

# RIBBLE VALLEY BOROUGH COUNCIL

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date: 7 October 2015

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Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.30pm** on **THURSDAY, 22 OCTOBER 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 3 September 2015 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

### FOR DECISION

- ✓ 5. Cosy Homes in Lancashire (CHIL) – Request for Funding – report of Chief Executive – copy enclosed.
- ✓ 6. Review of Fees and Charges – report of Director of Resources – copy enclosed.

- ✓ 7. New Capital Programme Bids and Review 2016/19 – report of Director of Resources – copy enclosed.
- ✓ 8. Ribble Valley Temporary Accommodation Policy – report Chief Executive – copy enclosed.

FOR INFORMATION

- ✓ 9. Capital Monitoring 2015/16 – report of Director of Resources – copy enclosed.
- ✓ 10. Revenue Monitoring 2015/16 – report of Director of Resources – copy enclosed.
- ✓ 11. General Report of Chief Executive on Environmental Health Issues – report of Chief Executive – copy enclosed.
- 12. Reports from Representatives on Outside Bodies (if any).

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

FOR INFORMATION

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

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 5

meeting date: THURSDAY, 22 OCTOBER 2015  
title: COSY HOMES IN LANCASHIRE (CHiL) PROJECT  
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

## 1 PURPOSE

- 1.1 To request approval to make a £4,000 contribution towards delivery of the Cosy Homes in Lancashire (CHiL) scheme.
- 1.2 Relevance to the Council's ambitions and priorities:
  - Community Objectives – Investment in energy efficiency and affordable warmth keeps vulnerable people out of hospital.
  - Corporate Priorities – None.
  - Other Considerations – None.

## 2 BACKGROUND

- 2.1 The 'Cosy Homes in Lancashire' (CHiL) scheme is a countywide energy efficiency and affordable warmth initiative. It offers an accessible and straightforward means of accessing grants from energy companies and other sources to fund new heating measures, insulation and renewable technologies in domestic properties.
- 2.2 On behalf of all the local authorities in Lancashire, Blackpool Council has entered into a contract with Scottish and Southern Energy (SSE) for around £3.5 million worth of energy efficiency measures. It has also engaged with other companies to manage and deliver the scheme as a pilot running from September 2015 to August 2016. At a meeting of the Lancashire Chief Finance Officers in September, each of the 15 local authorities were asked to contribute £4000 to the staffing, marketing and administration costs for this pilot.
- 2.3 Lancashire has also been successful in securing £2.2 million from the Department of Energy and Climate Change (DECC)'s Central Heating Fund (CHF). Blackburn with Darwen Council is entering into the contract with DECC on Lancashire's behalf.
- 2.4 The total funding available for Lancashire is now over £6 million and if utilised the outcome of the scheme will be a significant reduction in energy bills and an increase in the 'thermal comfort' of homes, leading to a reduction in cold-related illnesses and associated GP and hospital visits.

## 3 BACKGROUND

- 3.1 Parts of Lancashire rank amongst the highest in England for rates of fuel poverty and this initiative is an extension of the affordable warmth work that local authorities and partner agencies have been doing for many years.

- 3.2 The pilot scheme has been developed following recommendations made in a report commissioned by the Lancashire Directors of Public Health into how best to engage with the Coalition Government's flagship Green Deal and ECO (Energy Company Obligation) schemes. There is increasing evidence around the positive health impacts of warm homes and the potential savings to households and public services. The pilot is also drawing on lessons learned during a trial scheme during 2014/15.
- 3.3 At the moment the private market for energy efficiency work is complex and difficult to navigate for the ordinary householder. This is compounded by the high number of 'hard-to-treat' period properties in Lancashire that require expensive measures to improve them. The eligibility criteria for accessing grants directly from energy companies can be arbitrary and the quality of work done by private contractors can vary significantly. Sadly there are even some rogue contractors using the 'government scheme' label to scam vulnerable households.

#### 4 CHiL SCHEME OUTLINE

- 4.1 The funding provided by SSE is contingent on Lancashire delivering measures that help SSE meet its statutory obligations to help households in fuel poverty and to reduce domestic carbon emissions. Along with the DECC Central Heating Fund and Affordable Warmth Funding provided by Lancashire County Council, there is potentially over £6 million available, although in many cases the cost of measures will need to be 'topped-up' by the household or other source (see below). The CHiL scheme is maintaining a constant engagement with the ECO market in order to ensure the maximum available funding can be accessed.
- 4.2 Householders (or agencies supporting them) are invited to call the managing agents for the scheme, Firefly Energi Ltd, on 03306 061 488 or email [info@chil.uk.com](mailto:info@chil.uk.com) to find out more about the scheme. Firefly Energi will take them through an initial referral form and, if it looks as if their property could benefit from the measures available, they will book the household in for a free survey. A website for the scheme is currently in development, and once launched will be supported by social media activity.
- 4.3 Measures available under the scheme include new boilers and central heating systems for low income/vulnerable households, cavity wall insulation and loft insulation. The cost of these measures to households will vary – as many as possible will be done for free, but the grant funding available sometimes needs a top-up, which averages several hundred pounds. Firefly Energi will work with landlords, home improvement agencies, housing and energy officers and charitable trusts to try and source this contribution. If that doesn't work out the scheme will also be trialling a low-cost ethical loan option for households provided by local credit unions.
- 4.4 Some households who don't meet the grant criteria will need to pay full price if they want a new boiler or heating system – as the scheme is buying boilers in bulk it is possible for CHiL to offer a high quality product at a very competitive price and there have already been some customers taking this option up. This also provides a small surplus that goes into the CHiL 'pot' which will be built up over time and which will hopefully provide another source of funding to 'top up' jobs for households in need that would otherwise not be financially viable.
- 4.5 The measures will be installed by a range of local and regional installers who have been engaged through Firefly Energi.
- 4.6 Working across the county brings economies of scale, allowing high quality materials, such as boilers, to be bought in bulk and the savings passed on to households.

4.7 Surplus grant funding received for a property is returned to a 'pot' for reinvestment into other properties, rather than taken as profit. In this way 'CHiL' hopes to maximise the number of households supported. Private landlords and organisations working with clients who could benefit are also encouraged to get in touch.

4.8 Beyond the core work of heating and insulation measures, the scheme will also develop offers for households around renewable energy technologies and energy tariff switching.

## 5 GOVERNANCE AND DISTRICT AUTHORITY ENGAGEMENT

5.1 The scheme is overseen by a Programme Board with cross-authority representation, and operationally by officers from Blackpool, Blackburn and Preston Councils.

5.2 Officers from every authority are invited to attend a monthly 'Progress and Development' meeting to receive detailed feedback on performance, and to raise issues and suggestions.

5.3 Regular updates are also being provided to the Lancashire Leaders group and the Lancashire Chief Finance Officers meeting.

## 6 FUTURE OF CHiL BEYOND THE PILOT

6.1 If the pilot proves successful, there is the possibility to develop 'CHiL' further – perhaps into a standalone not-for-profit entity such as a Community Interest Company (CIC). However, the potential for continuation depends on the future of ECO or other energy efficiency scheme and the policy environment nationally is somewhat clouded, with the current government having made a commitment only to “*insulate a million more homes over the next five years*” which is a rate significantly below what has previously been delivered.

## 7 ISSUES

7.1 The key risks identified to the success of the CHiL Scheme are:

- Insufficient leads generated of suitable households that meet the ECO criteria
- Insufficient funding for measures – where a contribution is required for an installation to proceed but it's not available
- Lancashire local authorities don't fully engage with the scheme

7.2 The generation of leads is the responsibility of all partners and local authorities have engaged operationally through the Home Energy Group and through press and marketing activity by PR & Communications teams.

7.3 The 'topping-up' of jobs that do not attract sufficient grant funding is something that many local authorities have engaged directly in and has provided vital support for many households.

7.4 In terms of backing and engagement, Blackpool Council and the CHiL Board request that all authorities promote.

## 8 RISK ASSESSMENT

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

- Resources – The cost of joining the scheme will be funded by the affordable warmth grant monies.
- Technical, Environmental and Legal – There are TUPE implications identified in the contract, however there is no intention to transfer staff. There is also a termination clause which would put Ribble Valley Borough Council liable for its portion of any losses, should we withdraw from the scheme.
- Political – Fuel poverty is an issue that needs addressing in the borough.
- Reputation – Important to work with all Lancashire Authorities to share the staff resource to deliver the scheme.
- Equality & Diversity – Important vulnerable households have access to affordable warmth.

## 9 RECOMMENDED THAT COMMITTEE

9.1 Approve Ribble Valley Borough Council make a £4,000 contribution towards funding delivery of the CHiL pilot across all Lancashire Authorities.

RACHAEL STOTT  
HOUSING STRATEGY OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

BACKGROUND PAPERS

(If any)

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

REF: RS/CMS/H&H/22/10/15

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

DECISION

Agenda Item No 6

meeting date: 22 OCTOBER 2015  
title: REVIEW OF FEES AND CHARGES  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

**1 PURPOSE**

- 1.1 To seek member approval on proposals to increase this committee's fees and charges with effect from 1 April 2016.
- 1.2 These proposals are the first stage in the review of this committee's budget for the forthcoming 2016/17 financial year.

**2 BACKGROUND**

- 2.1 The Council's fees and charges are reviewed on an annual basis as part of the budget setting process.
- 2.2 This report requests that members consider proposals for the increase in fees and charges for this committee's services. Such charges would be implemented with effect from the 1 April 2016 and would operate for the duration of the 2016/17 financial year.
- 2.3 The Council's latest budget forecast allows for a 1.5% increase in the level of income raised from fees and charges. The review aims to increase budgeted income for 2016/17 by this amount as a minimum.
- 2.4 After applying this percentage increase, most proposed charges have been rounded up to the nearest 10p, 50p or £1 to minimise any problems with small change. This inevitably impacts on the individual percentage rise for each separate charge, particularly when the current charge is low.
- 2.5 Please note, some of the charges made by the Council are statutory charges set by Central Government. For example, Environmental Protection Registration fees are set by DEFRA. Statutory charges are not included in this review.

**3 ADVICE OF BUDGET WORKING GROUP**

- 3.1 In September 2015, the Budget Working Group considered the overall three year Budget Forecast. In summary the forecast shows a potential budget deficit for 2016/17 of £263k after taking £200k from general fund balances.
- 3.2 The forecast has already factored in an overall increase in income from fees and charges of 1.5%. Clearly if this 1.5% increase is not achieved the budget deficit will be higher. Therefore service committees are requested to consider their fees and charges very carefully to achieve this targeted income.
- 3.3 The current budgeted income to be received from fees and charges which are set by this committee is £185,660. A 1.5% increase on this total would therefore generate £2,785.

## 4 REVIEW OF THE FEES AND CHARGES

4.1 The review of the fees and charges is co-ordinated by financial services, working together with heads of service and budget holders. The process is as follows:

- Budget holders are provided with an indication of the fees and charges, factoring in the budget working group proposals.
- A discussion meeting is then held between budget holder and financial services to enable the budget holder to propose a set of fees and charges for their services. This may depend on where there is a national requirement or service specific reason for setting a fee or charge at a different level than the budget working group target.

4.2 Most of the proposed fees and charges for this committee have been uplifted in line with the advice of the Budget Working Group – a 1.5% increase, rounded up to minimise any problems with small change. The following proposed fees and charges were set on a different basis to this, for specific reasons:

- Five existing water sample analysis charges have been set to only recover the estimated direct lab fees and employee costs associated with these checks, in line with the national requirement to only cover these costs – see page 10.
- One new water sample analysis charge, “Request/multi-bacteriological”, has been set to recover the direct lab fees associated with these extra lab tests – see page 10.

4.3 Following the discussions a proposed set of fees and charges for implementation from 1 April 2016 has been produced for this committee and is shown at Annex 1. This annex provides details of:

- the current charge for 2015/16
- an estimate of the level of 2015/16 income raised by each charge (net of VAT)
- the proposed charges for implementation from 1 April 2016
- an indication of the potential income that may be achieved in 2016/17, should the proposals be agreed (net of VAT)
- the resulting percentage increase from 2015/16 to 2016/17; and
- the date that each charge was last increased (they are all reviewed annually, but may not necessarily be increased).

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

4.5 Work is still underway on forecasting income budget levels for 2016/17 and such budget proposals will be reported back to this committee in January 2016 for approval.

4.6 If you agree the recommended charges shown in Annex 1, the estimated extra income raised is £2,940, an overall increase of 1.58%.



## 5 RISK ASSESSMENT

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

- Resources – Fees and charges provide a key income source for the Council. Fees and charges also provide a mechanism to target concessions, and also to charge service users directly rather than allowing the financial burden of certain service provision to fall on the council tax.
- Technical, Environmental and Legal – The Local Government Acts of 2000 and 2003 extended authorities' powers to charge for discretionary services.
- Political – none.
- Reputation – Substantial increases to charges can generate adverse publicity.
- Equality and Diversity – One of the aims of the fees and charges mechanism on many services is to pass on service concession in order to increase inclusivity.

## 6 CONCLUSION

6.1 Substantial work has been undertaken by financial services, heads of service and budget holders in reviewing the fees and charges operated by this committee. This review has now been completed as part of the budget process, for implementation from 1 April 2016, should the proposals be approved.

6.2 The Budget Working Group recommends that all service committees seek to increase their fees and charges by 1.5%. If you agree with the recommended charges, this committee will reach the target required.

## 7 RECOMMENDATION

7.1 Committee to consider the charges at Annex 1 and approve them for implementation with effect from 1 April 2016.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH10-15/AC/AC  
9 October 2015

For further information please ask for Andrew Cook.

BACKGROUND PAPERS – None

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2016

CLITHEROE CEMETERY – CLCEM		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2015/16 £	Budgeted Income Net of VAT for 2015/16 £	Proposed Charges for 2016/17 £	Indication of Potential Income Net of VAT for 2016/17 £	Percentage Increase in Charge %
<b>Exclusive Burial Rights</b>	Grave Plot	CLCEM/8447u	Non Vatable	01 April 2015	373.00	9,690.00	379.00	0.00	1.61%
	Grave Plot - New Extension	CLCEM/8447u	Non Vatable	01 April 2015	460.00	0.00	467.50	10,470.00	1.63%
	Ashes Plot	CLCEM/8447u	Non Vatable	01 April 2015	94.50	3,220.00	96.00	3,270.00	1.59%
	Woodland Burial	CLCEM/8447u	Non Vatable	01 April 2015	373.00	4,390.00	379.00	4,460.00	1.61%
<b>Woodland Burials</b>	Tree and Wild Flower Planting	-	-	-	No Charge	-	No Charge	-	-
<b>Interments</b>	Stillborn to 1 month	-	-		No Charge	-	No Charge	-	-
	3 depth	CLCEM/8441u	Non Vatable	01 April 2015	330.00	750.00	335.00	760.00	1.52%
	2 depth	CLCEM/8441u	Non Vatable	01 April 2015	300.00	4,760.00	305.00	4,840.00	1.67%
	1 depth (Includes Woodland Burials)	CLCEM/8441u	Non Vatable	01 April 2015	270.00	9,390.00	275.00	9,560.00	1.85%
	Ashes (Includes Woodland Burials)	CLCEM/8441u	Non Vatable	01 April 2015	94.50	3,930.00	96.00	3,990.00	1.59%
	Saturday Surcharge - Funeral	CLCEM/8441u	Non Vatable	01 April 2015	175.00	0.00	178.00	0.00	1.71%
	Saturday Surcharge - Ashes Interment	CLCEM/8441u	Non Vatable	01 April 2015	90.00	0.00	91.50	0.00	1.67%
<b>Please Note: Fees are double (for purchase of burial rights and interment) for persons who are non-residents of the Ribble Valley.</b>									

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2016

CLITHEROE CEMETERY – CLCEM		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2015/16 £	Budgeted Income Net of VAT for 2015/16 £	Proposed Charges for 2016/17 £	Indication of Potential Income Net of VAT for 2016/17 £	Percentage Increase in Charge %
<i>Fees for Memorials</i>	Provision of Foundation	CLCEM/8446n	VAT Inclusive	01 April 2015	87.00	610.00	88.50	0.00	1.72%
	Right to Erect Headstone	CLCEM/8442u	Non Vatable	01 April 2015	120.00	1,780.00	122.00	1,810.00	1.67%
	Right to Place Stone Plaque on Ashes Plot	CLCEM/8442u	Non Vatable	01 April 2015	32.50	420.00	33.00	430.00	1.54%

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2016

CLITHEROE MARKET – CLMKT		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2015/16 £	Budgeted Income Net of VAT for 2015/16 £	Proposed Charges for 2016/17 £	Indication of Potential Income Net of VAT for 2016/17 £	Percentage Increase in Charge %
<b>Cabins</b>	Tuesday, Thursday and Saturday - per week	CLMKT/8824n	VAT Inclusive	01 April 2015	53.00	97,200.00	53.80	98,670.00	1.51%
	Use of Cabins (preparation purposes): Non Market Days	CLMKT/8824n	VAT Inclusive	01 April 2015	26.00	2,250.00	26.40	2,280.00	1.54%
	Special Sunday Events	CLMKT/8824n	VAT Inclusive	01 April 2015	9.00	0.00	9.20	0.00	2.22%
<b>Stalls - Tuesday &amp; Saturday</b>	- 10 ft	CLMKT/8825n	VAT Inclusive	01 April 2015	17.50	5,280.00	17.80	5,370.00	1.71%
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2015	8.75	0.00	8.90	0.00	1.71%
	- 8 ft	CLMKT/8825n	VAT Inclusive	01 April 2015	14.00	6,200.00	14.40	6,380.00	2.86%
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2015	7.00	20.00	7.20	20.00	2.86%
<b>Stalls - Sunday Events</b>	Regular Contract Traders	CLMKT/8825n	VAT Inclusive	01 April 2015	9.50	20.00	9.70	20.00	2.11%
	Non-Contract Traders	CLMKT/8825n	VAT Inclusive	01 April 2015	19.00	0.00	19.40	0.00	2.11%

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2016

CLITHEROE MARKET – CLMKT		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2015/16 £	Budgeted Income Net of VAT for 2015/16 £	Proposed Charges for 2016/17 £	Indication of Potential Income Net of VAT for 2016/17 £	Percentage Increase in Charge %
<b>Stalls - Thursdays</b>	- 10 ft	CLMKT/8825n	VAT Inclusive	01 April 2015	8.75	10.00	9.00	10.00	2.86%
	- 10 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2015	4.35	0.00	4.50	0.00	3.45%
	- 8 ft	CLMKT/8825n	VAT Inclusive	01 April 2015	7.00	150.00	7.20	150.00	2.86%
	- 8 ft Third Stall Reduced Rate	CLMKT/8825n	VAT Inclusive	01 April 2015	3.50	0.00	3.60	0.00	2.86%
<b>Stalls - Friday</b>	Flea Market	CLMKT/8825n	VAT Inclusive	01 April 2015	5.50	690.00	5.60	700.00	1.82%
<b>Pitches</b>	Tuesday and Saturday - per day	CLMKT/8826n	VAT Inclusive	01 April 2015	14.00	3,990.00	14.40	4,100.00	2.86%
	Thursday	CLMKT/8826n	VAT Inclusive	01 April 2015	7.00	0.00	7.20	0.00	2.86%
	Special Sunday Events	CLMKT/8826n	VAT Inclusive	01 April 2015	19.00	0.00	19.30	0.00	1.58%

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2016

DOG WARDEN AND PEST CONTROL - DOGWD		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2015/16 £	Budgeted Income Net of VAT for 2015/16 £	Proposed Charges for 2016/17 £	Indication of Potential Income Net of VAT for 2016/17 £	Percentage Increase in Charge %
<b>Pest Control</b>	Commercial - Single Treatment Charge (per hour plus materials - minimum charge 1 hour)	DOGWD/8416n	VAT Inclusive	01 April 2015	44.00	1,250.00	44.70	1,270.00	1.59%
	Commercial Annual Contract - Per Visit	DOGWD/8416n	VAT Inclusive	01 April 2015	35.50	0.00	36.10	0.00	1.69%
	Domestic Single Treatment Charge (Rodents)***	DOGWD/8416n	VAT Inclusive	01 April 2015	21.50	6,160.00	22.00	6,300.00	2.33%
	Domestic Single Treatment Charge - Out of Hours (Rodents)	DOGWD/8416n	VAT Inclusive	01 April 2015	43.00	0.00	44.00	0.00	2.33%
	Domestic Callout Charge - Per Visit (unspecified reason)	DOGWD/8416n	VAT Inclusive	01 April 2015	11.20	150.00	11.40	150.00	1.79%
	Domestic Single Treatment Charge - Public Health Pests (eg. cockroaches and bed bugs)			-	No Charge	-	No Charge	-	-
<b>Non-Public Health Insect Treatment (eg. wasps, ants, flies, silverfish, carpet beetles and fleas)</b>	Single Treatment Charge - during working hours ***	DOGWD/8412n	VAT Inclusive	01 April 2015	43.00	3,680.00	44.00	3,770.00	2.33%
	Each additional nest treated on same visit ***	DOGWD/8412n	VAT Inclusive	01 April 2015	16.20	100.00	16.50	100.00	1.85%
	Missed Appointments	DOGWD/8412n	VAT Inclusive	01 April 2015	43.00	0.00	44.00	0.00	2.33%
	Out of Hours	DOGWD/8412n	VAT Inclusive	01 April 2015	86.00	0.00	88.00	0.00	2.33%
<b>Parish Council Collection of Dog Bins</b>	Post Mounted - one collection per week	DOGWD/8596n	VAT Inclusive	01 April 2015	4.00	1,030.00	4.10	1,060.00	2.50%

\*\*\* 50% Concession if householder is eligible for State Pension, Housing or Disability Benefits

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2016

ENVIRONMENTAL HEALTH - ENVHT		Ledger Code	VAT Liability	Date of Last Change	Current Charge 2015/16 £	Budgeted Income Net of VAT for 2015/16 £	Proposed Charges for 2016/17 £	Indication of Potential Income Net of VAT for 2016/17 £	Percentage Increase in Charge %
<b>Licences</b>	Animal Boarding Establishments	ENVHT/8403u	Non Vatable	01 April 2015	83.00	690.00	84.50	700.00	1.81%
	Dog Breeding Establishments (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2015	58.50	0.00	59.50	0.00	1.71%
	Pet Shops (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2015	83.00	300.00	84.50	310.00	1.81%
	Riding Establishments (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2015	83.00	200.00	84.50	200.00	1.81%
	Dangerous Wild Animals (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2015	83.00	0.00	84.50	0.00	1.81%
	Annual Zoo Compliance audit (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2015	142.00	0.00	145.00	0.00	2.11%
	Zoo - 4 year renewal (plus vets fees at cost)	ENVHT/8403u	Non Vatable	01 April 2015	220.00	0.00	224.00	0.00	1.82%
	Acupuncture - Ear Piercing	ENVHT/8403u	Non Vatable	01 April 2015	100.00	120.00	102.00	120.00	2.00%
	Tattooing	ENVHT/8403u	Non Vatable	01 April 2015	100.00	240.00	102.00	240.00	2.00%
	Electrolysis	ENVHT/8403u	Non Vatable	01 April 2015	100.00	240.00	102.00	240.00	2.00%
	Street Trading Consent - Classes I, II & III per annum	ENVHT/8430u	Non Vatable	01 April 2015	678.50	4,410.00	689.00	4,480.00	1.55%
	Street Trading Consent Class V per Event	ENVHT/8430u	Non Vatable	01 April 2015	94.50	0.00	96.00	0.00	1.59%
	Street Trading Consent Class IV			-	No Charge	-	No Charge	-	-

## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2016

ENVIRONMENTAL HEALTH - ENVHT	Ledger Code	VAT Liability	Date of Last Change	Current Charge 2015/16 £	Budgeted Income Net of VAT for 2015/16 £	Proposed Charges for 2016/17 £	Indication of Potential Income Net of VAT for 2016/17 £	Percentage Increase in Charge %	
<b>Caravan Sites – Licences</b>	First time – new (based on 12 hours)	ENVHT/8430u	Non Vatable	5 June 2014	440.00	0.00	447.00	0.00	1.59%
	Annual (based on 6 hours)	ENVHT/8430u	Non Vatable	5 June 2014	220.00	0.00	224.00	0.00	1.82%
	Amendment of site (based on 6 hours)	ENVHT/8430u	Non Vatable	5 June 2014	220.00	0.00	224.00	0.00	1.82%
	Transfer (based on 4 hours)	ENVHT/8430u	Non Vatable	5 June 2014	145.00	0.00	148.00	0.00	2.07%
<b>Water Sample Analysis: FEES BASED ON LAB FEES AND DIRECT EMPLOYEE COSTS</b>	Risk Assessment	ENVHT/8417u	Non Vatable	-	At cost min. £100	2,220.00	At cost min. £100, max £500	2,220.00	-
	Other Investigations	ENVHT/8417u	Non Vatable	-	At cost max. £100	40.00	At cost max. £100	40.00	-
	Small Water Supply *	ENVHT/8417u	Non Vatable	01 April 2015	56.00	340.00	57.00	350.00	1.79%
	Large Water Supply - Audit Monitoring *	ENVHT/8417u	Non Vatable	01 April 2015	71.00	0.00	72.00	0.00	1.41%
	Large Water Supply - Check Monitoring *	ENVHT/8417u	Non Vatable	01 April 2015	74.00	0.00	75.00	0.00	1.35%
	Large Water Supply - Audit & Check Monitoring *	ENVHT/8417u	Non Vatable	01 April 2015	108.00	1,180.00	109.00	1,190.00	0.93%
	Bacteriological *	ENVHT/8417u	Non Vatable	01 April 2015	41.00	350.00	42.00	360.00	2.44%
	Request/multi-bacteriological	ENVHT/8417u	Non Vatable	NEW	-	0.00	4.00	0.00	-
<b>Basic Food Hygiene Course</b>	Per Student	ENVHT/8519z	VAT Inclusive	01 April 2015	62.75	0.00	63.70	0.00	1.51%
<b>Removal of Unfit Food</b>	Per hour or part hour	ENVHT/8519z	VAT Inclusive	01 April 2015	52.50	0.00	53.30	0.00	1.52%

Please Note: \* Water sample analysis charges now based on cost of lab tests plus direct employee costs



## HEALTH AND HOUSING COMMITTEE – PROPOSED FEES AND CHARGES FOR IMPLEMENTATION FROM 1 APRIL 2016

<b>CONTAMINATED LAND - CLAND</b>								
	<b>Ledger Code</b>	<b>VAT Liability</b>	<b>Date of Last Change</b>	<b>Current Charge 2015/16 £</b>	<b>Budgeted Income Net of VAT for 2015/16 £</b>	<b>Proposed Charges for 2016/17 £</b>	<b>Indication of Potential Income Net of VAT for 2016/17 £</b>	<b>Percentage Increase in Charge %</b>
<i>Enquiry</i>	CLAND/8623n	VAT Inclusive	01 April 2015	75.00	50.00	76.20	50.00	1.60%
<b>HOUSING ADVANCES - HSADV</b>								
	<b>Ledger Code</b>	<b>VAT Liability</b>	<b>Date of Last Change</b>	<b>Current Charge 2015/16 £</b>	<b>Budgeted Income Net of VAT for 2015/16 £</b>	<b>Proposed Charges for 2016/17 £</b>	<b>Indication of Potential Income Net of VAT for 2016/17 £</b>	<b>Percentage Increase in Charge %</b>
<i>Enquiries from Prospective Second Mortgagors</i>	HSADV/8604z	Non Vatable	01 April 2015	56.70	0.00	58.00	0.00	2.29%
<i>Charge for Registration on Second Charges</i>	HSADV/8604z	Non Vatable	01 April 2015	28.40	0.00	29.00	0.00	2.11%
<b>IMPROVEMENT GRANTS - IMPGR</b>								
	<b>Ledger Code</b>	<b>VAT Liability</b>	<b>Date of Last Change</b>	<b>Current Charge 2015/16 £</b>	<b>Budgeted Income Net of VAT for 2015/16 £</b>	<b>Proposed Charges for 2016/17 £</b>	<b>Indication of Potential Income Net of VAT for 2016/17 £</b>	<b>Percentage Increase in Charge %</b>
<i>Administration Charges</i>	IMPGR/8716m	Non Vatable	-	5% of Total Cost	4,080.00	5% of Total Cost	4,080.00	-
<i>Administration Charges</i>	IMPGR/8717n	VAT Inclusive	-	5% of Total Cost	4,080.00	5% of Total Cost	4,080.00	-
<b>TOTAL INCOME FROM FEES AND CHARGES SET BY THIS COMMITTEE</b>					<b>185,660.00</b>		<b>188,600.00</b>	
<b>OVERALL EXTRA INCOME GENERATED</b>							<b>2,940.00</b>	<b>1.58%</b>

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

DECISION

Agenda Item No 7

meeting date: 22 OCTOBER 2015  
 title: CAPITAL PROGRAMME REVIEW AND NEW BIDS  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: ANDREW COOK

**1 PURPOSE**

1.1 To recommend the proposed future three-year capital programme (2016/17 to 2018/19) for this committee.

**2 BACKGROUND**

2.1 This report will review the draft programme of schemes for the next three financial years (2016/17 to 2018/19), based on the bids received from Heads of Service.

2.2 Schemes were considered at this time last year for the 2016/17 and 2017/18 financial years. No bids have previously been requested for the 2018/19 financial year.

2.3 In the same manner as previous years, all Heads of Service were asked to review the schemes previously approved for 2016/17 and 2017/18 and submit new capital bids for 2018/19, bearing in mind the limited financial resources that are available to finance the capital programme.

**3 CAPITAL PROGRAMME BIDS AND REVIEW 2016/17 TO 2018/19**

3.1 The proposed schemes have been entered into the draft programme in two ways. Firstly, Heads of Service were asked to review the programme of provisionally approved schemes for 2016/17 and 2017/18 and suggest any amendments that were required to those schemes. This review identified no suggested amendments to the schemes already approved. Please note, the Clitheroe Market Improvements 2016/17 scheme will be reviewed again after the final plans are announced for the separate Market Development scheme.

3.2 Secondly, Heads of Service were asked to put forward new bids (Annex 1) for the 2018/19 capital programme. Two bids, totalling £211,000, have been received for 2018/19.

3.3 Annex 2 shows the financial impact of each new bid put forward and each previously approved 2016/17 and 2017/18 capital scheme. A summary for this committee is shown below.

<b>Health and Housing Committee Schemes</b>	<b>2016/17 £</b>	<b>2017/18 £</b>	<b>2018/19 £</b>	<b>TOTAL £</b>
Previously Approved Schemes Brought Forward	411,000	211,000	0	<b>622,000</b>
New Bids Received	0	0	211,000	<b>211,000</b>
<b>Overall Total – All Schemes</b>	<b>411,000</b>	<b>211,000</b>	<b>211,000</b>	<b>833,000</b>

- 3.4 Of the two new bids received, totalling £211,000, the Disabled Facilities Grants scheme has potential external funding identified, estimated at £161,000. This leaves the £50,000 new bid for Landlord/Tenant Grants that would require funding from the Council's available capital resources. These capital resources are currently low.
- 3.5 With regard to Disabled Facilities Grants, it must be noted that from 2015/16 onwards the external funding now comes from the Lancashire Better Care Fund, as approved by the Lancashire Health and Well-being Board. The 2015/16 allocation for the Council, £161,000, has been confirmed. The 2016/17, 2017/18 and 2018/19 funding levels are not known at this point, so we have assumed they will be similar to 2015/16, i.e. £161,000. It is anticipated that the final scheme budget in each of these years will be exactly the same as the level of funding received.
- 3.6 Annex 1 shows the two new scheme bids for this committee in detail and how each particular scheme links to the Council's ambitions.
- 3.7 Committee members should therefore consider the new scheme bids, as attached, and those schemes previously approved for 2016/17 and 2017/18 and put forward any amendments to those bids that they may wish to make at this stage.
- 3.8 It must be noted that other committees will be receiving similar reports for the new scheme bids. Bids from all committees will finally be considered alongside each other by the Budget Working Group and Policy and Finance Committee against the limited financial resources that are available to finance the capital programme.

## 4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – One new bid, as submitted, would require funding from Council resources, at least £50,000 (Landlord/Tenant Grants) . It is anticipated that the other bid (Disabled Facility Grants) would be fully funded from external grant.
  - Technical, Environmental and Legal – None.
  - Political – None.
  - Reputation – Sound financial planning for known capital commitments safeguards the reputation of the Council.
  - Equality and Diversity – Equality and Diversity issues are examined as part of the capital bid appraisal process.

## 5 CONCLUSION

- 5.1 Previously approved capital schemes totalling £622,000, for the 2016/17 and 2017/18 financial years have been reviewed and re-confirmed by Heads of Service.
- 5.2 New capital scheme bids for 2018/19 have been received, totalling £211,000.
- 5.3 One new capital scheme bid has no associated external funding. The Council's existing capital resources to fund such schemes are currently low.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Consider the future three-year programme for 2016/17 to 2018/19 as attached and agree any amendments they wish to make.
- 6.2 Recommend to Policy and Finance Committee a future three-year capital programme for this committee's services.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH11-15/AC/AC  
12 October 2015

## Health and Housing Committee New Capital Bid Submissions

# BID 1: Disabled Facilities Grants

**Service Area:** Housing and Regeneration Services

**Head of Service:** Colin Hirst

### Brief Description:

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

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

To help make peoples' lives safer and healthier.

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

The grants are mandatory. The Council has a statutory duty to provide adaptations as instructed by the Occupational Therapist. Grant funding is provided by the Lancashire Better Care Fund to help fund this scheme.

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

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

### Consultation:

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

### Start date, duration and key milestones:

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

### Financial Implications – CAPITAL:

Breakdown	2016/17 £	2017/18 £	2018/19 £
Other	Already approved	Already approved	161,000
<b>TOTAL</b>	<b>Already approved</b>	<b>Already approved</b>	<b>161,000</b>
Sources of External Funding – from Lancashire Better Care Fund budget (TBC)	-	-	-161,000
<b>NET COST TO THE COUNCIL</b>	<b>-</b>	<b>-</b>	<b>0</b>

*NOTE – Future years' funding and budget assumed at the same level as 2015/16 funding received, £161,000.*

## Health and Housing Committee New Capital Bid Submissions

### Financial Implications – ANNUAL REVENUE:

Breakdown		£
Existing Service – no change		

#### Useful economic life:

No comment made.

#### Additional supporting information:

The provision of disabled facilities grants is a statutory function of the Council. Ensuring a service is essential to address the housing needs of the borough, an ambition of the Council.

#### Impact on the environment:

All equipment is maintained to prolong lifespan.

#### Risk:

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

## Health and Housing Committee New Capital Bid Submissions

### BID 2: Landlord/Tenant Grants

Service Area: Housing and Regeneration Services

Head of Service: Colin Hirst

#### Brief Description:

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

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

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

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

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

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

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

#### Consultation:

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

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

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

#### Financial Implications – CAPITAL:

Breakdown	2016/17 £	2017/18 £	2018/19 £
Other	Already approved	Already approved	50,000
<b>TOTAL</b>	<b>Already approved</b>	<b>Already approved</b>	<b>50,000</b>

## Health and Housing Committee New Capital Bid Submissions

### Financial Implications – ANNUAL REVENUE:

Breakdown		£
Existing Service – no change		

### Useful economic life:

No comment made.

### Additional supporting information:

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

### Impact on the environment:

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

### Risk:

- **Political:** The scheme has had very positive political support and has been highlighted as good practice by DCLG Homeless Specialist Advisor.
- **Economic:** Encourages investment in properties in the lowest council tax bands.
- **Sociological:** Choice of tenure for low income households is required.
- **Technological:** N/A
- **Legal:** Changes to Local Housing Allowance will impact on the scheme. Any reduction will have a negative impact as landlords will not agree to lower rent.
- **Environmental:** N/A



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

Scheme Title	2016/17 £	2017/18 £	2018/19 £	TOTAL £	
<b><u>Previously Approved Bids</u></b>					
Disabled Facilities Grants	161,000	161,000		322,000	
Landlord/Tenant Grants	75,000	50,000		125,000	
Clitheroe Market Improvements	175,000			175,000	
<b>Subtotal of Previously Approved Bids</b>	<b>411,000</b>	<b>211,000</b>	<b>0</b>	<b>622,000</b>	
<b><u>New Bids Received (as at Annex 1)</u></b>					<b>BID NUMBER</b>
Disabled Facilities Grants			161,000	161,000	1
Landlord/Tenant Grants			50,000	50,000	2
<b>Subtotal of New Bids Received (as at Annex 1)</b>	<b>0</b>	<b>0</b>	<b>211,000</b>	<b>211,000</b>	
<b>TOTAL</b>	<b>411,000</b>	<b>211,000</b>	<b>211,000</b>	<b>833,000</b>	
<b>External Funding</b>	<b>2016/17 £</b>	<b>2017/18 £</b>	<b>2018/19 £</b>	<b>TOTAL £</b>	
Disabled Facilities Grants - from the Lancashire Better Care Fund (NB - 2016/17, 2017/18 and 2018/19 are estimated allocations only based on the 2015/16 allocation. Actual allocations not yet confirmed for future years)	-161,000	-161,000	-161,000	-483,000	
<b>TOTAL External Funding</b>	<b>-161,000</b>	<b>-161,000</b>	<b>-161,000</b>	<b>-483,000</b>	

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

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Agenda Item No.

meeting date: THURSDAY, 22 OCTOBER 2015  
title: RIBBLE VALLEY'S HOMELESSNESS TEMPORARY  
ACCOMMODATION POLICY  
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

## 1 PURPOSE

1.1 To note recent developments in homelessness case law and approve the Ribble Valley Homelessness Temporary Accommodation Policy 2015 as attached at Appendix 1.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To address housing needs for households in the borough.
- Corporate Priorities – To working accordance with case law.

## 2 BACKGROUND

2.1 Under the Housing Act 1996 Part VII s188 the Council may have a legal duty to provide temporary accommodation, if there is reason to believe that the applicant may be homeless, eligible for assistance and have a priority need.

## 3 ISSUES

### 3.1 Development of a Homelessness Temporary Accommodation Policy

In order to meet the guidance issued, a Ribble Valley Temporary Homeless Accommodation Policy has been developed as Appendix 1 in relation to procurement and allocation of temporary accommodation. The proposed policy states:

- It is the Council's policy to ensure that there is sufficient and suitable temporary accommodation available to meet the expected need.
- It is the Council's policy to ensure a fair system when reaching decisions on the allocation of temporary accommodation.

3.2 A proposed policy document considers legislation, case law and guidance in relation to the provision of temporary accommodation and reaches conclusions in relation to procurement and allocations. On considering all the factors which affect procurement and allocations, it is felt that at present, the existing and future requirements for temporary accommodation and allocation are being met.

## 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – There will be no additional resource implications but to continue to use the existing temporary accommodation as provided.

- Technical, Environmental and Legal – The Council must take into consideration the guidance issued in the case law *Nzolameso v Westminster Council*. Failure to do so may risk legal challenge. Failure to respond to the new guidance issued at the Supreme Court may risk the Council's reputation and possibly lead to future legal challenge when making offers of temporary accommodation.
- Political – By approving the policy, the Council is responding to the recent guidance and setting out how temporary accommodation is allocated in a fair and transparent way.
- Reputation – The development of this policy will help to ensure that the Council is able to meet its statutory duties towards homeless households.
- Equality & Diversity – No implications identified.

## 5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Agree to approve the Ribble Valley Temporary Accommodation Policy as set out at Appendix 1.

RACHAEL STOTT  
HOUSING STRATEGY OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

### BACKGROUND PAPERS

(If any)

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

REF: RS/EL/H&H/22/10/15

## Ribble Valley Borough Council's Temporary Accommodation Policy

### 1. BACKGROUND

#### Legislation

Under the Housing Act 1996 Part VII – s188 the Council may have a legal duty to provide temporary accommodation, if there is reason to believe that the applicant may be homeless, eligible for assistance and have a priority need.

Sections 206 and 208 of the 1996 Act impose distinct but related requirements upon the local authority. Section 206(1) provides that the authority may discharge their housing functions *only* by securing "suitable" accommodation, albeit by a variety of routes. Section 208(1) provides that: "So far as reasonably practicable a local housing authority shall in discharging their housing functions under this Part secure that accommodation is available for the occupation of the applicant in their district". By virtue of section 205(1) of the 1996 Act, their "housing functions" refers to their functions under Part 7 to secure that accommodation is available for a person's occupation. It is clear, therefore, that these are duties owed to the individual person to whom the main homelessness duty is owed. The accommodation offered has to be suitable to the needs of the particular homeless person and each member of her household and the location of that accommodation can be relevant to its suitability: see *R (Sacupima) v Newham London Borough Council* [2001] 1 WLR 563, CA. This has since been set out in statutory guidance.

#### Guidance

Under section 182(1) of the 1996 Act, local housing authorities are required to have regard to such guidance as may from time to time be given by the Secretary of State. The current general guidance is contained in the Homelessness Code of Guidance for Local Authorities (Department for Communities and Local Government, 2006). As to the duty in section 208(1), this provides:

"16.7. Section 208(1) requires housing authorities to secure accommodation within their district, in so far as is reasonably practicable. Housing authorities should, therefore, aim to secure accommodation within their own district wherever possible, except where there are clear benefits for the applicant of being accommodated outside of the district. This could occur, for example, where the applicant, and/or a member of his or her household, would be at risk of domestic or other violence in the district and need to be accommodated elsewhere to reduce the risk of further contact with the perpetrator(s) or where ex-offenders or drug/alcohol users would benefit from being accommodated outside the district to help break links with previous contacts which could exert a negative influence."

As to suitability, the Code says this about the location of the accommodation:

"17.41. The location of the accommodation will be relevant to suitability and the suitability of the location for all the members of the household will have to be considered. Where, for example, applicants are in paid employment account will need to be taken of their need to reach their normal workplace from the accommodation secured. The Secretary of State recommends that local authorities take into account the need to minimise disruption to the education of

young people, particularly at critical points in time such as close to taking GCSE examinations. Housing authorities should avoid placing applicants in isolated accommodation away from public transport, shops and other facilities, and, wherever possible, secure accommodation that is as close as possible to where they were previously living, so they can retain established links with schools, doctors, social workers and other key services and support essential to the well-being of the household."

Homelessness (Suitability of Accommodation)(England) Order 2012

Article 2 provides:-

"In determining whether accommodation is suitable for a person, the local housing authority must take into account the location of the accommodation, including-

- (a) where the accommodation is situated outside the district of the local housing authority, the distance of the accommodation from the district of the authority;
- (b) the significance of any disruption which would be caused by the location of the accommodation to the employment, caring responsibilities or education of the person or members of the person's household;
- (c) the proximity and accessibility of the accommodation to medical facilities and other support which – (i) are currently used by or provided to the person or members of the person's household; and (ii) are essential to the well-being of the person or members of the person's household; and
- (d) the proximity and accessibility of the accommodation to local services, amenities and transport."

## 2. RECENT CASE LAW

*Nzolameso v Westminster City Council* – Supreme Court Judgement – April 15 has considered in more detail the issue of suitability and in particular its relation to out of borough placements. The judgement was also issued.

But how, it may be asked, are local authorities to go about explaining their decisions as to the location of properties offered? It is common ground that they are entitled to take account of the resources available to them, the difficulties of procuring sufficient units of temporary accommodation at affordable prices in their area, and the practicalities of procuring accommodation in nearby authorities. It may also be acceptable to retain a few units, if it can be predicted that applicants with a particularly pressing need to remain in the borough will come forward in the relatively near future. On the other hand, if they procure accommodation outside their own area, that will place pressures on the accommodation, education and other public services available in those other local authority areas, pressures over which the receiving local authority will have no control. The placing authority are bound to have made predictions as to the likely demand for temporary accommodation under the 1996 Act and to have made arrangements to procure it. The decision in any individual case will depend upon the policies which the authority has adopted both for the procurement of temporary accommodation, together with any policies for its allocation.

Ideally, each local authority should have, and keep up to date, a policy for procuring sufficient units of temporary accommodation to meet the anticipated demand during the coming year. That policy should, of course, reflect the authority's statutory obligations under both the 1996 Act and the Children Act 2004. It should be approved by the democratically accountable members of the council and, ideally, it should be made publicly available. Secondly, each local authority should have, and keep up to date, a policy for allocating those units to individual homeless households. Where there was an anticipated shortfall of "in

borough" units, that policy would explain the factors which would be taken into account in offering households those units, the factors which would be taken into account in offering units close to home, and if there was a shortage of such units, the factors which would make it suitable to accommodate a household further away. That policy too should be made publicly available.

### 3. CURRENT PROVISION OF TEMPORARY ACCOMMODATION PROVISION

#### Current Provision of Temporary Accommodation

The Council's housing needs service aims to prevent homelessness where possible. Unfortunately, homelessness cannot always be prevented and therefore temporary accommodation is required. The Council seeks to provide accommodation within the borough.

The temporary accommodation provision in Clitheroe is owned by the Council. 90 Whalley Road, Clitheroe provides 7 units of temporary accommodation. The units include 4 self-contained flats, 3 flats that share bathroom facilities, a laundry, a communal room, 2 bathrooms and an office. The Council also has nomination rights to 1 self-contained flat in Longridge, which is owned by Ribble Valley Homes. All the temporary accommodation units are managed by Ribble Valley Homes and the households are supported by Places for People through a supporting people contract.

On the occasion that the temporary accommodation is full or the accommodation is not suitable for the service user, then the following options are considered:

- Elizabeth Street project, Elizabeth Street, Burnley
- Emmaus project at Burnley or Preston
- Nightsafe at Blackburn
- Bed & Breakfast or holiday let accommodation
- All other accommodation eg neighbouring council's temporary provision such as a refuge for victims of abuse.

<b>Temporary Accommodation Usage</b>		
<b>Year</b>	<b>Quarter</b>	<b>Number of Households Placed in Council Owned Accommodation in Clitheroe &amp; Longridge</b>
2013	1	8
	2	14
	3	10
	4	8
2014	1	9
	2	11
	3	11
	4	9
2015	1	11
	2	6
	3	
	4	

<b>Use of B&amp;B</b>	
<b>Year</b>	
2013/2014	3 placements
2014/2015	1 placement
2015/2016	3 placements

#### 4. Allocation of Temporary Accommodation

The Council must ensure a fair and transparent approach to the allocation of temporary accommodation. The following approach is taken when considering appropriate accommodation. The Council's first consideration is 90 Whalley Road, Clitheroe. As this is the Council's main temporary accommodation, this is considered for all households. The accommodation is occupied by families with children as the main client group. Therefore, the only circumstances where this may not be offered is where the household may not be compatible to live alongside families or present a risk to any existing occupants. On the occasion the hotel is full other accommodation listed below is considered until a unit is available.

Longridge 1 bed accommodation – any household presenting as facing homelessness from Longridge would first be considered for this accommodation. The distance from Clitheroe to Longridge makes travelling to school or employment etc difficult. Where this is full then the Clitheroe accommodation is offered.

Elizabeth Street, Burnley – the hostel has support staff present 24 hours a day and therefore this is considered for households with higher support needs usually single people.

Nightsafe, Blackburn – offers young people 16-25 year olds, 9 nights of emergency accommodation. The shelter is open 5pm till 10am with on-site support. This is useful for young people who would not be suitable to share accommodation with families.

Bed & Breakfast/holiday let accommodation – on the occasions that emergency accommodation is needed out of hours, then bed and breakfast accommodation is used to place people short term. The accommodation is reviewed the next working day. When all temporary accommodation is full, then bed and breakfast or holiday let accommodation is considered.

#### 5. Conclusion

Based on previous year's utilisation of temporary accommodation, it is felt that the housing needs of households facing homelessness are met. In the majority of cases the temporary accommodation in Clitheroe and Longridge is used to meet the Council's duty under homelessness legislation. This accommodation is appropriate and suitable and means where possible temporary accommodation is provided within the borough.

#### 6. Monitoring of the Policy

The Council's housing needs service will undertake an annual review of the policy to ensure that the procurement and allocation of temporary accommodation continues to meet the borough's needs. This review will be reported to the Strategic Housing Working Group, and should there be any change to provision of temporary accommodation this will be reported to Health and Housing Committee

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 9

meeting date: 22 OCTOBER 2015  
title: CAPITAL MONITORING 2015/16  
submitted by: DIRECTOR OF RESOURCES  
principal author: ANDREW COOK

### 1 PURPOSE

1.1 The purpose of this report is to provide information relating to the progress of this Committee's approved capital programme for 2015/16, as at the end of September 2015. Slippage from 2014/15 is also reported.

1.2 Relevance to the Council's ambitions and priorities:

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

### 2 BACKGROUND

2.1 Members approved the proposals for the 2015/16 capital programme for submission to Policy and Finance Committee as part of the budget setting process, at its meeting in January 2015. The programme was set against a background of limited capital resources and reducing revenue budgets.

2.2 In total, 2 new Health and Housing Committee schemes were approved by Policy and Finance Committee and Full Council. This made a total planned capital spend for this Committee for the current year of £236,000, which is shown at Annex 1.

2.3 In addition, other changes have been made to the Original Estimate. Firstly, not all planned expenditure for 2014/15 was spent. The balance of this, which is known as slippage, has been transferred to this financial year. This totals £30,147. This is shown at Annex 1.

2.4 Secondly, an additional approval was gained from Policy and Finance Committee in June 2015 to complete the Cemetery Extension Installation of Infrastructure scheme in 2015/16 by installation of the initial headstone foundation beams. The budget of £3,600 comprises an additional approval of £2,730, funded from Health and Housing revenue contributions, along with slippage from 2014/15 of £870. This is shown at Annex 1.

2.5 In summary, this Committee's total approved capital programme budget for 2015/16 is £268,877 and is made up of 3 schemes.

2.6 It should also be noted that the final grant allocation for Disabled Facilities Grants was confirmed in April 2015, as £160,895. This was £105 less than the estimated allocation at Original Estimate. This will mean a reduction to the approved budget for Disabled Facilities Grants of £105, when the estimate is revised later in the year.



### 3 CAPITAL MONITORING 2015/16

3.1 The table below shows a summary of the total approved programme together with actual expenditure and commitments as at the end of September 2015. Annex 1 shows the full programme by scheme along with the budget, expenditure and commitments to date. Annex 2 shows the budget, expenditure and progress made in-year on each scheme.

BUDGET				EXPENDITURE	
Original Estimate 2015/16 £	Slippage from 2014/15 £	Additional Approvals 2015/16 £	Total Approved Budget 2015/16 £	Actual Expenditure and Commitments as at end of September 2015 £	Variance as at end of September 2015 £
236,000	30,147	2,730	268,877	131,435	-137,442

3.2 As at the end of September 2015, 48.9% of the annual capital programme for this Committee has been spent or committed. The Cemetery Extension Installation of Infrastructure scheme is now complete.

3.3 The main variations to date are:

- **DISCP – Disabled Facilities Grants:** Committed expenditure at the end of September 2015 is £108,081, based on 4 schemes approved in 2014/15 and 13 schemes approved so far in 2015/16. The budget for the year, £172,148, is likely to be fully committed because there are a further 15 applications either being currently considered for approval or on the waiting list. A waiting list is being used because latest estimates suggest that not all these schemes can be funded from the remaining 2015/16 budget.
- **LANGR – Landlord/Tenant Grants:** Committed expenditure at the end of September 2015 is £21,200, based on 2 schemes that were approved in 2014/15 and are in progress currently. 4 new applications have been received in 2015/16 so far and 2 of these are awaiting approval, with the values to be confirmed. If all 4 applications are approved then it is likely that the majority of the £93,129 budget for 2015/16 would be committed.

### 4 CONCLUSION

4.1 48.9% of the annual capital programme for this Committee has been spent or committed at the halfway point of the year. The Cemetery Extension Installation of Infrastructure scheme is now complete.

4.2 The Disabled Facilities Grants budget is likely to be fully committed for the year, due to the high level of applications received and the cost of these.

- 4.3 The Landlord/Tenant Grants scheme still has £71,929 budget available. If all applications received to date are approved, then the majority of the available budget will be committed.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH12-15/AC/AC  
12 October 2015

For further information please ask for Andrew Cook.

BACKGROUND PAPERS – None

## Health and Housing Committee – Capital Programme 2015/16

Cost Centre	Schemes	Original Estimate 2015/16 £	Slippage from 2014/15 £	Additional Approvals in 2015/16 £	Total Approved Budget 2015/16 £	Actual Expenditure and Commitments as at end of September 2015 £	Variance as at end of September 2015 £
DISCP	Disabled Facilities Grants	161,000	11,148	0	172,148	108,081	-64,067
LANGR	Landlord/Tenant Grants	75,000	18,129	0	93,129	21,200	-71,929
CMEXT	Clitheroe Cemetery – Installation of Infrastructure	0	870	2,730	3,600	2,154	-1,446
	<b>Total Health and Housing Committee</b>	<b>236,000</b>	<b>30,147</b>	<b>2,730</b>	<b>268,877</b>	<b>131,435</b>	<b>-137,442</b>

## Individual Scheme Details and Budget Holder Comments

### DISCP Disabled Facilities Grants

Service Area: Regeneration and Housing

Head of Service: Colin Hirst

#### Brief Description:

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

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

The disabled facilities grant budget operates on a financial year basis, ie. April - March each year.

#### Financial Implications – CAPITAL

	£	Actual Expenditure and Commitments as at end of September 2015 £	Variance as at end of September 2015 £
Original Estimate 2014/15	161,000		
Slippage from 2014/15	11,148		
Total Approved Budget 2015/16	172,148	108,081	-64,067
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>172,148</b>		

#### Financial Implications - REVENUE

None given.

#### Useful Economic Life

Not applicable.

#### Progress - Budget Holder Comments

*September 2015: Committed expenditure at the end of September 2015 is £108,081, based on 4 schemes approved in 2014/15 and 13 schemes approved so far in 2015/16. There are a further 15 applications either being currently considered for approval or on the waiting list. Not all these schemes can be funded from the remaining 2015/16 budget.*

*July/August 2015: Committed expenditure at the end of July 2015 is £91,581, based on 4 schemes approved in 2014/15 and 8 schemes approved so far in 2015/16. There are a further 18 applications either being currently considered for approval or on the waiting list. Not all these schemes can be funded from the remaining 2015/16 budget.*

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## LANGR Landlord/Tenant Grants

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Service Area: Regeneration and Housing

Head of Service: Colin Hirst

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### Brief Description:

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

### Start Date, duration and key milestones:

The grants run in line with the financial year, ie. April to March.

### Financial Implications – CAPITAL

	£	Actual Expenditure and Commitments as at end of September 2015 £	Variance as at end of September 2015 £
Original Estimate 2014/15	75,000		
Slippage from 2014/15	18,129		
Total Approved Budget 2015/16	93,129	21,200	-71,929
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>93,129</b>		

### Financial Implications - REVENUE

None.

### Useful Economic Life

Not applicable.

### Progress - Budget Holder Comments

*September 2015: Two schemes that were approved in 2014/15 are in progress as at the end of September 2015. Four new applications have been received in 2015/16 so far and two are awaiting approval, with the values to be confirmed.*

*July 2015: Two schemes that were approved in 2014/15 are in progress as at the end of July 2015. One new application has been received in 2015/16 so far and this is awaiting approval, with the value to be confirmed.*

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## CMEXT Clitheroe Cemetery – Installation of Infrastructure

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Service Area: Environmental Health

Head of Service: James Russell

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### Brief Description:

Provision of initial infrastructure to Clitheroe Cemetery extension.

### Start Date, duration and key milestones:

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

### Financial Implications – CAPITAL

	£	Actual Expenditure and Commitments as at end of September 2015 £	Variance as at end of September 2015 £
Original Estimate 2014/15	0		
Slippage from 2014/15	870		
Additional Approvals in 2015/16	2,730		
<b>Total Approved Budget 2015/16</b>	<b>3,600</b>	2,154	-1,446
Actual Expenditure 2014/15	4,100		
Actual Expenditure 2013/14	114,036		
Actual Expenditure 2012/13	4,532		
Actual Expenditure 2011/12	948		
Actual Expenditure 2010/11	75,914		
Actual Expenditure 2009/10	5,810		
<b>ANTICIPATED TOTAL SCHEME COST</b>	<b>208,940</b>		

### Financial Implications - REVENUE

Unknown at present.

### Useful Economic Life

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

### Progress - Budget Holder Comments

*September 2015: Scheme complete, now that headstone foundation beams have been fitted.*

*July 2015: Additional approval gained from Policy and Finance Committee in June 2015 to complete this scheme in 2015/16 by installation of the initial headstone foundation beams. These beams have now been fitted.*

*September 2014: The situation is still the same as at July 2014.*

*July 2014: Only outstanding issue is the installation of initial grave 'beam' for headstones.*

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

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

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

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

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

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

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

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

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

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

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

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO HEALTH AND HOUSING COMMITTEE

INFORMATION
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Agenda Item No 10

meeting date: 22 OCTOBER 2015  
 title: REVENUE MONITORING 2015/16  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: ANDREW COOK

### 1 PURPOSE

1.1 The purpose of this report is to provide Health and Housing Committee with information relating to the progress of the 2015/16 revenue budget, as at the end of September 2015.

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, whilst ensuring the Council provides council tax payers with value for money.
- Other Considerations – none identified.

### 2 REVENUE MONITORING 2015/16

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate for the period April 2015 to September 2015. You will see an overall underspend of £152,636 on the net cost of services, as at the end of September 2015. After allowing for transfers to and from earmarked reserves, the underspend is reduced to £119,472. Please note that underspends and additional income are denoted by figures with a minus symbol.

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	
CTBEN	Localised Council Tax Support Administration	107,700	-44,053	-47,081	-3,028	A
HGBEN	Housing Benefits Administration	74,400	-239,872	-334,734	-94,862	R
UCRED	Universal Credit	19,980	72	-4,947	-5,019	R
COMNL	Common Land	2,730	322	42	-280	G
CLCEM	Clitheroe Cemetery	50,410	7,660	10,335	2,675	A
ENVGR	Grants & Subscriptions - Health & Housing	2,180	740	720	-20	G
CLAIR	Clean Air	1,870	940	829	-111	G
DOGWD	Dog Warden & Pest Control	89,040	2,597	5,774	3,177	A
ENVHT	Environmental Health Services	290,150	-12,160	-21,977	-9,817	R



Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	
CLAND	Contaminated Land	15,770	118	0	-118	G
HSASS	Housing Associations	6,000	0	0	0	G
HSADV	Housing Advances	90	110	0	-110	G
AWARM	Affordable Warmth	0	0	-7,225	-7,225	R
SUPPE	Supporting People	16,570	0	-28,369	-28,369	R
CLMKT	Clitheroe Market	-45,790	-90,513	-96,634	-6,121	R
JARMS	Joiners Arms	18,750	10,204	11,119	915	G
HOMEG	Homelessness General	53,880	246	0	-246	G
HOMES	Homelessness Strategy	34,780	10,791	7,572	-3,219	A
IMPGR	Improvement Grants	27,580	-4,080	-497	3,583	A
HOMEE	Home Energy Conservation	13,720	374	0	-374	G
SHARE	Shared Ownership Rents	-610	-596	-1,191	-595	G
HSTRA	Housing Strategy	55,160	6,278	2,806	-3,472	A
<b>Total:</b>		<b>834,360</b>	<b>-350,822</b>	<b>-503,458</b>	<b>-152,636</b>	
<b>Transfers to/(from) Earmarked Reserves</b>						
HGBAL/ H275	Clean Air Reserve	-480	0	-480	-480	
HGBAL/ H371	Repossession Prevention Fund Reserve	0	0	-5,000	-5,000	
HGBAL/ H339	Government Housing Grants Reserve – Affordable Warmth	0	0	7,225	7,225	
HGBAL/ H339	Government Housing Grants Reserve – Domestic Abuse Agreement	0	0	28,375	28,375	
HGBAL/ H339	Government Housing Grants Reserve – Right to Move Grant	0	0	3,044	3,044	
<b>Total after transfers to/(from) Earmarked Reserves</b>		<b>833,880</b>	<b>-350,822</b>	<b>-470,294</b>	<b>-119,472</b>	

2.2 Shown above under transfers to earmarked reserves are a number of grants, on the basis that this is the balance of unspent grant to date. Should expenditure be incurred before the end of the financial year in respect of these grants, then such transfers will be adjusted to reflect that spend accordingly.

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

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

2.4 The main variances between budget and actuals on individual budget codes within cost centres have also been highlighted and explained as follows:

- Red budget code variances are shown with the budget holder’s comments and agreed actions in Annex 1.
- Amber budget code variances are shown with the budget holder’s comments in Annex 2.

2.5 The main reasons for the £119,472 underspend to the end of September 2015, after transfers to and from earmarked reserves, are as follows:

- £89,279 net underspend on Housing Benefits rent allowance payments and subsidy grant income. This is because rent allowance claimant caseload for April to September 2015 was lower than planned when the 2015/16 subsidy initial estimate was prepared for the Department for Work and Pensions (DWP) in February 2015.

Rent allowance payments to date reflect the lower caseload in practice but subsidy grant received to date is still based on the initial estimate prepared. At the year-end the Housing Benefit subsidy claim prepared for the DWP will ensure that rent allowance subsidy income mirrors actual rent allowance payments made across the full year, subject to any benefits overpayments adjustments. So, no significant underspend is expected at year-end.

- £6,649 of increased income from Environmental Protection Registration fees. This is due to identification of more commercial sites that are eligible to be registered and pay fees in line with national guidelines.

### 3 CONCLUSION

3.1 The comparison between actual and budgeted expenditure on the Health and Housing Committee shows an underspend of £152,636, as at the end of September 2015. After allowing for transfers to and from earmarked reserves, the underspend is reduced to £119,472.

3.2 When the £89,279 Housing Benefits rent allowance payments and subsidy grant income net underspend is set aside, the remaining underspend as at the end of September 2015, after allowing for transfers to and from earmarked reserves, is £30,193.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH13-15/AC/AC  
9 October 2015

BACKGROUND PAPERS: None

For further information please ask for Andrew Cook

## Health and Housing Committee Revenue Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
HGBEN/ 4652	Housing Benefits/Rent Allowance Payments	7,491,770	3,468,062	3,358,194	-109,868	Rent Allowance payments are lower than budgeted at Original Estimate, due to lower caseload than anticipated. This will be reflected in less Rent Allowance subsidy grant income being received at year-end, as expenditure is funded by subsidy received. This means there is no significant underspend in practice.	Budget to be amended at Revised Estimate, in line with the Mid-Year estimate claim prepared for DWP grant purposes.
SUPPE/ 8365z	Supporting People/Domestic Abuse Agreement - LCC Grant	0	0	-28,375	-28,375	This is an additional grant received in-year from Lancashire County Council to help councils strengthen domestic abuse service provision until October 2016. This grant was not anticipated at Original Estimate. A service level agreement has been agreed with Hyndburn and Ribble Valley Domestic Violence Team (HARV) to deliver this additional service for the Council.	Income and expenditure budgets will be updated at Revised Estimate.  The portion of the grant receipt that relates to 2016/17 will be set aside in earmarked reserves at year-end.
AWARM/ 8053z	Affordable Warmth/Affordable Warmth LCC Public Health Grt	0	0	-12,625	-12,625	This is the first payment of an additional grant from Lancashire County Council to help fund affordable warmth measures in the borough in 2015/16. This grant was not anticipated at Original Estimate. The Council will be undertaking additional spend in this area in-year.	Income and expenditure budgets will be updated at Revised Estimate.  Any unspent grant at year-end will be set aside in earmarked reserves.

## Health and Housing Committee Revenue Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
ENVHT/ 8415u	Environmental Health Services/Envir Protect Registration Fees	-13,200	-11,744	-18,393	-6,649	Environmental Protection Registration fees have increased in-year, due to the identification of more commercial sites that are eligible to be registered and pay fees in line with national guidelines.	The budget will be updated for this at Revised Estimate.
HGBEN/ 2998	Housing Benefits/Software Maintenance	6,590	6,590	11,811	5,221	Northgate licensing and support 2015/16 costs have been allocated differently across budgets than anticipated at Original Estimate stage. This has led to £5,210 extra being charged to Housing Benefits administration.	Budgets will be corrected at Revised Estimate in order to reflect the new allocations.
HGBEN/ 8002z	Housing Benefits/Rent Allowances Grant	-7,525,170	-3,650,187	-3,629,598	20,589	Rent Allowance grant subsidy income received to date is based on the Initial Estimate claim prepared for DWP grant purposes in February 2015. This set a lower income level than budgeted for at Original Estimate.	Budget to be amended at Revised Estimate, in line with the Mid-Year estimate claim prepared for DWP grant purposes.

Health and Housing Committee Revenue Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance
UCRED/ 8655n	Universal Credit/DWP - Universal Credit Service Income	0	0	-4,947	-4,947	This is quarter one income for the Universal Credit Service delivered to Ribble Valley residents on behalf of the DWP. This income was not anticipated at Original Estimate. The budget will be updated for this at Revised Estimate.
CTBEN/ 2809	Localised Council Tax Support Admin/Non Recurring Purchases of Equipment etc	11,230	4,942	791	-4,151	This expenditure budget mirrors income received from DWP to fund expenditure for new burdens placed on the Council as a result of Council Tax Support system changes. Expenditure in-year is lower than budgeted, but does include all in-year new burdens requirements to date.
HGBEN/ 8029z	Housing Benefits/DWP- Housing Benefits New Burden Grant	0	0	-3,827	-3,827	This is an additional grant received in-year from DWP to fund expenditure for new burdens placed on the Council as a result of Housing Benefits and other welfare system changes. It was not anticipated at Original Estimate. The budget will be updated at Revised Estimate stage to reflect this income and associated expenditure. Should matching expenditure not be incurred by the end of the financial year, then this funding will be set aside in earmarked reserves.

## Health and Housing Committee Revenue Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance
HSTRA/ 8645z	Housing Strategy/DCLG - Implementing Right to Move	0	0	-3,044	-3,044	This is an additional grant received in-year to help councils make housing register changes to set aside a proportion of lets for cross-boundary moves (Right to Move quota). This grant was not anticipated at Original Estimate. Expenditure will take place in-year with Ribble Valley Homes, as they manage the Council's housing register, and income and expenditure budgets will be updated at Revised Estimate.
HOMES/ 3012	Homelessness Strategy/Grants to Other Bodies	7,620	3,810	892	-2,918	Payments to date to cover services provided by the Housing Improvement Agency and Pennine Lancashire Mental Health and Housing Service are lower than anticipated because the Council has not yet received invoices. These payments are still expected to be made later in 2015/16, which will reduce this underspend.
HOMES/ 4676	Homelessness Strategy/Grants to Individuals	5,370	2,688	0	-2,688	To date there have been just two Tenancy Protection Scheme payments made on behalf of private sector tenants in-year. This is lower than budgeted for. In addition, repayment invoices have already been raised for these amounts, which has reduced net expenditure to date to nil.

## Health and Housing Committee Revenue Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance
CLMKT/ 2432	Clitheroe Market/Electricity	8,380	4,192	1,869	-2,323	Clitheroe Market electricity bills received as at the end of September cover the period April to August 2015, so no charges are yet included for September. In addition, the actual electricity costs to date are lower than profiled in the Original Estimate budget. Usage and costs are likely to increase over the winter period.
IMPGR/ 8717n	Improvement Grants/Admin Charge - Improvement Grants	-4,080	-2,040	0	2,040	At the end of September, no Landlord Tenant Grants have been completed so far in-year, so no administration charges have been charged by the Council. Income will be received later in the year, when some of the approved grants are completed.
DOGWD/ 8416n	Dog Warden & Pest Control/Pest Control Fees & Charges	-11,760	-5,880	-3,171	2,709	Less pest control services provided and income received in-year to date than anticipated in the Original Estimate. The budget will be reviewed for this at Revised Estimate.



Health and Housing Committee Revenue Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance
CLCEM/2402	Clitheroe Cemetery/Repair & Maintenance - Buildings	9,250	4,626	7,422	2,796	This is due to significant work on the Cemetery house and on St Mary's churchyard in the first four months of the financial year, that was not anticipated at Original Estimate. Only essential repairs and maintenance expenditure will be undertaken for the rest of the year.
AWARM/4676	Affordable Warmth/Grants to Individuals	0	0	3,957	3,957	This is affordable warmth boiler replacement grants, carpet grants and emergency fuel top-up assistance provided to eligible residents in Ribble Valley. The expenditure is covered by grant funding from Lancashire County Council, some of which has been received in-year and some of which is held in the Government Housing Grants earmarked reserve. The funds in reserve will be reflected in this budget at Revised Estimate.
CTBEN/2998	Localised Council Tax Support Admin/Software Maintenance	6,590	6,590	11,586	4,996	Northgate licensing and support 2015/16 costs have been allocated differently across budgets than anticipated at Original Estimate stage. This has led to £5,210 extra being charged to Localised Council Tax Support administration. Budgets will be corrected at Revised Estimate in order to reflect the new allocations.

## Health and Housing Committee Revenue Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of the period £	Actual including Commitments to the end of the period £	Variance £	Reason for Variance
HOMES/ 4681	Homelessness Strategy/Grants to Individuals - Rep Prev Fund	0	0	5,000	5,000	This is one repossession prevention fund payment made so far in 2015/16 to prevent homelessness. This expenditure is covered by DCLG grant funding held in the Repossession Prevention Fund earmarked reserve. The funds in reserve will be reflected in this budget at Revised Estimate.

# **HANSON CEMENT LIAISON COMMITTEE**

## **MEETING DATE – THURSDAY, 24 SEPTEMBER 2015**

PRESENT:	Terry Reynolds	-	Hanson Cement
	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
	Marilyn Wood	-	West Bradford PC
	Cty Cllr Albert Atkinson	-	LCC
	Jonathan Haine	-	LCC
	Phil Goodwin	-	Environment Agency
	Phil Dykes	-	Lancashire Wildlife Trust
	Cllr R Hargreaves	-	RVBC
	Cllr I Brown	-	RVBC
	Heather Coar	-	RVBC
	Olwen Heap	-	RVBC

1. Terry Reynolds welcomed everyone to the meeting and introduced himself as the newly appointed site manager for Ribblesdale Works. All parties introduced themselves and it became apparent that it was a first meeting for several members.
- 2 APOLOGIES FOR ABSENCE
  - 2.1 Apologies for absence were received from RV Councillors Allan Knox, Richard Sherras and Ian Sayers.
- 3 MINUTES
  - 3.1 The minutes of the meeting held on 26 March 2015 were circulated and approved as a correct record.
4. OVERVIEW
  - 4.1 Terry suggested that Simon give the presentation that had been prepared and presented to Heidelberg (the parent company) earlier in the week. This gave an overview of the company and more specifically the operations at Ribblesdale.
  - 4.2 Specific reference was made to each of the quarries in relation to plant and production. Reserves remaining allowed for in excess of 40 years in Lanehead and 90 in Bellman.
  - 4.3 Details relating to Kiln 7 were outlined as well as the packing facilities and transportation operation which included both rail and road.
  - 4.4 The Health & Safety record was excellent with more than 500 days since the last employee accident and only 3 notifiable ones since 2009. The key tools used around Health & Safety were outlined.
  - 4.5 With regards to the Environment the reports to the Environment Agency showed a downward trend with only 1 breach this year. This was backed up by Phil Goodwin. Proposed improvements to the plant were explained. Outflow readings for both the Bellman outflow and the settlement pond outflow also showed a downward trend.
  - 4.6 Resident complaints had decreased over several years and the level was now steady with dust being the most common complaint.

- 4.7 A series of graphs were shown relating to the actual production on site that showed it was continuing in the right direction. The only exception was for alternative fuels which had never really achieved targets set.
- 4.8 Terry suggested a visit to the control room at the next meeting.
5. LANCASHIRE WILDLIFE TRUST
- 5.1 Phil Dykes informed the meeting that both Salthill and Crosshill quarries were managed by LWT and that over the last 10 years they had worked very closely with Hanson. He suggested that help could be given with the Biodiversity Action Plan in bringing Lanehead Quarry nature reserve back into a good state which would also be of benefit to the community. This could be done by managing the limestone grassland and the species it supports which requires work to cutting back encroaching tress, repairing the pond and managing the woodland area. There is currently a problem with 'ash dieback'.LWT procedures would be followed. Details would be discussed directly with personnel at Hanson.
6. AOB
- 6.1 A question was asked as to whether the damaged stack had been reduced in height during repair. It was confirmed that 30 metres had been taken out and replaced by 30 metres and therefore the stack remained at the same height.
- 6.2 Lynda asked that the 'dog fouling' signs be replaced in the nature reserve at Lanehead.
- 6.3 A tour of the quarry at Coplow was given to those who wanted to go. Tenders had been received to restore this site and works would commence in 3 weeks time. The Environment Agency would have personnel on site. There was the potential that this site could be opened up to the public in the future. Please note that the main contractors have been selected and work is expected to commence at the end of October.
7. DATE OF NEXT MEETING
- 7.1 The next meeting of the Hanson Cement Liaison Committee will be held on Thursday 24 March 2016.