

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.30pm** on **THURSDAY, 11 JUNE 2015** 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 19 March 2015 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

FOR DECISION

5. Appointment of working groups to confirm arrangements/membership of any working groups that belong to this Committee:
 - (a) Strategic Housing Working Group (4 Members);
 - (b) Health and Wellbeing Partnership (6 Members).

- ✓ 6. Capital Outturn 2014/15 – report of Director of Resources – copy enclosed.
- ✓ 7. Allocation of Capital Funding for Provision of Foundation Beams at Clitheroe Cemetery – report of Chief Executive – copy enclosed.
- ✓ 8. Animal Boarding (Home Boarding) – report of Chief Executive – copy enclosed.
- ✓ 9. Nationally Described Space Standards – report of Chief Executive – copy enclosed.
- ✓ 10. Request to Waive Contract Procedure Rules to Purchase Domestic Abuse Support Service – report of Chief Executive – copy enclosed.

FOR INFORMATION

- ✓ 11. Vacant Buildings Credit – report of Chief Executive – copy enclosed.
- ✓ 12. General Report of Chief Executive – report of Chief Executive – copy enclosed.
- ✓ 13. Report on Representatives on Outside Bodies – report of Chief Executive – copy enclosed.

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

FOR INFORMATION

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

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 6

meeting date: 11 JUNE 2015
 title: CAPITAL OUTTURN 2014/15
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

- 1.1 The purpose of this report is to review the final outturn on the capital programme for 2014/15 for this committee and to seek member approval for the slippage of some capital scheme budgets from the 2014/15 financial year to the 2015/16 financial year.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – none identified.
 - Corporate Priorities - to continue to be a well-managed council providing efficient services based on identified customer need.
 - Other Considerations – none identified.

2 BACKGROUND

- 2.1 The capital programme for the Health and Housing Committee consisted of five schemes. These were a combination of:
- New schemes approved as part of the capital programme in March 2014.
 - Schemes with slippage from 2013/14.
 - Additional approvals in-year.
- 2.2 During the financial year the committee have received reports monitoring the progress of schemes within the programme.
- 2.3 As part of the closure of our accounts process, scheme expenditure has been capitalised and added to our balance sheet or charged to revenue where appropriate.

3 CAPITAL SCHEMES PERFORMANCE

- 3.1 The table below summarises the overall financial position on the capital schemes for this committee. It shows budget approvals, approved slippage from 2013/14 and actual expenditure in-year.

Original Estimate 2014/15	<i>BUDGET ANALYSIS</i>				<i>EXPENDITURE</i>		<i>REQUESTED SLIPPAGE</i>
	Budget Moved from 2013/14	Slippage from 2013/14	Additional Approvals in 2014/15	Total Approved Budget 2014/15	Revised Estimate 2014/15	Actual Expenditure 2014/15	Slippage into 2015/16
£	£	£	£	£	£	£	£
205,540	57,020	34,680	0	297,240	297,240	238,312	30,147

- 3.2 Overall, £238,312 has been spent in 2014/15, which is 80% of the revised estimate.
- 3.3 The Replacement Pest Control Vehicle scheme was completed in-year, with an underspend of £981.
- 3.4 The Installation of Cemetery Infrastructure scheme was completed in-year, with an underspend of £870. Slippage of the 2014/15 underspend on the Installation of Cemetery Infrastructure scheme is requested in this report to help towards further cemetery capital works being planned in 2015/16 - see the separate report on this committee agenda regarding headstone foundation beams.
- 3.5 After committee approval within 2014/15, £63,270 was transferred from the Landlord/Tenant Grant scheme to the Disabled Facility Grant scheme due to the level of applications made on the Disabled Facility Grant Scheme. The vast majority of the underspend at the end of the year related to the three on-going housing capital grant schemes – Disabled Facilities Grants (£11,148), Landlord/Tenant Grants (£18,129) and the Repossession Prevention Fund (£27,800). The Disabled Facilities Grants and Landlord/Tenant Grants schemes continue in 2015/16 and slippage of the 2014/15 underspends on these schemes is requested.
- 3.6 Slippage is not requested for the underspend on the Repossession Prevention Fund scheme. This resource is ring-fenced specifically to prevent homelessness and it is a tool considered only when appropriate circumstances are presented. Given that, the budget may be called upon at any time or may not be used at all in any given year. In addition, the Fund also receives repayment of funds previously provided to help people. Due to the nature of the use of this resource in past years, it has now been moved in to an earmarked reserve and will be used within the revenue budget, but on the same award basis. It will remain ringfenced.
- 3.7 Annex 1 shows the full capital programme by scheme, including the budget and expenditure for the year and highlights the requested slippage.

4 SLIPPAGE

- 4.1 Where capital schemes are unfinished at the end of the financial year and there is a corresponding remaining unspent budget this is known as slippage. For this committee there are three schemes with identified slippage into 2015/16, as shown below.

Cost Centre	Schemes	Slippage into 2015/16 £
CMEXT	Installation of Cemetery Infrastructure	870
DISCP	Disabled Facilities Grants	11,148
LANGR	Landlord/Tenant Grants	18,129
Total Slippage for Health & Housing Committee		30,147

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

5 RISK ASSESSMENT

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

- Resources – A sum of £30,147 has been set aside in the Council's capital resources to fund the schemes with identified slippage.
- Technical, Environmental and Legal – None.
- Political – The Council is required to pass on ring-fenced funding received from central government. Some schemes with identified slippage fall within this area.
- Reputation – Those in need of financial assistance look to the Council for this assistance. The provision of it will help to improve the standard of living of the recipients which will enhance the reputation of the Council.
- Equality and Diversity – Equality and diversity issues are examined as part of the capital bid appraisal process.

6 RECOMMENDED THAT COMMITTEE

6.1 Consider the requests for slippage shown at Annex 2 and approve the slippage of the budgets into the 2015/16 financial year.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH6-15/AC/AC
29 May 2015

BACKGROUND PAPERS: None

For further information please ask for Andrew Cook.

Health and Housing Committee – Capital Outturn Report 2014/15

Cost Centre	Schemes	Original Estimate 2014/15	Budget moved from 2013/14	Slippage from 2013/14	Additional Approvals in 2014/15	Total Approved Budget 2014/15	Revised Estimate 2014/15	Actual Expenditure 2014/15	Requested Slippage into 2015/16
		£	£	£	£	£	£	£	£
CMEXT	Installation of Cemetery Infrastructure	0	0	4,970	0	4,970	4,970	4,100	870
DISCP	Disabled Facilities Grants	119,540	10,000	-11,340	63,270	181,470	181,470	170,322	11,148
LANGR	Landlord/Tenant Grants	75,000	20,000	40,270	-63,270	72,000	72,000	53,871	18,129
PWPBC	Replacement of Pest Control Vehicle PO07 WPB	11,000	0	0	0	11,000	11,000	10,019	-
REPPF	Repossession Prevention Fund	0	27,020	780	0	27,800	27,800	0	-
Total Health and Housing Committee		205,540	57,020	34,680	0	297,240	297,240	238,312	30,147

Request for slippage into 2015/16

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

Revised Estimate 2014/15 for the Scheme	<i>£4,970</i>
Actual Expenditure in the Year 2014/15	<i>£4,100</i>
Variance - (Underspend) or Overspend	<i>(£870)</i>
Please provide full reasons for the (under) or over spend variance shown above?	<i>Final payments on the scheme were less than originally budgeted.</i>

Slippage Request

Please grant the amount of Budget Slippage from 2014/15 to 2015/16 requested.	<i>£870</i>
Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered. Attach any information that you feel may be relevant.	<i>To help fund the installation of headstone foundation beams on the first phase of the new Clitheroe Cemetery extension. These beams would ensure that there are ready-made headstone foundations for grave plots. The slippage, along with contributions from the 2015/16 revenue budgets and additional income will fund this addition to the Installation of Cemetery Infrastructure scheme for 2015/16 – see separate report on this committee agenda.</i>
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	<i>July 2015</i>

Request for slippage into 2015/16

Cost Centre and Scheme Title	<i>DISCP: Disabled Facilities Grant</i>
Scheme Description	<i>Disabled Facilities Grants (DFGs) are a mandatory grant delivered by the Council to assist people with disabilities to be able to stay in their own home. The grant is administered in partnership with Social Services.</i>
Head of Service	<i>Colin Hirst</i>
Year Originally Approved	<i>2014/15 (Annual Scheme)</i>

Original Estimate 2014/15 for the Scheme (incl. Slippage)	<i>£118,200</i>
Approved Transfer from Landlord Tenant Grant Scheme	<i>£63,270</i>
Revised Estimate 2014/15 for the Scheme	<i>£181,470</i>
Actual Expenditure in the Year 2014/15	<i>£170,322</i>
Variance - (Underspend) or Overspend	<i>(£11,148)</i>
Please provide full reasons for the (under) or over spend variance shown above?	<i>The total budget has been committed but one large approved scheme had been put on hold and has taken longer to complete than expected.</i>

Slippage Request

Please grant the amount of Budget Slippage from 2014/15 to 2015/6 requested.	<i>£11,148</i>
Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered. Attach any information that you feel may be relevant.	<i>The delayed scheme is planned for completion by September 2015. This slippage will help provide further in-year budget for this important service.</i>
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	<i>September 2015 estimated for the delayed scheme.</i>

Request for slippage into 2015/16

Cost Centre and Scheme Title	LANGR: Landlord/Tenant Grants
Scheme Description	<i>To offer grant aid for the renovation of private sector properties with the condition that the units are affordable on completion and the Council has nomination rights.</i>
Head of Service	<i>Colin Hirst</i>
Year Originally Approved	<i>2014/15 (Annual Scheme)</i>

Original Estimate 2014/15 for the Scheme (incl. Slippage)	<i>£135,270</i>
Approved Transfer to Disabled Facility Grant Scheme	<i>-£63,270</i>
Revised Estimate 2014/15 for the Scheme	<i>£72,000</i>
Actual Expenditure in the Year 2014/15	<i>£53,871</i>
Variance - (Underspend) or Overspend	<i>(£18,129)</i>
Please provide full reasons for the (under) or over spend variance shown above?	<i>The total budget has been committed but two approved schemes have taken longer to complete than expected.</i>

Slippage Request

Please grant the amount of Budget Slippage from 2014/15 to 2015/16 requested.	<i>£18,129</i>
Please give detailed information on the reasons for any request for slippage. Please provide as much information as possible in order to allow the request to be fully considered. Attach any information that you feel may be relevant.	<i>The delayed schemes are planned for completion by September 2015.</i>
By what date would the work or services related to any requested slippage be completed, if it were to be approved.	<i>September 2015 estimated for the delayed schemes.</i>

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 11 JUNE 2015
title: ALLOCATION OF CAPITAL FUNDING FOR PROVISION OF
HEADSTONE FOUNDATION BEAMS AT CLITHEROE CEMETERY
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: JAMES RUSSELL – HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To ask Committee to approve additional capital budget in 2015/16 for headstone foundation beams work in Phase 1 of the new Clitheroe Cemetery extension.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To help make people's lives safer and healthier and to protect and enhance the existing environmental quality of our area.
- Corporate Priorities – To be a well-managed Council.
- Other Considerations – None.

2 BACKGROUND

2.1 The installation of Cemetery Infrastructure capital scheme at Clitheroe Cemetery was completed in 2014/15, with a £870 underspend. It was initially envisaged that the scheme could have allowed for the installation of headstone foundation beams, but the overall cost of the headstone foundation beams was £3,600.

2.2 The scheme was planned to allow for the provision of foundation beams into the plots so that each grave plot has a ready-made headstone foundation. The 2015/16 fees and charges for exclusive burial rights (grave plot) in the new extension were set in October 2014 and included an element to cover the cost of provision of a foundation for a headstone. This was done in order to ensure adequate income to recover the cost of the installation of the headstone beams over time.

2.3 Four sections have been created in the new Cemetery extension. The first section contains 5 rows requiring the provision of five beams which is envisaged to provide capacity for the next 6 years.

2.4 The provision of headstone foundation beams provides the following advantages:

- Built in beams mean there is speed in putting in headstones for families – previously there was wait while ground settled after interment.
- Easier for grounds maintenance – the foundations will be set in the ground better, resulting in considerably less strimming around individual foundations.
- Less need for digging separate provision of foundations – this will lead to less direct cost charge and time input to the Cemetery and more time available for the grounds maintenance team to work elsewhere.

- The new plot will look better with headstone foundations all set out together.
- Health and safety – better solid foundations will already be in place across the plot and less likelihood of movement of individual foundations.

3 PROPOSAL

3.1 The installation of the five headstone foundation beams would incur costs of £3,600 based on a number of quotes already received. The proposal is that this scheme be taken forward, using the remaining budget of £870 from 2014/15 as slippage and requesting an additional budget of £2,730 in order to provide a total scheme budget in 2015/16 of £3,600.

3.2 The £870 slippage from 2014/15 is already financed within the existing capital programme from borrowing. It is proposed that the additional £2,730, should it be approved for consideration by Policy and Finance Committee, would be financed as shown in the table below:

Ledger Code	Description	£
CLCEM/8447u	Exclusive Burial Rights (grave plot) – Anticipated income in excess of budget	1,300
CLCEM/2881	Use of part of the Cemetery Equipment and Materials budget	1,030
CLMKT/2474	Use of part of the Clitheroe Market Cleaning budget	400
	Total Financing – as a revenue contribution to finance capital	2,730

4 RISK ASSESSMENT

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

- Resources – Additional capital resources of £2,730 to be funded from within existing revenue budgets, as set out in paragraph 3.2. There is a small risk that the additional income from Exclusive Burial Rights is not achieved in year, in which case alternative revenue budgets would be examined.
- Technical, Environmental and Legal – Technically the provision of headstone foundation beams is a more effective method than individual foundations as set out in paragraph 2.4 above.
- Political and Reputation – Meets being a well-managed Council providing efficient services based on customer needs.
- Equality & Diversity – None.

5 RECOMMENDED THAT COMMITTEE

5.1 Approve the additional capital budget of £2,730 in 2015/16 for completion of the Installation of Cemetery Infrastructure scheme, to be used in conjunction with the slippage from the Cemetery Infrastructure Scheme of £870 from 2014/15.

5.2 Subject to the approval of paragraph 5.1 recommend the additional capital budget request to Policy and Finance Committee for approval onto the capital programme for 2015/16.

JAMES RUSSELL
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

None.

For further information please ask for Judith Paliga extension 4478.

REF:JP/JAR/CMS/H&H/11 JUNE 15

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 11 JUNE 2015
title: APPROVAL OF MODEL LICENCE CONDITIONS FOR 'HOME BOARDING'
submitted by: CHIEF EXECUTIVE
principal author: JAMES RUSSELL – HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To consider and approve model licence conditions for operators providing 'home boarding' for dogs.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

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

2.2 This Council approved the 'revised and updated' national model conditions for boarding kennels and catteries in July 1996 and more recently in October 2013 model standards for 'dog day care' facilities.

3 ISSUES

3.1 Earlier this year, the Council was approached, for the first time by a number of local operators wishing to offer home boarding for dogs as an alternative to dog owners to the more traditional & formal 'licensed kennels'. It was recognised that the current model conditions were not entirely relevant and applicable to this type of operation.

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

3.3 Enquiries were subsequently made with neighbouring Lancashire authorities and copies of adopted model standards were obtained from Pendle, South Ribble and Preston. Each authority has used their standards for several years without experiencing issues.

3.4 As such these standards, each differing slightly, have been used in conjunction with the existing model standards and in consultation and advice from Planning, to formulate the proposed model conditions, attached as the Appendix to this report.

4 RISK ASSESSMENT

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

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

5 **RECOMMENDED THAT COMMITTEE**

5.1 Approve the attached model conditions, in relation to the licensing of 'home boarding' facilities within the borough of Ribble Valley, under the provisions of The Animal Boarding Establishments Act 1963 (As amended).

JAMES RUSSELL
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

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

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



ANIMAL BOARDING ESTABLISHMENTS ACT 1963 'HOME BOARDING OF DOGS' - STANDARD LICENCE CONDITIONS

1 INTRODUCTION:

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs.
- 1.2 The Council reserves the right to contact immediate neighbouring properties when considering re-licensing of premises.
- 1.3 The Licensee shall ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance. Certificates of Insurance shall be displayed in a prominent position with this operating licence.
- 1.4 No dog registered under the Dangerous Dogs Act 1991 shall be accepted for home boarding.
- 1.5 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. wolf hybrids) shall not be accepted for home boarding.
- 1.6 Entire males and bitches in season or bitches due to be in season during boarding, including resident dogs, shall not be boarded together.
- 1.7 Puppies shall not be boarded with other dogs until completion of initial inoculation.
- 1.8 Dogs shall live in the home as family pets.
- 1.9 There shall be no external construction of buildings, cages or runs.

2 DISPLAY OF LICENCE:

- 2.1 A copy of the licence and its associated conditions shall be suitably displayed for clients in a prominent position at the entrance to the premises.

3 NUMBERS OF ANIMALS:

- 3.1 The maximum number of dogs permitted for home boarding is (.....*), as determined by the Authorised Officer of the Council at the time of application. *This number shall not exceed a maximum of 4 dogs including resident dogs.
- 3.2 Only dogs from the same household shall be boarded at any one time. Dogs shall not be boarded with any cat, unless they normally live together in the same household.
- 3.3 Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog(s) shall also be gained following a trial familiarisation session.

4 CONSTRUCTION:

- 4.1 The premises shall have its own individual entrance and shall not use shared access e.g. communal stairs.
- 4.2 There shall be adequate space, light, heat and ventilation for the dogs.
- 4.3 As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, shall have no physical or chemical hazards that may cause injury to the dogs.
- 4.4 There shall be sufficient space available to be able to keep the dogs separately if required.

5 TRANSPORT:

- 5.1 All vehicles used to transport dogs shall be designed and maintained so that they are easily cleansable and not cause injury to the dogs transported.
- 5.2 There shall be no projections liable to cause injury.
- 5.3 Any fouling or urination which occurs in the vehicle shall be removed as soon as possible and the vehicle thoroughly cleaned and disinfected at the earliest opportunity and before use for the next boarding dog.

6 MANAGEMENT:

- 6.1 Where staff is employed, a written training policy shall be provided. Systematic training of staff shall be demonstrated to have been carried out.
- 6.2 The licensee shall be able to demonstrate competency in dog husbandry to the authorised officer.

7 CLEANLINESS:

- 7.1 All areas where the dogs have access to, including the kitchen etc. shall be kept clean and free from accumulations of dirt and dust and shall be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.

- 7.2 All dog faeces and other waste shall be cleaned up as soon as reasonable practicable and if stored, placed into a suitable impervious & lidded container, lined with a plastic sack. Disposal to be in accordance with current regulations and good waste management practice.
- 7.3 Facilities shall be provided for the proper reception, storage and disposal of all waste arising. Particular care shall be taken to segregate clinical waste arising from the treatment and handling of dogs with an infectious condition. The final route for all such waste shall comply with current waste regulations.
- 7.4 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.
- 7 FOOD AND WATER SUPPLIES:
- 8.1 All dogs shall have an adequate supply of suitable food as directed by the client.
- 8.2 Fresh drinking water shall be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water shall be changed at least twice a day.
- 8.3 Clients shall be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items shall be cleaned regularly to prevent cross infection. The Licensee however shall also be able to provide extra bedding material.
- 8.4 Where necessary, eating and drinking vessels shall be provided, and where so, they shall be capable of being easily cleansed and disinfected to prevent cross contamination. They shall also be maintained in a clean condition. Feeding bowls shall be cleaned or disposed of after each meal and each dog shall be provided with its own bowl.
- 9 KITCHEN FACILITIES:
- 9.1 Storage facilities for food shall be provided and must be so constructed and kept in such good order, repair and condition as to be proof against insects and other pests.
- 9.2 Airtight containers shall be provided for the storage of dry foods. Uncooked food and the remains of opened tins shall be stored in covered, non-metal, leak proof containers under refrigeration.
- 10 DISEASE CONTROL AND VACCINATION:
- 10.1 Adequate precautions shall be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 10.2 A Veterinary Certificate shall be required that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterhaemorrhagicae*) and Canine Parvovirus and other relevant diseases. Any course of vaccination to be completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions. Certification shall be kept on site throughout the period the dog is boarded and details entered in the register.

- 10.3 If a dog develops an infectious disease during its stay at the day care establishment, the premises shall undergo a reasonable quarantine period, as specified by an authorised veterinary surgeon, before any new boarders are accepted at the premises.
- 10.4 All dogs shall have been treated by their owners for fleas, external parasites and worms. All dogs shall be treated regularly in accordance with manufacturer instructions and in all cases the information be recorded.
- 10.5 Advice from a veterinary surgeon shall be sought in case of signs of disease, injury or illness. Where any dog is sick or injured any instructions for its treatment which have been given by a veterinary surgeon shall be strictly followed.
- 10.6 A well-stocked first aid kit suitable for use on dogs shall be available and accessible on site.
- 10.7 A suitable range of muzzles of varying size and a suitable dog catching device shall be kept on site.
- 10.8 A veterinary practice shall be appointed for the establishment. Their name, address and telephone number must be displayed in a prominent position. The 24hr telephone contact number of the veterinary surgeon used by the Premises shall be displayed in a suitable position, close to the telephone.

11 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK:

- 11.1 Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There shall be sufficient facilities within the licenced premises to ensure effective separation of any sick animal.
- 11.2 The Licensee shall inform the Council without delay if a dog develops an infectious disease.
- 11.3 Following an episode of infectious disease during any stay, the premises shall undergo a reasonable quarantine period before new boarders are admitted. This period shall be specified by an Authorised Officer of the Council with advice from a veterinary surgeon.
- 11.4 The Council shall be informed of any animal death on the premises. The Licensee shall make arrangements for the body to be stored at veterinary surgeons premises until the owners return unless directed otherwise by the owner or their representative.
- 11.5 Hands shall be washed after leaving the isolation facilities before handling other dogs.

12 REGISTER:

- 12.1 A register shall be kept of all dogs boarded. The information kept shall include the following:
- Name of dog, any identification system such as microchip, number or tattoo;
 - Description, breed, age and gender of dog;
 - Days of boarding;

- Name, address and telephone number of owner or keeper;
- Name, address and telephone number of person to contact in emergency,;
- Name, address and telephone number of boarded dog's veterinary surgeon;
- Health, welfare and nutrition requirements;
- If medication is to be administered, this shall be recorded
- Details of vaccination, worming and flea treatments;
- Date of last season for bitches;
- Copy of written consent form from the owner regarding boarding of their dogs with other dogs.

12.2 The register shall be kept available for a minimum of 24 months and kept in such a manner as to allow an authorised officer ready access to such information.

12.3 Where records are computerised, a back-up copy shall be kept. The register shall also be available to key members of staff of the establishment at all times.

13 SUPERVISION:

13.1 A fit and proper person with relevant experience shall always be available to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person shall not have any conviction or Formal Cautions for any animal welfare related offence.

13.2 Dogs shall be visited at regular intervals, as necessary for their health, safety and welfare, and **shall not be left unattended for longer than 3 hours** at a time and then not on a regular basis

13.3 All dogs shall be kept separated, in the absence of the home carer.

13.4 When left alone or when the front door needs to be opened, the dog (s) shall be kept behind another door or gate to avoid escape.

13.5 No home where there are children under 5 years of age shall be licensed.

13.6 Only people over 16 years of age shall be allowed to walk the boarded dogs in public places.

13.7 The occupier of the property shall be aware of the location of the dogs in the property at all times.

14 EXERCISE:

14.1 Dogs shall be exercised in accordance with their owner's wishes. When dogs are taken off the premises, they shall be kept on leads unless with the owners written permission.

14.2 Direct access shall be available to a suitable outside area. The area/garden shall only be for sole use by the licensee (not shared with other residents). This area shall be kept clean & clear of fouling.

14.3 The exercise/garden area of the premises and any other area to which the boarded dogs may have access, shall be totally secure and safe. Fencing shall be adequate to offer security, prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates shall be locked when in use.

- 14.4 All ponds shall be suitable protected to prevent access by boarded dogs.
- 14.5 Dogs shall wear a collar and identity tag whilst boarded. The tag shall display the name, address and telephone number of the boarding premises.
- 14.6 Dogs shall never be left outside unattended.
- 14.7 The Licensing Authority shall be informed in the event of a boarded dog is lost. If out of office hours the lost dog should be reported on 01200 444448.

15 FIRE/EMERGENCY PRECAUTION:

- 15.1 Appropriate steps shall be taken for the protection of the dogs in case of fire or other emergencies.
- 15.2 Careful consideration shall to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.
- 15.3 A Fire Warning Procedure and Emergency Evacuation Plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency – shall be drawn up, brought to the attention of those involved in the home boarding arrangements and/or be displayed in a prominent place on the premises.

The Licensee shall have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises is rendered unusable.
- 15.4 All electrical installations and appliances shall be maintained in a safe condition. No dog shall be left in a room with loose or trailing cables or wires.
- 15.5 All doors to unoccupied rooms shall be kept shut at night.
- 15.6 Suitable & sufficient heating & ventilation shall be provided to maintain an ambient temperature of between 10°C (50°F) and 26°C at all times. The source of heating shall be so protected so as not to present risk of 'fire/burns'. Any freestanding appliances shall be kept in a safe, secure manner and shall not be capable of being knocked over by boarded dogs. There shall be no use of freestanding gas or unsealed oil appliances.
- 15.7 A relative, friend or neighbour within 5 minutes travelling time shall hold a spare set of keys and provide access to the premises in case of an emergency. These details shall be made available.
- 15.8 Any arrangements made to comply with this licence shall be reviewed periodically, and in any case, **not less than once per annum.**

Any person aggrieved by the refusal of Ribble Valley Borough Council to grant a Licence, or by any condition subject to which such a Licence is proposed to be granted, may appeal to the Magistrates' Court.

ADVISORY

Note: *The following section is intended as advice for licensees of home boarding establishments only.*

Legal Permissions:

The Licensee is advised to check all house title deeds and/or attached covenants to confirm properties can be used for these purposes. For rented properties, the Licensee is advised to check with their landlord and provide written confirmation from the landlord of agreement as to the boarding of dogs as part of submitting an application.

Planning Permission:

It is unlikely that that planning permission will be required on the scale proposed as per the licence and limited to home boarding only. Should complaints be received because of particular noise or odour problems then the Council reserve the right to consider whether there has been a change of use which requires a planning application to be submitted. Forms and relevant fees can be found on our website.

Potential Nuisance:

This licence does not provide exemption from the requirements of the Environmental Protection Act 1990 provisions in relation to statutory nuisance, particularly those relating to 'odour' or 'noise'. The operator is advised to ensure that the business is operated in such a manner as to ensure there are no justified grounds for complaint.

Health and Safety:

The operator is reminded of their responsibilities under the Health and Safety at Work etc Act 1974, in particular to the requirements for risk assessments. These assessments need to include for the potential impact of the business on those who are not their employees, especially family members including children.

Waste Disposal

All waste generated in the course of a business must be disposed of in accordance with current waste regulations.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 11 JUNE 2015
title: NATIONALLY DESCRIBED SPACE STANDARDS
submitted by: CHIEF EXECUTIVE
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

1 PURPOSE

- 1.1 To request Committee approve the use of nationally described space standards. These are to be accepted as the minimum size standards in all new affordable housing developments.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – To meet the identified housing needs of households in the borough.
 - Corporate Priorities – To achieve a balanced housing market.
 - Other Considerations – None.

2 BACKGROUND

- 2.1 Over the past five years, there has been a significant change in how affordable housing units are delivered. Today, affordable units are built by developers as part of the Section 106 negotiations, 30% of the site is required to be affordable. Prior to this the majority of affordable units were developed by housing associations with Homes and Communities Agency (HCA) grant funding and therefore the HCA prescribed the quality and space standards for each affordable unit. Since this change, we have seen a significant reduction in the size of affordable units being developed in the borough. This has caused issues with demand for the family housing as the units have been very small. The technical housing standards set out requirements of internal floor space in new dwellings across all tenures. The standards are set out in Appendix A.

3 RISK ASSESSMENT

- 3.1 The approval of this report may have the following implications:
- Resources – No implications identified.
 - Technical, Environmental and Legal – Developers may try to resist the new space standards as it will incur additional costs in delivering affordable units.
 - Political – Important to ensure the affordable units we secure meet housing need.
 - Reputation – To ensure a high quality affordable housing product.
 - Equality & Diversity – No implications identified.

4 RECOMMENDED THAT COMMITTEE

- 4.1 Request that Committee agree the new space standards are adopted by the Council and are required on all new affordable housing schemes.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

DCLG – Technical Housing Standards – Nationally Described Space Standards – March 2015.

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

REF: RS/EL/110615/H&H



Department for
Communities and
Local Government

Technical housing standards – nationally described space standard



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March 2015

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Technical housing standards – nationally described space standard

Introduction

1. This standard deals with internal space within new dwellings and is suitable for application across all tenures. It sets out requirements for the Gross Internal (floor) Area of new dwellings at a defined level of occupancy as well as floor areas and dimensions for key parts of the home, notably bedrooms, storage and floor to ceiling height.
2. The requirements of this standard for bedrooms, storage and internal areas are relevant only in determining compliance with this standard in new dwellings and have no other statutory meaning or use.

Using the space standard

3. The standard Gross Internal Areas set out in Table 1 are organised by storey height to take account of the extra circulation space needed for stairs to upper floors, and deal separately with one storey dwellings (typically flats) and two and three storey dwellings (typically houses).
4. Individual dwelling types are expressed with reference to the number of bedrooms (denoted as 'b') and the number of bedspaces (or people) that can be accommodated within these bedrooms (denoted as 'p'). A three bedroom (3b) home with one double bedroom (providing two bed spaces) and two single bedrooms (each providing one bed space) is therefore described as 3b4p.
5. This allows for different combinations of single and double/twin bedrooms to be reflected in the minimum Gross Internal Area. The breakdown of the minimum Gross Internal Area therefore allows not only for the different combinations of bedroom size, but also for varying amounts of additional living, dining, kitchen and storage space; all of which are related to the potential occupancy.
6. Relating internal space to the number of bedspaces is a means of classification for assessment purposes only when designing new homes and seeking planning approval (if a local authority has adopted the space standard in its Local Plan). It does not imply actual occupancy, or define the minimum for any room in a dwelling to be used for a specific purpose other than in complying with this standard.
7. Minimum floor areas and room widths for bedrooms and minimum floor areas for storage are also an integral part of the space standard. They cannot be used in isolation from other parts of the design standard or removed from it.

8. The Gross Internal Area of a dwelling is defined as the total floor space measured between the internal faces of perimeter walls¹ that enclose the dwelling. This includes partitions, structural elements, cupboards, ducts, flights of stairs and voids above stairs. The Gross Internal Area should be measured and denoted in square metres (m²).
9. The Gross Internal Areas in this standard will not be adequate for wheelchair housing (Category 3 homes in Part M of the Building Regulations) where additional internal area is required to accommodate increased circulation and functionality to meet the needs of wheelchair households.

Technical requirements

10. The standard requires that:
 - a. the dwelling provides at least the gross internal floor area and built-in storage area set out in Table 1 below
 - b. a dwelling with two or more bedspaces has at least one double (or twin) bedroom
 - c. in order to provide one bedspace, a single bedroom has a floor area of at least 7.5m² and is at least 2.15m wide
 - d. in order to provide two bedspaces, a double (or twin bedroom) has a floor area of at least 11.5m²
 - e. one double (or twin bedroom) is at least 2.75m wide and every other double (or twin) bedroom is at least 2.55m wide
 - f. any area with a headroom of less than 1.5m is not counted within the Gross Internal Area unless used solely for storage (if the area under the stairs is to be used for storage, assume a general floor area of 1m² within the Gross Internal Area)
 - g. any other area that is used solely for storage and has a headroom of 900-1500mm (such as under eaves) is counted at 50% of its floor area, and any area lower than 900mm is not counted at all
 - h. a built-in wardrobe counts towards the Gross Internal Area and bedroom floor area requirements, but should not reduce the effective width of the room below the minimum widths set out above. The built-in area in excess of 0.72m² in a double bedroom and 0.36m² in a single bedroom counts towards the built-in storage requirement
 - i. the minimum floor to ceiling height is 2.3m for at least 75% of the Gross Internal Area

¹ The internal face of a perimeter wall is the finished surface of the wall. For a detached house, the perimeter walls are the external walls that enclose the dwelling, and for other houses or apartments they are the external walls and party walls.

Table 1 - Minimum gross internal floor areas and storage (m²)

Number of bedrooms(b)	Number of bed spaces (persons)	1 storey dwellings	2 storey dwellings	3 storey dwellings	Built-in storage
1b	1p	39 (37) ²			1.0
	2p	50	58		1.5
2b	3p	61	70		2.0
	4p	70	79		
3b	4p	74	84	90	2.5
	5p	86	93	99	
	6p	95	102	108	
4b	5p	90	97	103	3.0
	6p	99	106	112	
	7p	108	115	121	
	8p	117	124	130	
5b	6p	103	110	116	3.5
	7p	112	119	125	
	8p	121	128	134	
6b	7p	116	123	129	4.0
	8p	125	132	138	

² Where a one person flat has a shower room rather than a bathroom, the floor area may be reduced from 39m² to 37m².

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 11 JUNE 2015
title: REQUEST TO WAIVE CONTRACT PROCEDURE RULES TO
PURCHASE DOMESTIC ABUSE SUPPORT SERVICE
submitted by: CHIEF EXECUTIVE
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

1 PURPOSE

- 1.1 To seek the waiver of the Council's Contract Procedure Rules in respect of the purchase of domestic abuse support services to enhance the domestic abuse support service in Ribble Valley.
- 1.2 Relevance to the Council's ambitions and priorities
 - Community Objectives – To address the housing support needs of all households in the borough.
 - Corporate Priorities – As above.
 - Other Considerations – None.

2 BACKGROUND

- 2.1 Lancashire CC in partnership with the 12 Lancashire district housing authorities has been successful in securing £751,580 in revenue funding across the county via a bid to DCLG (Department of Communities and Local Government) for 'funding to strengthen accommodation based domestic abuse service provision'. This nationwide fund is for local housing authorities to help strengthen support services so there is effective national coverage that keeps victims of domestic abuse safe. The funding is a one off payment for 2015-16.
- 2.2 Through this bid Ribble Valley has secured an allocation of £28,375 to assist in the enhancement of the domestic abuse safe house and support provision in the borough.

Proposal

- 2.3 Ribble Valley currently uses one safe house in Hyndburn that can accommodate 2 households in 8 bed spaces. Hyndburn Council leases the safe house to 'Your Housing', which acts as landlord, with HARV (Hyndburn and Ribble Valley Domestic Abuse Service) being engaged to provide support services. The additional funding will enable the provision of further dedicated, specialist staff to raise the standard of support for victims both within the refuge and their own homes (including the provision of support for children and young people), and allow support to be given to victims with more complex needs. It will also be possible to increase capacity by the creation of a further safe house. The new units will also be accessed by Ribble Valley victims.
- 2.4 HARV already provide support services to women and children in Ribble Valley's and have been the provider of support for over 12 years.

- 2.5 It is proposed that Committee agree to waive the Council's Contract Procedure Rules to award the contract for the provision of the additional services to HARV without first testing the market. HARV already provide the support service in the borough and appointing HARV to take on this additional work would maintain consistency and continuity of service delivery. It would build on existing service provision and should minimise set up costs, as HARV are already in situ. The additional funding is for 12 months only, so the proposed contract would be comparatively short. A procurement exercise does not appear to be sensible in the circumstances as it could add to costs and will cause delay in commencing service provision.
- 2.6 The exemption being sought falls under CPR5 – Exemptions from Contract Procedure Rules namely paragraph 5.2(c) which provides for circumstances where an exemption is made for reasons:
- “that additional goods, works or services are required which, through unforeseen circumstances, were not included in the original contract and which are either strictly necessary for the completion of the contract or, for technical or economic reasons, cannot be carried out separately without great inconvenience/addition costs;”*
- 2.7 The Council will enter into a legal agreement with HARV which will specify the details of the services to be provided.
- 2.8 The alternative option is that the Council could carry out a procurement exercise to choose a support provider in respect of the additional services, but this is not recommended for the reasons stated in paragraph 2.5.
- 2.9 Consultations were undertaken with existing service providers across Lancashire through the Lancashire Domestic abuse Forum.

3 RISK ASSESSMENT

- 3.1 The approval of this report may have the following implications:
- Resources – No implications identified.
 - Technical, Environmental and Legal – Legal input will be required for clarification in definition.
 - Political – Brownfield sites will deliver a reduced number of affordable units.
 - Reputation – The new guidance will need to be applied across all new sites.
 - Equality & Diversity – No implications identified.

4 RECOMMENDED THAT COMMITTEE

- 4.1 Agrees to accept grant funding of £28,375.00 from Lancashire County Council to enhance domestic abuse support services in the Borough and delegates authority to the Head of Regeneration and Housing to agree the terms of the relevant grant agreement
- 4.2 Waive the Council's Contract Procedure Rules in respect of the appointment of HARV (Hyndburn and Ribble Valley Domestic Abuse Service) to provide an enhanced level of support to Ribble Valley domestic violence victims for a 12 month period for the reasons set out in paragraph 2 of the report.

- 4.3 Delegates authority to the Head of Regeneration and Housing in consultation with the Strategic Housing Working group to agree the terms of the Council's agreement with HARV.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

Please find attached the Lancashire bid that was submitted to DCLG.

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

REF: RS/EL/110615/H&H

Appendix 1: Lancashire's District DCLG Funding Breakdown

	Hyndburn	Ribble Valley	Rossendale	Burnley	Pendle	Lancaster	Fylde	Wyre	Preston	Chorley	South Ribble	West Lancs	Total Bed Space
Area of Support	East Lancashire					North Lancashire			Central Lancashire				Lancashire
Current National Access Refuge Provision & Number of Bed Spaces	Pilot safe house 16 bed spaces (8 about to close)	0	Pilot safe houses 6 bed spaces about to close	35	20	15	9	10	58	9	27	32	237
Creation of New National Access Refuge Bed Spaces	Safe houses 16 bed spaces (8 sustained)	0	Safe houses 28 bed spaces (6 sustained)	New safe houses creating 25 bed spaces	0	New safe houses creating 10 bed spaces	0	0	0	0	0	0	79
Total bed spaces if successful	16	0	28	60	20	25	9	10	58	9	27	32	294
1) Co-ordination Resource	4hrs pw £4,000	3 hrs pw £3,000	3hrs pw £3,000	8hrs pw £8,000	0	5hrs pw £5,000	0	0	0	0	0	0	£19,000
2) Access to support from Refuge Support and Resettlement	18 hrs pw £15,000	9 hrs pw £7,500	37 hrs pw £35,000	37 hrs pw £30,000	18 hrs pw £15,000	37 hrs pw £30,000	18 hrs pw £15,000	18 hrs pw £15,000	18 hrs pw £15,000	18 hrs pw £15,000	18 hrs pw £15,000	37hrs pw £30,000	£237,500
3) Access to Support for Children and Young	18 hrs pw £15,000	9 hrs pw £7,500	18 hrs pw £15,000	18 hrs pw £15,000	18 hrs pw £15,000	18 hrs pw £15,000	27 hrs pw £22,500	27 hrs pw £22,500	37 hrs pw £30,000	18 hrs pw £15,000	25 hours £20 000	18 hrs pw £15,000	£187,500

	Hyndburn	Ribble Valley	Rossendale	Burnley	Pendle	Lancaster	Fylde	Wyre	Preston	Chorley	South Ribble	West Lancs	Total Bed Space
Area of Support	East Lancashire					North Lancashire			Central Lancashire				Lancashire
People													
4) Access to support for Complex needs e.g. Alcohol and Substance Misuse/ Metal Health	8hrs pw £16,000	2hrs pw £4,000	12hrs pw £17,000	12hrs pw £17,000	12hrs pw £17,000	12hrs pw £17,000	2hrs pw £4,000	2hrs pw £4,000	18hrs pw £25,000	8hrs pw £16,000	9 hours £12 500	18hrs pw £25,000	£237,000
Delivery Costs Applied For 2015/16:	£50,000	£22,000	£70,000	£70,000	£47,000	£67,000	£41,500	£41,500	£70,000	£46,000	£47,500	£70,000	£642,500
Delivery Costs Applied for March 2014/15	£4,170	£1,830	£5,830	£5,830	£3,950	£5,580	£3,950	£3,950	£5,830	£3,830	£3,960	£5,830	£54,540
Total Delivery Costs:	£54,170	£23,830	£75,830	£75,830	£50,950	£72,580	£45,450	£45,450	£75,830	£49,830	£51,460	£75,830	£697,040

Application Form: Funding to strengthen accommodation based specialist domestic abuse service provision

Name, address & contact details of applicant lead local authority:

Sarah McCarthy – Head of Supporting People, Adult & Community Services
Sarah.McCarthy@lancashire.gov.uk
 07917 521919

Lancashire County Council
 County Hall
 Preston
 PR1 8XJ

Mel Ormesher – Community Safety Manager
Mel.ormesher@lancashire.gov.uk
 07920 702 595

Attached Documents:

- Appendix 1 – 'Lancashire 12 Districts DCLG Funding Breakdown':
- Appendix 2 – 'Lancashire 12 Domestic Abuse Commissioning Strategy':



Names of partners:

Lancashire is a two tier local authority area made up of 1 county council and 12 district councils.

Lancashire County Council, the 12 district housing authorities and all current Domestic Abuse (DA) providers are all fully committed to this joint bid for the Lancashire 12 districts. The full list of partners is below:

Lancashire County Council		
District	Local Housing Authority	Current Specialist Domestic Abuse Accommodation Based Provider
Hyndburn	Hyndburn Borough Council	Hyndburn & Ribble Valley DV Service
Rossendale	Rossendale Borough Council	Rossendale DA Partnership
Ribble Valley	Ribble Valley Borough Council	Hyndburn & Ribble Valley DV Service
Burnley	Burnley Borough Council	SafeNet
Pendle	Pendle Borough Council	Pendle Borough Council
Preston	Preston City Council	Preston Domestic Violence Service
Chorley	Chorley Borough Council	Preston Domestic Violence Service
South Ribble	South Ribble Borough Council	Progress Care Housing Association
West Lancs	West Lancs Borough Council	Liberty Centre
Fylde	Fylde Borough Council	Fylde Coast Women's Aid
Wyre	Wyre Borough Council	Fylde Coast Women's Aid
Lancaster	Lancaster City Council	SafeNet

Amount of grant sought:**Profile of bid 2014-15:**

Please see appendix 1 – 'Lancashire 12 Districts Housing Authority Breakdown' for full details of grant funding sought.

	14/15	15/16
Support	n/a	n/a
Staff Costs	£54,540	£697,040
Other	n/a	n/a
Total	£54,540	£697,040

How many bed spaces – adhering to the standard set out at Annex A- will the funding provide?

- 215 bed spaces within refuge provision (current Lancashire refuge provision strives to meet Annex A and do so in most respects. Additional funding will allow the refuges to fully meet the standards set out in Annex A).
- 79 bed spaces within Lancashire safe houses will meet Annex A service standards with this additional funding.

Without any dedicated resource, the Hyndburn and Rossendale pilot safe house work is at risk of closure and will not meet all of the standards in Annex A.

Without any dedicated resource, safe house work in Lancaster and Burnley will not begin and the 35 new bed spaces will not be created.

Please see appendix 1 – 'Lancashire 12 Districts Housing Authority Breakdown' for full details of bed space increase.

Please describe your current domestic abuse service provision.

Lancashire currently has a total of 237 refuge bed spaces in 9 out of 12 districts across Lancashire: Burnley, Pendle, Preston, South Ribble, Chorley, West Lancashire, Lancaster, Wyre, and Fylde (see Appendix 1 – 'Lancashire 12 Districts Housing Authority Breakdown' for full details). This provision operates as a countywide resource for vulnerable victims and accepts referrals as part of the national network.

There are 3 remaining districts (Rossendale, Hyndburn and Burnley) that have safe house pilot projects. These pilots do not receive Supporting People funding for support and are at risk of ending without additional funding

How many refuge bed spaces do you currently provide?

Lancashire currently provides 237 bed spaces.

Of these how many provide the levels of support as outlined in Annex A of the bidding prospectus?

All 237 of Lancashire's refuge bed spaces strive to provide levels of support as outlined in Annex A of the bidding prospectus. However, all 12 local housing authorities report a lack of resources to manage service users with more complex needs. Lancashire is currently able to offer limited bed spaces and is seeking to increase capacity and resources to create therapeutic communities of support for victims of domestic abuse.

How many households will your current provision support during the course of a year (also provide split of adults/children)?

In 2013/14 Lancashire's refuge services supported 347 households: 347 adults and 460 children and young people (CYP).

Additional to Lancashire's refuge provision, Rossendale Safe House Pilot Project has supported 13 individuals and 3 children in a 15 months period from November 2013 - January 15; Hyndburn safe house provision supported 5 women and 6 children in 12 month provision.

How have you assessed the need for refuge in your area?

Tackling DA is a priority for a number of partnership strategic groups in Lancashire, such as the Health and Wellbeing Board, Lancashire Safeguarding Children's and Adults Boards, Children and Young People's Partnership Boards and the Lancashire Community Safety Strategy Group.

To inform these strategic group plans, Lancashire carried out a holistic DA Joint Strategic Needs Assessment (JSNA) which can be found [here](#). The Lancashire DA JSNA assessed evidence both nationally and locally to inform decision making around the provision of services by statutory and voluntary, community and faith sector (VCFS) agencies for DA within Lancashire.

What need did you identify (number of households/adults/children/needs levels)?

What is the shortfall against current provision?

Lancashire collects access to services data for all its refuges, which includes the total number of women who applied for the service. There were approximately 1,374 applications to refuges in Lancashire in 13/14. Approximately 1,030 clients did not receive a service. This included:

- 390 households who were unable to access the refuge as the provision was full,
- 200 households were unable to access the service due to their complex needs mental health problems, substance misuse problems and dual diagnosis.

- 330 households either found alternative accommodation, didn't want the service, or didn't supply the required information
- 30 households were still being assessed or are on waiting list
- 80 households were unable to access service due to range of reasons (room size, location, no recourse to public funds, not fleeing dv)

Most of the refuge provision in Lancashire provides support to women with low/medium needs and is unable to cater for women with complex needs. However, one refuge was specifically built to provide support for people with more complex needs.

Additional to the Lancashire's refuge provision, the Rossendale safe house pilot identified that 13 individuals from Rossendale have needed to seek refuge provision out of the Borough as the 2 safe houses were full, or the service users support needs were too complex due to mental health and substance misuse needs.

Using this data it is clear that Lancashire requires more service support staff to increase hours spent within refuge provision, increase access to complex needs workers such as substance misuse and mental health workers and increase access to CYP specialist workers.

Lancashire's shortfall in current resources is:

- 1) Lack of bed spaces
- 2) Reduced hours of access to support from refuge support workers and resettlement workers
- 3) Reduced hours of access to support from CYP specialist workers
- 4) Reduced hours of access to support for complex needs specialist workers such as mental health, sexual health, alcohol and substance misuse workers

How have you assessed future need?

Through a robust process of using the Lancashire DA JSNA, working with all 12 district housing authorities, local specialist DA service providers and service user consultations; it was possible to map out current provision and assess future need. This assessment was underpinned by Lancashire's performance and intelligence needs information regarding the population and demographics of Lancashire.

In addition to the JSNA, Lancashire collects access to services data for all its refuges, which includes the total number of women who applied for the service.

What future need have you identified (number of households/adults/children/needs levels)?

In a recent needs assessment carried out by CAADA (Co-ordinated Action Against Domestic Abuse), it demonstrated a 27% increase in access to services for high and medium risk victims of domestic abuse across Lancashire (2013/14).

This increase in demand is also replicated in data from our Multi-Agency Safeguarding Hub, police incident records and Early Support provision monitoring.

What plans have you in place to meet this need?

Please see appendix 1 – 'Lancashire 12 Districts Housing Authority Breakdown'.

Due to recent reduction in funding from charitable sources and LCC (Gateway Grant) and the planned reductions from LCC (Supporting People budget), funding is required to sustain and increase provision in the following areas:

- 1) Creation of additional bed spaces
- 2) Support from refuge support workers and resettlement workers
- 3) Support from CYP specialist workers
- 4) Support from complex needs specialist workers such as mental health, sexual health, alcohol and substance misuse workers.

Across Lancashire the additional safe house provision will provide more capacity and will enable a flexible approach in meeting the growing demand for families with complex needs, requiring emergency accommodation.

For example in Burnley 2013 to 2014, 35% of all referrals were assessed as inappropriate for communal refuge accommodation. This was due to their higher level complex need. The safe house provision will enable Burnley Refuge to accommodate those who are unable to access refuge space due to issues around dependency, ability to engage living communally, larger families, families with older male children and for temporary move-on for people with complex housing issues. Each safe house, within Burnley, will have full security; CCTV linked to the larger refuge and is alarmed.

The Complex Needs Support Workers will offer intensive housing management support to families. This will be achieved through planning and implementing a coordinated package of support designed to meet the individual needs of the families they are supporting.

The CYP specialist workers will focus on meeting the needs of CYP who have/are experiencing domestic abuse with a child centred package of therapeutic support, both in refuge and on an outreach basis. For CYP living in our refuges a follow on service will be offered to support the transition period between safe refuge and safe house accommodation; and reintegrating into the community.

Have you closed or stopped funding any refuge provision in the last 2 years? If so how many bed spaces and why?

Housing related support delivered by refuge providers is primarily funded from the Supporting People Budget. Whilst there have been significant reductions to the Supporting People Budget, the funding available to refuges has been maintained. However, all the refuge provision is due to be retendered in the next few months. The intention is to reduce the funding available by around £130,000 in order to achieve improved value for money and greater consistency in the level of funding available to individual refuges. This will have a particular impact on two providers where the Supporting People budget has historically funded more specialist services.

The Hyndburn and Rossendale Safe house pilots were established due to the recognition of local needs. Partnership funding was secured through the Community Safety Partnership for a trial safe house scheme in 2013/14 to operate at a low level dispersed DA refuge accommodation. As this funding is now running out, the 14 bed spaces in the current safe houses are at risk and these areas will return to the situation where there is no DA refuge accommodation in the borough to meet needs.

(a) Scope of provision of refuge accommodation including support for victims including to those from outside the local authority area.

Do you currently provide refuge support for victims from other areas? If so does this provision meet the current need?

Lancashire is part of the national refuge network and prides itself on delivering refuge support for victims both inside and outside of the Lancashire area. The national network service offer will continue to be extended to victims outside of the Lancashire area should this bid be successful.

Current provision in Lancashire does not meet the demand for services.

Lancashire provided refuge provision to 207 households from outside Lancashire between April 2012 – March 2013 (out of a total of 366 households) and 158 households out of a total of 347 between April 2013 and March 2014.

During 2012/13, 52 households from Lancashire are recorded as having accessed services in other areas; and 40 during 2013/14. However, as only 76 out of 156 upper tier authorities submit data, there is likely to be a significant under representation of the number of people from Lancashire accessing services in other areas.

The current safe house pilots in Rossendale and Hyndburn provides only low level support due to lack of resources. This essential funding to provide dedicated specialised staff would raise standards in the safe houses, increase capacity and allow support to be given to victims with more complex needs from other areas.

Does your funding proposal provide refuge support to victims from other areas?

Lancashire supports victims from other areas and this funding proposal will ensure we are able to continue to deliver this support in the future.

If the safe house pilot provisions were fully resourced they would add to this listed network of provision.

How do you propose to provide that support to victims who come from outside your area?

Lancashire supports victims from other areas and this funding proposal will ensure we are able to continue to deliver this support in the future.

When Lancashire refuges are full, individuals will be referred to the district housing options teams for a homelessness assessment.

3 - Partnership working

Which other organisations do you currently work with locally to tackle domestic support and support survivors?

We have a strong history of partnership working in Lancashire and are committed to continuing to make it a safe place to live, work and visit. Key partners include: Lancashire County Council, district and unitary authorities, Lancashire Constabulary, Clinical Commissioning Groups, Lancashire Fire and Rescue, National Probation Service, Community Rehabilitation Company, wider criminal justice partners and the Police and Crime Commissioner.

Lancashire Chief Executives (Community Safety Strategy Group) brings together representatives of these organisations to set the strategic direction for coordinating partnership activity under a range of statutory duties, to reduce crime and re-offending, tackle anti-social behaviour and substance misuse.

Reducing the harm caused by domestic abuse is a key priority for community safety partners and is aligned across a range of strategic partnerships including the Lancashire Children and Young People's Trust, Lancashire Safeguarding Children Board and the Health and Wellbeing Board. In addition, actions are being taken in response to the findings of the Ofsted inspection in 2012 which recommends that provision is put in place to support CYP living in households with DA present, and that partners explore provision of support for perpetrators not subject to criminal justice sanctions.

Providers of specialist domestic abuse services are key partners to the successful delivery of the pooled budgets approach to 'Lancashire Domestic Abuse Strategy' (see Appendix 2) and more importantly to delivering better outcomes for vulnerable victims, children, young people, families and communities. Statutory services work closely with providers through our partnership structure (Lancashire Domestic Abuse Forum - LDAF) and in co-producing service developments with the needs of service users at the centre of all considerations.

Individual districts have multi agency DA Forum meetings and refuge/safe house provision is an essential element of local delivery across all services.

What are your proposals to improve current partnership arrangements?

Domestic abuse partnership arrangements in Lancashire have recently be reviewed and restructured. A number of thematic groups addressing the various strands of DA (under the Home Office definition) have been brought together under a single Strategic Domestic Abuse Board with the aim of ensuring a cohesive approach to addressing DA and improving the partnership response. Meeting for a full day on a regular basis, this enables a clearly structured agenda to drive improvement activity. The Strategic DA Board will report to Lancashire Chief Executives.

In order to improve partnership arrangements, there is local activity across the county to improve the health service response to domestic abuse by ensuring that the NICE Domestic Abuse Guidance is used to improve delivery, joint working and

pathways to support.

Partners in Lancashire work closely with national advisory groups such as CAADA and Respect to ensure that services meet recognised quality levels. In addition, partners are working towards accreditation by the White Ribbon Campaign to become a White Ribbon County and embed a partnership and community approach towards challenging violence towards women and girls.

What effect do you think this will have?

Joint working in Lancashire is strong as demonstrated by this unified application for funding support.

If successful, this funding will enable closer working with providers of health services and the building of stronger pathways to support, in particular for service users requiring multiple interventions or with complex needs, and will improve the capacity of refuge provision to support vulnerable families through to recovery and independence in the community.

4 - Deliverability and capacity, including staff and other key resources, to deliver the proposals

With the full support and expertise of the 12 local housing authorities, Lancashire is the lead commissioning authority for the purpose of this bid. The Housing and Support Partnership Group (previously called the Supporting People Commissioning Board) will coordinate the delivery of the proposals set out in the bid ensuring full deliverability of each district level proposal.

Fundamental to our plan is our strong partnership commitment to ensuring integrated service delivery, shared partnership capacity and allocation of key resources to meet identified needs. Lancashire's core aim is to enhance the refuge service offer whilst building sustainable solutions within specialist refuge provision.

Using existing multi-agency delivery partner forum called the 'Lancashire DA Forum' (LDAF) Lancashire will establish four task groups:

1. Safe Houses development
2. Refuge Support and Resettlement
3. CYP Support
4. Complex Needs

These groups will be multi-agency delivery partners committed to ensuring services are integrated and working towards shared outcomes. Each group will be responsible for:

- Service design
- Service standards
- Recruitment
- Performance monitoring
- Capacity building
- Training

Each of the 4 task groups will be required to report to the Housing and Support Partnership Group which will fulfil the role of project board and will be responsible for governance.

What assessment have you made of the level of resource required to deliver the commitments set out in your bid?

Lancashire's Housing and Support Partnership Group will steer the implementation of the delivery plan. Where there is existing refuge provision the resource will be channelled through the refuge tender to add additional capacity.

Where there are new positions to be established the existing providers will work together to recruit staff and deliver across districts to meet the needs.

Where there is new provision of safe houses Lancashire has factored in equivalent resource for co-ordination of this delivery. The Local Housing Authority provider will be responsible for overseeing this delivery.

The purpose of the proposals are to work together to ensure efficient application of shared resources and services.

How have you ensured these resources will be in place?

The Lancashire Housing and Support Partnership Group is made up of LCC commissioning leads for housing and domestic abuse services, and housing leads from each of the borough councils. This Lancashire Housing and Support Partnership will steer the 4 task groups. As all partners are committed to delivering this bid, appropriate resources will be allocated to deliver the proposals outlined above within the required timescales.

5 - Standards

How do the refuge bed spaces meet the support service standards as set out at annex A of the bidding prospectus?

DCLG Annex A Service Standard	How Lancashire meets the service support standard through this proposal:
1) Safety, Security and Dignity	<p>Lancashire proposes to increase the national network of refuge provision by drawing on match funding from Lancashire's housing authorities to establish new 71 bed spaces. Victims will therefore be able to access crisis support at any time, receive a timely response and have the option to move geographical location if necessary for their safety.</p> <p>Lancashire does not currently provide refuge provision for male victims but should the bid be successful, Lancashire safe houses would be able meet this standard.</p>

<p>2) Rights and Access</p>	<p>All Lancashire refuges are required to demonstrate under the SP contract "a commitment to fair access, fair exit, diversity and inclusion. The service acts within the law and ensures clients are well-informed about their rights and responsibilities"</p> <p>Through service mapping, Lancashire has identified a gap in provision in some refuges to meet the needs of service users with particular needs such as physical disability and language barriers. Lancashire's proposals will increase capacity to ensure that service users with particular needs will be able to access services addressing barriers to access.</p> <p>There is also an identified gap for male victims and those with complex needs who are not able to access current refuge provision.</p>
<p>3) Health and Wellbeing</p>	<p>Refuges are required under the SP contract to identify any support needs and to signpost people to the relevant services. However, funding is not currently provided to address complex health needs.</p> <p>This sometimes results in applicants with complex needs not being able to access provision and some residents being evicted to safeguard other service users. As outlined above, data shows that 200 households cannot access services owing to complex needs. In addition, contracts require refuges to ensure the safety and wellbeing of staff team.</p> <p>Absolutely fundamental to this proposal is the additional resource needed to support service users with physical, mental and sexual health complex needs. Lancashire's proposals will enhance the capacity of support offered to service users and ensure access to essential specialist therapeutic support is deliverable.</p>
<p>4) Stability, Resilience and Autonomy</p>	<p>As a result of the personalised needs assessment requirements and outcome framework, within the SP contract, refuges are expected to promote stability, resilience and autonomy through support planning.</p> <p>From April 2015 the funding for resettlement and floating support, providing follow-up services, is to be reduced by around 50%. This will have a significant impact on people at risk of domestic violence as they receive a high proportion of the support available.</p>

5) Children and Young People	Lancashire recognises that the safety and wellbeing of CYP accessing refuge provision is paramount to building their confidence and resilience. Through service mapping, it is clear this is a large area where we need to focus on service resource enhancement. Lancashire proposes to enhance CYP refuge services that listen to the needs of CYP and are responsive in their support and delivery. Services will also support parents to develop their parenting resources to maintain and build their relationships with their CYP.
6) Prevention	Lancashire's refuge providers will deliver training and awareness raising activities with other professionals and within their communities. Provision will be enhanced to support the education of CYP regarding issues of consent, healthy relationships, gender inequality and violence against women and girls.

Are there elements of this support that are additional to those you were providing previously?

If successful, this funding will provide the following additional services:

1. Increased refuge bed spaces in Lancashire from 237 to 294 (These figures include safe house provision).
2. Access to refuge support and resettlement workers (resettlement services were previously available through floating support services; however funding is due to be reduced by in the region of 50%).
3. Access to refuge CYP workers
4. Access to refuge complex needs workers for physical, mental and/or sexual health
5. Access to refuge complex needs workers for alcohol and substance use
6. Access to match funding from the Police and Crime Commissioner for enhancing existing provisions equipment, fixtures and fittings.

6 - Value for money

How many additional spaces against current provision – meeting the standards at Annex A - will this funding provide?

This funding will increase refuge bed spaces in Lancashire from 237 to 294 (these figures include safe house provision).

As a result of the partnership working to develop a consistent and collaborative approach, Lancashire is seeking to achieve economies of scale by working together to deliver an integrated service response, sharing resources and building sustainable service.

7 - Sustainability

What will you do to maintain the levels of refuge provision this funding will secure in future years?

The model proposed is an Invest to Save programme. The focus will be to make the best use of resources, improve the service user journey and achieve better outcomes. This will be achieved by developing county wide collaborative approaches creating efficiencies. Lancashire proposes to develop a tailored approach that enables the realisation of genuine savings, removal of barriers to change, and transformation of frontline services so they can work more effectively, directly with service users and their CYP on interventions to improve outcomes.

By providing more specialist service within existing provision, Lancashire will seek to enhance the capacity of the core staff teams within refuges and safe houses and enable staff to meet the needs of service users with more complex needs after the funding ceases. Refuges will be able to provide more intensive therapeutic support and so encourage service users towards recovery, resilience and independence within community services. As part of the Lancashire DA commissioning strategy partners have commissioned specialist DA community based services to work with services users at medium and high level needs. These services seek to prevent the need for refuge and safe house provision.

Resources will be shared across Lancashire to enhance the service offer and ensure that good practice is shared and embedded. Where appropriate, therapeutic interventions will be sourced from an external partner and DA providers will be encouraged to use funding from core contracts to draw in match funding.

Rosendale BC intends to link the future provision of safe houses to the HCA Empty Property Programme as funding has already been secured for Rosendale for 2015. The plans is to source and renovate properties using this funding stream, and build in an element of support services funding into the tender, which together with this bid funding for the necessary support services, would provide a sustainable project. It would have the added benefit that the properties could become permanent Sanctuary accommodation for the individuals if appropriate, whilst the safe house be provided in an alternative property which would allow for the element of security.

We will ensure that the activity and outcomes of additional service provision are collected in order to support requests for mainstream funding and inform an independent cost benefit analysis of the core DA services.

What other things are you doing to place domestic abuse services on a sustainable footing?

Current funding arrangements for specialist DA community services come to an end in March 2016. In order to ensure that services are sustained, a business case is being developed for consideration by Lancashire Chief Executives with the aim of securing mainstream and recurrent funding contributions from each partner. This is in line with the DA Commissioning Strategy.

8 - Match funding

**What financial contribution to refuge services do your partners make?
What financial contribution do your other partners make to other services to tackle and prevent domestic abuse?**

Organisation	Match Funding Resource	District	Current Match Funding Amount
Lancashire County Council Supporting People		All Lancashire	£1M per annum
Lancashire County Council on behalf of all DA commissioning partnership in the DA Commissioning Strategy (including all districts, Office of Police and Crime Commissioner, Health).	Community based IDVA and Outreach services, DA perpetrator prevention services, workforce DA e-learning resource, workforce development DA awareness raising sessions and DA training.	All Lancashire	£1.2M per annum (pooled budget from strategic partners)
Pendle BC	Refuge underwritten by Pendle BC	Pendle	
Preston City Council	Management of sanctuary scheme.	Preston	£10000
LCC	Central gateway grant for CYP Worker	South Ribble	£15000
Rossendale BC	2 x 2 bed houses Funds for renovation Funding from CSP		£5,700 from HCA Empty Property Programme Funding £22,422 £16,500 from S106 funding £2k
Hyndburn BC funding available to renovate new property for safe house provision	Sanctuary Scheme 1 x 4 bed house for safe house provision		£2500 pa

South Ribble Borough Council	Delivery of Sanctuary Scheme	South Ribble	£12000pa
Chorley Council	Delivery of Sanctuary Scheme	Chorley	£12000pa

What match funding do you or your partners propose to make as a result of this bid?

Organisation	Match Funding Offer	District	Offer of Match Funding Amount
Calico Housing Association	3 x 5 bed new houses for refuge provision	Burnley	
Calico Housing Association	2 x 5 bed new houses for refuge provision	Lancaster	
Hyndburn BC	2 x 4 beds houses	Hyndburn	
Hyndburn BC	Allocate funding to renovate new property for refuge provision	Hyndburn	£30K
Ribble Valley	1 x 4 bed house	Ribble Valley	
Rossendale BC	2 x 4 bed houses	Rossendale	
Office of the Police and Crime Commissioner	Open up a small grants process to enhance setting to support the delivery of DA services e.g. refuge furniture, fixtures, fittings, equipment, programme resources.	All Lancashire	£200K

9 - Other relevant information

We are required to tender the support provision within refuges as contracts can only be extended until July 2015. In the event that the bid is successful, we are planning to vary the refuge contracts to include the additional DCLG funding. The Invitation to Tender for the support will make clear that if the DCLG bid is successful, this approach will be adopted.

Where the refuge provision is not being tendered, then a waiver to standing orders will be sought with a view to increasing the current Supporting People contract value. In relation to safe houses, support provision will either be tendered, or will be awarded directly to the district where this is appropriate.

Completed forms to be submitted by 5pm 16th January 2015 to: refugefunding@communities.gsi.gov.uk

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 11 JUNE 2015
title: VACANT BUILDINGS CREDIT
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

1 PURPOSE

- 1.1 To inform Committee of the vacant buildings credit and the implications for affordable housing delivery.
- 1.2 Relevance to the Council's ambitions and priorities:
 - Community Objectives – To address the identified housing needs in the borough.
 - Corporate Priorities – To achieve a balanced housing market.
 - Other Considerations – None.

2 BACKGROUND

- 2.1 The Government has continued to introduce initiatives intended to stimulate housing development recently. Their new measure looks to assist small-scale schemes coming forward or to remove obstacles to develop previously used land. Redeveloping brownfield land has been a key planning objective that has been constrained by viability issues. Vacancy buildings credit is one measure recently introduced to remedy this.
- 2.2 The credit applies where a vacant building is brought back into lawful use or is demolished to be replaced by a new building. The developer should be offered a financial credit equivalent to the existing gross floor space of the relevant vacant building when the Local Authority calculates any affordable housing contribution. In November 2014 the Department of Communities and Local Government announced the revision of the National Planning Practice Guidance with immediate effect to reflect this change.

3 IMPLICATIONS

- 3.1 An affordable housing contribution can only be required for any increase in floor space above that of the existing dwelling on the site. Therefore this ultimately will result in a reduction in affordable housing provision where there is a vacant building on the existing site. However there are a number of issues that need clarification. The definition vacant or abandoned itself is mostly a legal matter but there are some areas that need to be clarified. The date at which the property had been assessed for the measure to apply is not clear and would need to be agreed by the Planning Department.
- 3.2 Judging a building's vacancy is another issue as to whether it needs to be completely vacant or partial vacancy would count? Also what about temporary use or short-term vacancy? If the owners empty the property just before planning for planning

permission, would that still qualify? These are issues that need to be clarified to make this a workable policy, not just in its application but also in its consequences.

4 RISK ASSESSMENT

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

- Resources – None arising from this report.
- Technical, Environmental and Legal – Legal advice required for clarification on various points within the guidance.
- Political – There will be reduced affordable housing delivered from brownfield sites.
- Reputation – Need to ensure correct implementation of guidance.
- Equality & Diversity – None arising from this report.

5 CONCLUSION

5.1 Committee accept the contents of this report and acknowledge the implications for affordable housing delivery.

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/H&H/11 June 2015

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 11 JUNE 2015
title: GENERAL REPORT
submitted by: CHIEF EXECUTIVE
principal author: JAMES RUSSELL, HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

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

1.2 Relevance to the Council's ambitions and priorities:

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

2 PRIVATE WATER SUPPLIES RISK ASSESSMENT PROGRESS

2.1 I am pleased to report that progress is ongoing to meet the EU/Drinking Water Inspectorate completion of the initial Risk Assessment and compliance sampling of our private water supplies, albeit we did not meet the 31 December 2014 deadline.

2.2 Since the last report, progress has continued with 75 supplies now being completed in relation to risk assessment, which is now well over half way, there remain 46 to complete. Due to the complexity and detail of the process, including the need to serve multiple notices on all users of each supply failing to meet the standards, it is only proving possible for in the order of 8 supplies to be assessed each month. The project lead officer, Matthew Riding, is making every effort to complete the assessments as quickly as possible, the more realistic completion date remains November 2015. Altogether, this is proving to be a much bigger piece of work than originally envisaged.

3 HANSON CEMENT LIAISON MEETING

3.1 A liaison meeting was held on 26 March 2015, a copy of the minutes are attached for your information as Appendix A to this report.

4 FOOD STANDARDS AGENCY AUDIT OF APPROVED PREMISES

4.1 Further to my previous report to this Committee in January, I am pleased to inform Committee of the satisfactory findings of the 'focussed audit' into the Council's food control regulatory function of 'Approved Premises' within the Ribble Valley by the Food Standards Agency (FSA). The audit was a detailed two and half day audit that commenced on Tuesday, 27 January 2015.

4.2 Ribble Valley was selected as part of a programme of focused audits to ensure that risk based and proportionate controls are in place at approved dairy establishments. This follows the audit by the Food and Veterinary Office in April 2013 of the official controls for milk and dairy products in the UK.

4.3 The audit was principally undertaken of the premises files for all our dairy approved premises and concluded the following;

- That the necessary controls were generally in place and being undertaken;
- The FSA Enforcement letter ENF/E/13/011 had not been actioned when first issued and lack of system in place to action;

- That the Annual Food Service Plan did not give enough emphasis on the significant resource commitment of the large number of approved premises within the borough;
- Need to include training and maintaining officer competencies and maintain records in training log;
- Need to implement declared sampling programme;
- Need to review and update overarching authorisation procedure to meet current code of practice;
- Develop 'product specific' inspection templates and update procedure note to include;
- Approved premises official control files were not being checked & signed off by a competent officer;

4.4 The majority of the above were administrative and were remedied immediately.

5 AIR QUALITY – TRIENNIAL UPDATE & ASSESSMENT REPORT 2015

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

5.2 The report identifies a further year of significantly reduced average Nitrogen Dioxide levels monitored in 2014 in the Whalley Road Air Quality Management area, with all monitoring sites being below the national air quality objective of 40 ug/m³.

5.3 I am pleased to report the considerable success of the tamper proofing measures introduced last year to reduce interference with these figures as occurred in 2013, without the continuing significant loss of sampling tubes.

5.4 The report includes the recommendation that the Air Quality Management Area can be revoked but that enhanced monitoring continue along Whalley Road for the next 12 months. Furthermore, the development of an AQMA Action Plan be put on hold in the meantime.

6 PRIVATE WATER SUPPLIES – CHANGE TO AGREED FEE & CHARGE

6.1 Since the fees & charges were set for this financial year by Committee at the October 2014 meeting, an error was identified in relation to the proposed fee set for 'other investigations'. The report had indicated the fee to be 'at cost, minimum of £ 100 and it should have read 'at cost' to a maximum of £100. The final fees & charges budget book lists the correct charge however, Committee is asked to note this change.

JAMES RUSSELL
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

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

**HANSON CEMENT LIAISON COMMITTEE
MEETING DATE – THURSDAY, 26 MARCH 2015**

PRESENT:	Simon Moorhouse	-	Hanson Cement
	Sam Wrathall	-	Hanson Cement
	Linda England	-	Bellman Committee
	Mary Gysbers	-	Bellman Committee
	Stephen Booth	-	Chatburn PC
	David Sharp	-	West Bradford PC
	Jonathan Haine	-	LCC
	Cllr R Sherras	-	RVBC
	Cllr I Brown	-	RVBC
	J Russell	-	RVBC
	O Heap	-	RVBC

1 APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence were received from Phil Goodwin (EA) and Bill Honeywell (West Bradford PC).

2 MINUTES

- 2.1 The minutes of the meeting held on 25 September 2014 were circulated and approved as a correct record.

3. OPERATIONAL ISSUES

- 3.1 Simon gave a brief update on operations at Ribblesdale where production was continually improving and restored to 2008 levels. Ribblesdale is the sole supplier of cement to Hinckley Point – a 7 year project which will peak in 2017/18. As a result, staffing had increased from 75 - 102.

- 3.2 During the winter shutdown £2.5m had been spent on the plant/site. Simon gave details of the work carried out.

4 BELLMAN, LANEHEAD AND COPLOW QUARRIES

- 4.1 Sam reported on the current workings of the quarries that were going well. De-watering has continued from Bellman into Worston Brook and Lanehead into the Ribble in compliance with EA permit conditions. They were now ready to go down to another level in Bellman.

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

- 4.3 Simon gave details of the outflows at Bellman and Lanehead along with suspended solids/ph graphs. He also showed data for the settlement pond.

- 4.4 With regard to Coplow quarry – the definitive closure and restoration would be complete by September 2015. Decision is now to cap with liner and use overburden soil from Bellman.

5 SUBSTITUTE FUELS / MATERIALS UPDATE

- 5.1 Simon showed a bar chart of the comparative use of substitute fuels. These totalled approximately 60% with a target of 64%. The use of SRF was improving all the time. There was no plans to use anything different at the present time.
Cemfuel – 16%; Tyres – 9%; MBM – 6.4%; and SRF – 25.7%

6 COMMUNITY CONCERNS (COMPLAINTS)

- 6.1 Simon reported on 5 dust complaints that had been received all of which were very localised to the site.

7 APPLICATION FOR VARIATION

7.1 James had received a consultation document that he had responded to with support in principle. This was for standardisation across all cement works.

8. ENVIRONMENTAL PERFORMANCE

8.1 Simon reported that there had been no environmental permission breaches since the last meeting.

9. AOB

9.1 A tour of the Educational / Training rooms, the quarries at Bellman and Lanehead and the site was given to those who wanted to go.

10 DATE OF NEXT MEETING

10.1 The next meeting of the Hanson Cement Liaison Committee will be held on Thursday 24 September 2015.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: 11 June 2015
 title: REPRESENTATIVES ON OUTSIDE BODIES 2015/16
 submitted by: Chief Executive
 principal author: Olwen Heap

1 PURPOSE

1.1 To inform members of the outside bodies that come under the remit of the Health & Housing committee and their membership.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – to be a well managed council providing effective services.
- Corporate Priorities - to protect and enhance the existing environmental quality of our area; to help make people's lives healthier and safer.
- Other Considerations – to work in partnership with other bodies in pursuit of the Council's aims and objectives.

2 BACKGROUND

2.1 At the annual meeting each year the Council makes nominations to various outside bodies.

2.2 Members attend meetings of the outside body and report back to the relevant parent committee.

3 ISSUES

3.1 The following outside bodies come under the remit of the Health & Housing committee. The membership of these outside bodies was decided at the annual meeting of the council on 19 May 2015.

Carer's Link	Cllr Joyce Holgate
Calderstones NHS Partnership	Cllr Bridget Hilton
Environment Agency Liaison committee	Cllrs Richard Sherras & Ian Sayers
Hanson Cement Liaison committee	Cllrs Richard Sherras, Ruth Hargeaves, Ian Sayers, Ian Brown & Allan Knox
Health & Well Being Board (LCC)	Cllr Bridget Hilton
LCC Adult Social Care and Health Overview & Scrutiny committee	Cllr Bridget Hilton

NW Regional Older Peoples Champion Network	Cllr Sue Bibby
Pendle Club, Clitheroe	Cllrs Sue Hind & Sue Knox
Ribble Valley Homes	Cllrs Peter Ainsworth, Ged Mirfin, Ian Brown
Tarmac Liaison committee	Cllrs Paul Elms, Ian Sayers, Ian Brown & Allan Knox

3.2 Representatives are encouraged to provide reports back giving committee an update on the work of the body and drawing attention to any current issues.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – the costs associated with members attending meetings of outside bodies is included in the budget for 2015/16.
- Technical, Environmental and Legal – no significant risks identified
- Political - no significant risks identified
- Reputation – no significant risks identified
- Equality & Diversity - no significant risks identified

5 CONCLUSION

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

Marshal Scott
CHIEF EXECUTIVE

Olwen Heap
ADMINISTRATION OFFICER

BACKGROUND PAPERS

Report on Representatives on Outside Bodies – Annual Council 19.5.15

REF: CE/OMH/H&H/11.6.15

For further information please ask for Olwen Heap, extension 4408