's full budget by the end of March 2014.

The schemes affected are:

- Disabled Facilities Grants: £10,000
- Landlord Tenant Grants: £20,000
- Repossession Prevention Fund: £27,020

## 5 RISK ASSESSMENT

5.1 The approval of this report may have the following implications

- Resources – approval of the revised capital programme would see the transfer of a proportion of the current year's budget into the next financial year. The budgets for the schemes to be moved are partially funded from external grants.
- Technical, Environmental and Legal – None
- Political – None
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the council
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

## 6 CONCLUSION

6.1 There has been a small increase to the total revised estimate, from the previously approved capital budget for this committee due to a slight overspend on one scheme for a replacement pest control vehicle. It is anticipated at this time that all of the capital schemes will be completed by the end of the financial year.

## 7 RECOMMENDED THAT COMMITTEE

7.1 Approve the revised capital programme for 2013/14 as set out in Annex 1.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH2-14/AJ/AC  
7 January 2014

2-14hh

## HEALTH AND HOUSING COMMITTEE – REVISED 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 | Revised Estimate | Budget Moved to 2014/15 | Actual Expenditure including commitments (as at end December) |
|---|---|---------------------------|---------------------------|-----------------------|----------------------|-----------------------|------------------|-------------------------|---|
|   |   | £                         | £                         | £                     | £                    | £                     | £                | £                       | £   |
| CNEXT                                     | Clitheroe Cemetery Installation of Infrastructure |                           | 84,000                    | 1,470                 | 33,540               | 119,010               | 119,010          | 0                       | 118,774   |
| DISCP                                     | Disabled Facilities Grants                        | 109,000                   | 84,330                    | -6,400                | 4,720                | 191,650               | 181,650          | 10,000                  | 154,998   |
| LANGR                                     | Landlord/Tenant Grants                            | 75,000                    |                           | 40,690                |                      | 115,690               | 95,690           | 20,000                  | 51,388  |
| LPREP                                     | Longridge Purchase and Repair Scheme              | 45,000                    |                           |                       |                      | 45,000                | 45,000           | 0                       | 45,000  |
| PEFBC                                     | Replacement of Pest control Vehicle PE56 EFB      | 11,000                    |                           |                       |                      | 11,000                | 11,330           | 0                       | 11,331  |
| REPPF                                     | Repossession Prevention Fund                      |                           | 33,290                    | 2,870                 |                      | 36,160                | 9,140            | 27,020                  | 7,138   |
| <b>Total Health and Housing Committee</b> |   | <b>240,000</b>            | <b>201,620</b>            | <b>38,630</b>         | <b>38,260</b>        | <b>518,510</b>        | <b>461,820</b>   | <b>57,020</b>           | <b>388,629</b>  |

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO HEALTH AND HOUSING COMMITTEE

|          |
|----------|
| DECISION |
|----------|

Agenda Item No 6

meeting date: 23 JANUARY 2014  
 title: PROPOSED CAPITAL PROGRAMME 2014/17  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: AMY JOHNSON

### 1 PURPOSE

1.1 To approve the proposed future three-year capital programme (2014/15 - 2016/17) for this committee.

### 2 BACKGROUND

2.1 This report will review the draft programme of schemes to be carried out in the following three years (2014/15 to 2016/17) based on the bids that have been received from Heads of Service.

2.2 Schemes were previously requested at this time last year for the 2014/15 and 2015/16 financial years. However, no bids have previously been requested for the 2016/17 financial year.

2.3 In the same manner as last financial year, all Heads of Service were asked to submit capital bids, bearing in mind the limited financial resources that are available to finance the capital programme. Heads of Service were asked to put forward schemes which were the absolute basic requirement to keep the council's services running.

### 3 DRAFT PROGRAMME 2014/15 TO 2016/17

3.1 Heads of Service were asked to review the current programme and submit any new scheme bids for consideration. Annex 1 shows the scheme bids for this Committee in detail and how each particular scheme links to the Council's ambitions. Annex 2 shows a summary table of the financial impact for each financial year.

3.2 It should be noted that at this stage these are only potential bids that will also require further consideration by the Budget Working Group and by Policy and Finance Committee who will want to make sure that it is affordable, both in capital and revenue terms.

3.3 Members should therefore consider the forward programme as attached and put forward any amendments you may wish to make at this stage.

3.4 A summary of the three-year programme for Health and Housing Committee is shown below:

| Schemes  | 2014/15<br>£   | 2015/16<br>£   | 2016/17<br>£   | TOTAL<br>£       |
|--|----------------|----------------|----------------|------------------|
| Previously Approved                                | 195,000        | 184,000        | 0              | <b>379,000</b>   |
| New Bids<br>(incl requests for additional funding) | 80,540         | 112,000        | 471,000        | <b>663,540</b>   |
| <b>Total of all Bids</b>                           | <b>275,540</b> | <b>296,000</b> | <b>471,000</b> | <b>1,042,540</b> |

- 3.5 As the capital programme has already been approved for 2014/15 and 2015/16 last year, we would not normally anticipate new bids for these years unless new funding has been identified or there were circumstances unforeseen at this time last year. However, for this committee just over 29% (by value) of the bids received relate to 2014/15 and 2015/16.
- 3.6 The Council receives unringfenced funding from the government towards the provision of Disabled Facilities Grants. In 2013/14 the capital budget was limited to the funding received from the government.
- 3.7 We have recently been notified of our allocation of Disabled Facility Grant funding for the 2014/15 financial year, which is much earlier than notifications received in previous years. For 2014/15 our funding, which currently comes through the Department for Communities and Local Government, will be £119,536.
- 3.8 During the government's Spending Review (June 2013) it was announced that as from 2015/16 funding for Disabled Facility Grants would instead be provided by the Department of Health). Such funding would be included within the new Better Care Fund which is a fund of £3.8 billion, with an aim to promote closer working of health and social care services in local areas, based on a plan agreed between the NHS and local authorities.
- 3.9 Plans for the use of the pooled monies must be developed by a Clinical Commissioning Group 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, such as Ribble Valley, will be engaged within this process and on the whole the lead will be coming from Social Services.
- 3.10 Our Disabled Facilities Grant allocation has been announced for 2015/16 as £161,000. However, there is a degree of uncertainty as to whether the announced level of funding will actually be received. Approval of funding has to be obtained from both the East Lancs Health & Wellbeing Board and the Central Lancs Health & Wellbeing Board based upon a perceived perception of need. The perception of need may impact upon the actual level of funding received.
- 3.11 Disabled Facility Grant funding for 2016/17 has been assumed at the same level as 2015/16 in the table below.

| <b>Funding</b>                  | <b>2014/15<br/>£</b> | <b>2015/16<br/>£</b> | <b>2016/17<br/>£</b> | <b>TOTAL<br/>£</b> |
|---------------------------------|----------------------|----------------------|----------------------|--------------------|
| Total of New Bids               | 80,540               | 112,000              | 471,000              | 663,540            |
| External Funding                | -10,540              | -52,000              | -161,000             | -223,540           |
| <b>Net Total Bids Submitted</b> | <b>70,000</b>        | <b>60,000</b>        | <b>310,000</b>       | <b>440,000</b>     |

- 3.12 The level of the council's capital resources available to fund those bids that are not supported by external funding is currently low.
- 3.13 It must also be noted that the bids shown here represent only those that have been submitted with regard to this committee's services. Other committees will be receiving similar reports, and all bids will finally be considered alongside each other by the Budget Working Group and Policy and Finance Committee in relation to the limited internal funding available.

#### 4 RISK ASSESSMENT

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

- Resources – The proposals as submitted in the bid forms would require a substantial level of funding from council resources of £440,000.
- Technical, Environmental and Legal – None
- Political – None
- Reputation – Sound financial planning for known capital commitments safeguards the reputation of the council
- Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

#### 5 CONCLUSION

5.1 Bids were initially invited for the 2016/17 financial year, however bids have been submitted for the 2014/15 and 2015/16 financial years for this committee. Only the Disabled Facilities Scheme bid has associated external funding. The Council's existing capital resources to fund schemes are currently low.

5.2 There are a number of additional schemes submitted that have no associated external funding, yet the Council's existing capital resources to fund such schemes are currently low.

#### 6 RECOMMENDED THAT COMMITTEE

6.1 Consider the future three-year programme for 2014/15 to 2016/17 as attached and agree any amendments you wish to make.

6.2 Recommend to Policy and Finance Committee a future three-year capital programme for this committee's services.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH1-14/AJ/AC  
9 January 2014



## Health and Housing Committee New Capital Bid Submissions

### BID 1: Purchase & Repair

Service Area: Regeneration Services

Head of Service: Colin Hirst

#### Brief Description:

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.

#### Overriding aim/ambition that the scheme meets:

To match the supply of homes in our area with the identified housing need.

#### Government or other imperatives to the undertaking of this scheme:

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

#### Improving service performance, efficiency and value for money:

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

#### Consultation:

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 has supported the need.

#### Start date, duration and key milestones:

To start December 2013 and complete December 2014 to purchase 3x1 bed flats and renovate and allocate from the housing waiting list.

#### Financial Implications – CAPITAL:

| Breakdown    | 2014/15<br>£  | 2015/16<br>£ | 2016/17<br>£ |
|--------------|---------------|--------------|--------------|
| Other        | 30,000        | -            | -            |
| <b>TOTAL</b> | <b>30,000</b> | <b>-</b>     | <b>-</b>     |

#### Financial Implications – ANNUAL REVENUE:

| Breakdown                    | £ |
|------------------------------|---|
| Existing Service – no change | - |

## Health and Housing Committee New Capital Bid Submissions

### Useful economic life:

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

### Additional supporting information:

The increase in demand for 1 bed properties is having an effect on the length of time households are remaining in temporary accommodation.

The council has received repayment of a Home Improvement Grant and a Homebuy Scheme Grant (totalling £31,786) which could be recycled to fund this scheme.

### Impact on the environment:

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

### Risk:

- **Political:** *There is political pressure to respond to the implications of the Welfare Reform.*
- **Economic:** *One bed units are required by households currently occupying 2 bed units.*
- **Sociological:** *Welfare reform changes penalized anyone over occupying a property.*
- **Technological:** *No comment made.*
- **Legal:** *No comment made.*
- **Environmental:** *No comment made.*

## Health and Housing Committee New Capital Bid Submissions

# BID 2: Landlord Tenant Grants

**Service Area:** Regeneration Services

**Head of Service:** Colin Hirst

### Brief Description:

The scheme match funds a landlord's investment in a property in return for an affordable rental property. Conditions of the grant are nomination rights and a set rent level in line with LHA. The scheme is crucial for move on accommodation for families in the hostel as the social housing waiting list is so long. The scheme is also used to bring empty properties back into use.

### Overriding aim/ambition that the scheme meets:

To match the supply of homes in our area with the identified housing need.

### Government or other imperatives to the undertaking of this scheme:

We have a statutory duty to find homeless households affordable housing and without this scheme we would be reliant on social housing.

### Improving service performance, efficiency and value for money:

The scheme improves service performance in that the length of time families stay in temporary accommodation is reduced. The service is improved in that we are able to offer a housing choice through the scheme.

### Consultation:

Landlords are consulted through a newsletter and discussion about the scheme held at the Housing Forum.

### Start date, duration and key milestones:

The scheme runs through the financial year and has run successfully for over 15 years.

### Financial Implications – CAPITAL:

| Breakdown    | 2014/15<br>£ | 2015/16<br>£ | 2016/17<br>£ |
|--------------|--------------|--------------|--------------|
| Other        | -            | -            | 120,000      |
| <b>TOTAL</b> | -            | -            | 120,000      |

## Health and Housing Committee New Capital Bid Submissions

### Financial Implications – ANNUAL REVENUE:

| Breakdown                    | £ |
|------------------------------|---|
| Existing Service – no change | - |

### Useful economic life:

No comment made.

### Additional supporting information:

The scheme has become popular with landlords and the number of properties we have nomination rights to through the scheme increases annually. These properties are essential in providing a Housing Needs Service.

### Impact on the environment:

In renovating the property we ensure energy saving measures are installed.

### Risk:

- **Political:** *The scheme has had very positive political support and has been highlighted as good practice by DCLG Homeless Specialist Advisor.*
- **Economic:** *Encourages investment in properties in the lowest council tax bands.*
- **Sociological:** *Choice of tenure for low income households is required.*
- **Technological:** *No comment made.*
- **Legal:** *Changes to Local Housing allowance will impact on the scheme. Any reduction will have a negative impact as landlords will not agree to lower rent.*
- **Environmental:** *No comment made.*

## Health and Housing Committee New Capital Bid Submissions

### BID 3: Disabled Facilities Grants

Service Area: Regeneration Services

Head of Service: Colin Hirst

#### Brief Description:

The scheme provides mandatory grant aid to adapt homes so elderly and disabled occupants can remain in their own 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 a bathroom and bedroom extension.

#### Overriding aim/ambition that the scheme meets:

To make peoples lives safer and healthier.

#### Government or other imperatives to the undertaking of this scheme:

The grants are mandatory. The Council has a statutory duty to provide adaptations as instructed by the Occupational Therapist. Grant funding is currently provided by the Department for Communities to help fund this scheme, however from 2015/16 funding will be received from the Department of Health as part of the Better Care Fund.

#### Improving service performance, efficiency and value for money:

Provision of an adequate Disabled Facilities Grant budget ensures households can be offered assistance once a referral has been received.

#### Consultation:

Bi-monthly meetings with Occupational Therapists and regular contact with technical staff.

#### Start date, duration and key milestones:

The Disabled Facilities Grant budget operates on a financial year basis ie April – March.

#### Financial Implications – CAPITAL:

| Breakdown                          | 2014/15<br>£ | 2015/16<br>£ | 2016/17<br>£ |
|------------------------------------|--------------|--------------|--------------|
| Grants                             | -            | -            | 161,000      |
| <u>Sources of External Funding</u> |              |              |              |
| Department of Health               | -            | -            | -161,000     |
| <b>NET COST TO THE COUNCIL</b>     | -            | -            | 0            |

## Health and Housing Committee New Capital Bid Submissions

### Financial Implications – ANNUAL REVENUE:

| Breakdown                    | £ |
|------------------------------|---|
| Existing Service – no change | - |

### Useful economic life:

No comment made.

### Additional supporting information:

The provision of disabled facilities grants is a statutory function of the council. Ensuring a no-wait service is essential to address the housing needs of the borough, an ambition of the council.

### Impact on the environment:

All equipment is maintained and kept in the ownership of social services to enable it to be recycled where possible.

### Risk:

- **Political:** *The population age of Ribble Valley occupants is increasing and therefore demand for the service will continue.*
- **Economic:** *A high % of applicants pass the means test in the current economic climate.*
- **Sociological:** *Increased expectation that disabled applicants will remain at home through adaptation of the property.*
- **Technological:** *Improvements in technology allow the specific needs of the applicants to be met.*
- **Legal:** *N/A.*
- **Environmental:** *N/A.*

**Health and Housing Committee  
New Capital Bid Submissions**

## BID 4: Boiler Replacement Scheme

**Service Area:** Regeneration Services

**Head of Service:** Colin Hirst

**Brief Description:**

For the past 2 years we have run a boiler replacement scheme which has assisted vulnerable households without heating. The scheme has previously been funded by 'Warm Homes' grant monies received.

**Overriding aim/ambition that the scheme meets:**

To make peoples lives safer and healthier.

**Government or other imperatives to the undertaking of this scheme:**

Winter morbidity and addressing affordable warmth are public health priorities. Both topics have been identified as objectives within the Year of Health.

**Improving service performance, efficiency and value for money:**

The housing service will be able to directly assist households struggling to keep warm in winter.

**Consultation:**

Our partners in delivering the scheme for the past 2 years: Age UK, Help Direct, CAB are all keen to see the grant available.

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

The scheme would run in line with the financial year.

**Financial Implications – CAPITAL:**

| Breakdown    | 2014/15<br>£  | 2015/16<br>£  | 2016/17<br>£  |
|--------------|---------------|---------------|---------------|
| Other        | 15,000        | 15,000        | 15,000        |
| <b>TOTAL</b> | <b>15,000</b> | <b>15,000</b> | <b>15,000</b> |

**Financial Implications – ANNUAL REVENUE:**

| Breakdown                    | £ |
|------------------------------|---|
| Existing Service – no change | - |

## Health and Housing Committee New Capital Bid Submissions

### Useful economic life:

No comment made.

### Additional supporting information:

Fuel poverty is higher than average in the Ribble Valley and it is important that vulnerable households have some assistance in winter months.

### Impact on the environment:

The boilers installed would be more energy efficient than those being replaced.

### Risk:

- **Political:** *No comment made.*
- **Economic:** *Fuel poverty is a national issue.*
- **Sociological:** *There is better understanding of the link between cold homes and poor health.*
- **Technological:** *The cost of boilers and their efficiency has improved significantly.*
- **Legal:** *No comment made.*
- **Environmental:** *Energy efficiency is a world issue.*



## Health and Housing Committee New Capital Bid Submissions

# BID 5: Clitheroe Market Improvement Scheme

**Service Area:** Market

**Head of Service:** James Russell

### Brief Description:

To provide environmental improvements to refresh the market and address long standing design and maintenance issues to ensure better use of site and income generation;

- Replace existing stalls with new 'Tudor styled' timber cabins - realign nearer to cabins in more compact layout – reduce from 31 to 20/25;
- Relocate/modify site electrics to restore lighting/power to new stalls;
- Create additional car park in area cleared, create access from hammerhead, priority to stall traders on market days 'in return for payment', make available to public on non market days;
- Relocate/replace central light column;
- Replace uneven stone sets and relay drainage channels on site with covered channels;
- Relay stone flags beneath stalls as necessary. Replace stone flags where significant vehicle movement in bullring and created car park area with suitable alternative surface;
- Create 6 additional car parking spaces by replacing shrubbery on New Market Street adj hammerhead ( Parson Lane section) ;
- Erect 'Welcome to Market' old style cast iron archway across New Market Street ( King Street section);
- Provide suitable street furniture – hanging basket posts, soft landscaping, public seating including public shelter and sculpture in recognition of former bullring and local heritage;
- Overhaul and deep clean public toilets

### Overriding aim/ambition that the scheme meets:

To be a well managed council

To help make peoples lives safer and healthier.

To protect and enhance the existing environmental quality of our area.

To sustain a strong and prosperous Ribble Valley.

### Government or other imperatives to the undertaking of this scheme:

Health & Safety at Work etc Act 1974

'Love Your Market' – Mary Portas high street & market initiative

### Improving service performance, efficiency and value for money:

Reduce maintenance costs in long term and increase potential income from better use of site and maintaining trader level in bad weather/winter months.

### Consultation:

Market traders have been pressing for some time for improvements to layout, aesthetics and weather protection for stall holders and public – reduce stock damage.

### Start date, duration and key milestones:

2015/16: Develop scheme and obtain detailed estimates in conjunction with engineers for improvements

2016/17: Undertake scheme in phased stages

## Health and Housing Committee New Capital Bid Submissions

### Financial Implications – CAPITAL:

| Breakdown           | 2014/15<br>£ | 2015/16<br>£ | 2016/17<br>£ |
|---------------------|--------------|--------------|--------------|
| Contractors         | -            | -            | 55,000       |
| Equipment/Materials | -            | -            | 120,000      |
| TOTAL               | -            | -            | 175,000      |

### Financial Implications – ANNUAL REVENUE:

| Breakdown                                    | £        |
|--|----------|
| Premises Related Costs (reduced maintenance) | -2,500   |
| Estimated Additional Income (stall rental)   | -1,500   |
| Estimated Annual Income (car park charges)   | -5,000   |
| Total Estimated <u>Annual</u> SAVING         | -9,000   |
| Estimated Lifespan                           | 20 years |
| Total Estimated <u>Lifetime</u> SAVING       | -180,000 |

### Useful economic life:

N/A.

### Additional supporting information:

Clitheroe Market was rebuilt & relocated in 1994/5 with increased trading from 2 to 3 days per week. The layout adopted was a very modern open plan site, which was intended to have a dual use to enable public performances in a town centre open space. The site has never been used as intended as never demand nor opportunity to remove and restore stalls between market days. In addition, the market has never worked as intended with the site being a large bowl when windy and wet. The site is also on incline and has suffered from heavy rain/site water causing significant on-going flag instability. Little investment has been made in past 19 years other than routine repair & maintenance. There is now an increasing need to reinvest to ensure and attractive and viable site and the successful continuation of a market in Clitheroe.

In addition, one of the primary functions of markets is to provide a low cost opportunity to people wishing to enter the retail sector before expanding to occupying shop/commercial units. Markets are therefore an important and fundamental part of a healthy and forward thinking local economy.

### Impact on the environment:

To be determined.

## Health and Housing Committee New Capital Bid Submissions

### Risk:

- **Political:** *Need to reinvest in an important public facility and for the good of the local economy.*
- **Economic:** *As above.*
- **Sociological:** *Provides low cost opportunity for people to enter the retail trade.*
- **Technological:** *Need to compete with markets operated elsewhere – to be attractive to ensure ongoing and if possible increased usage and footfall to remain viable and competitive - ensure adequate investment.*
- **Legal:** *N/A.*
- **Environmental:** *Ensure adequate investment to maintain modern and attractive facility that's fit for purpose and can complement and compete with modern retailing.*

**Health and Housing Committee  
New Capital Bid Submissions**

## BID 6: Request for Additional Funding - Landlord Tenant Grants

Service Area: Regeneration Services

Head of Service: Colin Hirst

### Brief Description:

The scheme match funds a landlord's investment in a property in return for an affordable rental property. Conditions of the grant are nomination rights and a set rent level in line with LHA. The scheme is crucial for move on accommodation for families in the hostel as the social housing waiting list is so long. The scheme is also used to bring empty properties back into use.

### Overriding aim/ambition that the scheme meets:

To match the supply of homes in our area with the identified housing need.

### Government or other imperatives to the undertaking of this scheme:

We have a statutory duty to find homeless households affordable housing and without this scheme we would be reliant on social housing.

### Improving service performance, efficiency and value for money:

The scheme improves service performance in that the length of time families stay in temporary accommodation is reduced. The service is improved in that we are able to offer a housing choice through the scheme.

### Consultation:

Landlords are consulted through a newsletter and discussion about the scheme held at the Housing Forum.

### Start date, duration and key milestones:

The scheme runs through the financial year and has run successfully for over 15 years.

### Financial Implications – CAPITAL:

| Breakdown                               | 2014/15<br>£   | 2015/16<br>£   | 2016/17<br>£ |
|---|----------------|----------------|--------------|
| Previously Approved Capital Bid         | 75,000         | 75,000         | -            |
| <b>TOTAL CAPITAL COST</b>               | <b>75,000</b>  | <b>75,000</b>  | <b>-</b>     |
| Request for Additional Funding – Grants | 25,000         | 45,000         | -            |
| <b>REVISED CAPITAL SCHEME COST</b>      | <b>100,000</b> | <b>120,000</b> | <b>-</b>     |

## Health and Housing Committee New Capital Bid Submissions

### Financial Implications – ANNUAL REVENUE:

| Breakdown                    | £ |
|------------------------------|---|
| Existing Service – no change | - |

#### Useful economic life:

No comment made.

#### Additional supporting information:

The scheme has become popular with landlords and the number of properties we have nomination rights to through the scheme increases annually. These properties are essential in providing a Housing Needs Service.

#### Impact on the environment:

In renovating the property we ensure energy saving measures are installed.

#### Risk:

- **Political:** *The scheme has had very positive political support and has been highlighted as good practice by DCLG Homeless Specialist Advisor.*
- **Economic:** *Encourages investment in properties in the lowest council tax bands.*
- **Sociological:** *Choice of tenure for low income households is required.*
- **Technological:** *No comment made.*
- **Legal:** *Changes to Local Housing allowance will impact on the scheme. Any reduction will have a negative impact as landlords will not agree to lower rent.*
- **Environmental:** *No comment made.*

**Health and Housing Committee  
New Capital Bid Submissions**

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## **BID 7: Request for Additional Funding - Disabled Facilities Grants**

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**Service Area:** Regeneration Services

**Head of Service:** Colin Hirst

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**Brief Description:**

The scheme provides mandatory grant aid to adapt homes so elderly and disabled occupants can remain in their own 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 a bathroom and bedroom extension.

**Overriding aim/ambition that the scheme meets:**

To make peoples lives safer and healthier.

**Government or other imperatives to the undertaking of this scheme:**

The grants are mandatory. The Council has a statutory duty to provide adaptations as instructed by the Occupational Therapist. Grant funding is provided by the Department for Communities to help fund this scheme.

**Improving service performance, efficiency and value for money:**

Provision of an adequate Disabled Facilities Grant budget ensures households can be offered assistance once a referral has been received.

**Consultation:**

Bi-monthly meetings with Occupational Therapists and regular contact with technical staff.

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

The Disabled Facilities Grant budget operates on a financial year basis ie April – March.

## Health and Housing Committee New Capital Bid Submissions

### Financial Implications – CAPITAL:

| Breakdown   | 2014/15<br>£   | 2015/16<br>£   | 2016/17<br>£ |
|---|----------------|----------------|--------------|
| Previously Approved Capital Bid   | 109,000        | 109,000        | -            |
| <b>TOTAL CAPITAL COST</b>   | <b>109,000</b> | <b>109,000</b> | <b>-</b>     |
| Request for Additional Funding – Grants   | 10,540         | 52,000         | -            |
| <b>REVISED CAPITAL SCHEME COST</b>  | <b>119,540</b> | <b>161,000</b> | <b>-</b>     |
| <u>Additional Sources of External Funding</u>   |                |                |              |
| Department for Communities (funding to be received from the Department of Health from 2015/16 as part of the Better Care Fund). | -10,540        | -52,000        |              |
| <b>Net Additional Cost to the Council</b>   | <b>0</b>       | <b>0</b>       |              |

### Financial Implications – ANNUAL REVENUE:

| Breakdown                    | £ |
|------------------------------|---|
| Existing Service – no change | - |

#### Useful economic life:

No comment made.

#### Additional supporting information:

The provision of disabled facilities grants is a statutory function of the council. Ensuring a no-wait service is essential to address the housing needs of the borough, an ambition of the council.

#### Impact on the environment:

All equipment is maintained and kept in the ownership of social services to enable it to be recycled where possible.

#### Risk:

- **Political:** *The population age of Ribble Valley occupants is increasing and therefore demand for the service will continue.*
- **Economic:** *A high % of applicants pass the means test in the current economic climate.*
- **Sociological:** *Increased expectation that disabled applicants will remain at home through adaptation of the property.*
- **Technological:** *Improvements in technology allow the specific needs of the applicants to be met.*
- **Legal:** *N/A.*
- **Environmental:** *N/A.*

**Health and Housing Committee**  
**Financial Impact of the Proposed Three-Year Capital Programme**

| Scheme Title   | 2014/15         | 2015/16         | 2016/17         | TOTAL            |                       |
|--|-----------------|-----------------|-----------------|------------------|-----------------------|
|  | £               | £               | £               | £                |                       |
| <b><u>Previously Approved Bids</u></b>   |                 |                 |                 |                  |                       |
| Landlord/Tenant Grants   | 75,000          | 75,000          |                 | 150,000          |                       |
| Disabled Facilities Grants   | 109,000         | 109,000         |                 | 218,000          |                       |
| Replacement of Pest Control Vehicle PO07 WPB                                       | 11,000          |                 |                 | 11,000           |                       |
| <b>Subtotal of Previously Approved Bids</b>  | <b>195,000</b>  | <b>184,000</b>  | <b>0</b>        | <b>379,000</b>   |                       |
| <b><u>New Bids Received (as at Annex 1)</u></b>                                    |                 |                 |                 |                  | <b>BID<br/>NUMBER</b> |
| Purchase and Repair Scheme   | 30,000          |                 |                 | 30,000           | 1                     |
| Landlord/Tenant Grants   |                 |                 | 120,000         | 120,000          | 2                     |
| Disabled Facilities Grants   |                 |                 | 161,000         | 161,000          | 3                     |
| Boiler Replacement Scheme  | 15,000          | 15,000          | 15,000          | 45,000           | 4                     |
| Clitheroe Market Improvement Scheme  |                 |                 | 175,000         | 175,000          | 5                     |
| <b>Subtotal of New Bids Received (as at Annex 1)</b>                               | <b>45,000</b>   | <b>15,000</b>   | <b>471,000</b>  | <b>531,000</b>   |                       |
| <b><u>Requests for Additional Funding (as at Annex 1)</u></b>                      |                 |                 |                 |                  | <b>BID<br/>NUMBER</b> |
| Landlord Tenant Grants   | 25,000          | 45,000          |                 | 70,000           | 6                     |
| Disabled Facilities Grants   | 10,540          | 52,000          |                 | 62,540           | 7                     |
| <b>Subtotal of Requests for Additional Funding (as at Annex 1)</b>                 | <b>35,540</b>   | <b>97,000</b>   | <b>0</b>        | <b>132,540</b>   |                       |
| <b>TOTAL</b>   | <b>275,540</b>  | <b>296,000</b>  | <b>471,000</b>  | <b>1,042,540</b> |                       |
| <b>Confirmed External Funding or Revenue Contributions Due</b>                     | <b>2014/15</b>  | <b>2015/16</b>  | <b>2016/17</b>  | <b>TOTAL</b>     |                       |
|  | <b>£</b>        | <b>£</b>        | <b>£</b>        | <b>£</b>         |                       |
| Disabled Facilities Grants - DCLG (2016/17 allocation based on 2015/16 allocation) | -119,540        | -161,000        | -161,000        | -441,540         |                       |
| <b>TOTAL External Funding or Revenue Contributions Due</b>                         | <b>-119,540</b> | <b>-161,000</b> | <b>-161,000</b> | <b>-441,540</b>  |                       |
| <b>Net Total Bids Submitted</b>  | <b>156,000</b>  | <b>135,000</b>  | <b>310,000</b>  | <b>601,000</b>   |                       |



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

DECISION

Agenda Item No 7

meeting date: 23 JANUARY 2014  
title: REVISED REVENUE BUDGET 2013/14  
submitted by: DIRECTOR OF RESOURCES  
principal author: AMY JOHNSON

**1 PURPOSE**

- 1.1 To agree a revised revenue budget for 2013/14 for consideration at Special Policy and Finance Committee.

**2 BACKGROUND**

- 2.1 The original estimate for this current financial year was set in March 2013. As members will be aware, there can be numerous variations to the budget that come to our attention as the year progresses, particularly through the budget monitoring process.
- 2.2 At this time of year we take the opportunity to revise the estimates for the current financial year in order to better assess the level of movement anticipated within our earmarked reserves and balances, and to allow us to better forecast for the coming financial year.
- 2.3 The 2013/14 budget included provision for price increases of 2.5% and a pay increase of 1%.

**3 RESTATING OF ORIGINAL ESTIMATE**

- 3.1 The original estimate that was approved in March 2013 is shown in the budget book. Since that was approved a supplementary estimate (Community Services Committee) and a number of virements have been agreed.
- 3.2 To allow a better comparison of the budget to the revised estimate within this report, the original budget has now been restated.
- 3.3 Overall the total net budget for the council across all committees has changed only for the £30,000 supplementary estimate on Community Services Committee, but at an individual committee level the approval of virements have the impact of increasing or decreasing the budget levels on a number of service cost centres, which for this committee results in a net decrease in budget.
- 3.4 Details of the virements on this committee are:

| DETAIL OF VIREMENT   | AMOUNT<br>£ |
|--|-------------|
| Localised Council Tax Support Administration – virement to Contact Centre to fund the purchase of a licence upgrade. Expenditure to be funded from New Burdens grant funding received. | -2,990      |
| Dog Warden - budget moved to Clitheroe Market for the purchase of new waste bins.  | -1,080      |
| Clitheroe Market – virement from Dog Warden to fund the purchase of new waste bins.  | 1,080       |

3.5 The impact of this restatement has been summarised in the table below:

| Service Area                         | Original Estimate<br>£ | Restated Original Estimate<br>£ |
|--------------------------------------|------------------------|---------------------------------|
| Benefits                             | 148,170                | 145,180                         |
| Highway Services                     | 6,280                  | 6,280                           |
| Cemeteries & Crematoria              | 46,290                 | 46,290                          |
| Environmental Health                 | 411,290                | 410,210                         |
| Enabling Activities                  | 17,210                 | 17,210                          |
| Trading Services                     | -47,720                | -46,640                         |
| Homelessness                         | 98,760                 | 98,760                          |
| Private Sector Housing               | 35,680                 | 35,680                          |
| Home Energy Conservation Act         | 24,890                 | 24,890                          |
| Other Council Property               | -6,790                 | -6,790                          |
| Housing Strategy                     | 66,370                 | 66,370                          |
| <b>NET COST OF SERVICES</b>          | <b>800,430</b>         | <b>797,440</b>                  |
| Transfers to/from earmarked reserves | -480                   | -480                            |
| <b>NET EXPENDITURE</b>               | <b>799,950</b>         | <b>796,960</b>                  |

#### 4 REVISED REVENUE BUDGET 2013/14

4.1 The revised budget is £67,890 lower than the original estimate. This is increased to £118,300 lower than the original estimate after allowing for transfers to and from earmarked reserves. A comparison between the restated original and revised budgets for each cost centre is shown below.

| Cost Centre | Cost Centre Name                    | Restated Original Estimate<br>2013/14<br>£ | Movement in Expenditure<br>£ | Movement in Income<br>£ | Movement in Support Services<br>£ | Movement in Capital Costs<br>£ | Revised Estimate<br>2013/14<br>£ |
|-------------|-------------------------------------|--|------------------------------|-------------------------|-----------------------------------|--------------------------------|----------------------------------|
| CTBEN       | Localised Council Tax Support Admin | 21,630                                     | 21,960                       | -77,840                 | -420                              | 0                              | -34,670                          |
| HGBEN       | Housing Benefits Admin              | 123,550                                    | 135,310                      | -149,810                | -1,440                            | 0                              | 107,610                          |
| COMNL       | Common Land                         | 6,280                                      | 0                            | 0                       | -2,800                            | 0                              | 3,480                            |
| CLCEM       | Clitheroe Cemetery                  | 46,290                                     | 420                          | 60                      | -7,750                            | -20                            | 39,000                           |
| ENVGR       | Grants & Subscriptions              | 4,720                                      | 0                            | 0                       | -1,640                            | 0                              | 3,080                            |
| CLAIR       | Clean Air                           | 1,600                                      | 0                            | 0                       | 860                               | 0                              | 2,460                            |
| DOGWD       | Dog Warden & Pest Control           | 86,720                                     | -660                         | -1,010                  | -9,410                            | 0                              | 75,640                           |
| ENVHT       | Environmental Health                | 304,830                                    | 0                            | 0                       | -16,630                           | 0                              | 288,200                          |
| CLAND       | Contaminated Land                   | 12,340                                     | 0                            | 0                       | -140                              | 0                              | 12,200                           |

| Cost Centre                 | Cost Centre Name         | Restated Original Estimate 2013/14<br>£ | Movement in Expenditure<br>£ | Movement in Income<br>£ | Movement in Support Services<br>£ | Movement in Capital Costs<br>£ | Revised Estimate 2013/14<br>£ |
|-----------------------------|--------------------------|---|------------------------------|-------------------------|-----------------------------------|--------------------------------|-------------------------------|
| HSASS                       | Housing Associations     | 13,780                                  | 0                            | 0                       | -1,110                            | 0                              | 12,670                        |
| HSADV                       | Housing Advances         | 1,060                                   | 0                            | 40                      | -560                              | 0                              | 540                           |
| SUPPE                       | Supporting People        | 2,370                                   | -50                          | 0                       | -330                              | 0                              | 1,990                         |
| CLMKT                       | Clitheroe Market         | -46,640                                 | -230                         | 860                     | 1460                              | 0                              | -44,550                       |
| JARMS                       | Joiners Arms             | 17,410                                  | -40                          | 0                       | -820                              | 0                              | 16,550                        |
| HOMEG                       | Homelessness General     | 49,470                                  | 0                            | 0                       | -400                              | 0                              | 49,070                        |
| HOMES                       | Homelessness Strategy    | 31,880                                  | 0                            | 0                       | -750                              | 0                              | 31,130                        |
| IMPGR                       | Improvement Grants       | 35,680                                  | 0                            | 0                       | -3,520                            | 0                              | 32,160                        |
| HOMEE                       | Home Energy Conservation | 24,890                                  | 0                            | 0                       | -680                              | 0                              | 24,210                        |
| GRAGE                       | Non-Dwelling Rents       | -6,790                                  | 20,000                       | 0                       | 250                               | 0                              | 13,460                        |
| HSTRA                       | Housing Strategy         | 66,370                                  | 200                          | 0                       | -1,180                            | 0                              | 65,390                        |
| WARMH                       | Warm Homes               | 0                                       | 29,930                       | 0                       | 0                                 | 0                              | 29,930                        |
| AWARM                       | Affordable Warmth        | 0                                       | 36,000                       | -36,000                 | 0                                 | 0                              | 0                             |
| <b>NET COST OF SERVICES</b> |                          | <b>797,440</b>                          | <b>242,840</b>               | <b>-263,700</b>         | <b>-47,010</b>                    | <b>-20</b>                     | <b>729,550</b>                |

#### ITEMS ADDED TO/(TAKEN FROM) BALANCES AND RESERVES

|                        |                         |                |  |         |  |  |                |
|------------------------|-------------------------|----------------|--|---------|--|--|----------------|
|                        | DEFRA – Clean Air Grant | -480           |  |         |  |  | -480           |
|                        | Warm Homes Reserve      |                |  | -29,930 |  |  | -29,930        |
|                        | Vat Shelter             |                |  | -20,000 |  |  | -20,000        |
| <b>NET EXPENDITURE</b> |                         | <b>796,960</b> |  |         |  |  | <b>679,140</b> |

- 4.2 The difference between the revised and original estimate is a net decrease in expenditure of £67,890, which after allowing for transfers to and from earmarked reserves is increased to a net decrease in expenditure of £118,300. Details of the movements from the original estimate to the revised estimate are shown at Annex 1. However, a summary of the key changes is given below:

| Description   | Variations from restated original estimate to revised estimate<br>£ |
|---|---|
| <b>VARIOUS</b><br>Support Services – reduced recharges following savings in support services, and a reassessment of time spent on different activities  | -47,010   |
| <b>CTBEN: Localised Council Tax Support Admin</b><br>Old Council Tax Benefit payments made post 1 April 2013, following the introduction of Local Council Tax Support, the council is still duty bound to make and will be met by RVBC. | 21,970  |
| Income from overpayments of council tax benefit awarded under the old scheme, to be retained by RVBC.   | -77,840   |

| Description   | Variances from restated original estimate to revised estimate<br>£ |
|---|--|
| <b>HGBEN – Housing Benefits</b><br>Anticipated higher housing benefit payments to be made. This expenditure is fully offset by subsidy received from the government.  | 116,040  |
| <b>GRAGE: Non Dwelling Rents</b><br>Compensation payment to Ribble Valley Homes due to loss of rental income following the demolition of garages at Riddings Lane, Whalley previously agreed by this Committee. This expenditure will be fully funded from the VAT Shelter earmarked reserve. | 20,000   |
| <b>WARMH: Warm Homes</b><br>Expenditure in relation to the Warm Homes scheme which will be fully funded from the earmarked reserve set aside for this purpose following receipt of Government Grant.  | 29,930   |

## 5 CONCLUSION

5.1 The revised budget is £67,890 lower than the original budget. After taking into account transfers to and from reserves the revised estimate shows an estimated decrease in net expenditure of £118,300.

## 6 RISK ASSESSMENT

6.1 Approval of this report may have the following implications

- Resources – It is estimated that the net cost of this committee is £98,300 lower than originally estimated.
- Technical, Environmental and Legal – the Council has a statutory duty to carry out some of the services which fall under the responsibility of this committee.
- Political – services offered by this committee help in the achievement of the Council's political priorities.
- Reputation – failure to offer the current level of services may impact upon the reputation of the Council.
- Equality and Diversity – None

## 7 RECOMMENDED THAT COMMITTEE

7.1 Approve the revised budget for 2013/14 and submit this to the Special Policy and Finance Committee subject to any further consideration by the Budget Working Group.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH3-14/AJ/AC  
7 January 2014

## Health and Housing Committee – Main Movements between Restated Original and Revised Estimates 2012/13

|  | Movement in<br>Expenditure<br>£ | Movement in<br>Income<br>£ | Movement in Support<br>Services<br>£ | Movement in<br>Capital Costs<br>£ | Total Movement<br>£ |
|--|---------------------------------|----------------------------|--------------------------------------|-----------------------------------|---------------------|
| <b><i>CTBEN: Localised Council Tax Support Administration</i></b>  |                                 |                            |                                      |                                   |                     |
| <b>Transfer Payments</b><br>Following the introduction of Local Council Tax Support, the Council is still required to make some payments of council tax benefit. This expenditure would previously have been fully reimbursed by council tax benefit subsidy, however it is now a cost that has to be borne by the Council | 21,960                          |                            |                                      |                                   | 21,960              |
| <b>Overpayments of Council Tax Benefit</b><br>Following the introduction of Local Council Tax Support previous years overpayments of council tax benefits that are recovered through the collection fund, are now to be retained by the council (previously netted off CTB subsidy)  |                                 | -77,840                    |                                      |                                   | -77,840             |
| <b>Support Services:</b><br>A reassessment of time allocations mainly in Financial Services and Organisation & Member Development Services, due to a reassessment of allocations   |                                 |                            | -420                                 |                                   | -420                |
| <b>Total Localised Council Tax Support Administration</b>  |                                 |                            |                                      |                                   | <b>-56,300</b>      |
| <b><i>HGBEN: Housing Benefits</i></b>  |                                 |                            |                                      |                                   |                     |
| <b>Employees</b><br>Tuition fees and training expenses budgets have been reduced due to a review of training needs   | -1,600                          |                            |                                      |                                   | -1,600              |
| <b>Supplies &amp; Services</b><br>An expenditure budget has been introduced to offset DWP LA Data Sharing and DWP New Burdens grant funding received   | 21,800                          |                            |                                      |                                   | 21,800              |
| <b>Bank Charges</b><br>There has been a slight reduction in bank charges   |                                 |                            | -20                                  |                                   | -20                 |
| <b>Contribution toward GF Rent Rebates</b><br>Reduction in anticipated costs for rent rebate payments  | -930                            |                            |                                      |                                   | -930                |

**Health and Housing Committee – Main Movements between Original and Revised Estimates 2013/14**

|   | Movement in<br>Expenditure<br>£ | Movement in<br>Income<br>£ | Movement in Support<br>Services<br>£ | Movement in<br>Capital Costs<br>£ | Total Movement<br>£ |
|---|---------------------------------|----------------------------|--------------------------------------|-----------------------------------|---------------------|
| <b>Housing Benefit Payments</b><br>There has been a slight increase in the number of claimants this year. Additional costs are covered by subsidy (see below)                             | 116,040                         |                            |                                      |                                   | 116,040             |
| <b>Support Services:</b><br>A reassessment of time allocations mainly in Revenue Services and IT Services, due to a reassessment of allocations   |                                 |                            | -1,420                               |                                   | -1,420              |
| <b>Housing Benefit Subsidy</b><br>Additional subsidy to cover the costs of additional payments to claimants plus the reinstatement of subsidy in relation to the recovery of overpayments |                                 | -128,940                   |                                      |                                   | -128,940            |
| <b>HRA Rent Rebate Grant</b><br>Reduction in anticipated grant for rent rebate payments   |                                 | 930                        |                                      |                                   | 930                 |
| <b>DWP LA Data Sharing Grant</b><br>A grant has been received to cover the cost of licence upgrades in respect of IT data sharing   |                                 | -15,700                    |                                      |                                   | -15,700             |
| <b>DWP New Burdens Grant</b><br>A grant has been received to meet the costs of welfare reform changes   |                                 | -6,100                     |                                      |                                   | -6,100              |
| <b>Total Housing Benefits</b>   |                                 |                            |                                      |                                   | <b>-15,940</b>      |
| <b>COMNL: Common Land</b>   |                                 |                            |                                      |                                   |                     |
| <b>Support Services:</b><br>A reassessment of time allocations in Legal Services and Community Services due to departmental activities  |                                 |                            | -2,800                               |                                   | -2,800              |
| <b>Total Common Land</b>  |                                 |                            |                                      |                                   | <b>-2,800</b>       |

**Health and Housing Committee – Main Movements between Original and Revised Estimates 2013/14**

|   | Movement in<br>Expenditure<br>£ | Movement in<br>Income<br>£ | Movement in Support<br>Services<br>£ | Movement in<br>Capital Costs<br>£ | Total Movement<br>£ |
|---|---------------------------------|----------------------------|--------------------------------------|-----------------------------------|---------------------|
| <b>CLCEM: Clitheroe Cemetery</b>  |                                 |                            |                                      |                                   |                     |
| <b>National Non Domestic Rates</b><br>National non domestic rate charge is higher than expected   | 420                             |                            |                                      |                                   | 420                 |
| <b>Grounds Maintenance</b><br>A reduction in interments has led to a reduction in grounds maintenance recharges. Additionally the schedule of grass cutting has been revised, reducing the amount of time spent cutting the grass |                                 |                            | -8,750                               |                                   | -8,750              |
| <b>Support Services:</b><br>A reassessment of time allocations mainly in Chief Executives Department and Member Development   |                                 |                            | 1,000                                |                                   | 1,000               |
| <b>Depreciation and Impairment</b><br>Depreciation and impairment charges are lower than expected   |                                 |                            |                                      | -20                               | -20                 |
| <b>Dwelling Rents</b><br>The annual rent review has led to an increase in rental income due   |                                 | -50                        |                                      |                                   | -50                 |
| <b>Land Rents</b><br>The extension at the cemetery has led to a reduction in land available to rent, and therefore income due   |                                 | 110                        |                                      |                                   | 110                 |
| <b>Total Clitheroe Cemetery</b>   |                                 |                            |                                      |                                   | <b>-7,290</b>       |
| <b>ENVGR: Environmental Grants</b>  |                                 |                            |                                      |                                   |                     |
| <b>Support Services:</b><br>A reassessment of time allocations mainly in Community Services and Financial Services  |                                 |                            | -1,640                               |                                   | -1,640              |
| <b>Total Environmental Grants</b>   |                                 |                            |                                      |                                   | <b>-1,640</b>       |
| <b>CLAIR: Clean Air</b>   |                                 |                            |                                      |                                   |                     |
| <b>Support Services:</b><br>A reassessment of time allocations mainly in Chief Executives and Legal Services  |                                 |                            | 860                                  |                                   | 860                 |

**Health and Housing Committee – Main Movements between Original and Revised Estimates 2013/14**

|  | Movement in<br>Expenditure<br>£ | Movement in<br>Income<br>£ | Movement in Support<br>Services<br>£ | Movement in<br>Capital Costs<br>£ | Total Movement<br>£ |
|--|---------------------------------|----------------------------|--------------------------------------|-----------------------------------|---------------------|
| <b>Total Clean Air</b>   |                                 |                            |                                      |                                   | <b>860</b>          |
| <b><i>DOGWD: Dog Warden and Pest Control</i></b>   |                                 |                            |                                      |                                   |                     |
| <b>Grounds Maintenance Recharge</b><br>Costs incurred by the Grounds Maintenance Section relating to the repair/implementation of dog bins are lower than anticipated    |                                 |                            | -1,970                               |                                   | -1,970              |
| <b>Diesel</b><br>A fall in the number of treatments carried out (wasp nests) has led to a reduction in usage and therefore costs   | -660                            |                            |                                      |                                   | -660                |
| <b>Support Services</b><br>A reassessment of time allocations mainly in Chief Executive's, Legal Services and Financial Services   |                                 |                            | -7,440                               |                                   | -7,440              |
| <b>Customer and Client Receipts: Funding for Dog Bin Emptying</b><br>A service to empty dog bins for Parish Councils has been introduced, resulting in additional income |                                 | -1,010                     |                                      |                                   | -1,010              |
| <b>Total Dog Warden and Pest Control</b>   |                                 |                            |                                      |                                   | <b>-11,080</b>      |
| <b><i>ENVHT: Environmental Health Service</i></b>  |                                 |                            |                                      |                                   |                     |
| <b>Support Services:</b><br>A reassessment of time allocations mainly in Chief Executive's Legal Services and Financial Services   |                                 |                            | -16,630                              |                                   | -16,630             |
| <b>Total Environmental Health Service</b>  |                                 |                            |                                      |                                   | <b>-16,630</b>      |
| <b><i>CLAND: Contaminated Land</i></b>   |                                 |                            |                                      |                                   |                     |
| <b>Support Services: Community Services</b><br>A reassessment of time allocations  |                                 |                            | -140                                 |                                   | -140                |
| <b>Total Contaminated Land</b>   |                                 |                            |                                      |                                   | <b>-140</b>         |



**Health and Housing Committee – Main Movements between Original and Revised Estimates 2013/14**

|   | Movement in<br>Expenditure<br>£ | Movement in<br>Income<br>£ | Movement in Support<br>Services<br>£ | Movement in<br>Capital Costs<br>£ | Total Movement<br>£ |
|---|---------------------------------|----------------------------|--------------------------------------|-----------------------------------|---------------------|
| <b>HSASS: Housing Associations</b>  |                                 |                            |                                      |                                   |                     |
| <b>Support Services:</b><br>A reassessment of time allocations mainly in Chief Executive's and Community Services                               |                                 |                            | -1,110                               |                                   | -1,110              |
| <b>Total Housing Associations</b>   |                                 |                            |                                      |                                   | <b>-1,110</b>       |
| <b>HSADV: Housing Advances</b>  |                                 |                            |                                      |                                   |                     |
| <b>HFPA Mortgages</b><br>Income has decreased to reflect the repayment of a mortgage  |                                 | 40                         |                                      |                                   | 40                  |
| <b>Support Services: Financial Services</b><br>A reassessment of time allocations has resulted in a decrease of charges from Financial Services |                                 |                            | -560                                 |                                   | -560                |
| <b>Total Housing Advances</b>   |                                 |                            |                                      |                                   | <b>-520</b>         |
| <b>SUPPE: Supporting People</b>   |                                 |                            |                                      |                                   |                     |
| <b>Other Staff Expenses</b><br>No additional expenditure on other staff expenses is anticipated   | -50                             |                            |                                      |                                   | -50                 |
| <b>Support Services:</b><br>A reassessment of time allocations in Chief Executive's department  |                                 |                            | -330                                 |                                   | -330                |
| <b>Total Supporting People</b>  |                                 |                            |                                      |                                   | <b>-380</b>         |
| <b>CLMKT: Clitheroe Market</b>  |                                 |                            |                                      |                                   |                     |
| <b>National Non Domestic Rates (NNDR)</b><br>National Non Domestic Rates are lower than anticipated   | -230                            |                            |                                      |                                   | -230                |
| <b>Support Services</b><br>A reassessment of time allocations mainly in Chief Executive's, Community Services and Financial Services            |                                 |                            | 1,460                                |                                   | 1,460               |

**Health and Housing Committee – Main Movements between Original and Revised Estimates 2013/14**

|   | Movement in<br>Expenditure<br>£ | Movement in<br>Income<br>£ | Movement in Support<br>Services<br>£ | Movement in<br>Capital Costs<br>£ | Total Movement<br>£ |
|---|---------------------------------|----------------------------|--------------------------------------|-----------------------------------|---------------------|
| <b>Recharges to other Services – CCTV</b><br>A reduction in the cost of service has led to a decrease in recharge costs               |                                 | 860                        |                                      |                                   | 860                 |
| <b>Total Clitheroe Market</b>   |                                 |                            |                                      |                                   | <b>2,090</b>        |
| <b>JARMS: Joiners Arms</b>  |                                 |                            |                                      |                                   |                     |
| <b>National Non Domestic Rates</b><br>National Non domestic Rates are lower than anticipated  | -40                             |                            |                                      |                                   | -40                 |
| <b>Support Services: Community Services</b><br>A reassessment of time allocations on Financial Services and Community Services        |                                 |                            | -820                                 |                                   | -820                |
| <b>Total Joiners Arms</b>   |                                 |                            |                                      |                                   | <b>-860</b>         |
| <b>HOMEG: Homelessness General</b>  |                                 |                            |                                      |                                   |                     |
| <b>Support Services:</b><br>A reassessment of time allocations mainly in Chief Executive's and Financial Services                     |                                 |                            | -400                                 |                                   | -400                |
| <b>Total Homelessness General</b>   |                                 |                            |                                      |                                   | <b>-400</b>         |
| <b>HOMES: Homelessness Strategy</b>   |                                 |                            |                                      |                                   |                     |
| <b>Support Services:</b><br>A reassessment of time allocations mainly in Chief Executive's, Financial Services and Legal Services     |                                 |                            | -750                                 |                                   | -750                |
| <b>Total Homelessness Strategy</b>  |                                 |                            |                                      |                                   | <b>-750</b>         |
| <b>IMPGR: Improvement Grants</b>  |                                 |                            |                                      |                                   |                     |
| <b>Support Services:</b><br>A reassessment of time allocations mainly in Chief Executive's, Community Services and Financial Services |                                 |                            | -3,520                               |                                   | -3,520              |
| <b>Total Improvement Grants</b>   |                                 |                            |                                      |                                   | <b>-3,520</b>       |

**Health and Housing Committee – Main Movements between Original and Revised Estimates 2013/14**

|  | Movement in<br>Expenditure<br>£ | Movement in<br>Income<br>£ | Movement in Support<br>Services<br>£ | Movement in<br>Capital Costs<br>£ | Total Movement<br>£ |
|--|---------------------------------|----------------------------|--------------------------------------|-----------------------------------|---------------------|
| <b><i>HOME: Home Energy Conservation</i></b>   |                                 |                            |                                      |                                   |                     |
| <b>Support Services:</b><br>A reassessment of time allocations mainly in Community Services and Chief Executives   |                                 |                            | -680                                 |                                   | -680                |
| <b>Total Home Energy Conservation</b>  |                                 |                            |                                      |                                   | <b>-680</b>         |
| <b><i>GRAGE: Non Dwelling Rents</i></b>  |                                 |                            |                                      |                                   |                     |
| <b>Supplies and Services: Compensation</b><br>Compensation payable to Ribble Valley Homes to extinguish Ribble Valley Homes' interest in the garage site at Riddings Lane, Whalley. This expenditure is to be funded from the VAT Shelter Earmarked Reserve. | 20,000                          |                            |                                      |                                   | 20,000              |
| <b>Support Services</b><br>A reassessment of time allocations in Financial Services and Legal Services   |                                 |                            | 250                                  |                                   | 250                 |
| <b>Total Non-Dwelling Rents</b>  |                                 |                            |                                      |                                   | <b>20,250</b>       |
| <b><i>HSTRA: Housing Strategy</i></b>  |                                 |                            |                                      |                                   |                     |
| <b>Other Contract Payments</b><br>The service level agreement charge from Ribble Valley Homes for the housing waiting list is higher than expected   | 200                             |                            |                                      |                                   | 200                 |
| <b>Support Services</b><br>A reassessment of time allocations mainly in Chief Executives, Community services and Financial Services due to departmental activities   |                                 |                            | -1,180                               |                                   | -1,180              |
| <b>Total Housing Strategy</b>  |                                 |                            |                                      |                                   | <b>-980</b>         |
| <b><i>WARMH: Warm Homes</i></b>  |                                 |                            |                                      |                                   |                     |
| <b>Employees</b><br>A temporary employee was employed to oversee the 'Big Switch' scheme   | 4,260                           |                            |                                      |                                   | 4,260               |
| <b>Purchase of Equipment and Materials</b><br>Expenditure has been incurred in relation to the purchase of warm home packs   | 3,690                           |                            |                                      |                                   | 3,690               |

**Health and Housing Committee – Main Movements between Original and Revised Estimates 2013/14**

|  | Movement in<br>Expenditure<br>£ | Movement in<br>Income<br>£ | Movement in Support<br>Services<br>£ | Movement in<br>Capital Costs<br>£ | Total Movement<br>£ |
|--|---------------------------------|----------------------------|--------------------------------------|-----------------------------------|---------------------|
| <b>Promotional Activities</b><br>Expenditure has been incurred in promoting the 'Warm Homes' scheme  | 1,350                           |                            |                                      |                                   | 1,350               |
| <b>Transfer Payments: Grants</b><br>Boiler grants have been issued to qualifying applicants  | 20,630                          |                            |                                      |                                   | 20,630              |
| <b>Total Warm Homes</b>  |                                 |                            |                                      |                                   | <b>29,930</b>       |
| <b>AWARM: Affordable Warmth</b>  |                                 |                            |                                      |                                   |                     |
| <b>Oncosted Wages</b><br>Works Administration employees will deliver the 'snow angels' packs and undertake path clearances as required   | 2,000                           |                            |                                      |                                   | 2,000               |
| <b>Purchase of Equipment and Materials</b><br>Expenditure will be incurred through the purchase of 'snow angel' packs and the purchase of fleece blankets and oil filled radiators | 7,500                           |                            |                                      |                                   | 7,500               |
| <b>Promotional Activities</b><br>An energy efficiency awareness day is to be held  | 1,000                           |                            |                                      |                                   | 1,000               |
| <b>Grants to Other Bodies</b><br>Grants to other bodies are to be awarded in respect of luncheon clubs and falls prevention  | 5,500                           |                            |                                      |                                   | 5,500               |
| <b>Grants to Individuals</b><br>Financial assistance through boiler grants and fuel top up cards are to be issued to qualifying applicants   | 20,000                          |                            |                                      |                                   | 20,000              |
| <b>Government Grants</b><br>An Affordable Warmth grant has been received from Lancashire County Council to fund expenditure on the 'Affordable Warmth' scheme                      |                                 | -36,000                    |                                      |                                   | -36,000             |
| <b>Total Affordable Warmth</b>   |                                 |                            |                                      |                                   | <b>0</b>            |
| <b>TOTALS</b>  | <b>242,850</b>                  | <b>-263,700</b>            | <b>-47,010</b>                       | <b>-20</b>                        | <b>-67,890</b>      |

**Health and Housing Committee – Main Movements between Original and Revised Estimates 2013/14**

|   | Movement in<br>Expenditure<br>£ | Movement in<br>Income<br>£ | Movement in Support<br>Services<br>£ | Movement in<br>Capital Costs<br>£ | Total Movement<br>£ |
|---|---------------------------------|----------------------------|--------------------------------------|-----------------------------------|---------------------|
| <b>Transfers to/from earmarked Reserves</b>               |                                 |                            |                                      |                                   |                     |
| DEFRA – Clean Air Grant                                   |                                 |                            |                                      |                                   | -480                |
| Warm Homes Reserve  |                                 |                            |                                      |                                   | -29,930             |
| VAT Shelter   |                                 |                            |                                      |                                   | -20,000             |
| <b>Net after transfers to and from earmarked Reserves</b> |                                 |                            |                                      |                                   | <b>-118,300</b>     |

## Health and Housing Committee – Subscriptions

| Cost Centre                          | Body  | Budgeted Subscription<br>£ | Benefits and Outcomes  | Since     |
|--------------------------------------|---|----------------------------|--|-----------|
| <b>ENVGR</b><br>Environmental Grants | <b>EMAQ+</b><br>EMAQ+ provides professional development training and technical guidance to assist Environmental Protection Officers build the knowledge and understanding they need to implement the functions required of a local authority. | £700                       | The subscription provides essential training and competency for officers dealing with air quality. Included within the subscription is 3 seminar places and access to technical reference materials. It is viewed as best practice to subscribe, and essential to this authority due to the skill set of officers. | 2000/2001 |
| <b>ENVHT</b><br>Environmental Health | <b>Environmental Health Lancashire (EHL)</b><br>A network of Chief Environmental Health Officers from all Lancashire local authorities.   | £250                       | The subscription funds best practice for officers to meet their CPD requirements. The cost of external training is very expensive, however membership of this body allows economies of scale to be obtained leading to more cost effective training. Six training days are included within the membership fee.     | 2002/2003 |
| <b>ENVHT</b><br>Environmental Health | <b>EHC Net</b><br>Chartered Institute of Environmental Health (CIEH) Environmental Health Network   | £480                       | Membership is compulsory amongst all local authorities within the UK. It enables communication with other environmental health officer and allows members to obtain advice/communicate information.  | 1999/2000 |

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

DECISION

Agenda Item No 8

meeting date: 23 JANUARY 2014  
title: ORIGINAL REVENUE ESTIMATE 2014/15  
submitted by: DIRECTOR OF RESOURCES  
principal author: AMY JOHNSON

1 PURPOSE

1.1 To agree the draft revenue budget for 2014/15, for consideration at Special Policy and Finance Committee.

2 BACKGROUND

2.1 The three year forecast to Policy and Finance Committee in September showed that significant reductions to our budget of £526k and £1.126m would be necessary for 2014/15 and 2015/16 based on our indicative grant allocation following a consultation in the summer and after allowing for use of balances of £150k for each year.

2.2 Our provisional Settlement Funding Assessment, announced on the 18 December 2013, is £2,603,416 for 2014/15 and £2,204,012 for 2015/16. In comparison our current year's allocation is £2,961,659. These represent therefore a reduction of 12% and 26% correspondingly.

2.3 The Government announce movements in our 'Spending Power' which includes income from Council Tax Payers, New Homes Bonus and other grants when quoting our funding allocations. According to the Government we will face a reduction in our Spending Power of 2.3% in 2014/15 and 3.6% in 2015/16.

2.4 The Budget Working Group is meeting regularly to consider the council's budget for next year and have suggested **four options** to address the budget shortfall:

- Whether the Council Tax should be increased for 2014/15
- Examination in detail of our underspends and overspends to ensure our base budget is accurate
- Consider increasing the amount of New Homes Bonus we use to finance the revenue budget
- Examination of how much business rates growth we can realistically expect to rely upon.

2.5 The Budget Working Group will be continue to meet over the coming weeks and will ultimately make recommendations to Special Policy and Finance on 11 February 2014.

4 2014/15 DRAFT REVENUE BUDGET

4.1 As far as your budget is concerned, the estimates have been prepared on the current levels of service, and they allow for a prices increase of 2.75%. In preparing our estimates we have made a provision for a pay award of 1%. However, any pay award for local government will be agreed nationally.

4.2 Detailed in the following section of the report are the individual budget areas under this committee. Shown are the movements from the 2013/14 Original Estimate, to the proposed Original Estimate for 2014/15. Comments are also provided on the main variances.

5 COMMITTEE SERVICE ESTIMATES

5.1 LOCALISED COUNCIL TAX SUPPORT ADMINISTRATION

| Service Description   |                           |                    |                                |                                     |                  |          | CTBEN                     |
|---|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|----------|---------------------------|
| <p><i>District councils have a statutory duty to administer claims for Local Council Tax Support. This involves producing forms for the public to complete and then processing them on a bespoke computer system once evidence of all income and savings have been verified. We are also required to investigate suspected fraudulent claims.</i></p>   |                           |                    |                                |                                     |                  |          |                           |
| Link to Ambitions   |                           |                    |                                |                                     |                  |          |                           |
| To be a well managed council providing efficient services based on identified customer needs  |                           |                    |                                |                                     |                  |          |                           |
| Budget Analysis   | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital  | Original Estimate 2014/15 |
|   | £                         | £                  | £                              | £                                   | £                | £        | £                         |
| Supplies & Services   | 27,900                    |                    |                                | 28,650                              |                  |          | 56,550                    |
| Support Services  | 131,370                   |                    |                                |                                     | 860              |          | 132,230                   |
| <b>Total Expenditure</b>  | <b>159,270</b>            | <b>0</b>           | <b>0</b>                       | <b>28,650</b>                       | <b>860</b>       | <b>0</b> | <b>188,780</b>            |
| Government Grants   | -134,650                  |                    |                                | -15,840                             |                  |          | -150,490                  |
| <b>Total Income</b>   | <b>-134,650</b>           | <b>0</b>           | <b>0</b>                       | <b>-15,840</b>                      | <b>0</b>         | <b>0</b> | <b>-150,490</b>           |
| <b>NET</b>  | <b>24,620</b>             | <b>0</b>           | <b>0</b>                       | <b>12,810</b>                       | <b>860</b>       | <b>0</b> | <b>38,290</b>             |
| Comments  |                           |                    |                                |                                     |                  |          |                           |
| <p>The system of Local Council Tax Support was introduced in 2013/14. The support appears as a discount against an individual's council tax, and does not now impact on this cost centre, but on the Collection Fund, where all Council Tax and Non Domestic Rates transactions are accounted for.</p> <p>Transactions now appearing on this cost centre relate to government grants received to fund the administration costs of Local Council Tax Support plus 'New Burdens' grant funding to help finance any additional costs incurred relating to the introduction of Local Council Tax Support eg software upgrades.</p> <p>Within government grants, we have been notified that our administration grant received will be reduced by £12,810 for 2014/15, however this is offset by additional New Burdens funding (£28,650) to assist with the costs of delivering the Local Council Tax Support scheme.</p> <p>There has also been an increase in support service costs due to a review of time allocations.</p> |                           |                    |                                |                                     |                  |          |                           |



## 5.2 HOUSING BENEFITS ADMINISTRATION

| Service Description   |                           |                    |                                |                                     |                  |          | HGBEN                     |
|---|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|----------|---------------------------|
| <p><i>District councils have a statutory duty to administer claims for housing benefit. This involves producing forms for the public to complete and then processing them on a bespoke computer system once evidence of all rental income and savings have been verified. We are also required to investigate suspected fraudulent claims.</i></p>  |                           |                    |                                |                                     |                  |          |                           |
| Link to Ambitions   |                           |                    |                                |                                     |                  |          |                           |
| To be a well managed council providing efficient services based on identified customer needs  |                           |                    |                                |                                     |                  |          |                           |
| Budget Analysis   | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital  | Original Estimate 2014/15 |
|   | £                         | £                  | £                              | £                                   | £                | £        | £                         |
| Employee Related  | 2,630                     | 70                 |                                |                                     |                  |          | 2,700                     |
| Supplies and Services   | 37,570                    | 1,020              |                                |                                     |                  |          | 38,590                    |
| Transfer Payments   | 7,248,630                 |                    | 14,140                         |                                     |                  |          | 7,262,770                 |
| Support Services  | 224,900                   |                    |                                |                                     | 920              |          | 225,820                   |
| <b>Total Expenditure</b>  | <b>7,513,730</b>          | <b>1,090</b>       | <b>14,140</b>                  | <b>0</b>                            | <b>920</b>       | <b>0</b> | <b>7,529,880</b>          |
| Government Grants   | -7,390,180                |                    | -14,210                        | 12,810                              |                  |          | -7,391,580                |
| Total Income  | -7,390,180                | 0                  | -14,210                        | 12,810                              | 0                | 0        | -7,391,580                |
| <b>NET</b>  | <b>123,550</b>            | <b>1,090</b>       | <b>-70</b>                     | <b>12,810</b>                       | <b>920</b>       | <b>0</b> | <b>138,300</b>            |
| Comments  |                           |                    |                                |                                     |                  |          |                           |
| <p>Shown under Transfer Payments is a small growth in benefit payments in line with the DWP's economic growth forecast of 0.2% (£14,140). Additional subsidy (£14,210) from the government will be received to cover this anticipated increase.</p> <p>We have been notified that there will be a reduction in the amount of administration grant for 2014/15 of (£12,810). The total administration grant we will receive is £187k and this is shared equally between this cost centre (HGBEN) and council tax support administration (CTBEN).</p> |                           |                    |                                |                                     |                  |          |                           |

## 5.3 COMMON LAND

| Service Description   |                           |                    |                                |                                     |                  |          | COMNL                     |
|---|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|----------|---------------------------|
| <p><i>The Council has a responsibility for the management of the common land at Salesbury and Capster Green, and an overseeing role regarding common land in general.</i></p> |                           |                    |                                |                                     |                  |          |                           |
| Link to Ambitions   |                           |                    |                                |                                     |                  |          |                           |
| To protect and enhance the existing environmental quality of our area   |                           |                    |                                |                                     |                  |          |                           |
| Budget Analysis   | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital  | Original Estimate 2014/15 |
|   | £                         | £                  | £                              | £                                   | £                | £        | £                         |
| Premises Related  | 510                       | 10                 |                                |                                     |                  |          | 520                       |
| Supplies and Services   | 100                       | 10                 |                                |                                     |                  |          | 110                       |
| Support Services  | 5,670                     |                    |                                |                                     | -2,700           |          | 2,970                     |
| <b>Total Expenditure</b>  | <b>6,280</b>              | <b>20</b>          | <b>0</b>                       | <b>0</b>                            | <b>-2,700</b>    | <b>0</b> | <b>3,600</b>              |
| <b>NET</b>  | <b>6,280</b>              | <b>20</b>          | <b>0</b>                       | <b>0</b>                            | <b>-2,700</b>    | <b>0</b> | <b>3,600</b>              |
| Comments  |                           |                    |                                |                                     |                  |          |                           |
| <p>Following a review of time allocations in Community Services and Legal Services there has been a reduction in support service costs on this cost centre</p>                |                           |                    |                                |                                     |                  |          |                           |

## 5.4 CLITHEROE CEMETERY

| Service Description   |                           |                    |                                |                                     |                  |              | CLCEM                     |
|---|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|--------------|---------------------------|
| <p>The Council provides a municipal cemetery service at Clitheroe Cemetery, primarily for the residents of Ribbles Valley. This includes traditional burials and interment of ashes, woodland burial and also a remembrance arboretum.</p> <p>The Council is also responsible for several closed churchyards that have been entrusted to the Council within 12 months of their closure. These are St Bartholomew's at Chipping, St Mary Magdalene's and St James' at Clitheroe and a portion of St Mary's at Gisburn. This includes the grounds maintenance, upkeep of walls, fences, paths and the safety of headstones.</p>   |                           |                    |                                |                                     |                  |              |                           |
| Link to Ambitions   |                           |                    |                                |                                     |                  |              |                           |
| To protect and enhance the existing environmental quality of our area   |                           |                    |                                |                                     |                  |              |                           |
| Budget Analysis   | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital      | Original Estimate 2014/15 |
|   | £                         | £                  | £                              | £                                   | £                | £            | £                         |
| Premises Related  | 58,460                    | 280                | 110                            | 430                                 | -7,720           |              | 51,560                    |
| Supplies and Services   | 5,820                     | 160                |                                |                                     |                  |              | 5,980                     |
| Support Services  | 26,020                    |                    |                                |                                     | 2,800            |              | 28,820                    |
| Depreciation and Impairment   | 3,050                     |                    |                                |                                     |                  | 3,030        | 6,080                     |
| <b>Total Expenditure</b>  | <b>93,350</b>             | <b>440</b>         | <b>110</b>                     | <b>430</b>                          | <b>-4,920</b>    | <b>3,030</b> | <b>92,440</b>             |
| Customer and Client Receipts  | -47,060                   | -1,290             |                                | 110                                 |                  |              | -48,240                   |
| <b>Total Income</b>   | <b>-47,060</b>            | <b>-1,290</b>      | <b>0</b>                       | <b>110</b>                          | <b>0</b>         | <b>0</b>     | <b>-48,240</b>            |
| <b>NET</b>  | <b>46,290</b>             | <b>-850</b>        | <b>110</b>                     | <b>540</b>                          | <b>-4,920</b>    | <b>3,030</b> | <b>44,200</b>             |
| Comments  |                           |                    |                                |                                     |                  |              |                           |
| <p>There has been an unavoidable increase to premises costs due to higher National Non Domestic Rates being charged following the extension of the cemetery (£430).</p> <p>A review of the maintenance schedule of the grounds at the cemetery has led to a reduction in the grounds maintenance time allocation costs (£7,720). This has been offset slightly by an increase in general support service costs (£2,800), mainly from Financial Services and Organisation and Member Development Services following a review of time allocations.</p> <p>Depreciation charges have increased due to the capital expenditure incurred during the extension of the cemetery.</p> <p>The inflationary increase in customer and client receipts (£1,290) has been offset slightly by a decrease in land rental income due (£110) as a result of the area of the land available to rent out for grazing rights being reduced following the extension of the cemetery.</p> |                           |                    |                                |                                     |                  |              |                           |

## 5.5 GRANTS AND SUBSCRIPTIONS – HEALTH AND HOUSING COMMITTEE

| Service Description  |                           |                    |                                |                                     |                  |         | ENVGR                     |
|--|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|---------|---------------------------|
| <p>The Council pays a subscription to maintain membership of EMAQ+ who provide technical data and training on air quality management issues. The small budget shown here is for this subscription.</p> |                           |                    |                                |                                     |                  |         |                           |
| Link to Ambitions  |                           |                    |                                |                                     |                  |         |                           |
| To help make people's lives safer & healthier  |                           |                    |                                |                                     |                  |         |                           |
| Budget Analysis  | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital | Original Estimate 2014/15 |
|  | £                         | £                  | £                              | £                                   | £                | £       | £                         |
| Supplies & Services  | 0                         | 20                 |                                | 610                                 |                  |         | 630                       |
| Transfer Payments  | 610                       |                    |                                | -610                                |                  |         |                           |
| Support Services   | 4,110                     |                    |                                |                                     | -2,160           |         | 1,950                     |
| Total Expenditure  | 4,720                     | 20                 |                                | 0                                   | -2,160           |         | 2,580                     |
| NET  | 4,720                     | 20                 | 0                              | 0                                   | -2,160           | 0       | 2,580                     |
| Comments   |                           |                    |                                |                                     |                  |         |                           |
| <p>There has been a decrease in support service costs, mainly in Financial Services following a reassessment of time allocations.</p>  |                           |                    |                                |                                     |                  |         |                           |

## 5.6 CLEAN AIR

| Service Description   |                           |                    |                                |                                     |                  |         | CLAIR                     |
|---|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|---------|---------------------------|
| <p>The Council is required to undertake periodic screening and assessments of local air quality. To meet the requirements, the Council undertakes local air quality monitoring. The last assessment identified the need to undertake further localised monitoring of NOx on Whalley Road, Clitheroe associated with traffic congestion.</p> |                           |                    |                                |                                     |                  |         |                           |
| Link to Ambitions   |                           |                    |                                |                                     |                  |         |                           |
| To help make people's lives safer & healthier   |                           |                    |                                |                                     |                  |         |                           |
| Budget Analysis   | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital | Original Estimate 2014/15 |
|   | £                         | £                  | £                              | £                                   | £                | £       | £                         |
| Supplies & Services   | 1,590                     | 40                 |                                |                                     |                  |         | 1,630                     |
| Support Services  | 10                        |                    |                                |                                     | 1,110            |         | 1,120                     |
| Total Expenditure   | 1,600                     | 40                 |                                |                                     | 1,110            |         | 2,750                     |
| NET   | 1,600                     | 40                 | 0                              | 0                                   | 1,110            | 0       | 2,750                     |
| Comments  |                           |                    |                                |                                     |                  |         |                           |
| <p>There has been an increase in support service costs, mainly in Chief Executives following a reassessment of time allocations.</p>  |                           |                    |                                |                                     |                  |         |                           |

## 5.7 DOG WARDEN AND PEST CONTROL

| Link to Ambitions   |                           |                    |                                |                                     |                  |              |                           |
|---|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|--------------|---------------------------|
| To help make people's lives safer & healthier   |                           |                    |                                |                                     |                  |              |                           |
| Budget Analysis   | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital      | Original Estimate 2014/15 |
|   | £                         | £                  | £                              | £                                   | £                | £            | £                         |
| Premises Related  | 19,810                    |                    |                                |                                     | -1,540           |              | 18,270                    |
| Transport Related   | 4,310                     | 120                |                                |                                     |                  |              | 4,430                     |
| Supplies and Services   | 4,030                     | 110                |                                |                                     |                  |              | 4,140                     |
| Third Party Payments  | 5,460                     | 150                |                                |                                     |                  |              | 5,610                     |
| Support Services  | 72,250                    |                    |                                |                                     | 5,710            |              | 77,960                    |
| Depreciation and Impairment   | 0                         |                    |                                |                                     |                  | 2,270        | 2,270                     |
| <b>Total Expenditure</b>  | <b>105,860</b>            | <b>380</b>         | <b>0</b>                       | <b>0</b>                            | <b>4,170</b>     | <b>2,270</b> | <b>112,680</b>            |
| Customer and Client Receipts  | -18,060                   | -500               |                                | -1,010                              |                  |              | -19,570                   |
| <b>Total Income</b>   | <b>-18,060</b>            | <b>-500</b>        | <b>0</b>                       | <b>-1,010</b>                       | <b>0</b>         | <b>0</b>     | <b>-19,570</b>            |
| <b>NET</b>  | <b>87,800</b>             | <b>-120</b>        | <b>0</b>                       | <b>-1,010</b>                       | <b>4,170</b>     | <b>2,270</b> | <b>93,110</b>             |
| Comments  |                           |                    |                                |                                     |                  |              |                           |
| <p>The net increase in support services cost of £4,170 is due to a reassessment of general support service time allocations (£5,710), mainly in Legal Services which has been offset slightly by a reduction in the recharge from Grounds Maintenance (£1,540). The grounds maintenance recharge has reduced following a review of the dog bin emptying schedule - with the dog wardens now emptying some bins that were previously the responsibility of the grounds maintenance team.</p> <p>Depreciation costs have increased due to the purchase of a new pest control vehicle.</p> <p>There has been an increase in customer and client receipts (£1,010) due to a new service being introduced to empty dog waste bins for Parish Councils.</p> |                           |                    |                                |                                     |                  |              |                           |

## 5.8 ENVIRONMENTAL HEALTH

| Service Description  |                           |                    |                                |                                     |                  |         | ENVHT                     |
|--|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|---------|---------------------------|
| <p><i>These functions are principally regulatory and consist mainly of staff time spent on food control, health and safety work, nuisance complaint investigation, private water supply regulation, infectious diseases, Local Authority Pollution Prevention Control, air quality pollution problems, associated registration of premises and animal welfare licensing.</i></p> |                           |                    |                                |                                     |                  |         |                           |
| Link to Ambitions  |                           |                    |                                |                                     |                  |         |                           |
| To help make people's lives safer & healthier  |                           |                    |                                |                                     |                  |         |                           |
| Budget Analysis  | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital | Original Estimate 2014/15 |
|  | £                         | £                  | £                              | £                                   | £                | £       | £                         |
| Supplies and Services  | 11,490                    | 320                |                                |                                     |                  |         | 11,810                    |
| Support Services   | 308,410                   |                    |                                |                                     | -10,470          |         | 297,940                   |
| Total Expenditure  | 319,900                   | 320                | 0                              | 0                                   | -10,470          | 0       | 309,750                   |
| Customer and Client Receipts   | -15,070                   | -420               |                                | -1,600                              |                  |         | -17,090                   |
| Total Income   | -15,070                   | -420               | 0                              | -1,600                              | 0                | 0       | -17,090                   |
| NET  | 304,830                   | -100               | 0                              | -1,600                              | -10,470          | 0       | 292,660                   |
| Comments   |                           |                    |                                |                                     |                  |         |                           |
| <p>There has been a reduction in support service costs following a reassessment of time allocations, mainly in Legal Services and Chief Executives. Additionally extra income of £1,600 is anticipated following the identification of additional establishments requiring an Environmental Protection Permit.</p>   |                           |                    |                                |                                     |                  |         |                           |

## 5.9 CONTAMINATED LAND

| Service Description  |                           |                    |                                |                                     |                  |         | CLAND                     |
|--|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|---------|---------------------------|
| <p><i>The authority has a statutory duty under Part IIA of the Environmental Protection Act 1990 to produce a contaminated land strategy, setting out how it intends to identify and subsequently see remedied any land in its area that is considered to be contaminated.</i></p> |                           |                    |                                |                                     |                  |         |                           |
| Link to Ambitions  |                           |                    |                                |                                     |                  |         |                           |
| To help make people's lives safer & healthier  |                           |                    |                                |                                     |                  |         |                           |
| Budget Analysis  | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital | Original Estimate 2014/15 |
|  | £                         | £                  | £                              | £                                   | £                | £       | £                         |
| Supplies and Services  | 310                       | 10                 |                                |                                     |                  |         | 320                       |
| Support Services   | 12,080                    |                    |                                |                                     | -2,140           |         | 9,940                     |
| Total Expenditure  | 12,390                    | 10                 | 0                              | 0                                   | -2,140           | 0       | 10,260                    |
| Customer and Client Receipts   | -50                       |                    |                                |                                     |                  |         | -50                       |
| Total Income   | -50                       | 0                  | 0                              | 0                                   | 0                | 0       | -50                       |
| NET  | 12,340                    | 10                 | 0                              | 0                                   | -2,140           | 0       | 10,210                    |
| Comments   |                           |                    |                                |                                     |                  |         |                           |
| <p>There has been a reduction in support service costs from Community Services following a reassessment of time allocations.</p>   |                           |                    |                                |                                     |                  |         |                           |

## 5.10 HOUSING ASSOCIATIONS

| Service Description  |                           |                    |                                |                                     |                  |         | HSASS                     |
|--|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|---------|---------------------------|
| <p><i>Enabling the delivery of affordable housing, working in partnership with Housing Associations to identify potential sites and support bids to assist delivery. Maintaining up to date housing needs surveys to ensure the correct tenure and type of housing is developed to meet housing need with appropriate Section 106 agreements to ensure they remain affordable.</i></p> |                           |                    |                                |                                     |                  |         |                           |
| Link to Ambitions  |                           |                    |                                |                                     |                  |         |                           |
| <p>To match the supply of homes in our area with the identified housing needs.</p>   |                           |                    |                                |                                     |                  |         |                           |
| Budget Analysis  | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital | Original Estimate 2014/15 |
|  | £                         | £                  | £                              | £                                   | £                | £       | £                         |
| Support Services   | 13,780                    |                    |                                |                                     | -230             |         | 13,550                    |
| Total Expenditure  | 13,780                    | 0                  | 0                              | 0                                   | -230             | 0       | 13,550                    |
| NET  | 13,780                    | 0                  | 0                              | 0                                   | -230             | 0       | 13,550                    |
| Comments   |                           |                    |                                |                                     |                  |         |                           |
| <p>This service is expected to continue at a similar level to the previous year.</p>   |                           |                    |                                |                                     |                  |         |                           |

## 5.11 HOUSING ADVANCES

| Service Description  |                           |                    |                                |                                     |                  |         | HSADV                     |
|--|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|---------|---------------------------|
| <p><i>Following the redemption of previous mortgages the Council's mortgage portfolio now only consists of one outstanding mortgage. Here are shown the software maintenance costs and support service costs associated with the administration of the Housing Advances.</i></p> |                           |                    |                                |                                     |                  |         |                           |
| Link to Ambitions  |                           |                    |                                |                                     |                  |         |                           |
| <p>To match the supply of homes in our area with the identified housing needs.</p>   |                           |                    |                                |                                     |                  |         |                           |
| Budget Analysis  | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital | Original Estimate 2014/15 |
|  | £                         | £                  | £                              | £                                   | £                | £       | £                         |
| Supplies and Services  | 210                       | 10                 |                                |                                     |                  |         | 220                       |
| Support Services   | 960                       |                    |                                |                                     | -560             |         | 400                       |
| Total Expenditure  | 1,170                     | 10                 | 0                              | 0                                   | -560             | 0       | 620                       |
| Customer and Client Receipts   | -110                      |                    |                                | 40                                  |                  |         | -70                       |
| Total Income   | -110                      | 0                  | 0                              | 40                                  | 0                | 0       | -70                       |
| NET  | 1,060                     | 10                 | 0                              | 40                                  | -560             | 0       | 550                       |
| Comments   |                           |                    |                                |                                     |                  |         |                           |
| <p>There has been a reduction in support service costs from Financial Services following a reassessment of time allocations.</p>   |                           |                    |                                |                                     |                  |         |                           |

## 5.12 SUPPORTING PEOPLE

| Service Description   |                           |                    |                                |                                     |                  |         | SUPPE                     |
|---|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|---------|---------------------------|
| <p><i>Supporting People is the funding stream which funds the support element of any supporting housing scheme. The service looks to ensure existing schemes continue to receive appropriate financial support and seeks to identify new areas of need and submit appropriate bids for new allocations.</i></p> |                           |                    |                                |                                     |                  |         |                           |
| Link to Ambitions   |                           |                    |                                |                                     |                  |         |                           |
| <p>To match the supply of homes in our area with the identified housing needs.</p>  |                           |                    |                                |                                     |                  |         |                           |
| Budget Analysis   | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital | Original Estimate 2014/15 |
|   | £                         | £                  | £                              | £                                   | £                | £       | £                         |
| Employee Related  | 50                        |                    |                                |                                     |                  |         | 50                        |
| Third Party Payments  | 0                         |                    |                                |                                     |                  |         | 0                         |
| Support Services  | 2,320                     |                    |                                |                                     | 18,390           |         | 20,710                    |
| Total Expenditure   | 2,370                     | 0                  | 0                              | 0                                   | 18,390           | 0       | 20,760                    |
| Other Grants and Contributions  | 0                         |                    |                                |                                     |                  |         | 0                         |
| Total Income  | 0                         | 0                  | 0                              | 0                                   | 0                | 0       | 0                         |
| NET   | 2,370                     | 0                  | 0                              | 0                                   | 18,390           | 0       | 20,760                    |
| Comments  |                           |                    |                                |                                     |                  |         |                           |
| <p>Support service costs have significantly increased following a review of time allocations within Chief Executive's. This is due to work on the Core Strategy coming to an end resulting in staff time now being allocated across other services.</p>   |                           |                    |                                |                                     |                  |         |                           |

### 5.13 CLITHEROE MARKET

| Service Description   |                           |                    |                                |                                     |                  |          | CLMKT                     |
|---|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|----------|---------------------------|
| <p>The market site was redeveloped in 1995 to provide a modern facility with adjacent car parking. General retail markets are held on three days per week (Tuesday, Thursday and Saturday) with a collectors market held on Friday. Cabins are rented to market traders under contract arrangements.</p>  |                           |                    |                                |                                     |                  |          |                           |
| Link to Ambitions   |                           |                    |                                |                                     |                  |          |                           |
| <p>To protect and enhance the existing environmental quality of our area</p>  |                           |                    |                                |                                     |                  |          |                           |
| Budget Analysis   | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital  | Original Estimate 2014/15 |
|   | £                         | £                  | £                              | £                                   | £                | £        | £                         |
| Employee Related  | 2,400                     | 40                 |                                |                                     |                  |          | 2,440                     |
| Premises Related  | 37,460                    | 770                | 530                            |                                     |                  |          | 38,760                    |
| Supplies and Services   | 3,020                     | 80                 |                                |                                     |                  |          | 3,100                     |
| Support Services  | 33,560                    |                    |                                |                                     | 2,730            |          | 36,290                    |
| Depreciation and Impairment   | 3,090                     |                    |                                |                                     |                  |          | 3,090                     |
| <b>Total Expenditure</b>  | <b>79,530</b>             | <b>890</b>         | <b>530</b>                     | <b>0</b>                            | <b>2,730</b>     | <b>0</b> | <b>83,680</b>             |
| Customer and Client Receipts  | -120,020                  | -3,300             | -1,100                         |                                     |                  |          | -124,420                  |
| Miscellaneous Recharges   | -7,230                    |                    |                                | -440                                |                  |          | -7,670                    |
| <b>Total Income</b>   | <b>-127,250</b>           | <b>-3,300</b>      | <b>-1,100</b>                  | <b>-440</b>                         | <b>0</b>         | <b>0</b> | <b>-132,090</b>           |
| <b>NET</b>  | <b>-47,720</b>            | <b>-2,410</b>      | <b>-570</b>                    | <b>-440</b>                         | <b>2,730</b>     | <b>0</b> | <b>-48,410</b>            |
| Comments  |                           |                    |                                |                                     |                  |          |                           |
| <p>Premises related expenditure has increased above the rate of inflation due to an anticipated increase in annual electricity charges of 9%.</p> <p>The increase in support service costs are mainly as a result of an increased allocation of time from the Chief Executives Department (£4,430) which have been offset slightly by a decrease in allocation from Community Services (£320) and Financial Services (£1,390).</p> <p>Income has increased due to the three yearly rent review of the market café being carried out. Additionally the charge for cabin rental has increased following a two year price freeze commencing 01/04/12 which was introduced to compensate for traders now being liable for NNDR charges.</p> <p>Additional recharge income for the use of the market office by the CCTV operatives is allowed for, based upon an increase in identified rechargeable expenditure for the year.</p> |                           |                    |                                |                                     |                  |          |                           |



## 5.14 JOINERS ARMS HOMELESSNESS UNIT

| Service Description   |                           |                    |                                |                                     |                  |         | JARMS                     |
|---|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|---------|---------------------------|
| <p><i>The Joiners Arms provides seven units of temporary accommodation; five of which are family units. The service oversees the allocation of the units and the ongoing engagement to ensure households do not remain in temporary accommodation for longer than the target length of stay of 7 weeks.</i></p> |                           |                    |                                |                                     |                  |         |                           |
| Link to Ambitions   |                           |                    |                                |                                     |                  |         |                           |
| To match the supply of homes in our area with the identified housing needs.   |                           |                    |                                |                                     |                  |         |                           |
| Budget Analysis   | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital | Original Estimate 2014/15 |
|   | £                         | £                  | £                              | £                                   | £                | £       | £                         |
| Premises Related  | 2,150                     | 40                 | 20                             |                                     |                  |         | 2,210                     |
| Supplies and Services   | 300                       |                    |                                |                                     |                  |         | 300                       |
| Third Party Payments  | 8,450                     | 230                |                                |                                     |                  |         | 8,680                     |
| Support Services  | 3,010                     |                    |                                |                                     | -870             |         | 2,140                     |
| Depreciation and Impairment   | 3,750                     |                    |                                |                                     |                  |         | 3,750                     |
| Total Expenditure   | 17,660                    | 270                | 20                             | 0                                   | -870             | 0       | 17,080                    |
| Customer and Client Receipts  | -100                      |                    |                                |                                     |                  |         | -100                      |
| Total Income  | -100                      | 0                  | 0                              | 0                                   | 0                | 0       | -100                      |
| NET   | 17,560                    | 270                | 20                             | 0                                   | -870             | 0       | 16,980                    |
| Comments  |                           |                    |                                |                                     |                  |         |                           |
| There has been a slight reduction in support service costs, mainly due to a reassessment of time allocations within Financial Services.   |                           |                    |                                |                                     |                  |         |                           |

## 5.15 HOMELESSNESS GENERAL

| Service Description   |                           |                    |                                |                                     |                  |         | HOMEG                     |
|---|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|---------|---------------------------|
| <p><i>The Housing Needs Service provides advice and assistance to households that are facing homelessness. The advice is offered on an appointment basis available 9 until 5 Monday to Friday. It is often appropriate for home visits to be made to undertake the initial interview.</i></p> |                           |                    |                                |                                     |                  |         |                           |
| Link to Ambitions   |                           |                    |                                |                                     |                  |         |                           |
| To match the supply of homes in our area with the identified housing needs.   |                           |                    |                                |                                     |                  |         |                           |
| Budget Analysis   | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital | Original Estimate 2014/15 |
|   | £                         | £                  | £                              | £                                   | £                | £       | £                         |
| Supplies and Services   | 460                       | 10                 |                                |                                     |                  |         | 470                       |
| Support Services  | 48,860                    |                    |                                |                                     | 2,570            |         | 51,430                    |
| Total Expenditure   | 49,320                    | 10                 | 0                              | 0                                   | 2,570            | 0       | 51,900                    |
| NET   | 49,320                    | 10                 | 0                              | 0                                   | 2,570            | 0       | 51,900                    |
| Comments  |                           |                    |                                |                                     |                  |         |                           |
| There has been a reallocation of time from Chief Executive's Department (£2,020) caused by the increasing homelessness needs during the recession as well as an increase in charge from Financial Services (£550), which has led to an increase in this service cost.                         |                           |                    |                                |                                     |                  |         |                           |

## 5.16 HOMELESSNESS STRATEGY

| Service Description  |                           |                    |                                |                                     |                  |         | HOMES                     |
|--|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|---------|---------------------------|
| <p>The service provides the homeless prevention work, which includes provision of the tenancy protection scheme, referrals to floating support and mediation. Also included is the strategic work of the section in the development of the Homelessness Strategy, maintaining Homeless Forum and achievements towards the action plan.</p> |                           |                    |                                |                                     |                  |         |                           |
| Link to Ambitions  |                           |                    |                                |                                     |                  |         |                           |
| To match the supply of homes in our area with the identified housing needs.  |                           |                    |                                |                                     |                  |         |                           |
| Budget Analysis  | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital | Original Estimate 2014/15 |
|  | £                         | £                  | £                              | £                                   | £                | £       | £                         |
| Employee Costs   | 200                       | 10                 |                                |                                     |                  |         | 210                       |
| Supplies & Services  | 8320                      | 220                |                                |                                     |                  |         | 8540                      |
| Third Party Payments   | 6,140                     | 170                |                                |                                     |                  |         | 6310                      |
| Transfer Payments  | 5,120                     | 140                |                                |                                     |                  |         | 5260                      |
| Support Services   | 12,100                    |                    |                                |                                     | 2,620            |         | 14720                     |
| Total Expenditure  | 31,880                    | 540                | 0                              | 0                                   | 2,620            | 0       | 35,040                    |
| NET  | 31,880                    | 540                | 0                              | 0                                   | 2,620            | 0       | 35,040                    |
| Comments   |                           |                    |                                |                                     |                  |         |                           |
| <p>There has been an increase in support service costs following a reassessment of time allocations within Chief Executives (£2,300) and Financial Services (£1,140) which have been offset slightly by a reduction in charge from Legal Services (£820).</p>  |                           |                    |                                |                                     |                  |         |                           |

## 5.17 ADMINISTRATION OF IMPROVEMENT GRANTS

| Service Description  |                           |                    |                                |                                     |                  |         | IMPGR                     |
|--|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|---------|---------------------------|
| <p>The service administrates and oversees the delivery of the disabled facilities grant and landlord tenant grants. All of these products enable homeowners and tenants to live in homes that meet the Decent Homes Standard and allow them to remain in their own home despite a decrease in mobility. Delivery of disabled facilities grants requires the greatest input from the service.</p> |                           |                    |                                |                                     |                  |         |                           |
| Link to Ambitions  |                           |                    |                                |                                     |                  |         |                           |
| To match the supply of homes in our area with the identified housing needs.  |                           |                    |                                |                                     |                  |         |                           |
| Budget Analysis  | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital | Original Estimate 2014/15 |
|  | £                         | £                  | £                              | £                                   | £                | £       | £                         |
| Support Services   | 43,680                    |                    |                                |                                     | -180             |         | 43,500                    |
| Total Expenditure  | 43,680                    | 0                  | 0                              | 0                                   | -180             | 0       | 43,500                    |
| Customer and Client Receipts   | -8,000                    |                    |                                |                                     |                  |         | -8,000                    |
| Total Income   | -8,000                    | 0                  | 0                              | 0                                   | 0                | 0       | -8,000                    |
| NET  | 35,680                    | 0                  | 0                              | 0                                   | -180             | 0       | 35,500                    |
| Comments   |                           |                    |                                |                                     |                  |         |                           |
| <p>The service is anticipated to continue at a similar level to the previous year.</p>   |                           |                    |                                |                                     |                  |         |                           |

## 5.18 HOME ENERGY CONSERVATION

| Service Description   |                           |                    |                                |                                     |                  |         | HOMEE                     |
|---|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|---------|---------------------------|
| <p>The service provides energy efficiency advice to households as to how to improve the energy efficiency of their home and reduce CO2 emissions as well as aiming to raise the profile of renewable energy sources and their benefits, particularly in new build developments.</p> |                           |                    |                                |                                     |                  |         |                           |
| Link to Ambitions   |                           |                    |                                |                                     |                  |         |                           |
| <p>To make people's lives safer and healthier.</p>  |                           |                    |                                |                                     |                  |         |                           |
| Budget Analysis   | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital | Original Estimate 2014/15 |
|   | £                         | £                  | £                              | £                                   | £                | £       | £                         |
| Supplies and Services   | 710                       | 20                 |                                |                                     |                  |         | 730                       |
| Support Services  | 24,180                    |                    |                                |                                     | -560             |         | 23,620                    |
| Total Expenditure   | 24,890                    | 20                 | 0                              | 0                                   | -560             | 0       | 24,350                    |
| NET   | 24,890                    | 20                 | 0                              | 0                                   | -560             | 0       | 24,350                    |
| Comments  |                           |                    |                                |                                     |                  |         |                           |
| <p>Support service costs have decreased following a reassessment of time allocations within Chief Executives (£190) and Community Services (£370).</p>  |                           |                    |                                |                                     |                  |         |                           |

## 5.19 SHARED OWNERSHIP RENTS

| Service Description   |                           |                    |                                |                                     |                  |         | GRAGE                     |
|---|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|---------|---------------------------|
| <p>This budget represents income received from shared ownership property rents at Riverside, Clitheroe</p>  |                           |                    |                                |                                     |                  |         |                           |
| Link to Ambitions   |                           |                    |                                |                                     |                  |         |                           |
| <p>To be a well managed council providing efficient services based on identified customer needs</p>   |                           |                    |                                |                                     |                  |         |                           |
| Budget Analysis   | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital | Original Estimate 2014/15 |
|   | £                         | £                  | £                              | £                                   | £                | £       | £                         |
| Premises Related  | 1,980                     | 50                 |                                | -2,030                              |                  |         | 0                         |
| Support Services  | 9,430                     |                    |                                |                                     | -9,430           |         | 0                         |
| Total Expenditure   | 11,410                    | 50                 | 0                              | -2,030                              | -9,430           | 0       | 0                         |
| Customer and Client Receipts  | -18,200                   | -500               |                                | 15,200                              |                  |         | -3,500                    |
| Total Income  | -18,200                   | -500               | 0                              | 15,200                              | 0                | 0       | -3,500                    |
| NET   | -6,790                    | -450               | 0                              | 13,170                              | -9,430           | 0       | -3,500                    |
| Comments  |                           |                    |                                |                                     |                  |         |                           |
| <p>In accordance with CIPFA guidance, only income/expenditure relating to domestic dwellings can fall under the responsibility of this committee. Income/expenditure relating to garage sites is currently shown under this cost centre, however, to ensure compliance with the guidance, as from 2014/15 these transactions will be coded to ESTAT which falls under the responsibility of Policy and Finance Committee. Rental income from 3 shared ownership properties will continue to fall under the responsibility of this committee and be coded to this cost centre.</p> |                           |                    |                                |                                     |                  |         |                           |

## 5.20 HOUSING STRATEGY

| Service Description   |                           |                    |                                |                                     |                  |         | HSTRA                     |
|---|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|---------|---------------------------|
| <p><i>The Strategic Housing Service sets out its objectives in the 2011 – 2015 action plan. The key role is addressing the housing need in the borough through partnership working with Registered Providers and support providers. A housing forum is held twice a year to report on progress.</i></p> |                           |                    |                                |                                     |                  |         |                           |
| Link to Ambitions   |                           |                    |                                |                                     |                  |         |                           |
| <p>To match the supply of homes in our area with the identified housing needs.</p>  |                           |                    |                                |                                     |                  |         |                           |
| Budget Analysis   | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital | Original Estimate 2014/15 |
|   | £                         | £                  | £                              | £                                   | £                | £       | £                         |
| Third Party Payments  | 5,180                     | 140                |                                |                                     |                  |         | 5,320                     |
| Support Services  | 61,190                    |                    |                                |                                     | -5,840           |         | 55,350                    |
| Total Expenditure   | 66,370                    | 140                | 0                              | 0                                   | -5,840           | 0       | 60,670                    |
| NET   | 66,370                    | 140                | 0                              | 0                                   | -5,840           | 0       | 60,670                    |
| Comments  |                           |                    |                                |                                     |                  |         |                           |
| <p>The decrease in support service costs are mainly due to a decrease in the recharge from Chief Executives (£7,290) which has been slightly offset by an increase in recharge from Financial Services (£1,670). This is following a reassessment of time allocations.</p>                              |                           |                    |                                |                                     |                  |         |                           |

## 6 SUMMARIES

6.1 The draft budget is summarised in two ways. One over the cost of the service (objective) provided by the committee. The other is over the type of expenditure and income (subjective).

### a) *Cost of Services Provided (Objective)*

| Cost Centre | Service Name                        | BUDGET ANALYSIS           |                    |                                |                                     |                  |         |                           |
|-------------|-------------------------------------|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|---------|---------------------------|
|             |                                     | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital | Original Estimate 2014/15 |
| CTBEN       | Localised Council Tax Support Admin | 24,620                    |                    |                                | 12,810                              | 860              |         | 38,290                    |
| HGBEN       | Housing Benefits Admin              | 123,550                   | 1,090              | -70                            | 12,810                              | 920              |         | 138,300                   |
| COMNL       | Common Land                         | 6,280                     | 20                 |                                |                                     | -2,700           |         | 3,600                     |
| CLCEM       | Clitheroe Cemetery                  | 46,290                    | -850               | 110                            | 540                                 | -4,920           | 3,030   | 44,200                    |
| ENVGR       | Grants & Subscriptions              | 4,720                     | 20                 |                                |                                     | -2,160           |         | 2,580                     |
| CLAIR       | Clean Air                           | 1,600                     | 40                 |                                |                                     | 1,110            |         | 2,750                     |
| DOGWD       | Dog Warden & Pest Control           | 87,800                    | -120               |                                | -1,010                              | 4,170            | 2,270   | 93,110                    |
| ENVHT       | Environmental Health                | 304,830                   | -100               |                                | -1,600                              | -10,470          |         | 292,660                   |
| CLAND       | Contaminated Land                   | 12,340                    | 10                 |                                |                                     | -2,140           |         | 10,210                    |
| HSASS       | Housing Associations                | 13,780                    |                    |                                |                                     | -230             |         | 13,550                    |
| HSADV       | Housing Advances                    | 1,060                     | 10                 |                                | 40                                  | -560             |         | 550                       |
| SUPPE       | Supporting People                   | 2,370                     |                    |                                |                                     | 18,390           |         | 20,760                    |
| CLMKT       | Clitheroe Market                    | -47,720                   | -2,410             | -570                           | -440                                | 2,730            |         | -48,410                   |
| JARMS       | Joiners Arms                        | 17,560                    | 270                | 20                             |                                     | -870             |         | 16,980                    |
| HOMEG       | Homelessness General                | 49,320                    | 10                 |                                |                                     | 2,570            |         | 51,900                    |
| HOMES       | Homelessness Strategy               | 31,880                    | 540                |                                |                                     | 2,620            |         | 35,040                    |

| Cost Centre                 | Service Name             | BUDGET ANALYSIS           |                    |                                |                                     |                  |              |                           |
|-----------------------------|--------------------------|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|--------------|---------------------------|
|                             |                          | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital      | Original Estimate 2014/15 |
| IMPGR                       | Improvement Grants       | 35,680                    |                    |                                |                                     | -180             |              | 35,500                    |
| HOMEE                       | Home Energy Conservation | 24,890                    | 20                 |                                |                                     | -560             |              | 24,350                    |
| GRAGE                       | Shared Ownership Rents   | -6,790                    | -450               |                                | -13,170                             | -9,430           |              | -3,500                    |
| HSTRA                       | Housing Strategy         | 66,370                    | 140                |                                |                                     | -5,840           |              | 60,670                    |
| <b>NET COST OF SERVICES</b> |                          | <b>800,430</b>            | <b>-1,760</b>      | <b>-510</b>                    | <b>36,320</b>                       | <b>-6,690</b>    | <b>5,300</b> | <b>833,090</b>            |

| ITEMS ADDED TO/(TAKEN FROM) BALANCES AND RESERVES |                         |                |               |             |               |               |              |                |
|---|-------------------------|----------------|---------------|-------------|---------------|---------------|--------------|----------------|
|   | DEFRA grant (Clean Air) | -480           |               |             |               |               |              | -480           |
| <b>NET COST OF SERVICES</b>                       |                         | <b>799,950</b> | <b>-1,760</b> | <b>-510</b> | <b>36,320</b> | <b>-6,690</b> | <b>5,300</b> | <b>832,610</b> |

b) **Type of Expenditure/Income (Subjective)**

|                                 | Original Estimate 2013/14 | Inflation at 2.75% | Inflation above or below 2.75% | Unavoidable Changes to Service Cost | Support Services | Capital      | Original Estimate 2014/15 |
|---------------------------------|---------------------------|--------------------|--------------------------------|-------------------------------------|------------------|--------------|---------------------------|
| Employee Costs                  | 5,280                     | 120                | 0                              | 0                                   | 0                | 0            | 5,400                     |
| Premises Costs                  | 120,370                   | 1,150              | 660                            | -1,600                              | -9,260           | 0            | 111,320                   |
| Transport Costs                 | 4,310                     | 120                | 0                              | 0                                   | 0                | 0            | 4,430                     |
| Supplies and Services           | 101,830                   | 2,030              | 0                              | 29,260                              | 0                | 0            | 133,120                   |
| Third Party                     | 25,230                    | 690                | 0                              | 0                                   | 0                | 0            | 25,920                    |
| Transfer Payments               | 7,254,360                 | 140                | 14,140                         | -610                                | 0                | 0            | 7,268,030                 |
| Support Services                | 1,037,890                 | 0                  | 0                              | 0                                   | 2,570            | 0            | 1,040,460                 |
| Depreciation & Impairment       | 9,890                     | 0                  | 0                              | 0                                   | 0                | 5,300        | 15,190                    |
| <b>TOTAL EXPENDITURE</b>        | <b>8,559,160</b>          | <b>4,250</b>       | <b>14,800</b>                  | <b>27,050</b>                       | <b>-6,690</b>    | <b>5,300</b> | <b>8,603,870</b>          |
| Government Grants               | -7,524,830                | 0                  | -14,210                        | -3,030                              | 0                | 0            | -7,542,070                |
| Other Grants and Reimbursements | 0                         | 0                  | 0                              | 0                                   | 0                | 0            | 0                         |
| Customer & Client Receipts      | -226,450                  | -6,010             | -1,100                         | 12,690                              | 0                | 0            | -220,870                  |
| Interest                        | -120                      | 0                  | 0                              | 50                                  | 0                | 0            | -70                       |
| Miscellaneous Recharges         | -7,330                    | 0                  | 0                              | -440                                | 0                | 0            | -7,770                    |
| <b>TOTAL INCOME</b>             | <b>-7,758,730</b>         | <b>-6,010</b>      | <b>-15,310</b>                 | <b>-9,270</b>                       | <b>0</b>         | <b>0</b>     | <b>-7,770,780</b>         |
| <b>NET COST OF SERVICES</b>     | <b>800,430</b>            | <b>-1,760</b>      | <b>-510</b>                    | <b>36,320</b>                       | <b>-6,690</b>    | <b>5,300</b> | <b>833,090</b>            |

| <b>ITEMS ADDED TO/(TAKEN FROM) BALANCES AND RESERVES</b> |                |               |             |               |               |              |                |
|--|----------------|---------------|-------------|---------------|---------------|--------------|----------------|
| DEFRA grant (Clean Air)                                  | -480           |               |             |               |               |              | -480           |
| <b>NET COST OF SERVICES</b>                              | <b>799,950</b> | <b>-1,760</b> | <b>-510</b> | <b>36,320</b> | <b>-6,690</b> | <b>5,300</b> | <b>832,610</b> |

6.2 Net costs for this committee have increased by £32,660. The main reasons for this are summarised below:

| Description   | Variences from original estimate 2013/14 to original Estimate 2014/15 £ |
|---|---|
| <b>CTBEN: Localised Council Tax Support</b><br>Administration Grant is to be reduced by 20%.  | 12,810  |
| <b>HGBEN: Housing Benefits</b><br>Housing benefit payments are anticipated to increase in line with DWP's economic growth forecast of 0.2%. | 13,830  |
| Housing Benefit Administration Grant is to be reduced by 20%  | 12,810  |
| Additional housing benefit subsidy is to be received to fund the anticipated increase in housing benefit payments.                          | -14,210   |

| Description  | Variances from original estimate 2013/14 to original Estimate 2014/15<br>£ |
|--|--|
| <b>CLCEM: Clitheroe Cemetery</b><br>Depreciation costs have increased as a result of capital expenditure incurred during the extension of the cemetery.  | 3,030  |
| Grounds Maintenance recharges have reduced following a review of the maintenance programme.  | -7,720   |
|  |  |
| <b>DOGWD: Dog Warden</b><br>The purchase of a new pest control vehicle has resulted in depreciation being charged to this cost centre.   | 2,270  |
|  |  |
| <b>SUPPE: Supporting People</b><br>Support service costs have increased due to work on the Core Strategy coming to a close. This has resulted in staff time being focused more evenly across the department.                         | 18,390   |
|  |  |
| <b>GRAGE: Shared Ownership Rents</b><br>Income/expenditure relating to the garage sites within the borough now fall under the responsibility of Policy and Finance Committee, resulting in a reduction in income for this Committee. | 3,290  |
|  |  |
| <b>Various</b><br>Decrease in net expenditure due to inflationary increases in income, offset by inflationary increase in expenditure. Additional services where charges apply have also been identified.                            | -8,550   |

## 7 FEES AND CHARGES

- 7.1 Fees and charges for this Committee were agreed in October 2013, and have been increased by 2.75% or more if the increase could be sustained. Detailed rates will be contained in the Council's fees and charges book and the new rates will be applicable from 1 April 2014.

## 8 RECOMMENDED THAT COMMITTEE

- 8.1 Agree the revenue budget for 2014/15 and to submit this to the Special Policy and Finance Committee subject to any further consideration by the Budget Working Group.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH4-13/AJ/AC  
8 January 2014

BACKGROUND PAPERS: None

For further information please ask for Amy Johnson, extension 4498.



# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

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Agenda Item No.

meeting date: THURSDAY, 23 JANUARY 2014  
title: MINIMUM PERCENTAGE SHARE ON SHARED OWNERSHIP UNITS  
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

## 1 PURPOSE

1.1 To request Committee endorse the Strategic Housing Working Group decision to accept a minimum of 35% buy-in on shared ownership properties.

1.2 Relevance to the Council's ambitions and priorities:

- Corporate Priorities – To address housing needs of individuals most in need in the community.
- Other Considerations – None.

## 2 BACKGROUND

2.1 Over the past few years we have had increasing requests to increase the minimum percentage buy-in for shared ownership units from 25%.

2.2 Most of the providers have experienced that the majority of applicants, who buy in at 25% usually remain with just 25% ownership and this is uncommon for them to purchase a greater share. This has an effect on the viability for registered providers purchasing the units to deliver them as shared ownership.

## 3 ISSUES

3.1 The HCA standard model for shared ownership sets out that the purchaser will buy an initial share of the property between 25% and 75%. This is usually funded through a mortgage. All providers must offer flexibility based on the individual circumstances. The issue is to remain within this recommended HCA initial share but to set the maximum % any RP can require first time buyers to buy in at 35%. Therefore, preventing a scheme requiring an initial buy in of any amount higher than 35% and therefore reducing the affordability of the scheme.

## 4 RISK ASSESSMENT

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

- Resources – Allowing this change will ensure registered providers remain interested in delivering shared ownership affordable housing in Ribble Valley.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – It is important that we retain housing options for households.
- Equality & Diversity – None.

**5 RECOMMENDED THAT COMMITTEE**

- 5.1 Endorse the Strategic Housing Working Group decision to allow the minimum shared ownership buy-in to be increased to 35% but no greater.

RACHAEL STOTT  
HOUSING STRATEGY OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

**BACKGROUND PAPERS**

None.

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

REF: RS/CMS/HEALTH & HOUSING/23 JAN 14

**HEALTH & WELLBEING PARTNERSHIP**  
**Meeting Date: Wednesday 8 January 2014 at 5pm**

|          |                          |             |
|----------|--------------------------|-------------|
| PRESENT: | Cllr B Hilton – Chairman |             |
|          | Cllr Holgate             | Colin Hirst |
|          | Cllr Elms                |             |
|          | Cllr Robinson            |             |
|          |                          |             |

|   | AGENDA ITEM  | ACTION |
|---|--|--------|
| 1 | Welcome and introductions – none to do   |        |
| 2 | Apologies – received from Cllr Newmark, Martin Hodgson (ELHT) and Bob Harbin (Public Health)   |        |
| 3 | Minutes – minutes of meeting held on 16 October were approved as a correct record.   |        |
| 4 | <u>Lancs Health &amp; WellBeing Board briefing</u> – 1 year on<br>Some boards are functioning well whilst others are not. The position is still under review nationally. The Lancashire Board has improved considerably and is working better together.<br>With regard to the officer group – Colin reported a much clearer direction with what is trying to be achieved. There is recognition from Public Health that Districts are the grass roots and recognition from LCC that Districts are better placed to provide/deliver some of the services.<br>There is an opportunity for Districts to develop what they do but must be wary of the expectation of doing it without the accompanying funding package. |        |
| 5 | <u>LCC Health Scrutiny committee</u><br>Bridget reported discussion around the specific issue of complaints. Although an increased number of complaints had been received so had compliments. All had been investigated and conclusions/changes made.<br>LCC were advertising a free advocacy service – posters to be sent to councillors.   | OH     |
| 6 | <u>Lancs H &amp; WB Development Session</u><br>One arranged for February – Bridget will give feedback.   | BH     |
| 7 | <u>Joint Strategic Needs Assessment Briefing</u><br>Bridget had attended a session in November where approx 200 people had been present. It was not very useful. Another is to be arranged soon.   |        |
| 8 | <u>Tobacco Free Lancs Alliance</u><br>This had been discussed at Leader level at LCC. It was felt that this was an issue/initiative that should be tackled nationally.   | CH     |
| 9 | <u>Infant Mortality Group</u><br>Tracy has attended the East Lancs group meetings in the past but wasn't sure how relevant they are to us. We will not attend in future but request the minutes of the meetings.   | CH     |

|    |  |                       |
|----|--|-----------------------|
| 10 | <u>Healthy Cities Network</u><br>A request from the LCC Public Health Team to establish if we would wish to be linked to the European Network. Colin will feedback our wish to support and be kept informed but to offer no funding.   | CH                    |
| 11 | <u>Year of Health &amp; WellBeing Planning group</u><br>Colin gave an update on the progress made to date. A report would be submitted to Health & Housing committee in March. A discussion took place as to how issues could be carried forward after 'the year' finishes. Issues to include <ul style="list-style-type: none"> <li>• Healthy lifestyles</li> <li>• Licensing – alcohol</li> <li>• Stress / depression (DI to discuss with Phil M)</li> <li>• Involving Staff</li> <li>• Childrens Trust</li> </ul> | CH<br><br>DI          |
| 12 | <u>AOB</u><br><u>Integrated Transformation Fund (Better Care Fund)</u><br>Guidance had been issued on 19 December 2013. A draft plan had to be submitted to NHS England by February outlining how £26m funding should be spent in East Lancashire from 2015/16. Colin showed a short film entitled 'Sam's story' highlighting the need for joined-up care.<br><u>Slaidburn Medical Practice</u><br>No news or decision received as yet.  |                       |
| 13 | The next meeting would take place at 5pm on Wednesday 5 March 2014 at Clitheroe Hospital   | To be confirmed<br>OH |
|    |  |                       |