

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.30pm** on **THURSDAY, 1 SEPTEMBER 2016** 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 26 May 2016 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

FOR DECISION

- ✓ 5. Enforcement Policy – Environmental Health Department – report of Chief Executive – copy enclosed.
- ✓ 6. Private Sector Housing Enforcement Policy – report of Chief Executive – copy enclosed.

- ✓ 7. Authorisation of Alternative Proper Officer – report of Chief Executive – copy enclosed.
- ✓ 8. Health and Safety Intervention Plan 2016/17 – report of Chief Executive – copy enclosed.
- ✓ 9. Update on Lancashire County Council Budget Cuts to Supporting People Funding – report of Chief Executive – copy enclosed.
- ✓ 10. Charging for Housing Act 2004 Enforcement Notices – report of Chief Executive – copy enclosed.
- ✓ 11. Cemetery Policy – report of Chief Executive – copy enclosed.
- ✓ 12. Christmas Market 2016 – report of Chief Executive – copy enclosed.

FOR INFORMATION

- ✓ 13. Abandoned Vehicle Policy – report of Chief Executive – copy enclosed.
- ✓ 14. Year End Performance Information – report of Director of Resources – copy enclosed.
- ✓ 15. Capital Monitoring 2016/17 – report of Director of Resources – copy enclosed.
- ✓ 16. Revenue Outturn 2015/16 – report of Director of Resources – copy enclosed.
- ✓ 17. Revenue Monitoring 2016/17 – report of Director of Resources – copy enclosed.
- 18. Reports from Representatives on Outside Bodies (if any).
- ✓ 19. Notes of Health and Wellbeing Partnership – copy enclosed.

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

FOR INFORMATION

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

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 5

meeting date: THURSDAY, 1 SEPTEMBER 2016
title: ENFORCEMENT POLICY
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: HEATHER COAR – HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To agree an Enforcement Policy for Environmental Health Services.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To support healthy environmental economic and social wellbeing for people who live, work and visit the Ribble Valley. This document will contribute to three of the ambitions but namely to help make people's lives healthier and safer.
- Corporate Priorities – To promote a healthier environment and lifestyle and ensure a well-managed Council, providing efficient services based on the identified customer needs.
- Other Considerations – None.

2 BACKGROUND

2.1 The government is committed to reducing regulatory burdens on businesses and supporting the growth of compliant businesses through open and constructive relationships between regulators and those who regulate.

2.2 The Government introduced a Regulator's Code on 6 April 2014 replacing the previous regulator's compliance code. It was introduced in the Legislative and Regulatory Reform Act 2006, and came into force in April 2014. It provides a principal base framework for how regulators should engage with those that they regulate. The specific local authority services covered by a regulatory cause are all within the Environmental Health services department (food safety, environmental protection, health and safety, private sector housing, waste and licensing, dog warden).

2.3 There are also a number of other regulatory and enforcement services that are not covered by the code, most notably building control. However, the broad principles contained within the Enforcement Policy are equally applicable to all Council enforcement services and it is therefore recommended that this is adopted by the Environmental Health services enforcement approach.

2.4 Local authorities need to have regard to the code when developing standards, policies and procedures to either guide their regulatory activity with businesses and/or apply to other regulators. It applies to legal roles of Environmental Health, Trading Standards and Licensing Services. It requires that we have systems in place to engage with those who we regulate – to let them offer their views and contribute to the development of the policies and service standards.

3 THE REGULATOR'S CODE

3.1 The Regulators Code is based on six broad principles which are set out below. The code contains a section on each of these which sets out what is expected of the regulator in each case.

1. Regulators should carry out their activities in a way that supports those they regulate to comply and grow.
 2. Regulators should provide straightforward ways to engage with those they regulate and hear their views.
 3. Regulators should base their regulatory activity on risk.
 4. Regulators should share information about compliance and risk.
 5. Regulators should ensure clear information, guidance and advice is available to help those they regulate and meet their responsibilities to comply.
 6. Regulators should ensure that their approach to their regulatory activity is transferrable.
- 3.2 A key action required to ensure compliance within the code is to have an Enforcement Policy explaining how the local authority respond to non-compliance. The Enforcement Policy for the various regulatory disciplines require updating and it is therefore an opportune time to take a single enforcement statement or policy for all regulatory complaints and enforcement within these services.
- 3.3 It is also a requirement for the code that mechanisms are put in place to engage with those they regulate including engagement in a development and review of policies and service standards.
4. AN OVERVIEW OF THE ENFORCEMENT POLICY
- 4.1 Ribble Valley Borough Council carries out a wide range of regulatory roles in meeting its main statutory duties to protect the public, individuals and the environment. The functions are discharged through a combination of programmed inspections, responding to complaints, issuing licensing and offering advice. This policy is an overarching policy that applies to all of the environmental health services enforcement duties. It should be noted however that the various additional specific enforcement requirements are applicable in certain services.
- 4.2 The policy sets out the broad approach that the Council will take to enforcement which takes account of the regulators code and commits us to being:
- Proportionate – our activities will reflect the level of risk to the public and enforcement action taken in relation to the seriousness of the offence.
 - Accountability – our activities will be open to public scrutiny with clear and accessible policies, and fair and effective complaints procedure.
 - Consistent – our approach to these we regulate will be robust, reliable and we will respect advice provided by others.
 - Transparent – we will ensure that those we regulate are able to understand what is expected of them and what they can anticipate in return.
 - Target – we will focus our resources on high risk activities and enterprises.
- 4.3 Services covered by the policy will work and consult with other Council services, partners and other regulators where there is a shared or complaint enforcement role to ensure a consistent approach to enforcement within the borough and avoid duplication.
- 4.4 The policy sets out the level of enforcement action available to the Council and will determine what action is appropriate in the event of non-compliance and how we will

conduct our activities. In updating the enforcement policy, particular regard has been given to the provisions and regulator's code and provision outlined in the Legislative and Regulatory Reform Act 2006 and the Regulatory and Enforcement Sanctions Act 2008. This policy document, if adopted, will supersede any previous versions of our enforcement policy.

5. CONSULTATION

5.1 There are no statutory consultees in this recommendation.

6 RISK ASSESSMENT

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

- Resources – there are no significant implications.
- Technical, Environmental and Legal – there are no environmental or legal implications; however the implementation of the policy will have implications to legal through the new provisions.
- Political – this document permits the Council to consider and determine its intended approach in relation to an important statutory function.
- Reputation – as above.
- Equality & Diversity – there are no significant implications, but it contributes towards the corporate priorities of the Council, open and transparent decision making.

7 **RECOMMENDED THAT COMMITTEE**

7.1 Agree to the Environmental Health Enforcement Policy at Appendix 1.

7.2 That further minor amendments and updates following annual reviews be approved by Members.

HEATHER COAR
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

None.

For further information please ask for Heather Coar, extension 4466.

REF: HC/EL/H&H/1/9/16



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

ENFORCEMENT POLICY ENVIRONMENTAL HEALTH DEPARTMENT

ENFORCEMENT POLICY

ENVIRONMENTAL HEALTH DEPARTMENT

1. Environmental Health

The purpose of the Environmental Health's service is predominantly to protect the health, safety and environment of residents within the Borough. To help achieve this purpose Environmental Health has a duty to enforce a range of statutes relating to public health and safety, quality of life and maintenance of the environment.

This policy therefore intends to outline how this service will use its powers in relation to enforcement. In particular this policy is designed to help promote efficient, effective and consistent approaches to regulatory inspection.

This Policy has been written in conjunction with the Regulators Compliance Code 2008. The Human Rights Act 1998, The European Convention on Human Rights, The Freedom of Information Act 2000 and the Regulation of Investigatory Powers Act 2000

2. Introduction

The Environmental Health Department will comply fully with the Council's Corporate Enforcement Policy, Enforcement Concordat and the Regulators Compliance Code. This policy describes the procedures in place to ensure compliance with the Council's Corporate Enforcement Policy and makes reference to specific issues associated with the service, not necessarily shared with other Council departments.

3. Departmental Enforcement Procedures

Education and advice are considered the first options to secure compliance, however these may not always be appropriate and as such firm but fair regulation will be needed, guided by the following principles of enforcement.

- Proportionality
- Consistency of approach
- Transparency
- Targeting
- And flexibility

The options available to the diverse range of environmental health functions include:

- Verbal and written warnings
- Liaison with home, lead or originating authority/ primary authority
- Statutory notices
- Simple cautions
- Formal prosecutions
- Fixed penalty notices
- Work in default
- Modification of licence conditions
- Revocation of licenses, permits and approvals
- Refusal of licenses, registrations, permits and approvals
- Seizure, forfeiture and detention

- Closure / prohibition of premises or equipment usage
- Prohibition of persons
- Anti-social behaviour orders
- Injunctions

Any enforcement considered by this Department will follow the procedures below:

- i) Once an offence is deemed by an Officer to have been committed, the appropriate action will be taken to remedy the offence, guided by the principles of the Council's Corporate Enforcement Policy.
- ii) When an Officer believes enforcement action is appropriate they shall ensure that:
 - the action is in line with recognised guidance on securing compliance.
 - the action is in line with departmental work instructions/procedure notes, with reference to consulting their line manager where appropriate.
 - the action is proportionate to the alleged offence.
 - the evidence is likely to stand up to legal scrutiny to demonstrate an offence has occurred.
 - a successful defence is unlikely and any interference with a Convention under the Human Rights Act is justified.
 - it is in line with the Regulation of Investigatory Powers Act 2000
 - the Council's enforcement policy has been adhered to.
 - they differentiate between a legal requirement which is essential to that of "good practice" which is desirable where necessary.
- iii) If the appropriate action is to consider a prosecution or simple caution, any officer who prepares a report recommending this will ensure that:
 - the action is proportionate to the alleged offence.
 - a successful defence is unlikely and any interference with a Convention under the Human Rights Act is justified.
 - It is in line with the Regulation of Investigatory Powers Act 2000.
 - the action is in the public interest and consideration has been given to the Code for Crown Prosecutors.
 - the action is consistent with the overall enforcement approach taken across the department.
- iv) The final decision as to whether a prosecution is the correct course of action is made by the Chief Executive, following any recommendations made by the Head of Environmental Health Services.

4. Consideration of Shared Enforcement Roles

The breadth and nature of Environmental Health work means that we regularly come across situations where other council departments and outside agencies also have a role in protecting human health and the environment. In dealing with those situations and applying the correct regulations, it is important that all those involved are aware of their role and the need to ensure that they work effectively together. The following list describes the main areas of shared responsibility and some of the other agencies with whom we will work.

<u>Department/Agency</u>	<u>Nature of Shared Responsibility</u>
Planning Department Ribble Valley Borough Council	Applications for Planning Permission
Trading Standards Department Lancashire County Council	Food safety matters - labelling, food quality and composition. Underage sales of alcohol
Health & Safety Executive Lancashire Constabulary	Health & safety in the workplace Licensing of premises for alcohol sales, regulated entertainment and late night refreshments. Community safety. Investigation of workplace fatalities.
Lancashire Fire & Rescue Service	Fire safety - ensuring that fire safety standards are maintained in business premises and private rented housing
Environment Agency	Contaminated land, pollution prevention & control & accumulations
Public Health England	Investigation of infectious diseases
DEFRA (Dept. of the Environment, Farming and Rural Affairs), the Agricultural and Dairy Advisory Service and the Farming and Rural Conservation Association	Standards within dairy operations and pasteurisation plants. Egg production and packing operations
Food Standards Agency	Large scale food safety issues to do with contamination/distribution or food fraud

Although the degree of overlap between these agencies and the Council may vary from case to case, we will always follow the procedures outlined below. In some cases, specific instructions in our documented quality assurance systems may also supplement these procedures.

- Routine Requests for Service

Where such a request is received and it is immediately apparent that it is the responsibility of another agency, the request will be forwarded to that agency as soon as practicable and in any event, within 2 working days. The customer will also be informed that their request has been passed on.

- Investigations

During the course of routine investigations, it may become apparent that another agency should be involved or taking the lead role. If this is the case, our investigation will cease, pending further instructions from the lead agency. (Gathering information and evidence on behalf of another agency could, in some cases, compromise this information). Any information gathered by our department will be passed on immediately to make sure the investigation is not delayed in any way.

- Joint Investigations

There may be some circumstances where joint visits or investigations may be necessary. Similarly, certain application or licensing procedures undertaken by the Council may require an input from more than one department or agency. In such cases, all relevant information will be shared openly and promptly between the parties involved.

5. Principles of Good Regulation

Transparency

Transparency is important to help all customers understand what is expected of them and what they should expect from Environmental Health. As such Environmental Health will:

- where remedial action is required, clearly explain (in writing if requested) why the action is necessary and timescales if required; with distinctions always being made between best practice advice and legal requirements;
- provide opportunity to discuss what is required to comply with the law before formal enforcement action is taken, unless urgent action is required;
- give written explanation on any rights of appeal against formal enforcement action at the time the action is taken;
- where possible communication must be made in plain language. If known and required, and alternative appropriate language or method should also be used.

Accountability

Regulators must be able to justify decisions, and be subject to public scrutiny, to help achieve this, Officers from Environmental Health will:

- show their identification at the outset of every visit and explain the reason for that visit, unless the nature of the investigation requires otherwise;
- provide their names and contact details when requested;
- will strive to deal their enforcement activities as promptly and efficiently as possible in order to minimise delays;
- will gather feedback and act upon information about the service provided, as appropriate;
- direct people to the Councils complaint procedure which is also available from reception points, online and over the phone, as required or requested.

Helpfulness

Environmental Health recognises the importance of working with its customers as in many cases this helps to prevent the need for enforcement action.

Officers will do this by:

- listening to and finding out what matters to the customer, and as appropriate build a rapport with its customers;
- provide advice and guidance either verbally, written or through the web;
- where required, signpost its customers to other agencies and information; and
- where appropriate co-ordinate advice with other agencies to prevent unnecessary overlaps

Proportionality

Any enforcement actions taken by Environmental Health will be proportionate to the risks posed and to the seriousness of any breach of law:

- When considering the measures necessary to be taken by duty holders,

- Environmental Health will take account of cost as well as the degree of risk.
- The existence of relevant good practice will also be considered in cases of judgment.

Consistency

Environmental Health aims to achieve consistency in actions it takes:

- Therefore all officers undertaking enforcement duties will be suitably trained, qualified and authorised so as to ensure that they are fully competent to undertake their duties.
- Officers will also have regards to codes of practice, government circulars and guidance as appropriate to also aid with consistency actions.

Targeted

Targeting means making sure that regulatory effort is directed primarily towards those who are responsible for those most serious risks, where the risks are least well controlled and against deliberate or organised crime.

activities, including Government and local targets and priorities, new legislation, national campaigns and public concerns.

6 Enforcement Options

Enforcement actions must be consistent, balanced, fair and relate to common standards that ensure the public or environment is adequately protected. Firstly and where appropriate a staged approach to enforcement should be adopted and in the first instance customers should be given the opportunity to discuss and remedy problems before action is taken, unless immediate action is required. If enforcement action is still required after this approach the following must then be considered:

- The seriousness of the offence.
- The history of the activity.
- Confidence in achieving compliance.
- Consequences of non-compliance.
- Likely effectiveness of the various enforcement options.

And in considering this any sanction or penalty should:

- aim to change the behaviour of the offender;
- aim to eliminate any financial gain or benefit from non-compliance;
- be proportionate to the nature of the offence and harm caused;
- aim to restore the harm caused by regulatory non-compliance;
- aim to deter future non-compliance.

Enforcement Options Available

Informal Action

Informal Action will be considered when:

- the act or omission is not serious enough to warrant formal action; or

- from the individual's or business's past history it can be reasonably expected that informal action will achieve compliance; or
- the confidence in an individual or business proprietor is high; or
- the consequences of non-compliance will not pose a significant risk to public health, public safety or the environment.

Any correspondence must clearly differentiate between legal requirements and recommendations of good practice and must indicate the regulations contravened and the measures which will enable compliance.

Statutory Notices

Statutory Notices will be considered where one of the following criteria apply:

- Where there is a statutory duty to do so.
- There are significant contraventions of legislation.
- There is a lack of confidence in the persons responsible to respond to an informal approach.
- There is a history of non-compliance.
- Standards are generally poor with little management awareness of statutory requirements.
- The consequences of non-compliance could be potentially serious to public health or cause public nuisance or be irreversible.
- Where, in addition to prosecution, measures need to be taken to remedy conditions that are serious, deteriorating or where the service of a notice is needed to support a prosecution.

Prohibition Notices/Orders

It will be necessary to consider the service of a Prohibition Notice, Order or injunction in one or more of the following circumstances:

- An imminent risk or injury to health or safety can be demonstrated.
- An imminent risk of serious pollution to the environment can be demonstrated.
- The consequences of not taking immediate and decisive action to protect the public would be unacceptable.
- The guidance criteria concerning the conditions when prohibition may be appropriate are fulfilled.
- There is no confidence in the integrity of an unprompted offer made by a proprietor to voluntarily close premises or cease the use of any equipment, process or treatment associated with the imminent risk.
- Where it would be the most effective remedy available

Fixed Penalty Notices

Fixed Penalty Notices may be issued under the following circumstances:

- To provide an effective and visible way to respond to low level crimes without going to court.
- As a response to genuine problems or as part of a wider enforcement strategy.
- That there is enough evidence to progress with a prosecution or alternative action if non-payment of a fixed penalty notice follows.

- Known persistent offenders will not be issued with FPNs but shall be considered for prosecution.

Prosecution

The Council recognises that the decision to prosecute is significant and could have far reaching consequences on the offender.

The decision to undertake a prosecution will be taken by the Service Unit Manager for Environmental Health or the Head of Department in his absence. Proceedings will be issued when one or more of the following criteria are met:

- Officers have been intentionally obstructed in the lawful course of their duties.
- The alleged offence involves a flagrant breach of the law such that public health, safety or wellbeing is or has been put at risk or irreversible damage had resulted.
- There has been a reckless disregard for health and safety or the environment.
- The alleged offence involves a failure to comply in full or in part with the requirements of a statutory notice, prohibition or fixed penalty notice.
- There is a history or repetition of similar offences.
- The alleged offence causes public alarm and it is desirable to reassure the public and deter other offenders.
- A breach of health and safety legislation resulted in death, or serious injury.
- There have been repeated breaches which give rise to significant risk or persistent and significant poor compliance.
- A prosecution is in the public interest, there is a realistic prospect of conviction and sufficient evidence to support proceedings.
- There has been a repetition of a breach that was subject to a simple caution.

It is worth noting that In certain situations, both prosecution and notice procedures may be appropriate. All relevant evidence and information will be considered, taking into account the guidance set out in “The Code for Crown Prosecutors”, before deciding upon a prosecution in order to enable a consistent, fair and objective decision to be made.

Simple Cautions

A simple caution may be issued as an alternative to a prosecution. Simple cautions will be issued to:

- deal quickly and simply with less serious offences;
- divert less serious offences away from the Courts; or
- reduce the chances of repeat offences.

To safeguard the suspected offenders’ interests the following conditions will be fulfilled before a caution is administered:

- There must be evidence of the suspected offender’s guilt sufficient to give a realistic prospect of conviction.
- The suspected offender must admit the offence.
- The suspected offender must understand the significance of a formal caution and given an informed consent to being cautioned.

No pressure will be applied to a person to accept a formal caution. Should a person decline the offer of a formal caution a prosecution will be pursued, unless there are extenuating circumstances.

Suspend, Revoke, Refuse to Renew a Licence

Where a licensed holder does not meet the conditions attached to the licence, suspension, revocation or refusal to renew a licence may be considered:

- in the most serious cases;
- where previous formal letters have not resulted in improvement;
- there is a history of non-compliance;
- standards are generally very poor with little management awareness of what is required;
- where the licence fees have not been paid.

7. Working with External Agencies and Enforcement Bodies

If a business has a primary Authority, Lead or Home Authority scheme an officer will contact these before enforcement action is taken, unless immediate action is required because of imminent danger.

The officer will also liaise with other regulators as required

8. Training and Appointment of Officers

All Officers undertaking enforcement duties will be suitably trained and qualified so as to ensure that they are fully competent to undertake their enforcement activities.

Officers will be formally authorised by the relevant Delegated Officer to exercise specified powers under relevant statutes (See attached appendices). The level of authorisation for each Officer will be determined by their qualifications, experience and competence having regard to any relevant national guidelines. Authorisation will be in writing and in a form which can be shown on request. A copy of an Officer's authorisation will be held in a central file.

Environmental Health also supports the principle of continuing professional development and will ensure that all Officers are given additional in-post training to maintain up to date knowledge and skills.

9. Review of this Policy

This Policy will be reviewed on a regular basis.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 6

meeting date: THURSDAY, 1 SEPTEMBER 2016
 title: PRIVATE SECTOR HOUSING ENFORCEMENT POLICY
 submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
 principal author: HEATHER COAR – HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To agree a Private Sector Housing Enforcement Policy which will set out how the Council will regulate and enforce standards in private housing in the Ribble Valley.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - }
- Corporate Priorities - } The Council aims to be a well-managed authority – these proposals support this objective.
- Other Considerations - }

2 BACKGROUND

2.1 The Council does not currently have an Enforcement Policy specifically for private sector housing work. However there is an overarching Council Enforcement Policy to which this proposal will belong. There are statutory duties for the Council with no legislation relating to private sector housing.

2.2 It is important for local authorities to have an Enforcement Policy to ensure consistency and approachable Council Offices and for members of the public, tenants and landlords to know what is expected of the service. It aids clarity should the Council need to take legal proceedings or enforcement action and it is appealed against.

2.3 The aim of the Enforcement Policy is to raise housing standards throughout the borough, working with landlords, owners, letting agents and tenants to achieve this as part of the Council's statutory duty to investigate any alerts of poor housing conditions.

2.4 The policy is set out to show how we are fair to all parties and give help and advice to achieve our aim but we must be firm to take enforcement action where appropriate. If the law is broken then enforcement may be necessary to protect the public and the environment.

3 ISSUES

3.1 The aim of this policy is to allow the consistent and fair enforcement of housing legislation to raise standards in the private housing sector.

3.2 The policy is based around the Enforcement Concordat produced by the Cabinet Office which this Authority has adopted. The general principles of good enforcement which are set out in the concordat are to be adhered to by the Council in its housing enforcement activities and when carrying out enforcement we will have regard to all legal requirements which may apply to our actions.

- 3.3 All enforcement decisions and actions will be made having due regard to the provisions of equal rights and anti-discrimination legislation. Local Authorities have extensive powers to intervene where they consider housing conditions are unacceptable. The options are mostly contained in the Housing Act 1985, the Housing Grants, Construction and Regeneration Act 1996 and the Housing Act 2004. These interventions include:
- enforcement activity (eg serving notices on owners to defer action, repair, demolish or prohibit the use of dwellings);
 - slum clearance;
 - compulsory purchase order (eg for empty homes);
 - renewal areas;
 - works in default;
 - disabled facilities grants; and
 - house renovation grants.
- 3.4 Enforcement of housing standards is an integral part of the Council's Private Sector Housing Strategy. This policy applies to Registered Social Landlords (now known as Registered Providers) as well as private sector landlords.
- 3.5 This policy sets out to ensure the Council undertakes its housing enforcement role in a consistent, practical, open and transparent manner. When an officer is dealing with a house which is below acceptable standards, this housing enforcement policy will be followed. The policy takes into account the Code of Practice for Crown Prosecutors.
- 3.6 The Housing Act 2004, ("the Act"), together with Regulations made under it, prescribes the Housing Health and Safety Rating System as the means by which Local Authorities assess housing conditions and decide on action to deal with poor housing. It is a risk assessment system of the effect of housing conditions on the health of occupiers. 29 potential hazards are assessed and scored for their severity. The scores for each hazard are ranked in Bands. Hazards falling into Bands A to C are more serious, and are classed as Category 1. Less serious hazards fall into Bands D to J, and are classed a Category 2. The Council must take appropriate action in respect of a Category 1 hazard, and may do so in relation to Category 2 hazards.
- 3.6 The score is based on the risk to the potential occupant who is most vulnerable to that hazard. However, in determining what action to take, the Council will not only take account of the score, but also whether the Council has a duty or discretion to act, the views of occupiers, the risk to the current and likely future occupiers and regular visitors, the presence of other significant hazards in the property and the risk of social exclusion of vulnerable groups of people from the private rented sector.
- 3.7 Housing Act 2004 and the Housing Act 1985 are the principal Acts covering statutory action.
- 3.8 If a Category 1 hazard is identified the Council has a duty to require the owner to remedy the defect. The Council has discretionary powers to deal with Category 2 hazards, and the most appropriate course of action will be decided on a case-by-case basis. Where an improvement notice is served the Council will require sufficient works to abate the hazard for five years.
- 3.9 It is for the Council to determine the most appropriate course of action in relation to the hazard in all circumstances. Consideration is to be given to all relevant factors and also published guidance from the Office of the Deputy Prime Minister, and to the views of owners and tenants before formal action is taken.

- 3.10 There are a number of different notices available to the Council which require a person, business or organisation to comply with specific requirements relating to Category 1 and 2 hazards:
- an improvement notice;
 - a hazard awareness notice;
 - a prohibition order;
 - a suspended improvement notice or suspended prohibition order;
 - emergency remedial action notices;
 - making an emergency prohibition order; and
 - making a demolition order
- 3.11 Other than in exceptional circumstances the Council expects owner/occupiers, including long leaseholders to take their own action to remedy hazards at their own properties. The Principal Housing Standards Officer will decide whether there are exceptional circumstances in a particular case.
- 3.12 RSLs (now called Registered Providers (RPs)) exist to provide suitable and properly maintained accommodation for their tenants. They are managed by Boards (which typically include tenant-representatives) and their performance is scrutinised by the Homes and Communities Agency. RPs normally employ staff to both manage and maintain their properties and will usually have written arrangements for reporting problems, setting out the response times they aim to achieve, and also for registering any complaints about service failure.
- 3.13 On this basis the Council will not normally take formal action against an RP unless:
- they are satisfied that the problem in question has been properly reported to the RP; and
 - the RP has then failed to take appropriate action within a reasonable timescale, taking into account its published or other realistic response targets;
 - the Council will consider undertaking Works in Default of a statutory notice, either with or without agreement, subject to the following conditions;
 - the person responsible for undertaking the works has not complied with the enforcement notice to which the works relate; and
 - works in default powers are provided by the specific legislation being used in relation to the case; and
 - the Council will register a charge against the premises for the costs incurred in undertaking the works.
- 3.14 In the majority of cases the Council will seek to recover the costs incurred in undertaking works.
- 3.15 In accordance with the powers available under each specific piece of legislation at our disposal, expenses incurred by the Council by undertaking works in default of a statutory notice will carry a simple interest rate charge of 4% above the Bank of England base rate. The interest rate charge will commence from the date that the demand for payment notice becomes operative and will remain until payment of all sums due.
- 3.16 For the purpose of enforcement, the Head of Environmental Health Services will be authorised for the purposes of exercising any and all of the statutory powers and duties contained in the Housing Act 2004 and any Regulations, Orders, Byelaws and statutory instruments from time to time made thereunder, including the entry of premises, service of Notices and Orders and the granting or refusal of licenses in Section 64 of the above Act.

- 3.17 This authorisation does not extend to the provisions in the Housing Act 1985 related to Demolition Orders and Clearance Areas.
- 3.18 Situations may arise where there is another authority or body with enforcement powers under other legislation regarding the unsatisfactory matter which may be dealt with by housing legislation. In this case full consultation will be made with that authority or body before housing enforcement action is taken.
- 3.19 In accordance with the Regulators' Compliance Code, the Council will keep its regulatory activities and interventions under review, with a view to considering the extent to which it would be appropriate to remove or reduce the regulatory burdens they impose.

4 RISK ASSESSMENT

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

- Resources – The number of housing enforcement enquiries we deal with are minimal at this time but existing staff will require to be trained to handle any future complaints.
- Technical, Environmental and Legal – The Enforcement Policy will require support from Legal Services and cases may need to progress with formal notices. If they are appealed the Council may seek to proceed with a fine and/or prosecution.
- Political – To enable the delivery of effective and efficient services.
- Reputation – There will be an improvement in the portrayal of the Council in providing support for families that live within poor housing conditions.
- Equality & Diversity – It is anticipated that those in poorer housing conditions will be helped and protected by this Policy and this will include those with protected characteristics.

5 RECOMMENDED THAT COMMITTEE

5.1 Members are asked to consider the content of the Private Sector Enforcement Policy and recommend it for approval.

HEATHER COAR
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHALL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

Appendix
Policy
Notices (draft form)
Housing Act 2006
HHSRS

For further information please ask for Heather Coar, extension 4466.



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

PRIVATE SECTOR HOUSING ENFORCEMENT POLICY

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1. AIM

The aim of this policy is to secure effective compliance with legislation while minimising the burden to the Council, individuals, organisations and businesses.

The policy is explained in general terms, as it is intended to be applied in a wide range of situations, the approach adopted by the Environmental Health's Housing team when carrying out the Council's powers to enforce a wide range of legislation.

The policy is based on the following principles:-

Consistency: to ensure that similar issues are dealt with in the same way across all tenures

Fairness: to ensure a fair and even handed approach

Transparency: to ensure that the enforcement action taken by the Council is easily understood by individuals, organisation and businesses

Objectivity: to ensure that decisions are not influenced by the gender, race, disability, culture, religious or political beliefs, age, sexuality, financial status, tenure or any disadvantage of the offender, victim or witness

The policy has been written having regard to the content of the Government's Enforcement Concordat. The Concordat outlines what individuals and businesses can expect from enforcement officers employed by Local Authorities.

1.1 One of the priorities for action for Ribble Valley Borough Council is to ensure good quality, safe and healthy housing for all, targeting those that present the greatest risk to health and safety.

In order to achieve this priority the Council:-

- a) Will seek to ensure properties achieve the appropriate standards in co-operation with the owners / agents and tenants by the provision of clear advice, guidance, encouragement and planning of improvements.
- b) Will utilise all appropriate enforcement action to achieve the appropriate standards in properties found to be jeopardising the health, safety or welfare of individuals and will, where legislation allows, make an appropriate charge for doing so.
- c) Will regularly review its policy, standards, schemes and methods of assessing risk and will in doing so, consider the views of interested parties and individuals. All policies and standards will be made freely available.
- d) Will seek to carry out its responsibilities efficiently and effectively in a way, which is open, clear and helpful to owners and occupiers and affirms its commitment to achieving consistent, balanced and fair enforcement.
- e) Will ensure that provision is made for interpreting information where individuals have difficulty in understanding English.
- f) Will make arrangements to carry out visits outside of normal office hours where appropriate.

- 1.2 It is the Council's policy that enforcement action in relation to Private Sector Housing will be related to risk. The policy will be implemented through visits and inspections; all enforcement decisions will be based on risk to health and safety.
- 1.3 Assessment of risk will be based on current research, legislation and specific guidance.
- 1.4 Action by the Council will be appropriate to risk or hazard identified, having regard to the occupancy or type of property.
- 1.5 In the case of requests for service, the Council would normally expect the tenant of a property to have informed the landlord of any problems and allowed reasonable time for remedial action before contacting the service for assistance.
- 1.6 On completion of the investigation the next course of action shall be determined by reference to Section 2.0 of this Policy document.
- 1.7 The Council's officers will abide by the policy at all times.
- 1.8 The legislation relating to Private Sector Housing is enforced by several enforcement agencies. Where there are shared enforcement roles eg with Lancashire Fire and Rescue Service, Health & Safety Executive, Lancashire Police etc., officers will take advice from the partner organisation, where appropriate, and/or will advise such agencies of any contraventions for which that agency is responsible.

2. ENFORCEMENT ACTION

In order to achieve and maintain consistency in Private Sector Housing enforcement the Council will use the following range of enforcement options as appropriate:

No action
Informal Action
Statutory Notices
Emergency Action
Simple Caution
Prosecution
Default
Enforced Sale Powers

2.1 Informal Action

Informal action will include verbal advice, advisory letters and notification of works required take action (in respect of Housing Act notices).

Informal action will be considered appropriate in the following circumstances:-

- a) In all instances where the Council have discretion to take action remedy breaches of Housing legislation.
- b) The act or omission is not serious enough to warrant informal action.

- c) From the individual / company's past history it can be reasonably expected that informal action will achieve compliance.
- d) The consequences of non-compliance will not pose a significant risk to the health and safety of the public and that of the occupier or visitor to the property.
- e) In instances where formal action is deemed necessary to remedy breaches in housing legislation notices will be suspended (where legislation allows) to enable owners time to respond to the Council.

Any letters sent to individuals / companies will:

- i) Indicate the legislation contravened (if appropriate) and the measures to be taken to ensure compliance with any legal requirements.
- ii) Contain all the information necessary to understand what work is required and why it is necessary.
- iii) Include an advisory warning that should it be necessary for the Council to take formal action in respect of the said matter, that a charge will be made at a level fixed within the Council's agreed charges, and that the Authority will take steps to recover debt incurred in this way. This warning will also indicate methods by which the debt may be recovered, including the use of rent sequestration.
- iv) Give individuals/companies the opportunity to contact the appropriate officer to discuss the matter further.

Officers giving verbal advice will ensure that they clearly differentiate between those items which are legal requirements, and those which are recommended as good practice. Where necessary, verbal advice will be confirmed in writing.

2.2 Statutory Notices/Orders

The Council will serve statutory notices where they are under a statutory duty to do so, taking into account the following criteria:-

- a) There are significant contraventions of legislation but prosecution is not appropriate.
- b) Where informal action has not achieved the desired effect.
- c) There is a lack of confidence that the individual/company will respond to an informal approach.
- d) There is a history of non-compliance with informal action.
- e) Standards are generally poor with little management awareness of statutory requirements.
- f) The consequences of non-compliance could be potentially serious to the public health and that of the occupier or visitor to the property.

- g) Although it is intended to prosecute, effective action needs to be taken as quickly as possible to remedy conditions which pose an immediate risk to health/safety.

The use of statutory notices will be related to risk to health and safety.

Officers serving statutory notices will be prepared to discuss the works specified with individuals/company representatives and will fully consider the availability and suitability of alternative solutions.

Where a formal notice is served, the method of appealing against the notice (eg if it is felt that the notice is excessive in its requirements) will be provided in writing at the same time. The notice will explain what is wrong, what is required to put things right, (where appropriate) and what will happen if the notice is not complied with.

Failure to comply with a statutory notice will normally be documented and an assessment made on further action to be taken (see Appendix 1).

2.3 Emergency Action

The Council will take Emergency Action where the Legislation allows it to do so, taking into account the following criteria:-

- a) The risk of injury to any occupier or visitor is significant, and imminent.
- b) In the case of Remedial Action, the works are easily achievable in a short period of time.
- c) In the case of Prohibition, the hazards are so extensive in nature that they are not easily removable.

Such emergency action will only be taken where the Head of Environmental Health Services is satisfied that the use of emergency powers is the best course of action.

Where emergency powers are taken, the owner of the property or other relevant person will be advised of the work carried out and the method of appeal against the action taken within seven days of the action being taken.

2.4 Simple Cautions

A Simple caution is a serious matter. It is recorded on the Central Register of Convictions and may be used to influence any decision whether or not to institute proceedings if the person should offend again. Simple Cautions may also be referred to in subsequent court proceedings.

The Council may offer Simple Cautions as an alternative to prosecution in order to:

- a) deal quickly and simply with less serious offences;
- b) to divert less serious offences away from the Courts; and
- c) to reduce the chances of repeat offences.

The Council will only offer Simple Cautions where:

- a) There is evidence of the offender's guilt sufficient to give a realistic prospect of conviction; or
- b) the offender admits the offence; and
- c) the offender clearly understands the significance of a Simple caution and gives informed consent to being cautioned; and
- d) the use of a Simple Caution is considered to be in the public interest.

Simple cautions must not be used as a substitute for prosecutions, which would be unlikely to result in a guilty verdict.

Simple Cautions may not be appropriate where it would prevent a Compensation Order from being made through the Courts.

The procedure for deciding whether to prosecute offenders or issue a Simple caution (included in Appendix 2) should be followed by officers in making this decision.

The matrix in Appendix 2 should be completed and the recommendation of the officer should be documented. This document should then be passed to the Head of Environmental Health Services for their consideration.

The Head of Environmental Health Services may exercise discretion in reaching a decision to issue a Simple Caution or prosecute, even though the results of the matrix may indicate an alternative decision. The Head of Environmental Health Services must be able to justify a decision, which is contrary to that indicated by the matrix.

If the decision is taken to prosecute, a copy of the matrix must be placed in the prosecution file so that the advocate can indicate to the Court how the decision was arrived at, if necessary.

Simple Cautions will only be administered by those officer listed in Section 3.1 – 'Decision Making – Simple Cautions'. A trained officer will administer the caution.

Simple Cautions will only be administered in the Council's Offices except where the offender is elderly, infirm or otherwise vulnerable.

When considering the issuing of a Simple Caution the Head of Environmental Health Services may consult the Legal Section if necessary.

A central register of cautions issued will be maintained. The Head of Environmental Health Services will record the date of the Simple Caution and the Offence to which the Simple Caution relates. This record will be held and information will be available to other Local Authorities on request from that Local Authority.

Where an individual/company declines the offer of a Simple caution the Council will invariably instigate legal proceedings.

2.5 Prosecution

The Council recognises that the decision to prosecute is significant and could have far reaching consequence upon the alleged offender.

The Council will only instigate legal proceeding where there is sufficient, admissible and reliable evidence that an offence has been committed by an identifiable individual or company, that there is a realistic prospect of conviction and that prosecution for the offence is in the public interest.

The decision to prosecute the following factors will be considered, in line with the guidance in the Code of Practice for Crown Prosecutors:

- a) the seriousness of the offence;
 - the risk to health identifiable victims
 - failure to comply with a statutory notice served for a significant breach of legislation
 - failure to comply with statutory management responsibilities resulting in a significant risk to health
 - operating a licensable House in Multiple Occupation (HMO) without a licence operating a singly occupied house in a Selective Licensing Area without a licence.
 - failure to comply with conditions attached to a licence issued for an HMO or a singly occupied house.
 - disregard for the public health for financial reward
- b) the previous history of the proprietor or company concerned;
 - offences following a previous history of similar offences
 - failure to respond positively to past warnings
 - failure to comply with statutory notices
- c) the ability of witnesses and their willingness to co-operate;
- d) evidence that the individual or company is concerned to prevent a recurrence of the problem;
- e) whether a prosecution would be in the public interest and the importance of the case,
 - the likely penalty on conviction
 - the offender's age and state of health
 - the offender's attitude to the offence
- f) whether other action, such as issuing a Simple caution of the service of a statutory notice would be more effective
- g) any explanation by the individual/company.

In exceptional circumstances the Council will consider prosecution at the same time as the service of a statutory notice.

Any departure from this policy when making a decision with regard to prosecution will require justification and authorisation from the Head of Environmental Health Services.

The decision whether to prosecute or take an alternative course of action should be documented (see Appendices 1 and 2).

All prosecutions will be brought without unnecessary delay.

2.6 Default

The Council will normally only carry out works in default of a statutory notice where:

- a) there is an imminent risk to health/safety, such that the consequences of not taking immediate and decisive action;
- b) statute does not permit prosecution for non-compliance with a statutory notice, e.g. Local Government (Miscellaneous Provisions) Act 1982 section 29, Public Health Act 1936 section 79; or
- c) in the case of Building Act 1984 Section 59, where the Head of Environmental Health Services is satisfied that circumstances are such that default is the best course of action.

The Council will consider default in addition to prosecution.

2.7 Charging for Enforcement Action

The Council may make a charge for the service of legal notices where the legislation allows for this charge to be made. The charge will only be made when the recipient of the notice has not;

- a) contacted the Council within the time scale indicated in the informal letter or any suspension period detailed in the notice; or
- b) progressed the work in line with the agreed timescales if contact was made following the informal letter or during any suspension period.

2.8 Enforced Sale Powers

Where the Council have carried out works in default of a notice and the primary legislation allows the charge to be registered with local land charges section. The property is empty and has been empty for an extended length of time. The owner is either not known or not prepared to discuss the future use of the property.

The Council may using the powers contained in the Law of Property Act 1925 force the sale of the house to recover any outstanding debt owed to the council and bring it back into use.

3. DECISION MAKING

Having consulted with legal services the following options maybe:

3.1 Simple Cautions

The following officers are authorised to administer Simple cautions:

- Environmental Health Officer (Housing).
- Senior Environmental Health Officer.
- Head of Environmental Health Services.

3.2 Prosecutions

The following officers may authorise the instigation of legal proceedings subject to the final approval of Legal Services:

- Head of Legal and Democratic Services.

The following officers will be considered as part of the decision making process:

- Head of Environmental Health Services.
- The Officer dealing with the case.

4. HOUSES IN MULTIPLE OCCUPATION (HMOS)

4.1 Housing legislation requires that certain categories of HMO must be licensed by the Council.

4.2 Properties inspected will be assessed in accordance with the Council's currently approved standards for HMOs. These standards are available the Authority's website.

4.3 The Council will seek to identify all HMOs in the District and will, in the first instance, assess each property under its approved risk assessment process. It will endeavour to re-assess properties at least once every five years and owners, agents and occupiers will be encouraged to assess their own houses and to agree to carry out phased improvements.

4.4 The Council will endeavour to ensure that owners are fully aware of their responsibilities and do not unnecessarily expose themselves to enforcement action through lack of understanding or information. However, properties inspected which fail to meet the relevant standards will be subject to appropriate enforcement action to remedy all deficiencies.

4.5 The Council will endeavour to inspect all licensed HMOs at least once during the licence period for that property. Properties inspected which fail to meet the relevant standards or licence conditions will be subject to appropriate enforcement action to remedy all deficiencies.

4.6 Documentation issued as part of an HMO licence will include details of the appeals process.

5. HARASSMENT AND UNLAWFUL EVICTION

5.1 Requests for service in connection with alleged harassment and unlawful eviction will be dealt with in accordance with the Council's agreed prioritised response policy.

APPENDIX 1

Initial Action Assessment Sheet

No risk to health and safety	A
Risk to health possible, but unlikely	B
Potential minor ill effect to health and/or safety, potential for more serious effect in more vulnerable groups	C
Identified or potential serious effect on health and/or safety*	D

Previous history (relates to any formal / informal action taken in the past)

No previous history with Local Authority	A
Some, but have acted promptly on informal action	B
Some, not acted promptly on informal action, but promptly on formal action	C
Considerable and / or failure to act promptly on formal Action *	D

Confidence rating (prior experience or indication from recent contact or if no contact condition of property)

High confident remedial works will be completed promptly and to an acceptable standard	A
Doubts exist	B
No or little confidence	B
Owner openly demonstrates unwillingness to undertake any action	D

A's / B's only = Informal action unless justification can be made to the Head of Environmental Health Services.

D * = Formal action / service of notice should usually be taken based solely on either of these circumstances.

Any other circumstances to be discussed with the officer to justify.

Summary of Action Taken (tick appropriate box)

Informal	
Formal	
Referred to another agency	

APPENDIX 2

Deciding Whether to Prosecute or Offer a Simple Caution

The decision to prosecute or offer a Simple Caution should be made using the two-stage process:

STAGE 1

CRITERION	PROSECUTE	OFFER CAUTION
Is the offence serious?	Yes	No
Is the offender old or infirm?	No	Yes
Has the offender a previous history of offending?	Yes	No
Is the offender willing to prevent a recurrence of the problem	No	Yes
Would a prosecution be in the public interest?	Yes	No
Has the offender offered a reasonable explanation?	No	Yes

Ring the appropriate response to each criterion and total the number of rings in each column. The decision will be influenced by the total number of rings.

STAGE 2

Is the use of a Simple Caution appropriate given the views, circumstances and any action taken by the tenant?	No	Yes
---	----	-----

Recommendation of Investigating Officer

Simple Caution / Prosecution

Signed: Date:
 Agree / Disagree
 (Head of Environmental Health Services)

Signed: Date:

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 7

meeting date: 1 SEPTEMBER 2016
title: AUTHORISATION OF ALTERNATIVE PROPER OFFICER
submitted by: CHIEF EXECUTIVE
principal author: HEATHER COAR – HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To consider and confirm revised arrangements in relation to the authorisation of 'proper officer' appointments with the local health organisations.

1.2 Relevance to the Council's ambitions and priorities

- Council Ambitions – to help make peoples lives safer and healthier and to protect and enhance the existing environmental quality of our area.
- Community Objectives – to promote and support health, environmental, economic and social wellbeing of people who live, work and visit the Ribble Valley.
- Corporate Priorities – to be a well managed Council, providing efficient services based on identified customer needs.
- Other Considerations – to agree essential support/service partnerships with fellow health providers.

2 BACKGROUND

2.1 As a district Council, Ribble Valley Borough Council is required to authorise medical officers to give advice and act on its behalf under the following legislation:

- Public Health Act 1936
- Public Health Act 1961
- Public Health (Control of Disease) Act 1984 (as amended)
- The Health Protection (Notification) Regulations 2010

2.2 Due to recent changes the current authorised proper officers require updating.

3 ISSUES

3.1 Recently, there have been significant changes in the structure of the organisations and their personnel, who would provide this service on this Council's behalf. These services are now provided through the officers of Public Health England, Cumbria and Lancashire Health Protection Team based at Preston County Hall on behalf of Public Health England (PHE).

3.2 Following the departure of Dr Kenneth Lamden, the Council must confirm revised officer authorisations to ensure an appropriate response to infectious disease

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 8

meeting date: THURSDAY, 1 SEPTEMBER 2016
title: HEALTH AND SAFETY INTERVENTION PLAN 2016/2017
submitted by: MARSHAL SCOTT - CHIEF EXECUTIVE
principal author: HEATHER COAR - HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To consider and approve the Ribble Valley Borough Council's Health and Safety Intervention Plan 2016/2017.

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

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

1.3 Relevance to the Council's ambitions and priorities

- Community Objectives – To promote and support health, environmental, economic and social well-being of people who live, work and visit the Ribble Valley.
- Corporate Priorities – To promote healthier environment and lifestyle.
- Other Considerations – This document meets the Health and Safety Executives enforcement framework and requirement to produce an annual service plan complying.

2 BACKGROUND

2.1 In his report "*Reclaiming health & safety for all: An independent review of health and safety legislation*", commissioned by the Minister for Employment, recommended that HSE be given a stronger role in directing Local Authority (LA) health & safety inspection and enforcement activity. This has resulted in significantly revised guidance being issued and set out in the 'National Local Authority Enforcement Code - Health & safety at Work for England, Scotland & Wales'. Protecting people in the workplace and in society as a whole remains a key priority.

The focus and emphasis of health and safety enforcement regime being moved to a 'lighter touch approach' concentrating on Category 'A' high risk operations, identified national priorities, and on tackling serious breaches of the Legislation. Government reforms require HSE and Local Authorities to reduce numbers of routine inspections undertaken; to have greater targeting where proactive inspections continue; **and to increase information to small businesses in a form that is both accessible and relevant to their needs.** As such, this intervention plan has been prepared to meet this approach.

3 ISSUES

- 3.1 Attached as an Appendix to this report is a recently completed annual Health and Safety Intervention Plan in relation to Ribble Valley Borough Council.
- 3.2 I am pleased to report again that we have received no complaints against the delivery of the service.
- 3.3 A copy of the Health and Safety Intervention Programme will also be placed on the Ribble Valley Borough Council website for reference purposes in the 'Environmental Health' section.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – Resources allocated to the Health and Safety role may change depending on workload within the Environmental Health Section.
 - Technical, Environmental and Legal – There are no environmental or legal implications. Failure to provide this document contravenes Health and Safety Executive requirements. This is also an essential performance management and review document.
 - Political – This document confirms the Council's intended service provision in relation to this important statutory function.
 - Reputation – This document meets this Council's obligations in relation to producing an obligatory annual Health and Safety Service Plan in accordance with national framework.
 - Equality & Diversity – N/A

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve the Ribble Valley Borough Council Health and Safety Intervention Plan 2016/17 for implementation in the current financial year.
- 5.2 Note the performance in relation to 2015-16 which was affected by the larger than normal food safety inspection target for that year.

HEATHER COAR
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

For further information please ask for Heather Coar, extension 4466.

BACKGROUND PAPERS

Local Authority Circular (LAC 67/2 (rev 5))



Health & Safety Intervention Plan 2016/17

RIBBLE VALLEY BOROUGH COUNCIL

CHIEF EXECUTIVES DEPARTMENT

ENVIRONMENTAL HEALTH SECTION

HEALTH & SAFETY INTERVENTION PLAN

2016/17

July 2016

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1.0 Service Aims and Objectives

1.1 Aims and Objectives

Departmental Aims

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

Service Objectives

- Ensure the health, safety and welfare of people at work and also to protect society from such activities through the proportionate enforcement of legislation, the provision of advice to members of the community and training and information to operators of local businesses and their employees, and to:
 - To move to a lighter touch approach concentrating on higher risk businesses, tackling serious breaches of the regulations and to carry out an annual programme of 'higher risk' health and safety interventions in accordance with Local Authority Circular (LAC 67/2 (rev 5) is guidance under Section 18 Health and Safety at Work etc Act 1974 and the National Local Authority Enforcement code.
 - Investigate notified accidents reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR) in accordance with HSE guidance;
 - To investigate complaints within service target response times (2 working days) contained within the Council's Environmental Health Plan and to take appropriate action in accordance with the Council's Health and Safety Enforcement Policy, HSE and HELA Guidance;
 - To give due consideration to act as "lead authority" to any businesses originating within the borough of Ribble Valley and to undertake lead authority enquiries referred by other agencies;
 - Undertake the annual inspection programme with targeted promotional advice and educational initiatives, together with providing information and advice on health and safety to businesses. In particular, to encourage effective management structures and policy are in place by businesses to embrace the culture of health and safety to manage risk and to increase information to small businesses in a form that is both accessible and relevant to their needs

1.2 The Council's Vision

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

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

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

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

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

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

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

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

KEY OBJECTIVES AND POLICY STATEMENTS

Links to Sustainable Community Strategy

- **To improve the health of people living and working in our area**

- **To encourage economic activity to increase business and employment opportunities**
- **To support the regeneration of Market Towns as sustainable service centres**

- **To support the priority outcomes of the Strategic Health Improvement Group within the Ribble Valley Local Strategic Partnership (LSP)**

- **To seek continuous improvement**
- **To treat everyone equally and ensure access to services is available to all**

Corporate Perf & Imp.Plan

“ To help make people’s lives safer and healthier”

To encourage the adoption of healthy lifestyles in the local community

Service Committee Policies

Health & Housing Committee:

To protect and where possible improve the environment and the general public health of the community, by taking all reasonable measures available;

To ensure that all other eligible organisations and establishments comply with the relevant health and safety requirements.

Health Prevention Strategy:

To support through local activities, campaigns organised nationally by ROSPA.

To support through local activities, campaigns organised nationally by the Health & Safety Executive.

To support relevant safety issues outside of the home, eg firework safety.

1.3 Links to annual 'Corporate Strategy'

The Council produces an annual Corporate Strategy.

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

1.3.1 Service development history

In his report "*Reclaiming health & safety for all: An independent review of health and safety legislation*", commissioned by the Minister for Employment, recommended that HSE be given a stronger role in directing Local Authority (LA) health & safety inspection and enforcement activity. This has resulted in significantly revised guidance being issued and set out in the 'National Local Authority Enforcement Code - Health & safety at Work for England, Scotland & Wales. Protecting people in the workplace and in society as a whole remains a key priority. **The focus and emphasis of health and safety enforcement regime being moved to a 'lighter touch approach' concentrating on Category 'A' high risk operations, identified national priorities, and on tackling serious breaches of the Legislation.** Government reforms require HSE and Local Authorities to reduce numbers of routine inspections undertaken; to have greater targeting where proactive inspections continue; **and to increase information to small businesses in a form that is both accessible and relevant to their needs.** As such, this intervention plan has been prepared to meet this new approach.

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

The Health & Safety Intervention Plan will contribute to the corporate vision, values and objectives set out in the Council's Corporate Strategy and, will be a key contributor to the delivery of the Environmental Health Service.

2.0 Background

2.1 Profile of the Local Authority Ribble Valley Borough is situated in North East Lancashire, and with an area of 226 sq miles is the largest geographical district in the County. The Borough Council is one of 12 District Councils, 1 County Council and 2 Unitary Authorities within the County of Lancashire. Within the Borough, some functions relating to health and safety are the responsibility of the Health & Safety Executive, eg inspections of large industrial complexes and most factories and agricultural activities.

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

The borough has a population of approx. 58,480 (2015), with Clitheroe, the main administrative centre having 14,765 inhabitants (2011). Clitheroe lies at the heart of the borough, whilst Longridge, the other main town, lies in the West. Longridge has a population of approximately 7,724 (2011). The remainder of the area is mainly rural with a number of villages ranging in size from large villages such as Whalley, Sabden and Chatburn through to small hamlets such as Great Mitton and Paythorne.

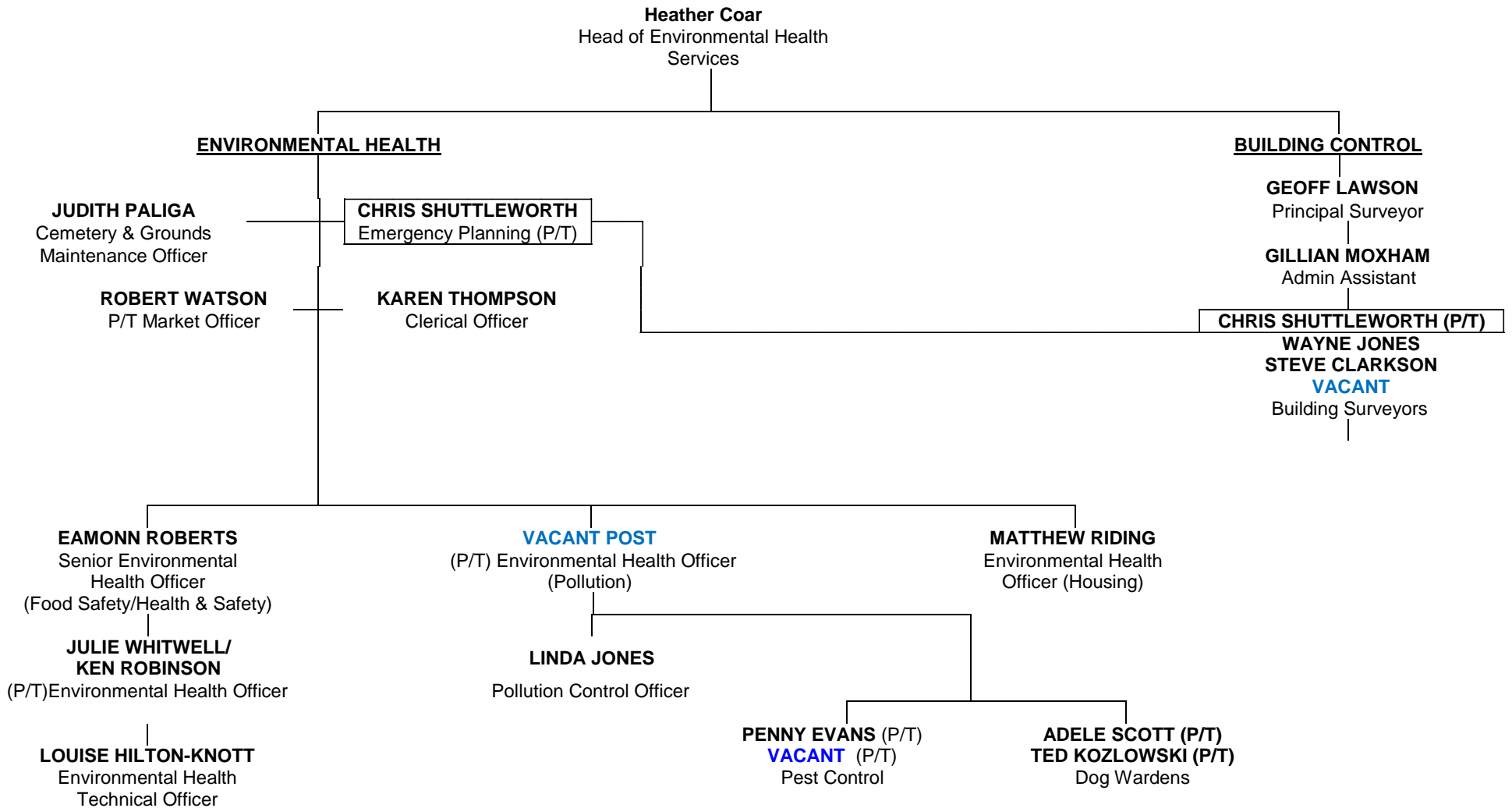
The Borough has a mixed economy, with good employment opportunities and a consistently low rate of unemployment. Given the rural nature of the area it is not surprising that agriculture is a primary employer through the District. Large manufacturing activity is represented by several major national and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

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

POLITICAL MAKE-UP OF THE BOROUGH

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

2. SERVICE STRUCTURE



Political Arrangements	Health and Safety falls under the terms of reference of the Health & Housing Committee. The Health & Safety Intervention Plan will be reported to the Council's Health & Housing Committee for approval and adoption.		
Provision for Specialist Services	<p>'Chemical' Analytical Service Lancashire County Council Public Analyst plus specialist service providers as necessary</p> <p>Legionella/Microbiological Examiner Food Water and Environmental Microbiology Services</p> <p>Public Health Advice National Infectious Disease Centre and Public Health England CHP/DPH – Consultant in Communicable Disease Control/Director of Public Health, Public Health England.</p> <p>Enforcement Liaison Officer Health & Safety Executive, Occupational Medical Employment Medical Advisory Service (EMAS) Advice (Contact through Health & Safety Executive)</p> <p>L A Sector Enforcement Health & Safety Executive/Local Authority Enforcement Liaison Guidance Committee (HELA)</p> <p>Accident Prevention Advice Royal Society for the Prevention of Accidents (ROSPA)</p>		
2.3 The Scope of the Environmental Health Section's Health & Safety Service	<p>As a District Council, this Authority is responsible for health and safety enforcement in most offices, shops, warehouses, catering premises, residential care homes and places of worship as prescribed by the Health & Safety (Enforcing Authority) Regulations 1998.</p> <p>Health and safety enforcement in heavy industrial premises, mines, factories, agricultural activities and local authority operated premises is the responsibility of the Health & Safety Executive.</p> <p>Within the Chief Executives Department the Environmental Health Section also delivers the following services alongside health and safety.</p> <table border="0" data-bbox="590 1052 2028 1333"> <tr> <td data-bbox="590 1052 1255 1333"> <ul style="list-style-type: none"> • Food Safety • Housing standards • Local Authority Air Pollution Control (LAAPC/IPPC) • Air Quality Review • Nuisance Complaints • Management of Clitheroe Market • Emergency Planning </td> <td data-bbox="1283 1052 2028 1333"> <ul style="list-style-type: none"> • Clitheroe Cemetery • Infectious Disease • Pest Control & Dog Warden Services • Health Education • Animal Welfare Licensing • Building Control • Smokefree Workplace </td> </tr> </table>	<ul style="list-style-type: none"> • Food Safety • Housing standards • Local Authority Air Pollution Control (LAAPC/IPPC) • Air Quality Review • Nuisance Complaints • Management of Clitheroe Market • Emergency Planning 	<ul style="list-style-type: none"> • Clitheroe Cemetery • Infectious Disease • Pest Control & Dog Warden Services • Health Education • Animal Welfare Licensing • Building Control • Smokefree Workplace
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2.4 Service Delivery Points	<p>Environmental Health Section Chief Executives Dept. Council Offices, Church Walk CLITHEROE Lancashire BB7 2RA Email environmental.health@ribblevalley.gov.uk</p>	<p>(01200) 425111 (switchboard) (01200) 414464 (direct) Fax: (01200) 414487 Web Site: www.ribblevalley.gov.uk Opening Hours: 08.45 – 17.00 Monday – Friday</p>	<p>Out of Hours: Emergency Service available by contacting 01200 444448</p>
2.5 Demands on the Environmental Health Section	<p>There are ongoing significant demands on the environmental health service in relation to the issues of dealing with food safety, nuisance complaints, maintaining a clean environment, noise control, animal welfare, pest control, licensed premises, emergency planning, Housing standards, and protecting the interests of the local community.</p> <p>In relation to health and safety, the area contains a mix of office, wholesale, retail, residential care homes and catering premises. Catering and wholesale/retail are the dominant sectors within this mix. The businesses are predominantly small to medium sized establishments.</p> <p>The borough has a relatively normal cross-section of health and safety businesses but has a significant number of residential care homes, garden centres, industrial unit warehousing, 'large' outdoor events and golf courses which, by their nature, are relatively high risk, complex and resource intensive.</p>		
2.6 Enforcement Policies	<p>Corporate adoption of the Enforcement Concordat – 2000 Health & Safety Enforcement Policy (Revised January 2011) Environmental Health General Enforcement Policy (Revised June 2005)</p>		

3.0 Service Delivery

3.1 Health & Safety Premises Inspections

It is Ribble Valley Borough Council's policy to carry out interventions at all premises which are identified as 'high risk'. The work carried out will aim to promote the new HSE strategy "Helping Britain Work Well".

In line with recent Government reform and HSE guidance, the Council is asked to move away from undertaking a formal annual inspection programme as set previously and to adopt a 'lighter touch' approach concentrating on 'higher risk' businesses identified in the annually published list of national priorities, and on tackling serious breaches of the rules. As such, interventions will be limited to High risk activities, those subject to justified complaint, where an accident has occurred or where significant risk factors are identified locally in line with the general Hampton principle of 'no inspection of a premises on health and safety grounds only, should be undertaken without good reason'.

Interventions in the form of proactive inspections and/or advisory campaigns will be undertaken where resources allow, in line with HSE 'National Priorities' focusing on Legionella Infection, explosion caused by LPG, control of E.coli/cryptosporidium at farm visitors centres or similar, fatalities & injuries resulting from being struck by a vehicle, fatalities & injuries resulting from falls from height/amputation or crushing, industrial diseases (cancer/deafness/respiratory diseases), crowd control & injuries/fatalities to public, carbon monoxide poisoning, violence at work.

Please see appendix 1 for the 2016-17 local and national initiatives.

3.3 Lead Authority Principle

Ribble Valley Borough Council subscribes to the current Health & Safety Executive/Local Authority Enforcement Liaison Committee (HELA), Lead Authority Principal (LAP). The Authority has not been approached by or is aware of any local company likely to be within the remit of Lead Authority Partnership Scheme (LAPS) currently entered into a formal agreement with any local company.

3.4 Advice to Business

The Authority has a policy of offering advice to any business which has trading premises within our area unless the trader has a Home Authority arrangement with another Local Authority.

3.5 Accident/Dangerous Occurrence Investigation

The general policy of Ribble Valley Borough Council is to assess and investigate 'as appropriate' reportable accidents and dangerous occurrences as a matter of urgency but at least within 2 working days. This area of work has increased significantly and involves considerable investigative work and remains at approximately 41 per year. **Over the last several years there have been two investigations into fatalities, and an accident which resulted in the paralysis of a horse rider at a local riding school. These can be complexed and time consuming especially where evidence is required in the Coroners Court.**

3.6 Liaison with other Organisations	<p>The Authority participates in the following liaison groups related to health and safety issues in order to ensure that enforcement action taken within the Borough of Ribble Valley is consistent with those of neighbouring local authorities:</p> <ul style="list-style-type: none"> • Environmental Health Lancashire (EHL) – Health & Safety Officer Sub-Group (HASOG)
3.7 Health & Safety Promotion	<p>The Authority will seek to be involved in the following promotional/training activities in relation to health, safety and welfare at work:</p> <p>Training Courses: EH Lancs/ Health and Safety Officer Group initiatives Foundation Health & Safety Courses – referred to Lancashire County Council Education Service/Local Colleges</p>
3.8 Health & Safety Training for Officers	<p>The general aim is to provide adequate relevant officer training to achieve and maintain required officer competence levels, this will be achieved within an allowance of 20 hours per Officer each year to attend ad-hoc training seminars. Specific additional training is provided to address needs identified within the Officer annual appraisal system and Regulator Development Needs Assessments (RDNA), subject to course availability and within available resources.</p>
3.9 Staffing Allocation	<p>The approximate resources which will be designated for the delivery of the Health and safety aspect of this service is 0.95 FTE</p> <p>In line with Committees previous agreement, Food Safety will continue to be given overall priority. In the event of the need to redeploy resources in the event of a serious accident investigation/fatality, Members will be duly informed.</p>

4.0 Analysis of Present Position

4.1 Set out below is the standard SWOT analysis of the Environmental Health & Safety service:

<p><u>Strengths</u></p> <ul style="list-style-type: none"> • Well developed strategies and policies for the service in line with national guidance. • Inspection procedure modified to be topic based in line with recent HELA guidance. • Service well aligned with corporate strategy/policy. • Well established performance monitoring procedures. • Experienced and dedicated staff. • Low staff turnover. • Clear commitment to quality service delivery. 	<p><u>Weaknesses</u></p> <ul style="list-style-type: none"> • Consistently under achieved to meet 'food premises' inspection targets • History of insufficient resources (always fire fighting) • Proactive work at risk in event of public health emergency reactive work demands. • Potential remuneration problem in event of vacancies. • Lower priority of health & safety enforcement. • Increasing complexity of regulation and enforcement requirements to specialise to achieve competency. • Diminishing pool of officers nationally.
<p><u>Opportunities</u></p> <ul style="list-style-type: none"> • Multi-skilled public health professionals. 	<p><u>Threats</u></p> <ul style="list-style-type: none"> • Increasing complexity of issues – greater need for research/documented procedures. • Health and safety service audit by HSE (LAU) for consistent under achievement of annual performance targets based on 'risk assessment'. • Increased information gathering and recording – increasing inspection costs. • Projected shortage of EHO's entering profession. • Pressures to Public Health Network to concentrate resources on health care service delivery rather than prevention partnerships. • Increasing duties and demands in relation to food safety, licensing, industrial air pollution regulation, clean environment and animal welfare.

5.0 Quality Systems	It is our policy to carry out all areas of health and safety service delivery in accordance with our Health & Safety documented procedures.
6.0 Review	
6.1 Review Against the Service Plan	The service performance indicators will be reviewed quarterly and reported to members. The review will link into the annual budgetary process and the review of any Performance Plans. Performance monitored monthly and quarterly by management review of progress.
6.2 Annual Performance	<p>In 2015-16:-</p> <p>38 health and safety visits were made.</p> <ul style="list-style-type: none"> • 39 service requests were recorded of which 34 of 39 (86%) were actioned within the target response time of 2 working days in accordance with the Environmental Health Plan. • 41` Notified Accidents 'at work' were received all of which (100%) were reviewed and where appropriate investigated. • Considerable involvement was required with a number of outdoor events including the Royal Lancashire show within the Borough. • A complexed fatality investigation at a Moto cross event at Ribchester
6.3 Complaints against service delivery	<ul style="list-style-type: none"> • In the year 2015/16 there has been no complaints received about the health and safety enforcement activity.

Hazards	High Risk Sectors	High Risk Activities	Justification for Initiative	Notes and enforcement expectation	Lead Officer	Estimated Number of Premises and Timescale when project to run
Industrial Diseases (Occupational deafness/cancer/respiratory diseases)	Industrial retail/wholesale premises eg. Steel stockholders, builders/timber merchants/	Noise (steel stockholders) use of loose flour (in-store/craft bakeries) Exposure to respirable crystalline silica (outlets cutting/shaping their own stone)	List of activities/sectors suitable for targeting proactive inspection	Guidance and training material for inspectors produced. Topic Inspection Packs available.	Eamonn Roberts	Approx 18 premises All year
Falls from Height	High volume Warehousing/Distribution	Awareness of working at height raised & control measures implemented in this type of premises.	List of activities/sectors suitable for targeting proactive inspection	Guidance and training material for inspectors produced. Topic Inspection Packs available.	Eamonn Roberts	Approx 10 premises All year
Crowd control and injuries fatalities to the public	Large scale public gatherings eg cultural events, sports, festivals and live music	Lack of suitable planning, management and monitoring of the risks arising from crowd movement and behaviour as they arrive, leave and move around a venue	List of activities/sectors suitable for targeting proactive inspection	Raised awareness for operators of such events Event organisers not complying will face formal action	Julie Whitwell	Approx 7 premises All year
Carbon Monoxide poisoning	Commercial catering premises eg charcoal ovens and grills using solid fuel cooking equipment	Awareness of risks and suitable ventilation and use of safe appliances	List of activities/sectors suitable for targeting proactive inspection	Raised awareness regarding CO Businesses not complying will face formal action	Eamonn Roberts/ Louise Hilton	Approx 10 All year

Hazards	High Risk Sectors	High Risk Activities	Justification for Initiative	Notes and enforcement expectation	Lead Officer	Estimated Number of Premises and Timescale when project to run
Work related violence and aggression	Premises with vulnerable working conditions (lone/night working/cash handling e.g. betting shops/off-licences/hospitality) and where intelligence indicates that risks are not being effectively managed.	Media interest in WRV. TU initiatives keep issue high on political agenda. Relevant to PCC strategic plans.	List of activities/sectors suitable for targeting proactive inspection	Raise awareness of WRV toolkit. Follow up work including formal enforcement where appropriate. Target: retail, hospitality, high street.	Eamonn Roberts	Approx 100 premises All year

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 9

meeting date: THURSDAY, 1 SEPTEMBER 2016
title: UPDATE ON LANCASHIRE COUNTY COUNCIL BUDGET CUTS TO SUPPORTING PEOPLE FUNDING
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

1 PURPOSE

- 1.1 To update Committee about the LCC budget cuts to Supporting People Funding and the implications on the housing service.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – Addressing housing needs of the most vulnerable households in the borough is a priority for the Council.
 - Corporate Priorities – None.
 - Other Considerations – None.

2 BACKGROUND

- 2.1 The contract for support to the 15 units of temporary accommodation in the borough was awarded to Places for People in May 2015. The contract tender is attached as Appendix A.
- 2.2 Lancashire County Council currently face unprecedented financial challenge. Over the next five years to 2020/21 the council needs to make savings of £262m on top of those agreed within previous budget processes. This financial picture is the result of continued cuts in funding by Government, rising costs and rising demand for key services
- 2.3 Based on current spending and forecast demand for services, LCC will not have sufficient financial resources to meet its statutory obligations by April 2018, even if they no longer continue to deliver any of the non-statutory services.
- 2.4 As a result of the financial difficulties, the county council is proposing to stop funding the following services at the end of March 2017:
- Floating Support Services.
 - Supported Accommodation Services (support element only; the Accommodation/Housing Management is funded from Rents/Housing Benefits).
 - Specialist Floating Support Services for MAPPA & IOM.
 - Supported Accommodation for Older People with Sensory Disabilities (hearing impairment).
 - Specialist Supported Accommodation for People with Mental Health Problems.

2.5 Floating Support Service

2.5.1 Floating support is a free service which provides short term visiting support to people with problems that are linked to housing.

2.5.2 The current floating support service is provided by Calico. However until May 2015 it was provided by Calico in the East of Lancashire and was provided by Disc in the North and South of Lancashire.

2.5.3 The floating support service is available in all of the following district councils' areas in Lancashire including:

- Lancaster
- Fylde
- Wyre
- Preston
- Chorley
- South Ribble
- West Lancashire
- Pendle
- Rossendale
- Hyndburn
- Burnley
- Ribble Valley

2.5.4 Floating support tasks often include:

- helping people to avoid eviction or re-possession and stay in their homes;
- helping people find and settle into a new home if it is not possible to stay where you live;
- sorting out any money or debt problems;
- helping people deal with a short term personal crisis and any issues that might seem overwhelming;
- supporting people to live healthy lives;
- helping people to stay safe at home and in the community;
- improving people's employment, training and leisure opportunities, and generally;
- helping people to become more independent or stay independent in the community.

2.5.5 Floating support should not be confused with personal care services eg help with cleaning, cooking, bathing, which many people in Lancashire also receive. Neither is floating support a replacement service for professional advice eg solicitors, financial experts.

2.6 Supported Accommodation

2.6.1 Lancashire County Council currently provides the funding which is used to deliver the support service available within short term supported accommodation which includes the following services:

- Women's refuges
- Supported accommodation for young people
- Supported accommodation for single people who are homeless
- Supported accommodation for homeless families

- Supported accommodation for people who have a history of offending
- Supported accommodation for teenage parents
- Supported accommodation for people with substance misuse issues

2.7 Specialist Floating Support Service (MAPPA & IOM)

2.7.1 The specialist floating support service (MAPPA & IOM) is a free service which provides short term intensive housing related support to help people settle into independent housing. This service is for high risk offenders subject to Multi Agency Public Protection Arrangements (MAPPA) and to offenders identified exclusively through the revolution panel identified as Integrated Offender Management (IOM) but not exclusively PPO and have been released from custody and or are under statutory supervision. The specialist MAPPA & IOM floating support tasks often include:

2.7.2 Help people move to temporary (short term) or permanent home and to avoid eviction or re-possession (eg rent payments, reporting repairs, resolving neighbourhood disputes):

- Sorting out any money or debt problems.
- Helping people deal with a short term personal crisis and any issues that might seem overwhelming.
- Supporting people to live healthy lives.
- Helping people to stay safe at home and in the community.
- Help to get a job, training and leisure opportunities, and generally.
- Helping people to become more independent or stay independent in the community.

2.7.3 The specialist floating support (MAPPA & IOM) should not be confused with personal care services e.g. help with cleaning, cooking, bathing, which many people in Lancashire also receive. Neither is the specialist MAPPA & IOM floating support a replacement service for professional advice (eg solicitors, financial experts).

2.8 Supported Accommodation for Older People with Sensory Disabilities (Hearing Impairment)

2.8.1 Lancashire County Council currently provides funding for housing support to older people with sensory disabilities (Hearing Impairment).

2.9 Specialist Supported Accommodation for People with Mental Health Problems

2.9.1 Lancashire County Council currently provides funding for housing support to people which will affect all specialist supported accommodation for people with mental health issues including supported accommodation which is intended to be:

- short-term eg less than two years; or
- longer term eg more than two years or a home for life.

3 ISSUES

3.1 Withdrawal of this funding stream of support in housing schemes has significant and varied implications, this report focuses on the impact for the homelessness service in Ribble Valley.

3.2 Support for Homeless Families

3.2.1 There are 8 flats supported through this service of which the occupancy changes on average every 12 /14 weeks. The main service is in Clitheroe at 90 Whalley Road, this building is divided into 7 flats, 4 are self-contained and 3 share facilities. All the flats share a communal entrance, hall, basement laundrette, communal living space and large garden to the rear.

3.2.2 Currently support staff are on site every day. The support staff deal with:

- benefit claims:
 - Support access to work, education and training.
 - Provide tenancy support skills.
 - Monitoring behaviour.
 - Adherence to the licence condition.
 - Support investigating move-on accommodation.
 - Budgeting skills.
 - Parenting skills.
 - Cooking and healthy living skills.

3.2.3 The current occupation of 90 Whalley Rd is 8 adults and 10 children and the service also covers one unit of accommodation at Longridge where there is 1 adult and 2 children occupying. All these families face homelessness and are some of the most deprived and vulnerable families in the borough. The support staff input is essential to ensure the building is a safe and appropriate form of accommodation for these families.

3.4 The Service for Young Homeless People

3.4.1 The Sidings accommodation has 7 self contained flats for young people each living in an individual flat with a shared lounge, kitchen and office on the ground floor.

3.4.2 All the young people have been at risk of homelessness and The Sidings is often the young person's first experience of living independently. Often the young people come with no life skills to manage independently and can be aged 16-25 years old. This requires intensive support at the start of the tenancy to ensure the young person can manage their flat, and ensure they are in some form of education or training. There are also often underlying reasons as to why the young person has ended up in the situation, often mental health, alcohol or drug dependency issues.

3.4.3 Across the two services 90 hours per week of support is currently provided to ensure that all occupants are safe and making progress.

3.4.4 The Sidings and therefore the only homeless housing service dedicated for young people would close should funding be withdrawn. Places for People own the building and have the contract to provide the support. The building would not be fit for purpose with no presence of support on the site.

3.5 The Joiners is owned by the Council and Ribble Valley Homes provide the day-to-day maintenance and warden service. Withdrawal of support would require an

assessment of the risks to occupants and staff and the liability risk to the Council with no support presence on the site. With the removal of the young person's accommodation, this is likely to see an increase in demand at The Joiners.

4 RISK ASSESSMENT

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

- Resources – The housing options for young people in the borough are already limited this would move to a situation whereby the only supported housing assistance we could provide for young people would be an out of borough referral.
- Technical, Environmental and Legal – The Council Homeless duty will remain for the young people and families therefore we will have to provide an alternative source of accommodation.
- Political – Advising young people to move out of borough for temporary accommodation politically is not a positive message.
- Reputation – Supporting homeless families and young people is a priority for the Council.
- Equality & Diversity – Vulnerable young people and families need to support to prevent repeat homelessness.

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Accept that these cuts will have a serious detrimental impact on the housing service available to Ribble Valley residents.
- 5.2 Ensure every effort is made to secure funding to enable the scheme to remain.
- 5.3 The removal of support will require a full review of the delivery of temporary accommodation in the current accommodation.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

None.

For further information please ask for Rachael Stott, extension 3235.

REF: RS/CMS/H&H/010916

Appendix 1

Tender submission for Places for People

1. Management of the service (5%)

1. How will your organisation manage service delivery on the ground?

Please ensure the response to this question aligns with the following deliverable hours identified within the background information for this lot and shown in the box.

**90
hours**

What are the total number of all hours to be provided at the service, including staff time funded from other funding streams? Please enter the figure in the box

133.75

Where you have included any additional funding streams, with the exception of housing benefits, please ensure that you include details of the purpose and duration of funding in your response to this question in the box below. This is required so that any additional value of your bid can be considered as part of the overall assessment of your proposals for managing service delivery on the ground.

In addition, please outline how you plan to deliver the following:

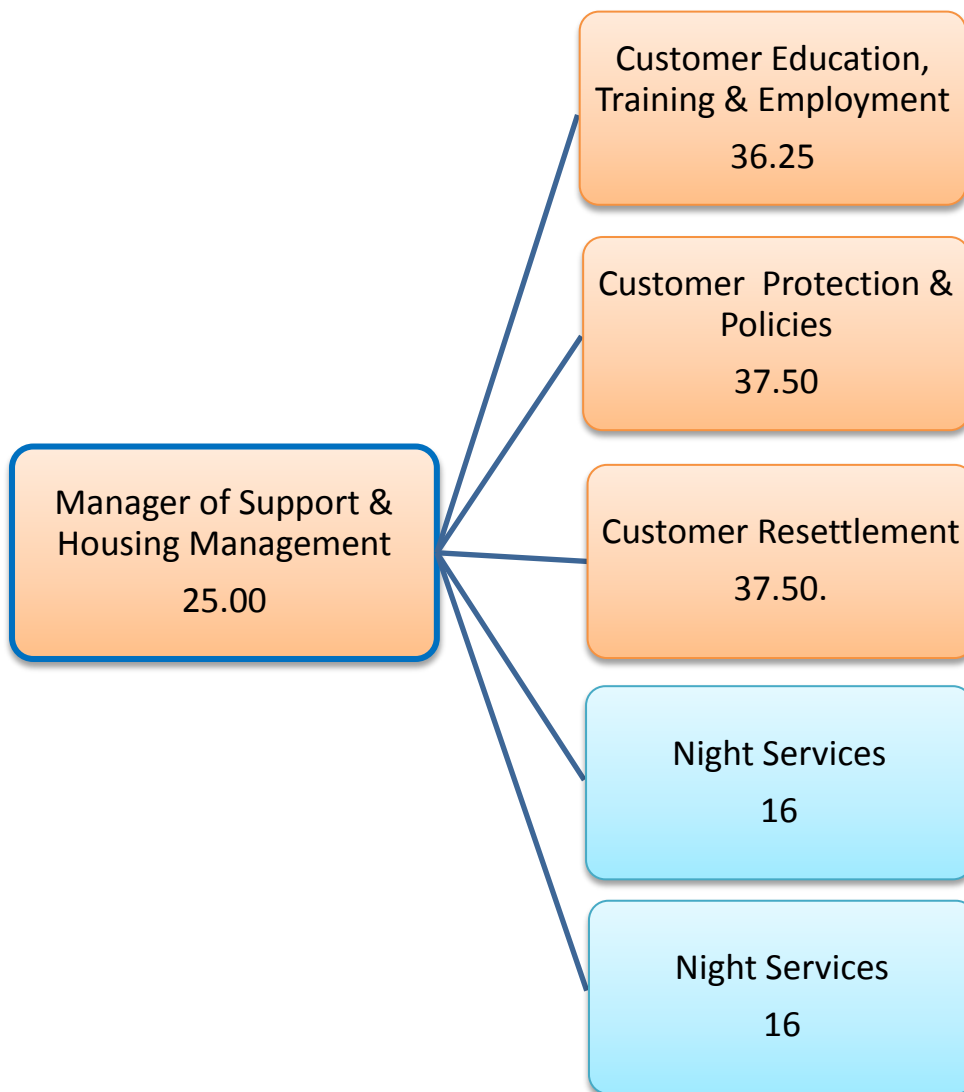
- The hours and pattern of normal day/evening and night time service delivery for each building in the lot (having regard to the requirements identified in the tender documents)
- The arrangements for managing each of the buildings included in the Lot and any of your proposals for overall management of the Lot including any shared services
- The arrangements for emergency out of hours cover for each building in the lot
- The arrangements for ensuring local and effective management cover at service level. Provide further details if this covers more than one building.
- The proposed staff rota for each building in the lot (Please attach a copy of a proposed draft rota clearly indicating how the various posts are being deployed)
- The arrangements for covering staff absence including your proposals for funding staff cover for each building in the lot.

In addition please provide a copy of your proposed staffing structure diagram for this service, which should be specific around the number of posts, type of post and number of hours for each post that you would propose to deliver if your bid was successful. This should also reflect the number of

This question will be scored out of 4 and carries a weighting of 5%

Please insert your written response here

Total staff provision is 133.75 hours with 90 being direct support. 43.75 hours are service chargeable due to the housing management functions related to the role. The staff structure is:



The Sidings & the Joiners will be part of our Lancashire Area Managers portfolio. This is a centrally funded role. The Area Manager will have overall responsibility for service performance and contract monitoring and will provide direct line management support to the Manager of Support and Housing Management.

The Manager of Support and Housing Management will deliver high quality support and housing management services. They will provide regular staff supervisions to ensure personal development needs are being met and drive the team to achieve service outcomes and exceed key performance indicators.

At the Sidings & the Joiners we will flex our rota over both sites. It will be influenced by current and changing demographics and need. Staff will work flexible hours including some evening and weekends to meet the needs of our families and young people and their lifestyles (school, work, training or volunteering). There will however be an element of consistency and continuity to account for the work patterns of other agencies involved.

Our staff structure accounts for annual leave and training absence. For unforeseen absences we have included a 5% relief staff budget into this service. Our current bank of experienced Relief Staff will ensure cover is consistent.

We will allocate responsibility for our support staff to be champions in dedicated areas such as offending, drug & alcohol, domestic violence etc. This will promote continuous staff development opportunities and ensure our support delivery reflects current legislation and practice. They will navigate service users in the following areas:

Out of hours cover

Our Night Workers will generally work at the Sidings from Thursday to Sunday (inclusive) as experience operating this service tells us staff presence is required more at the weekend, as these are the potential hotspots when more support is needed. A Night Worker presence not only ensures the safety and support of our clients, but importantly promotes a more positive image in the local community. However we will flex night cover dependent on current need.

Emergency Response

We will continue to have procedures in place at both services to ensure that clients can talk to someone in the event of an emergency or crisis. The procedures will be displayed in the reception areas and included in the service handbooks given to all clients. They will include:

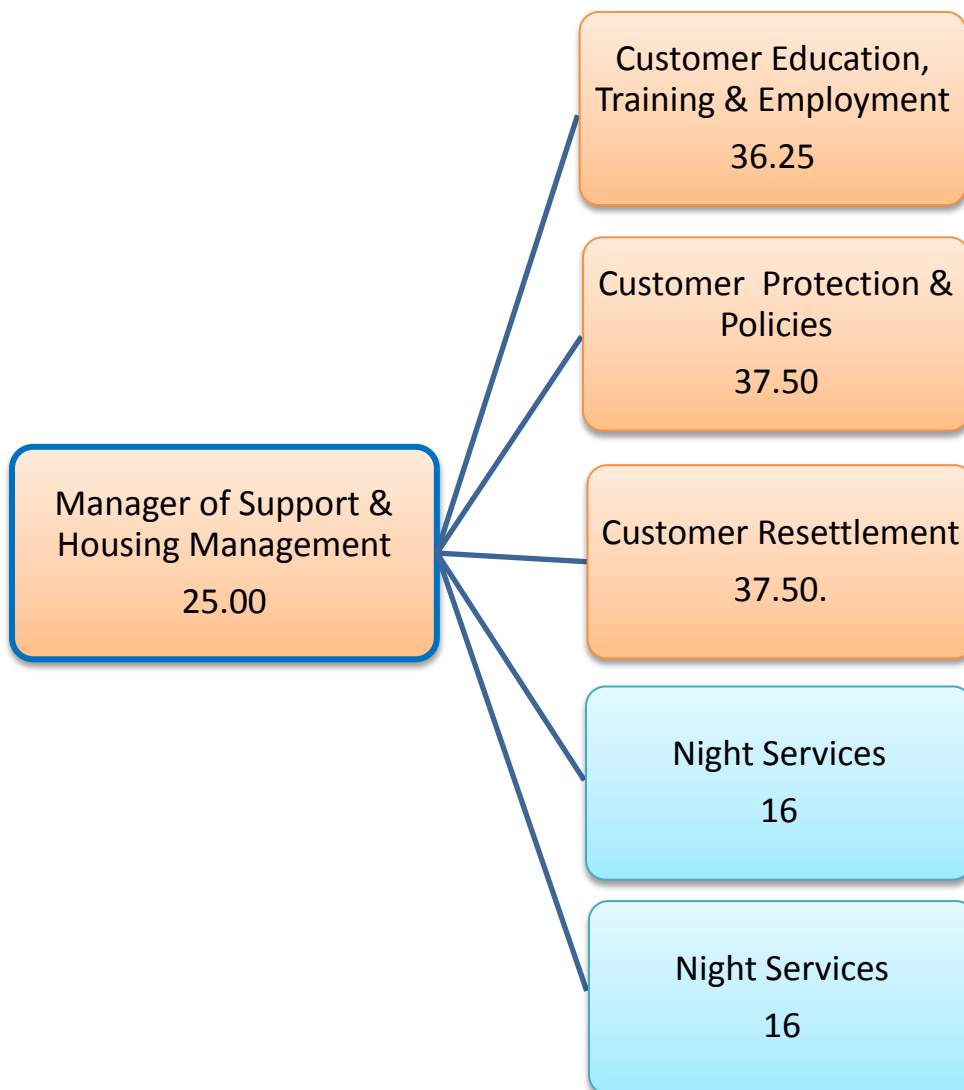
The Joiners (Ribble Valley Homes)	The Sidings (Places for People)
<ul style="list-style-type: none"> • Ribble Valley 24 hour call centre (housing management issues and support signposting) • Support Services contact number 	<ul style="list-style-type: none"> • Places for People 24 hour call centre (housing management issues and support signposting) • Support Services contact number

Via an on-call rota local managers respond to out of office hours situations. A senior manager is on-call if the situation requires escalation. Services have a contingency plan which links into a Business Continuity Plan for emergency situations.

Words 490

Please insert your written response here

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Emergency Response

We will continue to have procedures in place at both services to ensure that clients can talk to someone in the event of an emergency or crisis. The procedures will be displayed in the reception areas and included in the service handbooks given to all clients. They will include:

The Joiners (Ribble Valley Homes)	The Sidings (Places for People)
<ul style="list-style-type: none"> • Ribble Valley 24 hour call centre (housing management issues and support signposting) • Support Services contact number 	<ul style="list-style-type: none"> • Places for People 24 hour call centre (housing management issues and support signposting) • Support Services contact number

Via an on-call rota local managers respond to out of office hours situations. A senior manager is on-call if the situation requires escalation. Services have a contingency plan which links into a Business Continuity Plan for emergency situations.

Words 490

Word Count: 500 maximum. The staff structure diagram will not be included in the 500 word limit.

2. Operation of the service (51%)

1. Provide two different examples on how you will effectively communicate and engage with young people?

Your evidence should be something that would be used with young people at local service level to raise awareness and/or promote engagement. Examples might include service leaflets, information sheets, posters, promotional publicity, film or other form of media /communication channel developed by your organisation. Please upload your two different examples in the box below.

This question will be marked out of 4 and carries a weighting of 5%

Please insert your response here

Example 1 Film



At Places for People our goal is to support clients through a journey to achieve what they want out of life. From our experience of working with a wide range of clients, we know that engaging with staff and maximising the support available is fundamental in realising goals and aspirations.

We have found that the most powerful tool in encouraging engagement is sharing the experiences of others who have been in similar situations. Film is an excellent medium to reach people as they can watch alone, with others and as many times as they need before making a decision to engage.

The following are films we have created in other support services across the organisation.

Film 1

“13 Voices” is a film produced from creative writing and filmmaking workshops with young people who are homeless or at risk of being homeless. Young people share their experiences of being homeless and how moving into Dock Street, one of our support services in Newcastle and engaging in the many activities available transformed their lives.

All clients were consulted to ascertain interest in participating. We held house meetings and spoke to clients on a 1:1 basis and we were delighted at their enthusiasm and commitment.

The film has since been shown in a variety of settings including our local homelessness forum at the Town Hall & Civic Offices for audiences including local Councillors and the MP for South Shields, and others were staff from various housing providers, statutory agencies and commissioners.

One client featured in the DVD later became an employee of Places for People which was a fantastic achievement for her, and a great asset to us.

Dock Street Clients (13 Voices)

<https://vimeo.com/26547043>

Film 2

The second film is a joint production with the staff and young people at Dock Street, and again highlights the link between engagement and positive journeys.

Dock Street Service

<https://vimeo.com/51089579>

Film 3

The third film is a joint production with young-people and staff at our supported service Salford Foyer, Manchester.

At the Sidings and Joiners we will create similar films to promote how engaging with the staff and partners of the service can truly lead to achieving personal goals and aspirations.

We will also offer the opportunity to be involved with a DVD version of our customer handbook. We feel this would be an interesting way to showcase our service prior to someone moving in and make the service more inviting to prospective applicants.

Words 401

Example 2 Multi-media Screens



At Mill Bank Court in Preston, we use a multi-media smart screen in our reception area. This displays information about: internal and external activities; events and opportunities; information such as benefit changes, current affairs and items of interest; important dates and general information about the service. It also links into the service social media accounts and enables clients to keep informed on their mobiles wherever they are. The device offers touch screen technology and can be used to complete housing, benefit and job applications.

In our experience, we find that clients have often lead chaotic lifestyles with little attention paid to attending appointments and time-keeping. We know that to successfully live independently, it is vitally important to learn how to prioritise and

manage time.

Getting used to a new regime in a supported housing service can be daunting. There is lots going on and we like to use a variety of tools to inform clients of what is available, where and when, and reminders for appointments. We use different tools and techniques to reflect the individual preferences of our clients.

We have experienced that multi-media is an increasingly popular preference for clients to receive information and reminders. Mobile phones and TV screens are no longer only young people's gadgets.

We will have a multi-media smart screens in the reception areas of the Sidings and Joiners and this will be planned with and operated by our clients.

Words 238

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

DECISION

Agenda Item No. 10

meeting date: THURSDAY, 1 SEPTEMBER 2016
title: CHARGING FOR HOUSING ACT 2004 ENFORCEMENT NOTICES
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: HEATHER COAR – HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To ask Members to adopt the Private Sector Housing Enforcement Policy and consider introducing charges to recover the costs associated with the service of an Enforcement Notice under the Housing Act 2004.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To promote and support healthy environment, economic and social well-being of people who live, work and visit the Ribble Valley.
- Corporate Priorities – This document will contribute to two of the four stated ambitions to help make people's lives safer and healthier.
- Other Considerations – To promote a healthier environment and lifestyle and ensure a well-managed Council providing efficient services based on identified customer needs.

2 BACKGROUND

2.1 The Housing Act 2004 came into force in April 2006 and brought significant changes to how houses are inspected, the enforcement action that can be taken, the introduction of the residential properties tribunal and the introduction of mandatory licensing for certain high risk houses in multiple occupation.

2.2 The change to the process of inspecting houses and the enforcement tools that became available, was one of the most significant changes and introduced a risk based inspection system called the Housing Health and Safety Rating Scheme (HHSRS). All properties are now inspected under this regime, which seeks to quantify the hazards within a property and give each hazard a score depending on its likelihood to cause harm, the presence of a vulnerable group in the property and the type and use of the property itself. The aim of introducing this method was to create a consistent approach for inspecting properties and a way of determining those at highest risk.

2.3 The HHSRS system categorises the houses into two groups, category 1 hazards and category 2 hazards. A local authority is legally required to enforce category 1 hazards which they have identified and category 2 hazards are discretionary. Most Councils enforce category 2 hazards where possible, as they still affect the health and safety of the occupants.

3 ISSUES

3.1 Enforcement Notices

3.1.1 The Housing Act 2004 introduced a broader range of enforcement options that were available under previous legislation and can be applied to both category 1 and category 2 hazards. These include:

- Hazard Awareness Notice – a legal notice that simply advises of the hazards present and the action that should be taken. These notices do not carry a time limit for compliance.
- Improvement Notice – a notice that requires repairs to be undertaken within a set amount of time.
- Prohibition Notice – restrict the use of the whole or part of a dwelling due to the serious hazard.
- Emergency Prohibition Order – restrict the use of all or part of the dwelling in an emergency.
- Emergency Remedial Action Notice – works undertaken as an emergency by the Council.
- Demolition Order – main provisions are still held within the Housing Act 1985, and require the demolition of the property.

3.1.2 Enforcement Notices can be served across tenures, meaning they can be served on owner/occupiers as well as rented providers of properties. It is rare to serve an enforcement notice on an owner/occupier but it does happen. These notices are tools to effect a change and to discharge the Council's duty by advising of hazards present. In general hazard awareness notices are used when dealing with owner/occupied properties.

3.2 Charging for Enforcement Notices

3.2.1 Section 49 of the Housing Act 2004 allows a local authority to charge for the following:

- Determining whether to serve a notice
- Identifying an action to be specified in a notice.
- Serving the specified notice
- Reviewing a suspended improvement notice or suspended prohibition order (a review must be undertaken within a year of service and a subsequent review at intervals of not greater than 1 year thereafter).

3.2.2 The aim of introducing a charge is to hopefully avoid the need to serve a notice in the first place and where the person responsible refuses to engage with the Council, that the officer time can be covered when having to serve the enforcement notice.

3.2.3 It has been calculated that the average time spent by an officer during the process of serving an improvement prohibition and an emergency prohibition notice is approximately 10 hours. This would typically involve:

- The time taken to inspect the property (including travelling and revisits if necessary)
- Obtaining warrants to enter
- Enforcement options discussed with line manager
- Face to face and telephone/email discussions with tenants, landlords and agents
- Liaison/discussions with partner agencies eg planning, local fire authority, legal and housing options.
- Entering inspection details and other actions on Civica – computer database
- Drafting, printing and sending internal memos, notices, schedules of work and letters

3.2.4 In line with current officer costings this would equate to a fee of £550 per notice. This is in line with similar neighbouring authorities where enforcement costs have been implemented.

3.2.5 The charges for notices will not include any costs incurred by the Council in undertaking works in default. These charges will be dealt with separately under the Housing Act 2004 for works in default.

3.3 Exemptions

3.3.1 Should Members agree to apply charges for enforcement notices, it is recommended that charges do not apply to owner/occupier properties. In general complaints regarding housing conditions inside owner/occupier properties, either arising from the owner itself who is seeking help from the Council for their disrepair issues or from external agencies that may have had a reason to visit such as district nurses, social workers and care providers. Since the Housing Act 2004 came into force in 2006, we have not served Housing Act notices on any owner/occupier.

3.4 Proposals

3.4.1 It is proposed from the 1 April 2017 the following notices carry a charge as provided in section 49 of the Act.

- Improvement and Suspended Improvement Notice (Sections 11, 12 and 14)
- Prohibition and Suspended Prohibition Orders (Sections 20, 21 and 23)
- Emergency Remedial Actions (Section 40)
- Emergency Prohibition Orders (Section 43)
- Demolition Orders (Section 265 Housing Act 1985)

3.4.2 The informal letters will be amended to advise the person responsible that should they fail to undertake the works required and the Council feels it necessary to serve an enforcement notice, that a charge will apply.

3.4.3 When the notice is served the invoice for the enforcement charge will be included. Any invoices that are not paid can be placed on a local land charge and recovered when the property is sold.

3.5 Important Issues to Consider

3.5.1 The adoption for charging for the service of enforcement notices under the Housing Act 2004 is designated for Councils to recover their costs for undertaking the work. Whilst this will provide some additional income, it is aimed to make this aspect of the statutory notice costs neutral.

3.5.2 The introduction of the charges from the serving of the Housing Act notices may result in the works requested at the informal stage being completed quicker by the person responsible and also encourage them to engage with us at an early stage, reducing the likelihood of a notice being served.

3.5.3 It is important to ensure that the landlords are advised prior to the outset of charging for the enforcement notices served. All written communication with landlords and their agents will also include information of the proposed charges.

3.6 Legal Implications

3.6.1 The introduction for charging for Housing Act notices is provided for within Section 49 of the Act and must first be approved by Members before it is introduced. The private sector housing enforcement policy will need to be updated including the provisions of the charges.

3.6.2 A person served with a notice and the charge for the notice has a right to appeal to the Residential Property Tribunal. Their right to appeal can be on the decision to serve a particular notice and/or the charge for the cost of the notice. The Residential Property Tribunal can uphold the notice and the charge, vary it, or quash it altogether.

3.7 Financial Implications

- 3.7.1 While the imposition of charging new enforcement notices is not meant as an income generation method, it does enable the Council to apply cost recovery charges for the work officers undertake in issuing notices. This will see income being generated for a service that otherwise would not be able to recover its costs incurred.
- 3.7.2 As identified previously, the proposals are at a fixed rate of £550. This covers the cost of the enforcement notice and will be reviewed on an annual basis as part of the Council's budget setting process through its fees and charges policy.
- 3.7.3 The Council have served 4 enforcement notices under the Housing Act during the financial year 2015/2016. Should charging be introduced at the proposed rate, this would equate to the recovery of over £2000.
- 3.7.4 Guidance recommends that the Council consider that the personal circumstances of the individual are taken into account at the time of serving the notice and the charge. It may be appropriate for the Council to determine in exceptional circumstances a reduced charge or no charge at all should be applied. It is suggested that the decision to reduce or waive the charge is made by the Head of Environmental Health Services in consultation with the case officer.

4 RISK ASSESSMENT

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

- Resources – This will allow the recovery of the costs involved in formal Housing Act duties.
- Technical, Environmental and Legal – There are environmental and legal implications, as stated within the report.
- Political – It is important we have an approved method of charging.
- Reputation – No implications identified.
- Equality & Diversity – There are considered no significant implications.

5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Approve the introduction of charges from 1 April 2017 for notices detailed in section 3.2.
- 5.2 Agree that owner/occupiers shall be exempt from the charging scheme.
- 5.3 Delegate authority to the Head of Environmental Health Services to agree the reduction or waiver of fees.

HEATHER COAR
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

For further information please ask for Heather Coar, extension 4466.

REF: HC/EL/H&H/010916

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 11

meeting date: THURSDAY, 1 SEPTEMBER 2016
title: CLITHEROE CEMETERY
submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE
principal author: JUDITH PALIGA, CEMETERY AND GROUNDS MAINTENANCE OFFICER

1. PURPOSE

1.1 To inform elected members on the current cemetery provision and approval for the adoption of the revised Regulations Clitheroe cemetery.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – to acknowledge Clitheroe Cemetery as a quality open space amenity within Ribble Valley that meets the needs of residents and visitors.
- Corporate Priorities – to continue to be a well-managed council providing quality, efficient and effective services based on identified customer need.
- Other Considerations – to give elected members an understanding of how the cemetery works to provide a committed and dedicated cemetery service.

2. BACKGROUND

2.1 Ribble Valley Borough Council manages one cemetery site, Clitheroe Cemetery, and maintains four closed churchyards. It is the only public cemetery in Ribble Valley and was opened in 1861.

3. RECORDS

3.1 Records for the site are held at the council offices. These are in book format. Access to the cemetery records are through the cemetery officer.

3.2 In addition to the usual cemetery functions, a good deal of administrative effort is spent in conducting historical research.

4. CAPACITY

4.1 There are 6634 grave plots accounting for over 16,200 burials. The vast majority of grave plots (6364) have exclusive rights of burial. Burial rights are granted for 100 years. Clitheroe Cemetery covers a total of seven hectares with a further four set aside for future use. Based on past trends there is a capacity for an estimated 100 years however, this is all dependant on whether there is an increase in cremations.

5. SITE MAINTENANCE

5.1 All administration and grounds maintenance is carried out via Ribble Valley staff. The majority of the cemetery is categorised as a lawn cemetery. This means the graves are turfed or seeded at ground level up to the foundation stones. This ensures ease of maintenance and a neat tidy appearance. The woodland burial area is a return to nature in the true sense, with only minimal maintenance which creates a haven for wildlife and wild flowers. In the old section of the cemetery the areas are managed as wild flower meadows with just two cuts a year. As a council we have a duty to conserve biodiversity and by creating a wildflower meadow it generates pollen rich habitats for bees and insects.

6. ISSUES

6.1 Historically the cemetery has had a flooding problem as there is a culvert that runs along the bottom of the new section and under the old entrance to the rear of the Cemetery Lodge. However, this has been alleviated by remedial works to the culvert and a planting scheme of willow trees in the new entrance.

7. STAFFING AND TRAINING

7.1 The cemetery is managed the Cemetery and Grounds Maintenance Officer, this takes 40 per cent of her time. The grounds maintenance is carried out by in house staff who are dedicated and perform their work with sensitivity and appreciation of the site.

7.2 The Cemetery Officer holds a Diploma in Cemetery Law and Management and is a Member of The Institute of Cemetery and Crematorium Management (ICCM). All operatives engaged in cemetery activities have received information, instruction and training on safe systems of work including grave excavation and support, memorial safety, safe use of pesticides and protection of the public and mourners.

8. ADOPTION OF UPDATED CEMETERY REGULATIONS

8.1 Following the completion of the extension to Clitheroe Cemetery it is now necessary to update and amend the existing regulations to ensure that they continue to reflect current service standards and requirements. A copy of the revised Clitheroe Cemetery regulations is attached as an Appendix to this report.

8.2 The arboretum is now full and so this section of the regulations has been removed and replaced with a section on memorial trees, although there is limited room for additional memorial trees within Clitheroe Cemetery.

8.3 A full copy of the revised regulations will be issued to Funeral Directors and Stonemasons to assist in advising their clients. The revised regulations will also be placed on this council's website.

9. RISK ASSESSMENT

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

- Resources – none.
- Technical, Environmental and Legal – none
- Political and Reputation

10. **RECOMMENDED THAT COMMITTEE**

10.1 Note the report.

10.2 Approve the revised Cemetery Regulations.

JUDITH PALIGA
CEMETERY & GROUNDS
MAINTENANCE OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS - None.

For further information please ask for Judith Paliga on 01200 414478 or Heather Coar on 01200 414466.



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

CLITHEROE CEMETERY REGULATIONS

JULY 2016

1. INTRODUCTION AND INTERPRETATION

- 1.1 Clitheroe Cemetery is the only burial area in the Ribble Valley, which is owned by Ribble Valley Borough Council. The Cemetery provides for traditional burials, woodland burials and the burial of cremated remains.
- 1.2 The Council's aim is "*to provide high quality cemetery services which display dignity and respect for peoples' needs and sustain a well maintained and safe environment.*"
- 1.3 The Cemetery is controlled and administered by the Council under the Local Government Act 1972 and the Local Authorities' Cemeteries Order 1977, as amended.
- 1.4 Article 3 of the LACO empowers the Council, to do "*all such things as they consider necessary or desirable for the proper management, regulation or control of a cemetery.*" The Council has therefore made these Clitheroe Cemetery Regulations under the above powers in order to ensure the proper management, regulation and control of the Cemetery.

2. CONDITIONS

- 2.1 The Cemetery will be open to the public between 7.30 am and sunset every day of the year. The Cemetery will be closed 30 minutes following sunset and opened at 7.30 am.
- 2.2 The Council reserves the right to close the Cemetery at any time without notice and, in particular, to close the Cemetery (except to relatives and friends) on the occasion of any funeral.
- 2.3 Unless authorised by the Council, it shall be an offence, for a person to enter or remain in the Cemetery at any hour when the Cemetery is closed to the public.
- 2.4 Children under ten years of age shall not be admitted to the Cemetery except in the charge of a responsible adult.
- 2.5 All persons entering the Cemetery shall be under the control of the Cemetery Officer or other authorised officer of the Council, and shall conduct themselves accordingly.
- 2.6 No person shall:
 - create any disturbance in the Cemetery;
 - commit any nuisance in the Cemetery;
 - interfere with any burial, taking place in the Cemetery;
 - interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter; and/or
 - play any game or sport in the Cemetery.

- 2.7 Vehicles must not be driven, and bicycles shall not be ridden, faster than walking pace in the Cemetery. The use of skateboards, roller blades and scooters is not be permitted in the Cemetery.
- 2.8 No inebriated or riotous person or persons shall be allowed in the Cemetery.
- 2.9 No smoking shall be permitted in the vicinity of the grave whilst a funeral service is in progress. Any used cigarettes must be disposed of in the bins provided within the Cemetery.
- 2.10 No person shall sell or offer or expose for sale any article, commodity or thing of any kind whatsoever or solicit orders for the same, within the Cemetery without the express permission, in writing, of the Council.
- 2.11 All visitors to the Cemetery must keep on the footpaths or roads except whilst visiting a grave and behave in a quiet and orderly manner.
- 2.12 Dogs must always be on a lead in the cemetery and it is an offence not to clear up after a dog has fouled.
- 2.13 No person shall sit, stand or climb upon or over any gate, wall, fence or building, or any gravestone/tablet or other property of or in the Cemetery.

3. NEED FOR AUTHORISATION

- 3.1 All burials, scattering and interment of cremated remains and installation or additional inscriptions to memorials must be approved by the Cemetery Officer.

4. INTERMENTS

- 4.1 Unless otherwise indicated, the Regulations in this section apply equally to burials in the Lawn Cemetery and Woodland Burial Site. The Regulations applicable only to the Lawn Cemetery, Arboretum, and/or Woodland Burial Site are set out below in sections 7, 8, and 9 respectively.

Notice and documentation

- 4.2 Subject to Regulation 4.3 below, notice of interment must be given to the Cemetery Officer using the **Notice of Interment Form** between the hours of 9.00 am and 5.00 pm at least **two clear working days** (i.e. excluding Saturdays, Sundays and Bank holidays) before the proposed interment (the "**Notice of Interment**").
- 4.3 Where the interment is to be in a vault or brick grave, the Notice of Interment must be given to the Cemetery Officer between the hours of 9.00 am and 5.00 pm at least **four clear working days** (i.e. excluding Saturdays, Sundays and Bank holidays) before the proposed interment.

- 4.4 The **Notice of Interment Form** must be properly completed and contain an accurate coffin size to include handles and fittings.
- 4.5 The Council will not accept responsibility for:
- any consequences arising from the loss and/or delay of any notice, order or other document sent by post;
 - the accuracy of the details contained in the Notice of Interment; and/or
 - verbal arrangements.
- 4.6 Before the cortege proceeds to the graveside the following must be given to the Cemetery Officer or other authorised Officer of the Council:
- in the case of a burial, a Registrar's Certificate of Registration of Death, an Order of the Coroner or where applicable, a Certificate of No Liability to Register;
 - in the case of interment of cremated remains, a certificate for burial purposes issued by the Cremation Authority; and/or
 - in the case of a Grant, the Grant or the written consent of the owner of the Grant.

Fees and Charges

- 4.7 All fees and charges must be paid at the Cemetery Officer at the time the Notice of Interment is given. The Fees and Charges may be paid, by cash, credit or debit cards, or by cheques made payable to "**Ribble Valley Borough Council**".
- 4.8 A copy of the fees and charges can be obtained from the Cemetery Officer or the Council's website.
- 4.9 The fees and charges for the interment and burial rights of non-residents of the Ribble Valley double those set out in the Scale.

Permitted Times for Burials

- 4.10 Burials may take place on the following days at the following times:

Mondays to Thursdays (except Christmas day and other bank holidays):	Burials may take place between the hours of 9.00 am and 3.00 pm
Fridays (except Christmas day, Good Friday and bank holidays):	Burials may take place between the hours of 9.00 am and 2.00 pm
Saturday mornings:	Burials may take place between 9.00 am and 12 noon but will incur

	the Saturday surcharge fee which is set out on the scale.
Saturday afternoons, Sundays, Good Friday, Christmas Day and other Bank Holidays.	Burials are not permitted

- 4.11 The time arranged for the burial shall be that at which the funeral cortege is due to arrive at the Cemetery.
- 4.12 Funeral Directors are required to give 2 clear working days notice to the Council whenever they have a funeral to conduct, which is likely to be attended by in excess of 30 people.
- 4.13 The Council reserves the right to close the cemetery (except to relatives and friends) on the occasion of any funeral.

Graves

- 4.14 Graves must be not less than the following depths:

For one body:	4'6" (137.16 cm)
For two bodies (where permitted):	6'0" (182.88 cm)
For three bodies (where permitted):	7'6" (228.6cm)

- 4.15 Not less than 6" (15.2 cm) of earth shall be left between each coffin and not less than 3' (91.44 cm) of earth shall be left between the last coffin and the level of the ground.
- 4.16 In the case of Public Graves, only one body shall be buried in a grave at one time.
- 4.17 Grave spaces shall be used in rotation as directed by the council.
- 4.18 Only persons approved by the council are permitted to prepare graves within the cemetery. During the preparation of the grave, soil may be kept on the adjacent plot(s) and removed upon interment.
- 4.19 All coffins should be made of wood, other perishable material, or other container approved by the Cemetery Officer. They must also comply with any conditions that may, from time to time, be required by the council.

5. EXCLUSIVE RIGHT OF BURIAL

5.1 A Grant provides the owner of the Grant the right to:

- be buried in the grave specified within the Grant (where space is available);
- authorise other burials in that grave (where space is available), or the interment of cremated remains in that grave;
- erect or place a memorial on that grave subject to these regulations; and/or
- have additional inscriptions placed on a memorial subject to these Regulations.

5.2 For the avoidance of doubt, please note that the Grant does not provide ownership of the land.

5.3 A Grant is made subject to the following terms and conditions:

- the position of the grave shall be agreed with the Council;
- all plots will be turfed flat for easy maintenance;
- no grave surrounds will be allowed at the Cemetery;
- the plot may be used for a period of 100 years only and at the expiry of that period, all the rights of the Grantee (i.e. the person purchasing the rights of burial) will cease. Under no circumstances will a Grant be made for a period exceeding 100 years;

5.4 A Grant may be transferred on the death of the registered owner to the person or persons entitled to it. The Council will need to satisfy itself that the person or persons wishing to take up the ownership are entitled to do so by the production of a grant or probate or letters of administration. If these legal documents have not been applied for or issued, the Council may accept a statutory declaration from the nearest surviving relative of the registered owner of the Grant.

5.5 Where the written consent of the registered owner of the Grant, or other reasonable evidence of ownership cannot be produced, the Council will require to be indemnified against any action arising as a result of permitting the interment and the applicant must make a Statutory Declaration at their own expense.

5.6 A person to whom any Grant is assigned or transmitted should notify the Council of the assignment or transmission as soon as possible in writing. The reassignment or transfer of a Grant will only be accepted upon presentation of an appropriate and original, legal document.

6. MEMORIALS AND OTHER COMMEMORATIVE FEATURES

6.1 Unless otherwise indicated, the Regulations in the section apply equally to burials in the **Lawn Cemetery** and in the **Woodland Burial Site**.

6.2 The following will not be permitted:

- turfed mounds;
- kerbs, surrounds or flat body stones of any description;
- hewing or dressing of stones (other than the cutting of additional inscriptions);

6.3 Floral tributes may be put on a grave and remain there until they become faded. The Council will then remove them.

7. LAWN CEMETERY

Memorials

7.1 An application form supplied by the council must be completed and submitted to the Cemetery Officer, approved and the appropriate fees paid before the memorial is erected. Once approved a permit allowing work to take place will then be issued.

7.2 The council reserves the right to remove any headstone or other memorial stone erected without the approval of the council. The Council may recover the costs incurred in removing the memorial, as a simple contract debt in any court of competent jurisdiction.

7.3 The Council must be informed of the removal of any memorial from the Cemetery.

7.4 The owners of vaults and graves are required to keep all monuments and memorials in good repair and in a safe condition. In default of this regulation the council may remove the memorial at their discretion or after six months notice in writing to the owner, may execute any necessary work and recharge the owner with the costs incurred.

7.5 Memorials should not exceed 4' in height (measured from ground level) and include all plinths.

7.6 Headstones may only be erected by registered memorial masons and erected to the National Association of Memorial Masons standard.

7.7 The section and number of the grave shall be cut in every memorial.

7.8 All headstones and other memorial stones will be erected and remain at the owners sole risk and the council shall not be held responsible for any damage that may occur. In this respect it is recommended that the owner adequately insure any memorial, headstone and/or vase.

7.9 No glass memorials/items will be allowed in the cemetery. All memorialisation including the headstone must be incorporated within the foundation stone area. Any items placed outside this area may be removed by the council after 28 days written notice being given to the grave owner.

- 7.10 All materials for graves, vaults or headstones must be conveyed into the Cemetery under the direction and supervision of the Cemetery Officer or other authorised officer of the Council, in such a way as to avoid damage to the grounds and walks. All refuse, soil, rubbish and materials must also be removed in a like manner. All masons must provide themselves with all tools and other implements for fixing purposes.
- 7.11 The Council reserves the right to refuse permission for any memorial or inscription which it considers to be unsuitable or inappropriate.
- 7.12 Plot X has the headstone foundations (beams) already installed and the price of these plots reflects this.

8. MEMORIAL TREES

- 8.1 A tree, with or without an inscribed plaque, may be ordered and purchased through the Council. The variety of tree, type of inscription label, positioning and planting of the tree shall be determined and undertaken by the Council.
- 8.2 A fee will be payable for the supply and maintenance of the tree.
- 8.3 Ashes may be interred at the base of the tree providing the plot has been purchased.
- 8.4 All details regarding Commemorative trees can be obtained from the Council's Countryside Officer whose details are set out in Regulation 11 below.

9. THE WOODLAND BURIAL SITE

- 9.1 It should be noted that woodland burials are not appropriate for those who expect a neat and tidy grave with a traditional headstone. The overall purpose of these burials is to create a sustainable woodland area.
- 9.2 The Woodland Burial Site will be managed for the development of the woodland and the benefit of wildlife. Grass cutting will be minimal and weed control will only take place when serious noxious weeds develop.
- 9.3 Personalised memorials of any kind are not permitted in the Woodland Burial Site.
- 9.4 Following interment, and after sufficient time for settlement, grass and wildflower seeds will be sown.
- 9.5 The site of each grave will be allocated by the Cemetery Officer who will maintain and hold an accurate plan showing the exact location of each grave.
- 9.6 All graves will be single depth, and therefore only one interment will be allowed in each grave.

- 9.7 Scattering or interring of cremated remains on an existing grave will be permitted subject to the approval of the Cemetery Officer.
- 9.8 Burials may take place in a biodegradable (cardboard) coffin, or other acceptable container approved by the Cemetery Officer. Standard chipboard coffins will be allowed, but solid wooden coffins must be proved to have been made from managed tree forests.

10. EXHUMATION

- 10.1 No person shall exhume or cause to be exhumed an interred body or cremated remains except on the order of a Coroner, Court of Summary Jurisdiction or a Chief Constable.

11. GENERAL

- 11.1 The Council reserves the right to amend any of the forgoing Regulations and to deal with any circumstances or contingency not provided for as necessary.
- 11.2 The Cemetery Office is situated on Level D:

Address:	Ribble Valley Borough Council, Church Walk, Clitheroe, Lancashire, BB7 2RA
Tel:	01200 414478
Fax:	01200 414487
Email:	Judith.Paliga@ribblevalley.gov.uk

The Countryside Officer can be contacted as follows:

Address:	Ribble Valley Borough Council, Church Walk, Clitheroe, Lancashire, BB7 2RA
Tel:	01200 414505
Fax:	01200 414488
Email:	dave.hewitt@ribblevalley.gov.uk

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

DECISION

Agenda Item No. 12

meeting date: THURSDAY, 1 SEPTEMBER 2016
title: CHRISTMAS MARKET 2016
submitted by: MARSHAL SCOTT - CHIEF EXECUTIVE
principal author: HEATHER COAR - HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 This report is an overview on the Christmas activities promoted by the Council's market including the Christmas market proposal, the lighting scheme, events and integrated communications campaign.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To promote and support health, environmental, economic and social wellbeing of people who live, work and visit the Ribble Valley.
- Corporate Priorities – To provide quality services efficiently and effectively.
- Other Considerations – None.

2 BACKGROUND

2.1 Traditionally Clitheroe market had a Christmas tree within the bullring. Current financial pressures are key in assessing the market's performance in both expenditure and income generation. The decision to hold a Christmas market encourages not only income to the Council, to the stallholders, to the cabin holders and most importantly to the retail establishments within Clitheroe.

2.2 The overall strategy for the market is to drive economic growth and improve on its economic performance. There are three elements to the Council's activity:

- The possibility that the market can offer and add to the Christmas retail mix.
- It incorporates the festive calendars of the Chamber of Trade and Town Council.
- It is co-ordinated to support key attractions and promotes Clitheroe as a destination to shop and visit at Christmas.

2.3 The market has the opportunity for Clitheroe to attract new tourism and visitors, high spending shoppers and increase visits during the crucial trading period.

2.4 The mix of events and activities across the period including the free Christmas light switch-on and the markets ensure that there is a broad range of activities for everyone in Clitheroe at Christmas.

3 ISSUES

3.1 The main audience to the campaign are families, couples and people interested in short break and Christmas shopping in Clitheroe with the objectives of the campaign to:

- showcase what Clitheroe has to offer;

- drive visitors to plan a visit;
 - highlight the Christmas offerings and events in Clitheroe, posting the town as a unique Christmas shopping experience;
 - motivate planning and booking of overnight stays/breaks over the festive season;
 - encourage visitors to come to Clitheroe and incorporate it into also using the public transport facilities that link us to Manchester and York.
- 3.2 All elements of the campaign are supported by our Press Officer in a drive to publicise it locally and nationally within the media.
- 3.3 The Council and its key partners continue to provide a solid platform on which the businesses and retail sector can build and deliver a positive festive experience for residents and visitors alike across the Christmas period, driving economic growth and enhancing the visitor offer in the town to support the tourism agenda.
- 3.4 In addition to the provision of illuminated street and tree decoration across the town, there will be an official Christmas light switch-on.
- 3.5 The Christmas light switch-on event will be the opportunity to launch the festive period to a live audience. At this time we are looking to have investment from local celebrities; however this is yet to be confirmed.
- 3.6 Historically the market has operated alone in all Christmas activities. There is a possibility of having up to 30 traders using the existing market stalls within the bullring; the main focal point being the Christmas tree decorated within the centre of the bullring. There is also the possibility of having up to 6 external and extra pitches for use by traders with trailers or vehicles.
- 3.7 The Council and the market traders are working to extend the retail offer around the market area as a continued commitment to enhance the festive atmosphere for visitors and residents allowing the opportunity to soak up the sights, smells and sounds of Clitheroe.
- 3.8 A steering group committee has been set up consisting of Council departments and also market traders who will be able to offer carefully handpicked traders an opportunity to showcase their products.
- 3.9 Clitheroe market is a traditional, distinctive British market and we love to highlight British business, with the majority of businesses being from the Ribble Valley and the surrounding area. We believe Clitheroe to be a unique opportunity for the local quality products to be showcased at the Christmas market.
- 3.10 The Christmas light switch-on will be an opportunity to promote traders with the opportunity to showcase themselves at the event. We envisage that local schools will be Carol singing at this light switch-on and therefore we would like to create the potential for a market to grow with Clitheroe for the four consecutive Saturday's prior to Christmas - 26 November; 3 December; 10 December and 17 December 2016.
- 3.11 We would like Clitheroe to become a recognised unique location, offering high quality activities and a bustling atmosphere. Will allow visitors a wonderful opportunity to buy Christmas gifts, decorations and festive food that can be found in abundance.
- 3.12 Management of the event will fall to the Council through its Market Superintendent with enhanced litter picking and refuse collection. There is a suggestion that two Market Superintendents will be required on all the Saturdays that these Christmas markets will be in operation to ensure that enough support is given to the traders and market visitors.

- 3.13 There will be a small charge of £50 to each cabin holder for making the provision of the Christmas lights and the Christmas tree; this will be to cover the costs of the extra resources required during this festive period.
- 3.14 Whilst the imposition of charging for the Christmas lights is not meant as an income generation method, it does enable the Council to recover costs incurred during this period.
- 3.15 The proposed charge for a stall and a pitch is £150 including VAT per unit. The payment must be received prior to the event. All traders must be willing to commit themselves for the four weekends commencing 26 November 2016. Charity stalls will receive a 10% discount off the total stall fee being £135 including VAT but this will be kept to a minimum number. It would be suggested that the stalls and pitches fee is non-refundable so as to ensure maximum occupancy.
- 3.16 The additional costs of the 2016 enhanced Christmas decorations and hosting four Saturday Christmas markets are estimated at £4,895. It is planned to recover these costs through the income from stalls and pitches and enhanced decorations contributions from cabin holders. 85% take up of stalls and pitches and cabin holder contributions will cover these costs. Part of the existing Clitheroe Market revenue budget could support any minor deficit, if necessary.

4 RISK ASSESSMENT

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

- Resources – None.
- Technical, Environmental and Legal – None.
- Political – This decision reflects the Council's intention to maintain a vibrant market.
- Reputation – This document reflects the Council's ability to meet change in circumstances to maintain efficient and effective services.
- Equality & Diversity – N/A.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve the recommendation of a non-refundable fee of £150 including VAT for a pitch or stall during the festive period upon the market.
- 5.2 Agree a 10% discount to charity stall holders (£135 including VAT).
- 5.3 Show commitment to the Christmas market and the retail trade within this area during the festive period 2016.

HEATHER COAR
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS - None.

For further information please ask for Heather Coar, extension 4466.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No.

meeting date: THURSDAY, 1 SEPTEMBER 2016
title: ABANDONED VEHICLE POLICY
submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE
principal author: HEATHER COAR, HEAD OF ENVIRONMENTAL HEALTH SERVICES

1. PURPOSE

1.1 To outline the procedures to deal with abandoned vehicles.

1.2 Relevance to the Council’s ambitions and priorities:

- Community Objectives }
 • Corporate Priorities } The Council aims to be a well-managed authority
 and this procedure supports this objective
 • Other Considerations }

2. BACKGROUND

2.1 Nationally, the problem of abandoned cars has increased dramatically in the last few years, due to the fall in used car prices and the collapse in the price of scrap metal, resulting in owners receiving nothing for unroadworthy vehicles, or having to pay for their removal and destruction. Abandoning vehicles is a criminal offence under the Refuse Disposal (Amenity) Act 1978, and local authorities have a duty to remove vehicles that have been genuinely abandoned.

2.2 The table below highlights the number of abandoned vehicles removed by the Council since 2011.

YEAR	2011/12	2012/13	2013/14	2014/15	2015/16
NO OF VEHICLES	16	17	11	8	16

2.3 Many vehicles that are reported to the Council are not actually abandoned.

2.4 All potential abandoned vehicles should be reported to the police. They can investigate whether the vehicle has been stolen and establish who the current keeper is.

2.5 If the vehicle is confirmed to be abandoned, the police will contact the Council requesting the issue of a 24 hour removal notice.

2.6 All abandoned vehicles are a nuisance but not all nuisance vehicles are abandoned. Abandoned vehicles may appear for a variety of reasons:

- Death of owner.
- Owner moved away.
- Long term residency outside UK.
- Detained at her Majesty's pleasure.
- Insurance fraud.
- Vehicle breakdown.

Notification of nuisance vehicles by the general public is rapidly increasing and there is little or nothing the local authority can do about nuisance vehicles such as:

- poorly parked vehicles;
- vehicles causing obstruction;
- neighbour disputes;
- residential parking disputes;
- vehicle breakdown.

The service operates in accordance with the prescribed procedures and was developed in partnership with the Police.

3. PRIVATE LAND

3.1 If a vehicle has been abandoned on private land, the local authority must give landowners or occupiers 15 days' notice and can only remove vehicles with their permission.

3.2 Authorities don't have to remove abandoned vehicles if the cost of moving them to the nearest highway is unreasonably high (for example, if special machinery is needed), unless the vehicle is on a carriageway.

4. REMOVAL

4.1 Vehicles are collected and dealt with by a registered recovery vehicle company. They recover and store the vehicle whilst undertaking an HPI check. This scrutinises the history of any motorised vehicle registered in the UK including cars, vans and motorbikes. Any information held against the vehicle by finance and insurance companies, the DVLA and/or the Police will then be followed up by the company.

4.2 Once all checks have been completed, if the vehicle has not been claimed, it will either go to auction or be destroyed.

5. ISSUES

5.1 Many authorities have concluded that affixing a notice to a car which is then left for any period is effectively an invitation to vandalise.

6. RISK ASSESSMENT

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

- Resources – None.
- Technical, Environmental and Legal – None.
- Political - The recommendations in this report are an extension of principles already agreed by this committee.
- Reputation – None.

7. CONCLUSION

7.1 This report is intended to provide Committee with an overview of this Council's procedure for dealing with abandoned vehicles.

HEATHER COAR
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS – None

For further information please ask for Heather Coar on 01200 414466.

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 14

meeting date: 1 SEPTEMBER 2016
 title: 2015/2016 YEAR-END PERFORMANCE INFORMATION
 submitted by: DIRECTOR OF RESOURCES
 principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

- 1.1 This is the year-end report of 2015/2016 that details performance against our local performance indicators.
- 1.2 Regular performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.
- 1.3 Relevance to the Council's ambitions and priorities:
 - Community Objectives –
 - Corporate Priorities –
 - Other Considerations -

Monitoring our performance ensures that we are both providing excellent services for our community as well as meeting corporate priorities.

2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their auditors, inspectors, elected members and service users to judge how well services are performing.
- 2.2 A rationale has been sought for maintaining each indicator – with it either being used to monitor service performance or to monitor the delivery of a local priority.
- 2.3 The report attached at Appendix 1 comprises the following information:
 - The outturn figures for all local performance indicators relevant to this committee reported for 2015/16. Some notes have been provided to explain significant variances either between the outturn and the target or between 2015/2016 data and 2014/2015 data. A significant variance is greater than 15% (or 10% for cost PIs).
 - Performance information is also provided for previous years for comparison purposes (where available) and the trend in performance is shown.
 - Targets for service performance for the year 2015/2016 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: service performance significantly below target (i.e. less than 75% of target performance), Amber: performance slightly below target (i.e. between 75% and 99% of target), Green: target met/exceeded.
 - Targets have been provided for members to scrutinise for the following three years. A target setting rationale was sought from each Head of Service.
- 2.4 These tables are provided to allow members to ascertain how well services are being delivered against our local priorities and objectives, as listed in the Corporate Strategy.
- 2.5 Analysis shows that of the 18 indicators that can be compared to target:
 - 44.44% (8) of PIs met target (green)
 - 11.11% (2) of PIs close to target (amber)
 - 44.44% (8) of PIs missed target (red)
- 2.6 Analysis shows that of the 20 indicators where performance trend can be compared

over the years:

- 20.00% (4) of PIs improved
- 30.00% (6) of PIs stayed the same
- 50.00% (10) of PIs worsened

2.7 Where possible audited and checked data has been included in the report. However, some data may be corrected following work of Internal Audit and before the final publication of the indicators on the Council's website.

2.8 Indicators can be categorised as 'data only' if they are not suitable for monitoring against targets – these are marked as so in the report.

3 GENERAL COMMENTS ON PERFORMANCE AND TARGETS

3.1 In respect of PIs for Housing, Colin Hirst, Head of Regeneration and Housing, has provided the following information regarding performance and targets:

- **PI RH1 (BV64) - Number of private sector vacant dwellings that are returned into occupation or demolished** - Fewer Private Sector schemes are being presented.
- **PI RH5 (BV183b) - Length of stay in temporary accommodation (Hostel)** – Economic conditions are not demonstrating improvement to the sector. There have been more presentations following benefit changes. There is less support from other sector areas. The delivery of stock is slowing.
- **PI RH8 (NI 156) - Number of households living in temporary accommodation** – The number of presentations has increased, and the client base has not readily matched to the stock being delivered.

3.2 In respect of PIs for Environmental Health, Heather Coar, Head of Environmental Services, has provided the following information regarding performance and targets:

- **PI EH1 - The percentage of food premises' inspections that should have been carried out that were carried out** - Some premises had self-assessment questionnaires with a low response rate.
- **PI EH4 - The percentage of health and safety complaints responded to within 2 days** - Sample figure is low so therefore if late with one it drastically affects the overall result.
- **PI EH7 - The percentage of noise complaints responded to within 2 days** - Moving onto an automated first response date early in the summer 2016 which should correct this.
- **PI EH16 - Number of 'Out of Hours' surveillance patrols undertaken** - In future the service will undertake intensive monitoring of areas 'in office hours' with additional 'out of hours' if there is a specific problem.
- **PI EH17 - Number of school presentations run in order to raise awareness of dog fouling** – Once the new Dog Warden is in place the intention is to relaunch this initiative.

4 CONCLUSION









4.1 Consider the 2015/2016 performance information provided relating to this committee.

PRINCIPAL POLICY AND
PERFORMANCE OFFICER











DIRECTOR OF RESOURCES





HH7-16/MH/AC
22 August 2016

For further information please ask for Michelle Haworth, extension 4421











PI Status		Long Term Trends	
	Alert		Improving
	Warning		No Change
	OK		Getting Worse
	Unknown		
	Data Only		

Housing Performance Information 2015/2016

PI Code	Short Name	2014/15		2015/16		2016/17	2017/18	2018/19	Current Performance	Trend year on year	Target setting rationale	Link to Corporate Objective
		Value	Target	Value	Target	Target	Target	Target				
PI RH1 (BV64)	No of private sector vacant dwellings that are returned into occupation or demolished	4	8	4	6	5	5	5			Target set in recognition of reducing funding to councils and partners. Market conditions having and impact on investment by owners.	To meet the housing needs of all sections of the Community
PI RH2	Homeless: Number of applications for assistance	218		225							Not required.	
PI RH3	Homeless: Number of applications accepted	8		8							Not required.	
PI RH5 (BV183b)	Length of stay in temporary accommodation (Hostel)	17.75	10.00	18.67	12.00	10.00	10.00	10.00			Delivery of new affordable housing has been slower. Economic improvements have not filtered through. 2014/15 target is still aspirational but reflects current environment. Lower targets for future years due to increased stock.	To meet the housing needs of all sections of the Community
PI RH6 (BV213)	Preventing Homelessness - number of households where homelessness prevented	.91	4.00	0.83	5.00	6.00	6.00	6.00			Increased presentations and greater mismatch in supply continuing to be addressed. Targets revised to reflect lead in for new homes/stock and economic lag as impact of welfare changes and repossession come into effect.	To meet the housing needs of all sections of the Community

PI Code	Short Name	2014/15		2015/16		2016/17	2017/18	2018/19	Current Performance	Trend year on year	Target setting rationale	Link to Corporate Objective
		Value	Target	Value	Target	Target	Target	Target				
PI RH7 (NI 155)	Number of affordable homes delivered (gross)	125	70	90	75	80	85	85			Targets to reflect anticipated delivery as a result of increased development - need to focus on delivery to support other indicators.	To provide additional affordable homes throughout the Ribble Valley
PI RH8 (NI 156)	Number of households living in temporary accommodation	5	5	7	5	5	5	5			Targets recognise increasing presentations and increasing supply of accommodation anticipated over the next 3 years. Aspiration is to maintain steady level of households at 5 and not allow numbers to increase.	To meet the housing needs of all sections of the Community

Environmental Health Performance Information 2015/2016

PI Code	Short Name	2014/15		2015/16		2016/17	2017/18	2018/19	Current Performance	Trend year on year	Target setting rationale	Link to Corporate Objective
		Value	Target	Value	Target	Target	Target	Target				
PI EH1	The percentage of food premises' inspections that should have been carried out that were carried out	100%	100%	87.5%	100%	100%	100%	100%			Maintain performance.	To improve the health of people living and working in our area
PI EH3	The percentage of food complaints responded to within 2 days	87.75%	90%	96.5%	90%	90%	90%	90%			Maintain performance.	To improve the health of people living and working in our area
PI EH4	The percentage of health and safety complaints responded to within 2 days	92%	90%	87%	90%	90%	90%	90%			Improve performance.	To improve the health of people living and working in our area
PI EH5	The percentage of abandoned vehicles removed within 2 days	100%	100%	100%	100%	100%	100%	100%			Maintain performance.	
PI EH6	The percentage of air pollution complaints responded to within 2 days	73.25%	90%	79%	90%	90%	90%	90%			Improve performance.	To conserve our countryside, the natural beauty of the area and enhance our built environment

PI Code	Short Name	2014/15		2015/16		2016/17	2017/18	2018/19	Current Performance	Trend year on year	Target setting rationale	Link to Corporate Objective
		Value	Target	Value	Target	Target	Target	Target				
PI EH7	The percentage of noise complaints responded to within 2 days	63.5%	90%	69%	90%	90%	90%	90%			Improve performance.	
PI EH8	The percentage of pest control complaints responded to within 2 days	96%	90%	96%	90%	90%	90%	90%			Maintain performance.	
PI EH9	The percentage of requests for dog warden services responded to within 2 days	93%	90%	90.5%	90%	90%	90%	90%			Maintain performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling
PI EH10	The percentage of infectious diseases reported that were responded to immediately	100%	100%	100%	100%	100%	100%	100%			Maintain performance.	To improve the health of people living and working in our area
PI EH15	Number of high profile dog fouling patrols undertaken	269	200	271	200	250	250	250			Improve performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling
PI EH16	Number of 'Out of Hours' surveillance patrols undertaken	41	50	34	50	30	30	30			To target specific areas of dog fouling.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling
PI EH17	Number of school presentation runs in order to raise awareness of dog fouling	0	3	0	3	3	3	3			Improve performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling
PI EH18 (NI 184)	% of Food establishments in the area which are broadly compliant with food hygiene law	97%	90%	94%	90%	90%	90%	90%			Target set at 90% - national average for broadly compliant premises is 88%.	To improve the health of people living and working in our area

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 15

meeting date: 1 SEPTEMBER 2016
 title: CAPITAL MONITORING 2016/17
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To provide Health and Housing Committee (this Committee) with information relating to the progress of the approved 2016/17 capital programme, for the period to the end of July 2016.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

2.1 In total, three new schemes for this Committee, totalling £411,000, were approved by the Policy and Finance Committee and Full Council at their meetings in February and March 2016 respectively. Since approval of the budget for this Committee it was confirmed that the Disabled Facilities Grants (DFGs) funding for 2016/17 was £273,220. The DFGs scheme budget was initially set at £161,000 on the basis that this would be changed to match the exact DFGs funding that was received. Therefore, the capital programme was increased by the difference of £112,220 to £523,220 for this Committee

2.2 In addition, not all planned capital budgets for 2015/16 were spent. The unspent balance of this, £22,420, is known as slippage. This slippage has been transferred into the 2016/17 capital programme budget.

2.3 As a result of the above, the total approved budget for this Committee's capital programme of three schemes is £545,640. This is shown at Annex 1.

3 CAPITAL MONITORING 2016/17

3.1 The table below summarises this Committee's capital programme budget, expenditure to date and variance, as at the end of July 2016. Annex 1 shows the full capital programme by scheme. Annex 2 shows scheme details, financial information and budget holder comments to date for each scheme.

BUDGET			EXPENDITURE	
Original Estimate 2016/17 £	Slippage from 2015/16 £	Total Approved Budget 2016/17 £	Actual Expenditure and Commitments as at end of July 2016 £	Variance as at end of July 2016 £
523,220	22,420	545,640	53,346	-492,294

- 3.2 At the end of July 2016, £53,346 had been spent or committed. This is only 9.8% of the annual capital programme budget for this Committee.
- 3.3 The main reasons for the underspend on the full year budget to date are:
- **LANGR – Landlord/Tenant Grants (-£83,330):** Committed expenditure at the end of July 2016 was NIL. However, two schemes have subsequently been approved in August 2016, totalling £31,800. There are three further applications currently being considered, against the remaining uncommitted budget of £51,530. Further applications may be received in-year.
 - **DISCP – Disabled Facilities Grants (-£233,964):** Committed expenditure at the end of July 2016 was £53,346, based on three schemes approved prior to this financial year and nine schemes approved so far in 2016/17. There are a further eleven applications either being currently considered for approval or on the waiting list. Increased DFGs funding in 2016/17 means that all these schemes can be funded from the remaining 2016/17 budget. Further applications are expected in-year, but the budget may not be fully committed in-year, based on the level of applications received to date against the increased level of funding received from DCLG this year.
 - **CMIMP – Clitheroe Market Improvements (-£175,000):** The Clitheroe Market Improvements scheme budget was initially approved in 2015, before the Clitheroe Market Development scheme plans were announced.

4 CONCLUSION

- 4.1 At the end of July 2016, £53,346 had been spent or committed. This is only 9.8% of the annual capital programme budget for this Committee.
- 4.2 The Landlord/Tenant Grants budget is on track to be fully committed in-year; based on the approvals made in August 2016 and other applications being considered currently.
- 4.3 The Disabled Facilities Grants budget may not be fully committed in-year, based on the level of applications received to date against the increased level of funding received from DCLG in 2016/17.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH9-16/AC/AC
19 August 2016

For further information please ask for Andrew Cook.

BACKGROUND PAPERS – None

Health and Housing Committee – Capital Programme 2016/17

Cost Centre	Scheme	Original Estimate 2016/17 £	Slippage from 2015/16 £	Total Approved Budget 2016/17 £	Actual Expenditure and Commitments as at end of July 2016 £	Variance as at end of July 2016 £
DISCP	Disabled Facilities Grants	273,220	14,090	287,310	53,346	-233,964
LANGR	Landlord/Tenant Grants	75,000	8,330	83,330	0	-83,330
CMIMP	Clitheroe Market Improvements	175,000	0	175,000	0	-175,000
	Total Health and Housing Committee	523,220	22,420	545,640	53,346	-492,294

Individual Scheme Details and Budget Holder Comments

DISCP - Disabled Facilities Grants

Service Area: Housing and Regeneration

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 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.

Start date, duration and key milestones:

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

Financial Implications – CAPITAL

	£	Actual Expenditure and Commitments as at end of July 2016 £	Variance as at end of July 2016 £
Original Estimate 2016/17	273,220		
Slippage from 2015/16	14,090		
Total Approved Budget 2016/17	287,310	53,346	-233,964
ANTICIPATED TOTAL SCHEME COST	287,310		

Financial Implications - REVENUE

Existing service – no change.

Useful Economic Life

Not applicable.

Progress - Budget Holder Comments

July 2016: Committed expenditure at the end of July 2016 was £53,346, based on three schemes approved prior to this financial year and nine schemes approved so far in 2016/17. There are a further eleven applications either being currently considered for approval or on the waiting list.

May 2016: Committed expenditure at the end of May 2016 was £37,031, based on three schemes approved prior to this financial year and six schemes approved so far in 2016/17. There are a further nine applications either being currently considered for approval or on the waiting list.

Individual Scheme Details and Budget Holder Comments

LANGR - Landlord/Tenant Grants

Service Area: Housing and Regeneration

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.

Start date, duration and key milestones:

The grant budget operates on a financial year basis, April to March each year.

Financial Implications – CAPITAL

	£	Actual Expenditure and Commitments as at end of July 2016 £	Variance as at end of July 2016 £
Original Estimate 2016/17	75,000		
Slippage from 2015/16	8,330		
Total Approved Budget 2016/17	83,330	0	-83,330
ANTICIPATED TOTAL SCHEME COST	83,330		

Financial Implications - REVENUE

Existing service – no change.

Useful Economic Life

Not applicable.

Progress - Budget Holder Comments

July/August 2016: Committed expenditure at the end of July 2016 was NIL. There are two schemes which have been subsequently approved in August 2016, totalling £31,800. There are three further applications currently being considered.

May 2016: Committed expenditure at the end of May 2016 was NIL. There are two applications currently being considered.

Individual Scheme Details and Budget Holder Comments

CMIMP – Clitheroe Market Improvements

Service Area: Housing and Regeneration

Head of Service: Colin Hirst

Brief Description:

The Clitheroe Market Improvements scheme bid for 2016/17 was initially approved in 2015, before the separate market re-development scheme plans were announced. There is now no need to progress the Clitheroe Market Improvements scheme in its original format because the market re-development scheme now fulfils the aim of improving Clitheroe Market for the future.

The Clitheroe Market Improvements scheme remains in the capital programme for now, but the detail of the scheme will be reviewed to take into account and complement the market re-development scheme.

Financial Implications – CAPITAL

	£	Actual Expenditure and Commitments as at end of July 2016 £	Variance as at end of July 2016 £
Total Approved Budget 2016/17	175,000	0	-175,000
ANTICIPATED TOTAL SCHEME COST	175,000		

Budget holder comments:

July 2016: No change to May 2016 comments.

May 2016: The Clitheroe Market Improvements scheme budget was initially approved in 2015, before the Clitheroe Market Development scheme plans were announced.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 16

meeting date: 1 SEPTEMBER 2016
 title: REVENUE OUTTURN 2015/16
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To report the Health and Housing Committee revenue outturn for the financial year 2015/16.

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, and to maintain critical financial management controls, ensuring the authority provides council tax payers with value for money.
- Other Considerations – none identified.

2 BACKGROUND

2.1 The Council's 2015/16 Statement of Accounts have been audited by the Council's external auditors and were approved by the Accounts and Audit Committee on 17 August 2016.

2.2 The information contained within the Statements is in a prescriptive format. However, the service cost information is being reported to committees for their own relevant services in our usual reporting format, in the current cycle of meetings.

3 REVENUE OUTTURN 2015/16

3.1 Net expenditure for each of this Committee's cost centres in 2015/16 is shown below and is compared with the revised estimate approved by Committee on 21 January 2016. You will see an overall underspend of £117,387 for this Committee. After allowing for transfers to and from earmarked reserves this underspend decreases to £108,637. Please note that underspends and additional income are denoted by figures with a minus symbol.

Cost Centre	Cost Centre Name	Revised Estimate 2015/16 £	Actual 2015/16 £	Variance £
AWARM	Affordable Warmth	16,190	10,401	-5,789
CLAIR	Clean Air	2,260	1,400	-860
CLAND	Contaminated Land	8,900	8,241	-659
CLCEM	Clitheroe Cemetery	54,320	45,656	-8,664
CLMKT	Clitheroe Market	-47,320	-47,488	-168
COMNL	Common Land	2,310	1,714	-596
CTBEN	Localised Council Tax Support Administration	37,280	25,798	-11,482
DOGWD	Dog Warden and Pest Control	88,150	85,453	-2,697

Cost Centre	Cost Centre Name	Revised Estimate 2015/16 £	Actual 2015/16 £	Variance £
ENVHT	Environmental Health Services	287,460	277,640	-9,820
HGBEN	Housing Benefits Administration	121,480	67,241	-54,239
HOMEE	Home Energy Conservation	15,280	15,189	-91
HOMES	Homelessness Strategy	65,720	59,633	-6,087
HSASS	Housing Associations	6,960	6,446	-514
HSTRA	Housing Strategy	58,760	52,372	-6,388
IMPGR	Improvement Grants	55,480	53,648	-1,832
JARMS	Joiners Arms	21,400	14,116	-7,284
SHARE	Shared Ownership Rents	-570	-579	-9
SUPPE	Supporting People	1,570	1,364	-206
UCRED	Universal Credit	10	8	-2
NET COST OF SERVICES		795,640	678,253	-117,387

ITEMS ADDED TO OR (TAKEN FROM) EARMARKED RESERVES				
HGBAL/ H275	Clean Air Reserve (Clean air monitoring)	-480	-2,681	-2,201
HGBAL/ H339	Government Housing Grants Reserve (Affordable Warmth)	-16,190	-10,400	5,790
HGBAL/ H339	Government Housing Grants Reserve (Single Homelessness Initiative)	25,000	25,000	0
HGBAL/ H339	Government Housing Grants Reserve (Domestic Abuse Support Services)	14,190	14,190	0
HGBAL/ H339	Government Housing Grants Reserve (Prevention of Rough Sleeping)	0	-300	-300
HGBAL/ H339	Government Housing Grants Reserve (Right to Move Funding)	0	3,040	3,040
HGBAL/ H337	Equipment Reserve (Local Council Tax Support New Burdens)	8,860	8,860	0
HGBAL/ H337	Equipment Reserve (Housing Benefits New Burdens)	2,020	2,020	0
HGBAL/ H337	Equipment Reserve (Dog Control Order Signs)	-1,010	-163	847
HGBAL/ H337	Equipment Reserve (FERIS Administration)	1,000	780	-220
HGBAL/ H337	Equipment Reserve (Ashes plot foundation beams)	0	1,800	1,800
HGBAL/ H337	Equipment Reserve (Graves headstone foundation beams)	0	3,640	3,640
HGBAL/ H371	Repossession Prevention Fund Reserve	-5,720	-5,720	0
CPBAL/ H330	Capital Reserve (Installation of Cemetery Infrastructure)	1,290	1,284	-6
HGBAL/ H356	Clitheroe Cemetery Reserve (Reserve no longer required)	0	-3,640	-3,640
NET ITEMS ADDED TO OR (TAKEN FROM) EARMARKED RESERVES		28,960	37,710	8,750

NET EXPENDITURE AFTER ITEMS ADDED TO OR (TAKEN FROM) EARMARKED RESERVES		824,600	715,963	-108,637
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3.2 The main income and expenditure variations are shown at Annex 1. However, a summary of the major variations is given in the table below.

Service Area	Description of Variance	Amount £
HGBEN: Housing Benefits	Lower Rent Allowance payments than budgeted: <ul style="list-style-type: none"> • Due to housing benefit overpayments deductions recovered directly from on-going housing benefit entitlement on the benefits IT system before actual payments are made to claimants (-£82k in 2015/16) and rent allowance benefits paid out in respect of voluntary disregarding of war pension income (+£23k in 2015/16). • Due to the uncertainty around rent allowance benefit overpayments, the amount recovered from claimants in 2015/16 was lower than budgeted for. Therefore, net expenditure was higher than budgeted for (+£27k in 2015/16). 	-31,785
	Rent Allowance subsidy grant income claimed from DWP is reduced for the amount of any housing benefits overpayments identified in-year. There were less Rent Allowance overpayments made in-year than anticipated at Revised Estimate, so grant income is higher than budgeted for.	-20,202
VARIOUS: Support Services	The overall level of support service recharges from central departments was lower than budgeted, due to underspends in the central departments.	-16,892

4 CONCLUSION

4.1 There has been an overall underspend for Health and Housing Committee of £117,387, decreasing to £108,637 after allowing for transfers to and from earmarked reserves.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH6-16/AC/AC
19 August 2016

BACKGROUND PAPERS
Revised Estimates approved by Committee on 21 January 2016
2015/16 Closedown Working Papers

For further information please ask for Andrew Cook.

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<u>AWARM: Affordable Warmth</u>					
Less take up of affordable warmth snow angels and preventative path clearance work for vulnerable people in-year, likely to be because of the milder 2015/16 winter.	-2,340				-2,340
Less take up of affordable warmth boiler replacement grants and carpet insulation grants schemes across the borough in-year.	-5,294				-5,294
More take up than anticipated of the energy efficiency and home safety checks service introduced for eligible residents in-year.	1,538				1,538
Total Affordable Warmth <i>Unspent grant funds to support expenditure in this area in 2015/16 have been set aside in the Government Housing Grants earmarked reserve to support affordable warmth spend in 2016/17 (see earmarked reserves below).</i>	-6,096				-6,096
<u>CLCEM: Clitheroe Cemetery</u>					
More interments income than budgeted for, due to the normal year-on-year variations in the numbers of interments.		-2,680			-2,680
More exclusive burial rights income than budgeted for. This is due to additional grave plots now being available in the new cemetery extension attracting increased plot reservations, along with the normal year-on-year variations in the number of interments and plot reservations		-5,144			-5,144
Total Clitheroe Cemetery		-7,824			-7,824

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<u>CTBEN: Localised Council Tax Support Administration</u>					
Reduced supplies and services expenditure, as follows: <ul style="list-style-type: none"> Lower postage, printing and stationery spend, due to less notification letters being sent out at year-end and some in-year costs being allocated against FERIS funding received for fraud and error reduction work. Reduced subscription costs in-year. General control of spend in-year. 	-2,061				-2,061
Reduced support services recharges from Revenue Services, Financial Services and IT Services, due to lower than budgeted non-staff costs in these areas.			-1,726		-1,726
Following the introduction of Local Council Tax Support in 2013/14 the Council can retain any overpayments of the now abolished Council Tax Benefit that have been recovered in-year. Recovery of such overpayments was higher than budgeted for in 2015/16.		-7,532			-7,532
Total Localised Council Tax Support Administration	-2,061	-7,532	-1,726		-11,319

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<u>DOGWD: Dog Warden and Pest Control</u>					
Works Administration staff have undertaken additional dog bin emptying work to cover for dog warden sickness absence and leave in-year.	1,156				1,156
Grounds Maintenance reduced charges from the Amenity Cleansing team in-year.	-2,092				-2,092
Reduced non-staff costs in the Chief Executive's department have led to a lower support services recharge to this budget.			-2,245		-2,245
Total Dog Warden and Pest Control	-936		-2,245		-3,181
<u>ENVHT: Environmental Health Services</u>					
A new noise monitor was purchased for less than budgeted for.	-2,005				-2,005
Reduced supplies and services expenditure, as follows: <ul style="list-style-type: none"> • Lower than budgeted spend on water sample analysis and nuisance/illegal tipping related costs. • Reduced subscription costs in-year. • Lower printing costs following purchase of a new printer. 	-1,991				-1,991
Reduced support services recharges from several departments, when compared to revised estimate. The biggest reduction is due to lower than budgeted non-staff costs in the Chief Executive's department.			-4,208		-4,208
Increased licences income due to an increase in licences issued in-year.		-1,070			-1,070
Total Environmental Health Services	-3,996	-1,070	-4,208		-9,274

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<u>HGBEN: Housing Benefits Administration</u>					
Lower Rent Allowance payments than budgeted: <ul style="list-style-type: none"> Due to housing benefit overpayments deductions recovered directly from on-going housing benefit entitlement on the benefits IT system before actual payments are made to claimants (-£82k in 2015/16) and rent allowance benefits paid out in respect of voluntary disregarding of war pension income (+£23k in 2015/16). Due to the uncertainty around rent allowance benefit overpayments, the amount recovered from claimants in 2015/16 was lower than budgeted for. Therefore, net expenditure was higher than budgeted for (+£27k in 2015/16). 	-31,785				-31,785
Increased Rent Rebate payments due to an increase in occupancy/caseload at the Council's homeless hostel.	1,034				1,034
An unbudgeted payment for revenue system updates to support local authority IT data sharing with the DWP. It was requested by and funded by the DWP in-year (see below).	5,610				5,610
Reduced supplies and services expenditure, as follows: <ul style="list-style-type: none"> Lower postage, printing and stationery spend, due to less notification letters being sent out at year-end and some in-year costs being allocated against FERIS funding received for fraud and error reduction work. Reduced subscription costs in-year. General control of spend in-year. 	-2,181				-2,181
Reduced support services recharges from several departments. The main reductions were for lower than budgeted non-staff costs in Revenue Services, Financial Services and IT Services.			-2,213		-2,213

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
Rent Allowance subsidy grant income claimed from DWP is reduced for the amount of any housing benefits overpayments identified in-year. There were less Rent Allowance overpayments made in-year than anticipated at Revised Estimate, so grant income is higher than budgeted for.		-20,202			-20,202
Rent Rebate subsidy grant income claimed from DWP is reduced for the amount of any housing benefits overpayments identified in-year. There were more previous year's Rent Rebates overpayments identified in-year than anticipated at Revised Estimate, so grant income was reduced accordingly.		2,348			2,348
Unbudgeted income received from the DWP to fund the payment for revenue system updates to support local authority IT data sharing with the DWP (see above).		-5,606			-5,606
Increased data matching income received from DWP at year-end, based on the volume of data matching files sent to the DWP.		-1,409			-1,409
Total Housing Benefits Administration	-27,322	-24,869	-2,213		-54,404

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<u>HOMES: Homelessness Strategy</u>					
Less reliance and expenditure on bed and breakfast and alternative homelessness accommodation in-year because of greater use of the Council's homeless hostel and the availability of affordable housing units to provide secure housing in the borough.	-1,788				-1,788
Take up of Tenancy Protection Scheme grants offered to private sector tenants for the payment of bonds has been lower than budgeted. In addition, there have been a number of repayments of funds from tenants supported previously, which have reduced net expenditure in-year.	-1,369				-1,369
Reduced support services recharges from two departments, the main one being from the Chief Executive's department because of lower than budgeted non-staff costs.			-1,127		-1,127
Unbudgeted funding received from DCLG at year-end to facilitate enforcement of private landlords' responsibility to fit smoke alarms in rented accommodation.		-835			-835
Total Homelessness Strategy	-3,157	-835	-1,127		-5,119
<u>HSTRA: Housing Strategy</u>					
No housing needs surveys carried out in 2015/16.	-1,528				-1,528
Work to change the housing register to meet new "Right to Move" requirements was not completed in-year. <i>Ring-fenced DCLG funding to support this work has been set aside in the Government Housing Grants earmarked reserve to fund 2016/17 spend in this area (see earmarked reserves below).</i>	-3,040				-3,040
Reduced support services recharges from several departments, the main one being from the Chief Executive's department because of lower than budgeted non-staff costs.			-994		-994
Total Housing Strategy	-4,568		-994		-5,562

HEALTH AND HOUSING COMMITTEE – REVENUE OUTTURN 2015/16 VARIANCES

ANNEX 1

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
<u>IMPGR: Improvement Grants</u>					
Reduced support services recharges from several departments, the main ones being because of lower than budgeted staff costs in Community Services and lower than budgeted non-staff costs in the Chief Executive's department.			-1,656		-1,656
Total Improvement Grants			-1,656		-1,656
<u>JARMS: Joiners Arms</u>					
Payments to Ribble Valley Homes for management of the Council's homeless hostel were reduced in-year for Housing Benefits funding Ribble Valley Homes received for housing management services provided by Council staff to people accommodated in the hostel. This is not budgeted for because of the uncertain nature of homelessness provision.	-6,748				-6,748
Total Joiners Arms	-6,748				-6,748
Other Variances	-1,471	-3,138	-2,723	1,128	-6,204
Total Variances Before Transfers to/(from) Earmarked Reserves	-56,355	-45,268	-16,892	1,128	-117,387
VARIANCES ON ITEMS TO BE ADDED TO OR (TAKEN FROM) EARMARKED RESERVES					
Clean Air Reserve					-2,201
Government Housing Grants Reserve (Affordable Warmth)					5,790
Government Housing Grants Reserve (Prevention of Rough Sleeping)					-300
Government Housing Grants Reserve (Right to Move Funding)					3,040

	Variation in Expenditure £	Variation in Income £	Variation in Support Services £	Variation in Capital Costs £	Total Variation £
Equipment Reserve (Dog Control Order Signs)					847
Equipment Reserve (FERIS Administration)					-220
Equipment Reserve (Ashes plot foundation beams)					1,800
Equipment Reserve (Graves headstone foundation beams)					3,640
Capital Reserve (Installation of Cemetery Infrastructure)					-6
Clitheroe Cemetery Reserve (Reserve no longer required)					-3,640
Overall under spending after transfers to/(from) earmarked reserves					-108,637

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO HEALTH AND HOUSING COMMITTEE

INFORMATION

Agenda Item No 17

meeting date: 1 SEPTEMBER 2016
 title: REVENUE MONITORING 2016/17
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To provide Health and Housing Committee with information relating to the progress of the 2016/17 revenue budget, as at the end of July 2016.

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 2016/17

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the Original Estimate for the period April 2016 to July 2016. You will see an overall underspend of £49,842 on the net cost of services, as at the end of July 2016. After allowing for transfers to and from earmarked reserves, the underspend is increased to £52,778. 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 July 2016 £	Actual Expenditure including Commitments to the end of July 2016 £	Variance £	
AWARM	Affordable Warmth	0	0	2,936	2,936	A
CLAIR	Clean Air	2,550	854	300	-554	G
CLAND	Contaminated Land	11,780	112	0	-112	G
CLCEM	Clitheroe Cemetery	55,240	6,104	893	-5,211	R
CLMKT	Clitheroe Market	-49,490	-94,708	-104,009	-9,301	R
COMNL	Common Land	2,340	218	14	-204	G
CTBEN	Localised Council Tax Support Admin	100,830	-16,035	-24,928	-8,893	R
DOGWD	Dog Warden & Pest Control	96,340	4,148	3,118	-1,030	G
ENVHT	Environmental Health Services	297,640	506	-1,081	-1,587	G

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of July 2016 £	Actual Expenditure including Commitments to the end of July 2016 £	Variance £	
HGBEN	Housing Benefits Admin	115,640	-58,466	-80,082	-21,616	R
HOMEE	Home Energy Conservation	13,780	254	0	-254	G
HOMES	Homelessness Strategy	88,850	9,179	7,098	-2,081	A
HSASS	Housing Associations	6,550	168	11	-157	G
HSTRA	Housing Strategy	55,030	6,160	5,639	-521	G
IMPGR	Improvement Grants	63,920	-2,420	0	2,420	A
JARMS	Joiners Arms	22,180	10,434	9,810	-624	G
PHACT	Public Health Act House Clearance	0	0	1,642	1,642	G
SHARE	Shared Ownership Rents	-570	-404	-1,209	-805	G
SUPPE	Supporting People	31,940	15,106	14,188	-918	G
UCRED	Universal Credit	20,550	0	-2,972	-2,972	A
Total Health and Housing Committee		935,100	-118,790	-168,632	-49,842	
Transfers to/(from) Earmarked Reserves						
HGBAL/ H275	Clean Air Reserve - Clean Air Monitoring	-480	0	0	0	
HGBAL/ H339	Government Housing Grants Reserve - Domestic Abuse Support Services	-14,190	-14,190	-14,190	0	
HGBAL/ H339	Government Housing Grants Reserve - Affordable Warmth	0	0	-2,936	-2,936	
Total after transfers to/(from) Earmarked Reserves		920,430	-132,980	-185,758	-52,778	

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

2.2 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.

2.3 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 (£5,000 or more) are shown with the budget holder's comments and agreed actions in Annex 1.
- Amber budget code variances (£2,000 to £4,999) are shown with the budget holder's comments in Annex 2.

2.4 The main reasons for the £52,778 underspend to the end of July 2016 are:

- **Housing Benefits Administration (-£21,616):** Mainly due to additional funding received in-year from the DWP that was not anticipated at Original Estimate, covering Local Council Tax Support Administration, Fraud and Error Reduction work, Implementing Benefit Cap Changes and General New Burdens funding.
- **Clitheroe Market (-£9,301):** Mainly due to lower than expected water meter readings and subsequent water charges to date, plus lower than budgeted expenditure to date on repairs, electricity and publicity. The low meter readings are being reviewed and further expenditure in-year on repairs, electricity and publicity may reduce the underspends in those areas.
- **Localised Council Tax Support Administration (-£8,893):** Higher than anticipated Local Council Tax Support Administration funding in-year from the DWP and underspends to date across various supplies and services budget codes. Further expenditure in-year on supplies and services may reduce the underspends in those areas.
- **Clitheroe Cemetery (-£5,211):** More exclusive burial rights income and interments income than anticipated at Original Estimate. This is due to additional grave plots now being available in the new cemetery extension attracting increased plot reservations, along with the normal year-on-year variations in the number of interments and plot reservations.

3 CONCLUSION

3.1 The comparison between actual and budgeted expenditure on the Health and Housing Committee shows an underspend of £49,842, as at the end of July 2016. After allowing for transfers to and from earmarked reserves, the underspend is increased to £52,778.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH8-16/AC/AC
22 August 2016

BACKGROUND PAPERS: None

For further information please ask for Andrew Cook

Health and Housing Committee Revenue Monitoring – Red Variances

Ledger Code	Ledger Code Name	Net Budget for the Full Year £	Net Budget to the end of July 2016 £	Actual Expenditure including Commitments to the end of July 2016 £	Variance £		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
CTBEN/8009z	Localised Council Tax Support Admin/Housing Benefit & CT Benefit Admin Grant	-66,990	-31,085	-36,575	-5,490	R	The Local Council Tax Support administration grant received was higher than the amount budgeted for at Original Estimate.	The budget will be updated at Revised Estimate for this.
HGBEN/4652	Housing Benefits/Rent Allowance Payments	6,954,970	2,309,048	2,300,728	-8,320	R	Rent Allowance payments are lower than budgeted for due to lower caseload levels than anticipated at Original Estimate, partly offset by lower recovery of benefits overpayments than budgeted for. Any lower payments at year-end will be reflected in less Rent Allowance subsidy grant income received at year-end, as expenditure is funded by subsidy received (see HGBEN/8002z below).	The budget will be updated at Revised Estimate, in line with the Mid-Year Estimate claim prepared for DWP grant purposes.
HGBEN/8026z	Housing Benefits/DWP - LA Data Sharing (LADS) IT Costs	0	0	-12,389	-12,389	R	Additional funding from the DWP to pay for one-off expenditure on revenue system updates to support local authority IT data sharing with the DWP (see HGBEN/2809 below). It was not anticipated at Original Estimate.	The budget will be updated at Revised Estimate to reflect this income.

Health and Housing Committee Revenue Monitoring – Red Variances

Ledger Code	Ledger Code Name	Net Budget for the Full Year £	Net Budget to the end of July 2016 £	Actual Expenditure including Commitments to the end of July 2016 £	Variance £		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
HGBEN/2809	Housing Benefits/Non Recurring Purchases of Equipment etc	0	0	12,389	12,389	R	One-off expenditure for revenue system updates to support local authority IT data sharing with the DWP. It was not anticipated at Original Estimate. It was requested by and fully funded by the DWP in-year (see HGBEN/8026z above).	The budget will be updated at Revised Estimate to reflect this expenditure.
HGBEN/8009z	Housing Benefits/Housing Benefit & CT Benefit Admin Grant	-66,990	-31,085	-36,575	-5,490	R	The Local Council Tax Support administration grant received was higher than the amount budgeted for at Original Estimate.	The budget will be updated at Revised Estimate for this.
HGBEN/8654z	Housing Benefits/DWP - FERIS Start Up and Maint	0	0	-5,015	-5,015	R	This is additional DWP funding for Fraud and Error reduction work in-year that was not anticipated at Original Estimate. Additional costs will be incurred in-year on this fraud and error reduction work.	The budget will be updated at Revised Estimate to reflect this income and any associated expenditure expected in-year.
HGBEN/8002z	Housing Benefits/Rent Allowances Grant	-6,988,200	-2,331,260	-2,320,376	10,884	R	Rent Allowance grant subsidy income is lower than anticipated at Original Estimate. The reduced income is in line with estimates prepared for 2015/16 DWP Initial Estimate grant purposes.	The budget will be updated 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	Net Budget for the Full Year £	Net Budget to the end of July 2016 £	Actual Expenditure including Commitments to the end of July 2016 £	Variance £		Reason for Variance
HGBEN/ 8029z	Housing Benefits/DWP- Housing Benefits New Burden Grant	0	0	-4,660	-4,660	A	Additional grant received in-year that was not anticipated at Original Estimate. One-off New Burdens expenditure can be made against this grant income. The budget will be updated at Revised Estimate to reflect this income and any associated expenditure expected in-year.
CLMKT/ 2456	Clitheroe Market/Metered Water Supplies	2,140	716	-3,397	-4,113	A	The market water meter has been recording low water readings since Autumn 2014 and may not be recording water usage accurately. Therefore, a creditor was added to expenditure at 2015/16 year-end stage to estimate water usage and amounts due to United Utilities since October 2014. No payment has yet been made against the reversal of this creditor in 2016/17 because we are still awaiting confirmation as to whether the meter is working correctly or must be replaced.
HGBEN/ 8690z	Housing Benefits/DWP - Implementing Benefit Cap Changes	0	0	-3,663	-3,663	A	This is additional funding received in-year, that was not anticipated at Original Estimate, to reflect the work the Council will do to implement the benefit cap changes. The budget will be updated at Revised Estimate to reflect this income.

Health and Housing Committee Revenue Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Net Budget for the Full Year £	Net Budget to the end of July 2016 £	Actual Expenditure including Commitments to the end of July 2016 £	Variance £		Reason for Variance
CLCEM/ 8447u	Clitheroe Cemetery/Exclusive Burial Rights	-17,560	-5,852	-9,245	-3,393	A	Additional grave plots now being available in the new cemetery extension have attracted increased plot reservations, along with the normal year-on-year variations in the number of interments and plot reservations.
UCRED/ 8655n	Universal Credit/DWP - Universal Credits Service Income	0	0	-2,972	-2,972	A	This is the first quarter's income for the Universal Credit Service delivered to Ribble Valley residents on behalf of the DWP. Total income for 2016/17 is estimated at £11,889. This income was not anticipated at Original Estimate. The budget will be updated at Revised Estimate to reflect this income.
CLCEM/ 8441u	Clitheroe Cemetery/Interment Fees	-18,530	-6,176	-8,871	-2,695	A	More interments income than anticipated, due to the normal year-on-year variations in the numbers of interments.
AWARM/ 4676	Affordable Warmth/Grants to Individuals	0	0	2,536	2,536	A	Affordable warmth boiler replacement grants and carpet insulation grants provided to eligible residents in Ribble Valley. The expenditure will be funded by previous years' grant funding held in the Government Housing Grants earmarked reserve. The use of funds in reserve will be reflected in this budget at Revised Estimate.

HEALTH & WELLBEING PARTNERSHIP

Meeting Date: Monday, 16 May 2016 at 4.30pm

PRESENT:	Councillor B Hilton – Chairman	David Rogers
	Councillor S Brunskill	Lisa Cunliffe
	Councillor M Fenton	Abigail Parkinson
	Councillor M Robinson	Sandra Fox
		Phil Mileham
		Colin Hirst

	AGENDA ITEM	ACTION
1	<p><u>Welcome and Introductions</u></p> <p>All present introduced themselves and explained their roles.</p>	
2	<p><u>Apologies</u></p> <p>Received from Councillors P Elms and Hayley Sims.</p>	
3	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 30th March 2016 were approved as a true record. There were no matters arising.</p>	
4	<p><u>New Models of Primary Care</u></p> <p>David Rogers, the Head of Communications and Engagement, and Lisa Cunliffe, the Senior Primary Care Development Manager at East Lancs CCG, gave a presentation on proposals to add to primary care provision. A survey and a stakeholder event had been conducted, identifying priorities of access to appointments and service in primary care, access to information about services, and support for self-care and self-management. From this, a set of guiding principles had been established to inform development of delivery of services.</p> <p>A model had been established of hubs for the other four localities in the East Lancs CCG and details of these services were explained. Phil explained that the population in Ribblesdale (which is much smaller and widely spread than the other hubs) wanted to have affordable local care; that in general the need for urgency primary care appointments is not great; and that the focus would be on routine appointments with 111 cover still being available, along with the minor injury unit at Accrington Victoria.</p> <p>Colin identified the large numbers of Ribble Valley residents outside the Ribblesdale area, with 11,000 in Longridge under Central Lancashire and 8,000 in Blackburn. Phil reported that Blackburn with Darwen and Preston CCG's were proceeding at a different pace and in a different order to East Lancashire CCG's.</p> <p>Colin also raised the possibility of this presentation being made to the Parish Council Liaison Committee on 9 June 2016.</p>	SB

5	<p><u>Update from Phil Mileham</u></p> <p>Phil reported on further development of the Integrated Neighbourhood Teams, working with the hospitals in East Lancashire to create a Ribblesdale focussed scheme for community nurses, with district nurses looking at the needs of the patients as opposed to the demands of the hospitals. It would also tie-in with mental health services.</p> <p>The clinical lead of the Ribblesdale locality, Dr Ian Whyte, is to retire in August 2016, and his place will be taken on an interim basis by Dr Vanessa Warren.</p>	
6	<p><u>Update from Sandra Fox</u></p> <p>Sandra reported on the update on the award of primary public health contracts to various bodies:</p> <ul style="list-style-type: none"> • Active Lives and Healthy Weights was sub-contracted to Ribble Valley Borough Council through Pendle Leisure Trust. • Inspire would no longer be based in their premises off York Street, Clitheroe, but would make outreach appointments at various locations in Clitheroe. Concern was expressed at the loss of a distinct and discreet centre, and it was suggested that Inspire attend a future meeting of the partnership. • Young Peoples Substance Misuse would be delivered through Addaction. • Tobacco issues would be addressed by the Quit Squad at Lancashire Care NHS Foundation Trust. • Sexual Health Services would be countywide from Blackpool Teaching Hospital Trust. • Young Peoples Sexual Health Services would be delivered by Lancashire Care NHS Foundation Trust in conjunction with Brook. • Lancashire Wellbeing Service is a countywide scheme. <p>Sandra reported on a questionnaire, currently in circulation as consultation for the recommissioning of 0-19 Childrens' and Family Services.</p> <p>Dementia Awareness Week was ongoing. It was agreed to invite Dilys Day to give a 10 minute overview to update the next meeting of the partnership on the Dementia Alliance.</p>	<p>SB</p> <p>SB</p>
7	<p><u>Update from Abigail Parkinson</u></p> <p>Lancashire Wellbeing Service covered the 12 districts of Lancashire, with 3 sets of teams. Within the consortium, East Lancashire is overseen by the Richmond Fellowship, but assistance and guidance is also drawn from n/compass and Age Concern. The service is non-clinical and does not provide social care support or manage long-term conditions. They have a presence on Integrated Neighborhood Teams and Multi-Disciplinary Teams. They are flexible in their services, offering up to 6 individual sessions over 3 months, to work towards identified aims; they set up interest groups for particular conditions; and they offer support for people with mild to moderate mental health and other issues, based in a variety of locations. Service users have to be over 18 and there is no waiting list.</p>	

	Phil suggested a distribution of flyers, and a more regular presence at Clitheroe Health Centre.	
8	<p><u>Update from Bridge Hilton</u></p> <p>(a) <u>Calderstones</u></p> <p>Merseycare had now taken over the management of Calderstones, and the hospital was due to close in 2020, with the majority of service users being discharged to their home area. The number of discharges to the Ribble Valley was not yet known. 3 of the 8 discharges to date had been readmitted due to difficulties in adjustment. The Calderstones Board would cease to exist on the 1 July 2016. As Merseycare had only recently achieved Trust status, no council of Governors had yet been established.</p> <p>(b) <u>Lancashire Health and Wellbeing Board</u></p> <p>Bridget introduced two documents:</p> <ul style="list-style-type: none"> • The Better Care Fund Plan for 2016/17 was 400 pages long, and included the requirement for Better Care Fund partners to include and work with district councils. • The Sustainability and Transformational Plan for Lancashire and South Cumbria contemplated five local delivery plan footprints. Ribble Valley falls within the Pennine Lancashire footprint. The focus is on full integration of systems and delivery and particularly delivery of care “in place” meaning at home where possible. There would be 9 CCG’s across Lancashire and South Cumbria, and 11 system partnerships with responsibility for hospitals and ambulance services which would involve the top tier of Local Government (ie Lancashire County Council). There were similarities to the old Area Health Authorities. District Councils would need a Health Delivery Plan, as the Government wished for involvement of local people. <p>Lancashire County Council would put on 4 sessions for County and Borough Councillors, and Bridget encouraged Members to attend. There was a need for new housing to take health and social care needs into account, and Colin emphasised the massive gap currently between planning and health. Proposed governance would look at Health and Wellbeing responsibilities being part of the Combined Authority, possibly following the Manchester model. Bridget arranged to forward to Phil a copy of a letter from Jennifer Meins, the Leader of Lancashire County Council and Chair of the Health and Wellbeing Board, and provided copies of the proposed footprints and the Lancashire Health and Wellbeing Organisational Chart for distribution.</p> <p>(c) Bridget highlighted that this group should:</p> <ul style="list-style-type: none"> • review of its terms of reference; • review of its membership; 	

	<ul style="list-style-type: none">• preparation of a local delivery plan; and• meeting Commissioners, in particular with regard to cross-boundary issues. <p>She would liaise with Colin on the first two issues.</p>	
	The meeting closed at 6.20pm	