

# RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.30pm** on **THURSDAY, 23 MARCH 2017** at the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you will be there.

Yours sincerely

CHIEF EXECUTIVE

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

## AGENDA

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

1. Apologies for absence.
- ✓ 2. To approve the minutes of the last meeting held on 19 January 2017 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

### FOR DECISION

- ✓ 5. Animal Welfare Enforcement Policy and Licence Conditions – report of Chief Executive – copy enclosed.
- ✓ 6. DFG Policy Amendments – report of Chief Executive – copy enclosed.
- ✓ 7. Strategic Health Update – report of Chief Executive – copy enclosed.
- ✓ 8. White Ribbon Campaign – report of Chief Executive – copy enclosed.
- ✓ 9. Microchipping of Dogs – report of Chief Executive – copy enclosed.

FOR INFORMATION

10. Ribblesdale Community Partnership – Presentation by Phil Mileham of Castle Medical Group.
11. Older Peoples' Services – Presentation by Councillor S Bibby.
12. Presentation by the Dog Warden on Responsibilities of Dog Owners in the Ribble Valley.
- ✓ 13. Pet Safe Scheme – report of Chief Executive – copy enclosed.
- ✓ 14. Capital Programme 2017-2018 – report of Director of Resources – copy enclosed.
- ✓ 15. Notes of Health and Wellbeing Partnership – 5 December 2016 and 30 January 2017.
16. Reports from Representatives on Outside Bodies (if any).

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

FOR INFORMATION

- ✓ 17. General Report – Grants – report of Chief Executive – copy enclosed.
- ✓ 18. 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, 23 MARCH 2017  
title: ANIMAL WELFARE ENFORCEMENT POLICY AND LICENCE CONDITIONS  
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
principal author: HEATHER COAR – HEAD OF ENVIRONMENTAL SERVICES

## 1 PURPOSE

1.1 To report to Members the result of consultation in respect of the Animal Welfare Enforcement Policy and revised Licence Conditions.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – To help make people's lives safer and healthier and to protect and enhance the existing environmental quality of our area.
- Community Objectives – To promote healthier environment and lifestyle.
- Corporate Priorities – To enable the delivery of effective and efficient services.
- Other Considerations – None.

## 2 BACKGROUND

2.1 Any person who keeps a:

- a) riding establishment;
- b) dog breeding establishment;
- c) boarding establishment for cats or dogs;
- d) pet shop;
- e) dangerous wild animal; or
- f) an establishment where wild animals are exhibited to the public

shall only do so if licensed by the Local Authority and operates in compliance with conditions attached to any licence. The Local Authority has a duty to licence such premises.

## 3 ISSUES

3.1 The Chartered Institute of Environmental Health has published new Model Conditions and Guidance for cat boarding premises. These have been reviewed and the draft Licence Conditions modified in the light of this new guidance. No changes have been made to the existing Riding Establishment Licence Conditions. The Dog Boarding Establishment Licence Conditions has been reviewed as the CIEH have published new conditions.

3.2 Due to the changes in model conditions an Enforcement Policy was drafted to ensure consistency across the department. The licensing conditions can be seen on our website or in a paper form should Members wish to see them.

## 4 RISK ASSESSMENT

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

- Resources – None.
- Technical, Environmental and Legal – The adoption of suitable model conditions is fundamental to an efficient licensing function.
- Political – The adoption of the Policy reflects the Council’s ongoing commitment to applying suitable standards to protect the health, welfare and wellbeing of animals.
- Reputation – The adoption of the enforcement and standards enable the effective licensing of this type of operation within the borough.
- Equality & Diversity – None.

## 5 **RECOMMENDED THAT COMMITTEE**

5.1 Approve the Animal Welfare Enforcement Policy.

5.2 Approve the revised Licence Conditions for:

- Dog Breeding Establishments;
- Cat Boarding Establishments;
- Home Boarding Establishments; and
- Pet Shops.

HEATHER COAR  
HEAD OF ENVIRONMENTAL SERVICES

MARSHAL SCOTT  
CHIEF EXECUTIVE

### BACKGROUND PAPERS

None.

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

REF: HC/CMS/H&H/230317



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# **ANIMAL WELFARE ENFORCEMENT POLICY**

## **1 Introduction**

1.1 Ribble Valley Borough Council is an enforcement authority in relation to Animal Welfare. Responsibility for enforcement of animal welfare legislation has been delegated to the Environmental Health Service and the duties and powers are contained in the following legislation:

- Animal Welfare Act 2006.
- Breeding of Dogs Act 1973.
- Breeding and Sales of Dogs (Welfare) Act 1999.
- Riding Establishments 1976.
- Pet Animal Act 1951.
- Zoo Licensing Act 1981.
- Animal Boarding Establishments 1963.

1.2 In exercising its duties and powers, the Environmental Health Service will enforce all of the above legislation and will do so in a firm, fair, open, consistent and helpful way in line with the principles of the Regulator's Code and the Code for Crown Prosecutors.

1.3 This policy applies to all aspects of the Animal Welfare licensing service within the boundaries of Ribble Valley Borough Council.

## **2 Relevant Documents**

2.1 In addition to the above primary legislation and its associated secondary legislation, the service will have regard to the following guidance produced externally but relevant to the enforcement activity:

- CIEH Model Licence Conditions and Guidance for Dog Boarding Establishments 2016.
- CIEH Model Licence Conditions and Guidance for Cat Boarding Establishments 2013.
- CIEH Model Licence Conditions and Guidance for Home Boarding Establishments – 2005 and 2009.
- The Pet Animals Act 1951: Model Standards for Pet Shop Licence Conditions – LGA 1998.
- CIEH Model Licence Conditions for Pet Vending Licensing – September 2013.
- CIEH Model Licence Conditions and Guidance for Dog Breeding Establishments – January 2014.
- A Guide to Veterinary Inspectors Concerned with Inspections under the Dangerous Wild Animals Act 1973 – BVA 1990.
- Guidance for Local Authorities and their Riding Establishments Inspectors – RVCS and BVA June 2004.
- Secretary of State's Standard of Modern Zoo Practice – March 2012.
- DEFRA Codes of Practice for Welfare of Dogs, Cats and Horses – 2011.
- Zoo Licensing Act 1981.

## **3 Responsibility**

3.1 All authorised officers are responsible for compliance with this policy in relation to the

use of their enforcement powers.

#### **4 The Animal Welfare Enforcement Policy Statement**

4.1 The policy of Ribble Valley Borough Council is to take all necessary steps to ensure that all establishments that require a licence are licensed and the five principles of animal welfare are promoted as follows:

- Freedom from thirst, hunger and malnutrition.
- Freedom from discomfort.
- Freedom from pain, injury or disease.
- Freedom to express normal behaviour.
- Freedom from fear and distress.

4.2 In order to implement this Policy, the Environmental Health Service will ensure that Authorised Officers, who enforce the legislation, are adequately trained and experienced. They will liaise with all relevant bodies to help ensure the efficient enforcement of the animal welfare legislation. Where appropriate, the Service will also call upon the expertise of others to assist the process.

4.3 The Environmental Health Service will:-

- a) produce, apply and regularly review conditions attached to licences issued by the Council to provide adequate protection to animals and promote their welfare;
- b) prepare and distribute to all involved, material explaining the provisions of the law and licence conditions so as to promote a better understanding of the law and greater compliance with the various statutes;
- c) inspect premises and carry out such enquiries as required prior to their licence applications being determined to ensure they will comply with the licence conditions;
- d) carry out investigations into allegations of non-compliance with animal welfare legislation and licence conditions;
- e) regularly review the District to determine whether premises or businesses exist which ought to be licensed but which are not.

#### **5 Authorisations and Delegations**

5.1 Decisions about Animal Welfare enforcement are delegated to officers of the Council as follows:-

##### **5.1.1 Head of Environmental Health Services**

- Appointment and/or authorisation of officers to exercise statutory functions and exercise of the powers of entry.
- Exercise of powers in default and recovery of expenses.

- In consultation with the Council's Legal Officer, consider the institution of legal proceedings and approval and amendment of any licence.

#### 5.1.2 Council's Legal Officer

To institute legal proceedings on behalf of the Council in respect of offences against any legislation, including byelaws, which the Council is authorised to enforce.

#### 5.1.3 Authorised Officers

All Environmental Health Officers and Technical Officers who are suitably qualified and experienced are empowered to inspect premises and activities and issue licences.

5.2 Powers of Entry - all Environmental Health Officers and Technical Officers who are suitably qualified and experienced are authorised to exercise the powers contained in their authorisations and will carry identification documents.

5.3 Where differences in application of legislation are not resolved between the Authorised Officer and the regulated entity, it will be the responsibility of the Senior EHO to resolve the matter. In the event of failure to resolve the difference, the matter will be referred to the Head of Environmental Health Services.

5.4 Where a licence application is likely to be refused the matter will be referred to the Council's Licensing Committee for a decision in accordance with the Council's constitution.

5.5 Where rights of appeal are specified in legislation, these will be clearly set out in writing at the time the formal documents are served.

## **6 Licensing of Animal Welfare Premises**

6.1 All premises within the scope of this Policy and subject to the legislation listed in paragraph 1.1 above, must be licensed at all times during which the relevant business is in operation. For premises to be licensed, the relevant licence conditions must be complied with, or an agreed written programme of improvements must be in place and be in the process of implementation, and all relevant licence fees must have been paid. Any additional charges for reimbursement of veterinary or other expert services must be paid and will be pursued as a civil debt in the event of non-payment.

6.2 An inspection programme will be devised and implemented on the basis of the risk inherent to the type of business or type of animals' involved, previous history and level of compliance with existing requirements and perception of management ability to maintain standards in the future. In addition, the programme will be based on inspection requirements and periods set in specific legislation.

6.3 All requests for investigation of unsatisfactory situations will be assessed and a decision made on the extent of the investigation according to the information available or ascertainable.



## **7 The Enforcement Options**

7.1 After having due regard to all relevant information and evidence, the following enforcement options will be considered:

- a) To take no action.
- b) To take informal action.
- c) To take statutory action.
- d) To recommend refusal of a licence.
- e) To recommend revocation of a licence.
- f) To withdraw a licence.
- g) To apply additional conditions to a licence.
- h) To seize animals or arrange for their disposal.
- i) To prosecute.

## **8 No Action**

8.1 This course of action is only considered appropriate where, in the officer's opinion, all relevant statutes and guidelines are satisfactorily complied with.

## **9 Informal Action**

9.1 Informal action is action which will, in the officer's opinion, secure compliance with legislation by offering advice, issuing verbal warnings, and the issue of letters.

9.2 Officers may recommend informal action where:

- a) The previous record of the premises is such that it would be reasonable to expect compliance when informal action is taken.
- b) Confidence in the premises management is high.
- c) The action is part of an ongoing project to improve standards.

9.3 At the conclusion of every visit or investigation the officer will discuss the result of the visit or investigation with the person in control of the premises and issue a report.

9.4 When taking informal action the officer will:

- a) Give all the necessary information to enable all relevant person(s) to understand what is required to remedy the situation and why the action is necessary.
- b) Indicate that any other means that achieve the objectives of compliance will be equally acceptable.
- c) Clearly differentiate between legal requirements and recommendations of good practice.
- d) Arrange to carry out follow-up visits where revisits are necessary to confirm compliance. The timing of these visits will be determined by the significance of the breaches and should, wherever possible, be carried out by the original inspecting officer.

9.5 After investigation of allegations found to be unsubstantiated or anonymous complaints where corroborating evidence is not obtained by the Investigating Officer, no further

action will generally be taken. However, the allegation or complaint will remain on the premises file for 3 years.

## **10 Statutory Action**

- 10.1 Where there is a contravention of a statutory provision or licence condition, and the Officer is satisfied that the remedy of that unsatisfactory situation is unlikely to be achieved by informal means, or there is potential danger to human health, a formal notice will be produced. This will specify the work to be done or the situation to be remedied, stating a timescale for its completion. The contents of this notice and associated timescales will be discussed with the person responsible before the notice is produced.

## **11 Refusal or revocation of a licence**

- 11.1 The power to refuse or revoke a licence lies with the Council's Licensing Committee. The criteria used for considering this action are where:-
- 1) the licence and/or the premises do/does not meet or cannot meet the conditions and they have been given adequate time to take action;
  - 2) a veterinary surgeon has recommended refusal;
  - 3) planning permission has not been granted or has been refused;
  - 4) legal action is being taken or considered;
  - 5) the person has been previously disqualified under any of the Acts listed in paragraph 1.1 above.

## **12 Prosecution**

- 12.1 The decision to prosecute is a serious matter and will only be considered after consultation with the Head of Environmental Health Services. The case and the available evidence would be discussed with the Council's Legal Officer prior to any decision regarding the institution of legal proceedings
- 12.2 The relevant criteria to be considered by officers when prosecution is being contemplated are detailed in the Environmental Health Enforcement Policy.
- 12.3 Before a prosecution proceeds, the Head of Environmental Services must be satisfied (by the authorised officer) that there is relevant, admissible, substantiated and reliable evidence that the offence has been committed by an identifiable body.
- 12.4 There must be a realistic prospect of conviction.
- 12.5 The current Code for Crown Prosecutors issued by the Crown Prosecution Service and the relevant Codes of Practice must be followed.
- 12.6 In addition to being satisfied that there is sufficient evidence a positive decision must be made by the officer.
- 12.7 The decision to prosecute will be based upon fact and fairness and not upon arbitrary rules not embodied in this policy or the Environmental Health Enforcement Policy.

12.8 Prosecution will invariably follow any instances of obstruction of an Officer in the course of their duties.

12.9 Powers exist in the legislation, following a successful prosecution, to ask the Court to disqualify a convicted person from having a licence of any sort. The Court may also cancel a licence and disqualify persons from keeping certain animals.

### **13 Seizure of animals**

13.1 Under section 4 of the Dangerous Wild Animals Act 1976, the Local Authority has the power to seize and dispose of animals without compensation where a person is keeping a dangerous wild animal without a licence or does not comply with licence conditions. In addition the Local Authority may recover all the costs incurred in this activity.

### **14 Works in Default**

14.1 Powers exist in the Zoo Licensing Act 1991 to enable the Local Authority to make arrangements for the welfare of animals at a closed zoo and for the disposal of animals.



## **ANIMAL BOARDING ESTABLISHMENTS ACT 1963**

### **LICENCE CONDITIONS FOR HOME BOARDING (DOGS)**

#### **1 Introduction**

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs.
- 1.2 The council reserves the right to contact immediate ne properties when considering re-licensing of premises.
- 1.3 Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received because of particular noise or odour problems, then the Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
- 1.4 The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance. Certificates of insurance shall be displayed in a prominent position with this operating licence. Proof of such must be provided with any application.
- 1.5 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.6 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (eg Wolf Hybrids) are not to be accepted for home boarding.
- 1.7 Entire males and bitches in season or bitches due to be in season during the boarding, must not be boarded together or boarded with resident dogs. Puppies under 6 months of age must not be boarded with other dogs including resident dogs.

#### **2 Licence Display**

- 2.1 A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises or made available to each boarder.

#### **3 Numbers of Animals**

- 3.1 The maximum number of dogs to be kept at any one time and the number of dogs from different households to be boarded will be dependent on the size of the

premises and outside area. Consideration will also be given to the expertise of the licensee and the initial decision on numbers will be made at the initial inspection. The maximum number of dogs is **(number to be inserted)** from **(number to be inserted)** households.

- 3.2 Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog must be gained following a trial familiarisation session.
- 3.3 The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.
- 3.4 Puppies under 6 months of age may be boarded providing they are suitably vaccinated and difficulties have not been identified during a trial socialisation period.

#### **4 Construction**

- 4.1 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.3 There must be adequate space, light, heat and ventilation for the dogs.
- 4.4 As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
- 4.5 There must be sufficient space available to be able to keep the dogs separately if required to by the owner.
- 4.6 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.

#### **5 Transport**

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

#### **6 Management**

##### **6.1 Training**

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

##### **6.2 Cleanliness**

- 6.2.1 All areas where the dogs have access to, including the kitchen etc

must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.

6.2.2 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority.

6.2.3 All bedding areas must be kept clean and dry.

6.2.4 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations.

6.2.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

### 6.3 Food and Water Supplies

6.3.1 All dogs shall have an adequate supply of suitable food as directed by the client.

6.3.2 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.

6.3.3 Clients must be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material.

6.3.4 Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each dog must be provided with its own bowl.

### 6.4 Kitchen Facilities

6.4.1 Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in the fridge.

6.4.2 All bulk supplies of food shall be kept in vermin proof containers.

### 6.5 Disease Control and Vaccination

6.5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.

6.5.2 All dogs shall have been treated by their owners for fleas, external parasites and worms. All dogs shall be treated regularly in accordance with manufacturer instructions and in all cases the information be recorded.

- 6.5.3 Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L.canicola* and *L.icterohaemorrhagicae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
- 6.4.4 If a dog develops an infectious disease during its stay at the day care establishment, the premises shall undergo a reasonable quarantine period, as specified by an authorized veterinary surgeon, before any new boarders are accepted at the premises.
- 6.4.5 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed.
- 6.4.6 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 6.4.7 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be known and consulted if necessary.
- 6.4.8 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites.
- 6.4.9 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.
- 6.4.10 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

A suitable range of muzzles of varying size and a suitable dog catching device shall be kept on site.

## 6.5 Isolation and Contagious Disease Outbreak

- 6.5.1 Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
- 6.5.2 The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.
- 6.5.3 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon.
- 6.5.4 The Licensing Authority must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be

stored at a veterinary surgeons premises until the owners return.

6.5.5 Hands shall be washed after leaving the isolation facilities before handling other dogs.

## 6.6 Register

6.6.1 A register must be kept of all dogs boarded. The information kept must include the following:

- Date of arrival.
- Name of dog, any identification system such as microchip number, tattoo.
- Description, breed, age and gender of dog.
- Name, address and telephone number of owner or keeper.
- Name, address and telephone number of contact person whilst boarded.
- Name, address and telephone number of dog's veterinary surgeon.
- Anticipated and actual date of departure.
- Proof of current vaccinations, medical history and requirements.
- Health, welfare nutrition and exercise requirements.

6.6.2 Such a register is to be available for inspection at all times by an officer of Licensing Authority, veterinary surgeon.

6.6.3 The register must be kept readily available for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.

6.6.4 If medication is to be administered, this must be recorded.

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

## 6.7 Supervision

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

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

6.7.3 No home where there are children under 5 years of age will be licensed.

6.7.4 Only people over 16 years of age are allowed to walk the dogs in public places.

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

## 6.8 Exercise

6.8.1 Dogs must be exercised in accordance with their owner's wishes. If dogs



are taken off the premises, they must be kept on leads unless with the owners written permission.

- 6.8.2 There must be direct access to a suitable outside area. The area / garden must only be for use by the homeowner (not shared with other residents). The area must be kept clean.
- 6.8.3 The exercise/garden area of the premises and any other area to which the boarded dogs may have access, must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.
- 6.8.4 If there is a pond, it must be brought to the attention of the owner and suitably protected to prevent access by boarded dogs.
- 6.8.5 Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.
- 6.8.6 The Licensing Authority must be informed on the next working day if a dog is lost.
- 6.8.7 Dogs shall never be left outside unattended.
- 6.8.8 The Licensing Authority shall be informed in the event a boarded dog is lost. If out of office hours the lost dog should be reported on 01200 444448.

## 6.9 Fire/Emergency Precautions

- 6.9.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 6.9.2 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 6.9.3 Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.
- 6.9.4 A fire warning procedure and emergency evacuation plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency - must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises is rendered uninhabitable.
- 6.9.5 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location.
- 6.9.6 All doors to rooms must be kept shut at night.
- 6.9.7 All electrical installations and appliances must be maintained in a

safe condition. No dog must be left in a room with loose or trailing cables or wires.

6.9.8 Suitable and sufficient heating and ventilation shall be provide to maintain an ambient temperature of between 10oC (50°F) and 26°C at all times. The sources of heating shall be so protected so as not to present risk of 'fire/burns'. Any freestanding appliances shall be kept in a safe, secure manner and shall not be capable of being knocked over by boarded dogs. There must be no use of freestanding gas or oil appliances.

6.9.9 A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Licensing Authority.

Additional conditions may be added as appropriate in line with the views of the licensing officer, council licensing policy, and veterinary advice.



## **DOG BREEDING ESTABLISHMENTS LICENCE CONDITIONS**

### **ACCOMMODATION**

The following definitions are provided for the purposes of inspection:

**Kennel** – this is the physical structure and area that consists of an indoor sleeping area and outdoor run

**Run** – A run is defined as an area attached to and with direct and permanent access from a kennel

**Outdoor exercise area** – a separate area from the kennel itself where dogs may, for example, exercise, play, interact with other dogs and people

**Crate** – a safe, secure area that a dog can go into for short periods of time. Usually consists of a wire frame with a removable tray in the base for bedding, but can also be plastic, or fabric. Uses include security, transportation or following veterinary advice. NB: this should only be a temporary enclosure for a dog and only where the dog is habituated to it

### **1 Introduction**

1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or are used in association with the breeding of dogs

### **2 Licence Display**

2.1 A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.

### **3 Construction**

#### **3.1 General**

3.1.1 The establishment must, at all times, be laid out and operated in accordance with the approved plan, to be attached to the licence. Before carrying out any alterations, plans should be submitted to and approved by the licensing officer of Ribble Valley Borough Council.

3.1.2 Dogs must at all times be kept in accommodation suitable as respects construction, size of quarters, numbers of occupants, exercising facilities, temperature, lighting, ventilation and cleanliness; Breeding and Sale of Dogs Act 1973 S.1(4)(a).

3.1.3 Dogs kept in domestic premises must have free access to more than one room and every dog must be provided with continual access to a comfortable, dry, draught-free, clean and quiet place **to rest**.

3.1.4 Dog crates, where used (and whilst not acceptable as permanent housing) must be of sufficient size to allow each dog to be able to sit and stand at full height, step forward, turn around, stretch and lie down in a natural position and wag its tail without touching the sides of the crate and to lie down without touching another individual.

### 3.2 Kennel Construction

3.2.1 Where kennels are provided within converted outbuildings, consideration must be given to cleaning, wildlife access, vermin control, natural lighting and ventilation.

3.2.2 All internal surfaces used in the construction of walls, floors, ceilings, partitions, doors and door frames must be durable, smooth and impervious, easily cleaned and disinfected. Kennels must be free from hazards and there must be no projections or rough edges liable to cause injury.

3.2.3 Sleeping areas of kennels must be insulated so as to prevent extremes of temperature.

### 3.3 Security

3.3.1 The construction must be such that the security of the dog is ensured.

3.3.2 Fencing material must be safe and secure.

### 3.4 Walls and Partitions

3.4.1 Walls with which dogs may come into contact must be of smooth impervious materials, capable of being easily cleaned and disinfected.

### 3.5 Floors

3.5.1 Flooring must be of a non-slip, urine-resistant material. It must be laid in a way and at a fall that avoids the pooling of liquids. Slatted or wire mesh floors must not be used.

3.5.2 Floors of all buildings, individual exercise areas and kennels must be of smooth, impervious materials, capable of being easily cleaned and disinfected while providing sufficient grip for the animal to walk or run without sustaining injury.

### 3.6 Ceilings

3.6.1 Ceilings must be capable of being cleaned and disinfected.

### 3.7 Doors

3.7.1 Kennel doors must be strong enough to resist impact and scratching and must be capable of being effectively secured.

### 3.8 Guidance

3.8.1 Where metal bars and frames are used, they should be of suitable gauge with spacing adequate to prevent dogs and puppies escaping or becoming entrapped.

### 3.9 Windows

3.9.2 Windows must not pose a security risk and must be escape proof for the protection of the dog as well as the public.

### 3.10 Drainage

3.10.1 The establishment must be connected to mains drainage or an approved sewerage disposal system. (See Environmental Protection under Other Relevant Legislation)

### 3.11 Lighting

3.11.1 During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible.

3.11.2 Lighting must be of sufficient standard to enable efficient working both during and after daylight hours.

3.11.3 Supplementary lighting, adequate to allow inspection, must be provided throughout the establishment.

### 3.12 Ventilation

3.12.1 Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the sleeping area.

### 3.13 Kennel Design (Size, layout and exercise facilities)

3.13.1 Kennels must be divided into sleeping and activity areas.

3.13.2 Kennels must be provided with an adequate size of sleeping area, such that dogs can stand, turn around, stretch and lie down flat in a natural position, with sufficient space for the door to open fully.

3.13.3 Adequate exercise areas must be provided for all kennels. How much space will depend upon the size of the dog as well as the circumstances of each breeding establishment. Dogs must be able to walk, turn around easily, wag their tails without touching the kennel sides, and lie down without touching another dog.

3.13.4 Kennels and runs must open onto secure corridors or other secure areas so that dogs are not able to escape from the premises.

3.13.5 Exercise areas must not be used as sleeping areas. Outdoor areas where animals exercise and interact cannot have strict temperature regulation. Dogs must not be restricted to such areas when climatic conditions may cause them distress. They must have constant access to

fresh clean water, shade and shelter so they can avoid rain, wind, snow, ice or direct sunlight, etc.

3.13.6 In adverse weather conditions, the responsible person must decide whether or not dogs are given free access to their run.

3.13.7 The run must be at least partially roofed to provide the dog with sufficient protection against all weathers.

### 3.14 Beds and Bedding

3.14.1 The bed must have clean bedding and be large enough for each dog to lie flat on their side.

3.14.2 Beds must be suitable to allow dogs to be comfortable, ie of durable construction, be sited away from and offer protection from draughts and be of a suitable size for the size and type of dogs kept.

3.14.3 Bedding must be capable of being easily cleaned and disinfected.

### 3.15 Number of Dogs Permitted

3.15.1 The maximum number of dogs to be kept at any one time is to be determined by the Local Authority.

3.15.2 The number of dogs permitted must relate to the number and size of the kennels or space available and should be stipulated clearly on the front sheet of the licence. The decision regarding the number of dogs permitted to be kept must take into account the maximum likely litter size as well as the effectiveness of site management.

### 3.16 Temperature in Accommodation

3.16.1 Heating facilities must be available in the kennel and used according to the requirements of the individual dog.

3.16.2 Devices used for heating and cooling must be safe and free from risk of burning or electrocution. Manufacturer's instructions must be followed. Open flame appliances must not be used. (See Health and Safety at Work Act 1974 under Other Relevant Legislation).

### 3.17 Cleanliness

Cleaning Standard Operating Procedure (SOP)

3.17.1 All kennels, corridors, common areas, kitchens and so on must be kept clean and free from accumulations of dirt and dust so that disease control is maintained. An agreed SOP must be followed.

3.17.2 Each occupied kennel must be cleaned daily at a minimum.

3.17.3 All excreta and soiled material must be removed from all areas used by the dogs as necessary.

3.17.4 All sleeping areas and bedding must be kept clean and dry.

- 3.17.5 Facilities must be provided for the proper reception, storage and disposal of waste.
- 3.17.6 Measures must be taken to minimise the risks from rodents, insects and other pests within the breeding establishment.
- 3.17.7 Foul waste water must be disposed of by discharge to the appropriate or an approved drainage system. Those wishing to operate an incinerator must seek advice from the Environment Agency and/or the local authority. (See Environmental Protection under Other Relevant Legislation).

### 3.18 Whelping Facilities

- 3.18.1 There must be a separate whelping pen or room for each whelping bitch in which to whelp. There must be direct access to the whelping area for kennel personnel without disturbing the general kennel population. Once separated there must be increased social contact with humans.
- 3.18.2 Each whelping pen must be constructed of easily cleanable impervious materials. The area must be cleaned regularly and a record kept of cleaning procedures. The whelping pen must have a divider to allow the bitch to access an area where she cannot be reached by the puppies. There must be natural daylight.
- 3.18.3 There must be a whelping bed raised off the floor and with sides high enough to prevent new born puppies from falling out. The bed must contain sufficient bedding to ensure a soft surface for the bitch and to enable the absorption of mess resulting from whelping. The bed must be constructed of easily cleanable impervious material and must be thoroughly cleaned and disinfected between litters.
- 3.18.4 The whelping area must be maintained at an appropriate temperature. The bitch must be able to move away from heat spots.
- 3.18.5 Bitches must be adequately supervised during whelping and records kept of:
- time of birth of each puppy;
  - puppies' sex, colour and weight;
  - placentae passed;
  - any other significant events.
- 3.18.6 Bitches must be allowed a minimum of four periods a day for toileting and exercise away from their puppies.

## 4 Management

### 4.1 General

- 4.1.1 Dogs must be adequately supplied with suitable food, drink and bedding material, adequately exercised, and visited at suitable intervals; BDA 1973 S.1(4)(b)

- 4.1.2 The 1999 Act strengthens the requirements for dogs to be visited at suitable intervals.
- 4.1.3 The Animal Welfare Act (2006) sets out the Duty of Care which must be met by the person responsible for the animals (see Animal Welfare Act under Other Relevant Legislation)
- 4.2 Supervision
  - 4.2.1 A fit and proper person must always be present to exercise supervision and deal with emergencies.
  - 4.2.2 Relevant NVQs attained at Level 2 or the equivalent should enable staff to gain a minimum level of competency.
- 4.3 Numbers of Staff
  - 4.3.1 Numbers of staff must be appropriate for the breed/ type and number of dogs being bred. Numbers must be sufficient to provide the level of care set out in these model conditions.
  - 4.3.2 Sufficient adequately trained staff must be available every day to carry out all the interactions and procedures with dogs specified in this document. Guidance
  - 4.3.3 Dogs must not be left alone for long periods and must be checked at the start and end of every working day and regularly by a member of staff at least every four hours during the day.
- 4.4 Environmental Enrichment and Exercise
  - 4.4.1 Dogs must be provided with environmental enrichment and the ability to have some control over their environment.
  - 4.4.2 Breeding establishments are the permanent home for some dogs and therefore provision of exercise facilities must be adequate for the long term. Dogs must not be kept permanently confined.
  - 4.4.3 Arrangements must be made for the dogs to be exercised at least twice a day.
- 4.5 Handling and Habituation
  - 4.5.1 Breeding dogs must be handled and examined regularly to identify changes in health, weight and behaviour, also to ensure dogs are habituated to handling by people. This is particularly important for bitches, as fear of people will influence development of puppy behaviour
- 4.6 Food and Water Supplies
  - 4.6.1 All dogs must be adequately supplied with suitable food. Clean water must be available at all times and changed at least daily. Dogs must be fed a diet appropriate to their age, breed, activity level and stage in the



breeding cycle. Dogs must be fed individually with separate bowls. Food must be stored in vermin-proof containers and fresh food must be refrigerated.

4.6.2 Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must be maintained in a clean condition and cleaned and disinfected or disposed of after each meal.

4.6.3 Dogs must be fed sufficiently well to maintain health.

#### 4.7 Weaning Procedures

4.7.1 Puppies must start the weaning process as soon as they are capable of ingesting food on their own. The food offered must be appropriate for the stage of development of the puppies.

4.7.2 Puppies at weaning must initially be offered food five times a day. It must be ensured that each puppy takes the correct share of the food offered.

4.7.3 During lactation, the bitch must have sufficient appropriate food to satisfy the demands being made upon her.

#### 4.8 Kitchen Facilities

4.8.1 Facilities, hygienically constructed and maintained, must be provided for the storage and preparation of food for the dogs.

4.8.2 Where fresh and cooked meats are stored, refrigeration facilities must be provided. Food contamination must be avoided.

4.8.3 A sink with hot and cold running water must be available for washing kitchen utensils and eating and drinking vessels.

4.8.4 Containers for storing foods must be provided and must be constructed and maintained to guard against insects and other pests.

4.8.5 Cross-contamination must be avoided.

#### 4.9 First-Aid Kit for Dogs

4.9.1 A fully maintained first-aid kit suitable for use on dogs and puppies must be available and accessible on the premises.

#### 4.10 Isolation Facilities

4.10.1 Veterinary advice must be sought for any animal with a potentially infectious disease.

4.10.2 Facilities for isolation must be available when required. Isolation facilities must be used where the presence of infectious disease is suspected or known.

- 4.10.3 Isolation facilities must be in compliance with the other licence conditions but must be physically separate from other dogs.
- 4.10.4 Hands must be washed after leaving the isolation facilities before handling other dogs.
- 4.10.5 Protective clothing, footwear and equipment, for use only in the isolation facility, must be used to reduce the spread of infection and must not be worn outside the isolation facility.
- 4.10.6 Complete disinfection of the isolation facilities and equipment must be carried out once vacated.

## **5 Disease Control, Vaccination and Worming**

### **5.1 General**

- 5.1.1 All reasonable precautions must be taken to prevent and control the spread among dogs of infectious or contagious diseases; BDA 1973 S.1(4)(c). Licence holders must take all reasonable steps to protect the animal from pain, suffering, injury and disease.
- 5.1.2 All breeding establishments must be registered with a Veterinary Practice and ensure full details are made available to the Licensing Authority.

## **6 Emergencies/Fire Prevention**

### **6.1 General**

- 6.1.1 There must be Emergency Evacuation and Contingency Plans in place which meets approval with the local authority, and in consultation with the local authority.

## **7 Transport**

Section 1(4)(e) of the 1973 Act is concerned with safeguarding the welfare of dogs 'when being transported to or from the breeding establishment'.

### **7.1 General**

- 7.1.1 Dogs and puppies being transported to and from breeding establishments must be properly supervised to ensure compliance with the obligations under the 1973 Act.
- 7.1.2 All appropriate steps must be taken to ensure that the dogs will be provided with suitable food, drink and bedding material and adequately exercised when being transported to or from the breeding establishment.
- 7.1.3 Bitches must not be transported in the last stages of pregnancy, ideally not from 54 days after mating, unless to a veterinary surgeon for treatment.
- 7.1.4 Bitches must not be transported for 48 hours after whelping unless it is to see a veterinary surgeon for treatment.

- 7.1.5 Whenever dogs are transported they must be fit and healthy for the intended journey. Injured and/or diseased dogs must not be transported (except for minor illness or injury, as determined by trained and competent staff) unless they are being taken to a veterinary surgery.
- 7.1.6 Puppies must not be transported before eight weeks of age without their dam unless a veterinary surgeon agrees otherwise for health and/or welfare reasons, or in an emergency (See Welfare of Animals (Transport) Order (England) 2006 - Council Regulation (EC) No 1/2005).

## **8 Health and Welfare of the Breeding Stock and Litters**

### **8.1 Mating**

- 8.1.1 Bitches must not be mated if they are less than one year old; BDA 1973 S. 1(4) (f)

### **8.2 Maximum Number of Litters**

- 8.2.1 Bitches must not give birth to more than six litters of puppies each in their lifetime; BDA 1973 S. 1(4) (g)

### **8.3 Twelve Months Between Litters**

- 8.3.1 Bitches must not give birth to puppies before the end of the period of twelve months beginning with the day on which they last gave birth to puppies; BDA 1973 S. 1(4) (h)

- 8.3.2 Social Contact for Dogs and Socialisation of Puppies

### **8.4 Adult Dogs**

- 8.4.1 Social contact is very important, and all dogs used for breeding must be kept in an environment that allows adequate social contact with both other dogs and people.

### **8.5 Puppies**

See also Puppy Plan

- 8.5.1 Puppies must be handled regularly from shortly after birth for short periods (e.g. gently picking up and examining) to habituate them to human contact and to examine them for any sign of disease and to ensure they are feeding properly.

- 8.5.2 From 3 weeks old puppies must be habituated to events likely to be encountered in a domestic environment.

- 8.5.3 To learn social skills with other dogs, puppies must be maintained as a litter or with puppies of a similar age and size.

## 8.6 Record Keeping

- 8.6.1 Accurate records in a form prescribed by regulations as shown below must be kept at the premises and made available for inspection there by any officer of the local authority or any veterinary surgeon, authorised by the local authority to inspect the premises; BDA 1973 S. 1(4) (i)
- 8.6.2 The Breeding of Dogs (Licensing Records) Regulations 1999 (SI 1999 No 3192) prescribe the form of records to be kept by licensed breeding establishments. These records must be accurate and kept on the premises and made available to local authority inspectors or any veterinary surgeon authorised by the local authority.
- 8.6.3 A record must be kept by every licensed dog breeder for each breeding bitch providing the name of the bitch, date of birth, address where she is kept, breed, description, date of mating and details of sire. Licensed dog breeders must also keep a record of any litters, including the sex of the puppies, date of birth, weight, description and total number in the litter. The record must also show the details of sale, namely the date of sale, name and address of who was supplied and the status of the purchaser (ie private owner or pet shop).



## **PET SHOP LICENCE CONDITIONS**

### **Schedule A – General Conditions**

#### **1 Licence Display**

- 1.1 The licence or a copy of the licence must be suitably displayed to the public in a prominent position.

#### **2 Accommodation**

- 2.1 Animals must at all times be kept in accommodation designed to prevent escape and an environment suitable to their species and condition with respect to behavioural needs, situation, size, temperature, ventilation, and cleanliness. All accommodation must avoid drafts and overexposure to direct sunlight and must be kept in good repair.
- 2.2 Ventilation must be provided to all interior areas without the creation of excessive, localized draughts. Ventilation is important as an aid to disease control and aims to decrease smell accumulation and prevent excessive humidity of the atmosphere.
- 2.3 If animals are displayed outdoors, they must have protection appropriate to their species.
- 2.4 In order to control the spread of disease, and to prevent injury, housing must be constructed of non-porous materials or be appropriately treated. Junctions between all sections need to be fully cleanable.
- 2.5 Animals must be kept in housing which minimises stress from other animals or the public. Signage must be in place to deter public interference.
- 2.6 All animals for sale must be readily accessible and easy to inspect by staff.
- 2.7 Accommodation must be cleaned as often as necessary to maintain good hygiene standards.
- 2.8 Where accommodation is on a tiered system, water, food or droppings must not be allowed to enter the lower housing.
- 2.9 All accessories provided for environmental enrichment in the accommodation must be appropriate for the species.

#### **3 Exercise Facilities**

- 3.1 Suitable and sufficient facilities must be available where appropriate.

## **4 Register of Animals**

- 4.1 A purchase register must be maintained for all animals detailing their source and identification where appropriate.
- 4.2 A sales register must be maintained for:
- Dogs;
  - Cats;
  - Psittacines;
  - Species contained in the Schedule to the Dangerous Wild Animals Act 1976.
- 4.3 Animals under veterinary treatment must be identifiable.

## **5 Stocking Numbers and Densities**

- 5.1 No animals other than those specified in the licence, may be stocked. The licence conditions should clearly state the numbers for each species or species group that may be kept on the premises, except fish. Please refer to Schedules for individual species for more details. Animals are defined as any vertebrate animals; invertebrates are exempted from the regulations.
- 5.2 Where appropriate, all animals must be housed in social groups of suitable size. See the attached relevant schedules.

## **6 Health Disease and Acclimatisation**

- 6.1 All animals for sale must be in good health.
- 6.2 Any sick or injured animal must receive appropriate care and treatment without delay. These must only be treated by appropriately competent staff or veterinary surgeons.
- 6.3 Provision must be made for the isolation of sick/injured/infectious animals and those that might reasonably be expected to be carrying serious infectious diseases.
- 6.4 Any animal with an abnormality which would materially affect its quality of life must not be offered for sale. When in doubt, veterinary advice should be sought.
- 6.5 All reasonable precautions must be taken to prevent the outbreak and spread of disease. No animal which is suffering from, or could reasonably be suspected of having come into contact with any other animal suffering from any infectious or contagious disease or which is infested with parasites, shall be brought into or kept on the premises unless effectively isolated.
- 6.6 All necessary precautions must be taken to prevent harbourage, or the introduction to the premises, of rodents, insects and other pests.

## **7 Food and Drink**

- 7.1 Animals must be supplied with adequate amounts of food and drink, appropriate to their needs at suitable intervals, All food must be suitable for the species concerned.
- 7.2 Food and Drink receptacles must be appropriate to the species, constructed and

positioned to minimise faecal and urine contamination and spillage. Receptacles must be cleaned out at regular intervals.

## **8 Food Storage**

- 8.1 All food, excluding live foods intended for feeding to animals on the premises, must be stored in impervious closed containers.
- 8.2 The containers and equipment used for feeding must be kept in a clean and sound condition.

## **9 Observation**

- 9.1 All animals must be attended to at regular intervals, except where defined in the schedule, at least once daily, and appropriate to the individual animal.

## **10 Disposal of Waste**

- 10.1 All excreta and soiled bedding for disposal must be kept in a hygienic manner and stored in impervious containers with close fitting lids – away from direct sunlight.

## **11 Transportation to the Premises**

- 11.1 When receiving animals, the licensee must make reasonable effort to ensure that they are transported in a suitable manner.
- 11.2 Any animals received or consigned shall be transported according to the regulations laid down in current legislation.
- 11.3 Animals must be transported or handed to purchasers in suitable containers.

## **12 Sale of Animals**

- 12.1 No mammal shall be sold un-weaned or, if weaned, at an age at which it should not have been weaned.
- 12.2 In the case of non-mammals, they must be capable of feeding themselves.

## **13 Dangerous Wild Animals as defined by the Dangerous Wild Animals Act 1976**

- 13.1 When dangerous wild animals are kept, the cages must be of a secure construction appropriate to the species and kept locked.
- 13.2 The local authority must be notified in the event that the pet shop wishes to offer for sale, any animal on the Schedule to the Dangerous Wild Animals Act.

## **14 Pet Care Advice, Staff Training and Knowledge**

- 14.1 New applicants must have a qualification or be registered with a recognized body such as City & Guilds. They must have suitably progressed in 12 months and have completed the qualification within 2 years.
- 14.2 The licensee must ensure that the purchaser is informed of the correct care of the animal covering feeding, housing, handling, husbandry, accessories and veterinary care.

- 14.3 Appropriate reference materials on the care of each species must always be available for use by staff.
- 14.4 Staff members must be able to provide suitable advice to purchasers and answer questions as required by them. No animal should be stocked or sold unless the staff or at least one member of staff on call is familiar with the care and welfare of the animals stocked and has a recognised qualification and/or suitable experience/training.
- 14.5 The licensee must be able to demonstrate appropriate staff training is carried out and that that staff are competent in pet shop management and animal handling.

15 **Fire and Other Emergency Precautions**

- 15.1 Suitable emergency precautions and written procedures must exist and be made known to all staff, including arrangements for evacuation of animals.
- 15.2 Entrances and exits must be clear of obstructions at all times.
- 15.3 Suitable firefighting, prevention and detection equipment must be provided, maintained, regularly serviced and sited as advised by the local fire protection/prevention officer and approved by the local authority.
- 15.4 The licensee, or a designated key holder, must at all times be within reasonable travelling distance of the premises and available to attend in case of emergency.
- 15.5 A list of key holders must be logged with the local police and local authority.
- 15.6 In the interests of animal welfare, the following notice must be displayed prominently at the front of the premises: "In case of an emergency dial 999".
- 15.7 When pet shops are sited within other premises, the licensee or key holders must have access at all times to the premises containing the animals.
- 15.8 All electrical installations and appliances must be maintained in a safe condition.
- 15.9 There must be an effective contingency plan for essential heating, ventilation and aeration/filtration systems, as appropriate.



## **Schedule B – Dogs**

1. Puppies must be weaned before leaving the mother.
2. The minimum kennel size must be:
  - 2.1 For a batch of small breed puppies – max 6 pups – 1.5m<sup>2</sup> for sleeping, plus 2m<sup>2</sup> for exercise
  - 2.2 For a batch of medium breed puppies – max 4 pups – 2m<sup>2</sup> for sleeping, plus 2m<sup>2</sup> for exercise
  - 2.3 For a batch of large breed puppies – max 2 pups – 2m<sup>2</sup> for sleeping, plus 2m<sup>2</sup> for exercise

These are minimum requirements, for larger batches the size of the pens should be adjusted pro-rata accordingly. Ideally the puppies should have free access to the exercise area at all times. Any covered pens should have a minimum height of 1.8m or removable covers to allow adequate access by staff for cleaning. These are minimum standards and meeting the correct size of pens alone are not a defence if the welfare of the animals are in question.
3. Suitable and sufficient exercise facilities must be available and accessible where appropriate.
4. Extreme temperatures must be avoided.
5. General bedding must include an adequate amount of absorbent material.
6. Any soiled material must be removed at least four times a day or as required to ensure the puppy does not have to lie in a soiled area.
7. A specific lying place must be provided lined with soft material,
8. Puppies must be fed at least four times daily, at appropriate intervals.
9. Puppies must have frequent, quality contact time with staff.
10. Batches of puppies must not be mixed until they have been on the premises for seven days or have shown no sign of infectious disease for seven days.
11. Ideally, single puppies must not be left alone in a kennel, but where they are, special attention should be paid to specific human interaction. When they are mixed they should be of similar size, age and temperament and there should be good supervision of mixing.
12. There must be environmental enrichment in all kennels.

## **Schedule C – Cats**

1. Kittens must be weaned before leaving the mother.
2. The minimum pen floor area for a batch of up to 4 kittens, up to 12 weeks of age, must be 1 m<sup>2</sup>, with a minimum height of 0.6m (for example, 0.6m x 1 x 1) No dimension must be less than 0.6m. Any shelving or platforms must be in addition to the minimum floor area. Each additional kitten must have 0.25m<sup>2</sup> additional floor space.
3. Extreme temperatures must be avoided.
4. Disposable or washable bedding must be provided and kept clean.
5. A litter tray and appropriate litter must be available at all times and cleaned and disinfected at least once daily with an appropriate disinfectant which is safe for use with cats and cleaned as appropriate. The disinfectant should be anti-viral and used in accordance with manufacturers' instructions, as some disinfectants are toxic to cats.
6. Kittens must be fed at least four times daily, at appropriate intervals.
7. Batches must not be mixed and if several batches are kept in one area then the pen must have solid sides.
8. Kittens must have frequent, quality contact time with staff.
9. There must be environmental enrichment in all cages such as toys, climbing frames and platforms.

## **Schedule D – Rabbits**

1. Rabbits must be correctly sexed and housed in same sex groups.
2. The minimum enclosure size must be:
  - 2.1 0.4m<sup>2</sup> for up to 4 standard juvenile rabbits and a height of 0.4m. 0.5m<sup>2</sup> for up to 2 giant breed juvenile rabbits and a height of 0.5m. These are minimum requirements, for larger batches, larger breeds or adult rabbits the size of the pens should be adjusted pro-rata accordingly.
3. There must be environmental enrichment in all enclosures. A hiding place must be provided.
4. Extreme temperatures must be avoided.
5. Rabbits must be provided with a suitable substrate and bedding material in sufficient amounts.
6. Visibly soiled substrate and bedding must be removed daily. The pen should be thoroughly cleaned and disinfected before introducing a new animal.
7. If batches are mixed you must ensure all animals are free from obvious parasitic infection.
8. Rabbits must have a constant supply of fresh hay and water, and be offered an appropriate amount of dry food for the breed and age. Feed dishes should be suitable to ensure feed does not get contaminated by urine or faeces.
9. Animals must be provided with an appropriate diet and any new feeds must be introduced slowly.

## **Schedule E – Other Small Mammals**

1. All small mammals must be correctly sexed and housed in single sex groups unless a solitary species (or sold as a breeding pair).
2. Animals must at all times be kept in suitably sized accommodation. See attached table for species relevant sizing.
3. Animals must be provided with a suitable substrate in sufficient amounts.
4. Animals must be provided with a suitable bedding material in sufficient amounts.
5. Animals must be provided with places to hide. Accessories and enrichment should be provided, suitable to the species.
6. Suitable food and drink receptacles must be provided and positioned to avoid faecal contamination.
7. All rodents must be fed a suitable diet, ad lib and have free access to hay where required.
8. All rodents must be fully weaned on admission.
9. Minimum accommodation requirements – small rodents: (Area in square metres)

No. of Animals	1-4	5	6	7	8	9	10	Minimum Cage Height (m)	Minimum Cage Depth (m)
Mice, Hamsters Gerbils	0.068	0.079	0.09	0.100	0.113	0.124	0.135	0.30	0.25
Rats	0.135	0.157	0.18	0.202	0.225	0.247	0.27	0.30	0.28
Guinea Pigs, Degus	0.225	0.263	0.3	0.338	0.375	0.413	0.45	0.30	0.30
Chinchillas	0.25	0.375	0.5	0.625	0.75	0.875	1.0	0.45	0.45
Chipmunk	0.25	0.375	0.5	0.625	0.75	0.875	1.0	0.90	0.45

## **Schedule F – Ferrets**

1. Ferrets must be at least eight weeks old
2. Ferrets must be housed with batch companions
3. Ferrets must be housed in groups or pairs of either sex. Adult hobs (males) require individual accommodation.
4. Batches of ferrets must not be mixed.
5. The minimum pen floor area for a litter of up to 4 ferrets, up to 12 weeks of age, must be 1 m<sup>2</sup>, with a minimum height of 0.6m. No dimension must be less than 0.6m. Any shelving or platforms must be in addition to the minimum floor area. Each additional ferret must have 0.25m<sup>2</sup> additional floor space.
6. Sleeping quarters must be draught free and dark.
7. Ferrets must have suitable bedding.
8. Extreme temperatures must be avoided.
9. Ferret kibble must be provided at appropriate intervals.
10. Water must be supplied in both a heavy based bowl and a water bottle attached to the side of the enclosure.

## **Schedule G – Birds**

1. There must be adequate perching space for all birds at the same time. Outdoor aviaries must include sufficient sheltered and non-sheltered space. Cage size must be adequate to allow birds to open their wings fully in all directions. Cages must include appropriate environmental enrichment.
2. Perches must be positioned so that birds do not defecate on each other and must be of appropriate size and shape for each species
3. Ambient temperature must be appropriate for the species. Extremes of temperatures must be avoided.
4. There must be adequate drinkers/feeders commensurate with the number of birds and these must be cleaned regularly. Bowls etc. must be positioned so that birds do not defecate in food/water.
5. Cages must be constructed from materials suitable to the type and size of birds. Materials must be safe to birds and in good repair.
6. Windproof nest boxes must be provided in all outside housing and inside where appropriate.
7. Flooring must be drop-through or easily washed/hosed.
8. Stocking Densities for Birds in Cages

<b>Type</b>	<b>Length of Bird (cm)</b>	<b>Floor Area (m2) Housing up to 4 Birds</b>	<b>Linear cms per Additional Bird on Either Cage Length or Depth *3</b>
Budgerigar		0.15	5
Canary		0.15	5
Cockatiel		0.48	7.5
Finches	Less than 12.5	0.113	5
	12.5 – 17.5	0.15	5
	More then 17.5	0.225	7.5
Parakeets and Lovebirds *1	Less than 25	0.42	7.5
	25 – 30 *1	0.48	7.5
	More than 30 *1	0.675	7.5
Parrots	Less than 30	0.225	10
	30 – 35 *2	0.4050	15
	More than 35 *2	0.4725	20
Chickens		1.6	
Bantams		1.6	
Quail		1.6	

\*1. It is recommended that, wherever possible, these species are displayed for sale in aviaries or flights rather than cages per se.

\*2. It is recommended that, wherever possible, these species are displayed for sale in aviaries or flights if more than two birds are housed together.

\*3. The extra-linear centimetre per additional bird, is intended to refer to an increase in either width or length or a combination of the two ie a 20cm increase could refer to 20cm width, 20cm length or say 10cm width combined with 10cm length.

9. Stocking Densities for Birds in Aviaries and Flights

Type	Length of Bird (cm)	Number of Birds per 'Standard' Aviary (1.8 x 0.9 x 1.8 m)
Budgerigar		18
Canary		18
Cockatiel		8
Finches	Less than 12.5	24
	12.5 – 17.5	18
	more than 17.5	12
Parakeets and Lovebirds *1	less than 25	10
	25-35	6
	more than 35	4
Parrots	less than 30	10
	30 – 35	6
	more than 35	4
Chickens		4 (min height 0.9m)
Bantams		6 (min height 0.9m)
Quail		8 (min height 0.9m)

## **Schedule H – Reptiles and Amphibians**

1. Stocking and density must be appropriate to the species.
2. The enclosure size must be appropriate to the species and adjusted according to its size.
3. Temperature, humidity, lighting and ventilation must be appropriate to the species.
4. Lighting must be appropriate to the species.
5. Substrate appropriate to the species must be present.
6. Enrichment must be provided appropriate to the species.
7. Food and water must be provided in the appropriate manner for the species.
8. Hygiene: enclosures must be cleaned appropriately.
9. Handling must be kept to a minimum at all times.



## **Schedule I – Fish**

1. Water quality is a key determinant of fish welfare. To assess it, levels of ammonia and nitrite must be checked first. Only if such measurements exceed the recommended standards below, or there is an unexplained problem, is there any need to proceed further.
  - 1.1 Minimum water standards must be:
    - 1.1.1 Cold Water Species  
Free Ammonia max 0.02mg/l  
Nitrite max 0.2mg/l  
Dissolved Oxygen min 6mg/l  
Nitrate max 50mg/l above ambient tap water
    - 1.1.2 Tropical Freshwater Species  
Free Ammonia max 0.02mg/l Nitrite max 0.2mg/l  
Dissolved Oxygen min 6mg/l  
Nitrate max 50mg/l above ambient tap water
    - 1.1.3 Tropical Marine Species  
Free Ammonia max 0.01mg/l  
Nitrite max 0.125mg/l Nitrate max 100mg/l pH min 8.1  
Dissolved Oxygen min 4.0 mg/l
2. Water quality must be checked regularly and records kept of all tests. Centralised systems must be tested weekly. 10% of individually filtered tanks or vat must be tested weekly on aquaria or vats in which visual inspection indicates unusual behaviour or deaths, water quality inspections should be undertaken.
3. Holding systems must be cleaned and checked regularly.
4. No aquatic organisms should be exposed to excessive light or heat, or lack of adequate warmth.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

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Agenda Item No. 6

meeting date: 23 MARCH 2017  
title: DFG POLICY AMENDMENTS  
submitted by: CHIEF EXECUTIVE  
principal author: RACHAEL STOTT, HOUSING STRATEGY OFFICER

## 1 PURPOSE

- 1.1 To propose a revision to the private sector housing policy to improve the disabled facilities grant process.
- 1.2 To consult on the proposal with a view to adopting the new process from 1 June 2017 and then to operate under the new process for a 12 month trial.
- 1.3 Relevance to the Council's ambitions and priorities
  - Community Objectives – To address the housing needs of older and disabled occupants across the borough.
  - Corporate Priorities – None.
  - Other Considerations – None.

## 2 BACKGROUND

### Disabled Facilities Grant (DFG)

- 2.1 The Disabled Facilities Grant (DFG) provides funding to older and disabled people in owner occupied, privately rented and social housing to help them to make changes in their home environment, such as the installation of wet room showers, stairlifts and ramps, which allow them to live more independently in their homes.
- 2.2 DFG also has a key role to play in reducing admission to hospitals, providing safer and more effective discharge from hospital, preventing an increase in demand for social care and delaying or reducing admission to residential care.
- 2.3 DFG was first introduced as part of the Local Government and Housing Act 1989 and was further developed in the Housing Grants, Construction and Regeneration Act 1996.
- 2.4 DFG began as part of a suite of grants use for housing renewal and it remains the responsibility of Housing Authorities.
- 2.5 However, one of the difficulties with DFG, particularly in a two tier local government setting, is that it crosses administrative and organisational boundaries.
- 2.6 From the customer point of view, this has led to a complicated customer pathway which remains the norm across District/County Council areas.

- 2.7 Initial customer requests are taken by Social Care teams (County Council), customer assessments are carried out by Occupational Therapy teams (County Council) and adaptation recommendations are sent to the District Council/HIA teams who then provide casework support, carry out the customer 'test of resources' to establish eligibility, undertake technical surveys, contractor procurement and monitor quality of work.
- 2.8 Indeed, in Lancashire, the situation is further complicated by the fact that Lancashire County Council outsource paediatric OT assessments to Lancashire Care Foundation Trust (LCFT) on an agency basis.
- 2.9 Whilst these complex arrangements still exist, the introduction in 2014 of the Better Care Fund (BCF), and the consequent substantial increase in central government funding, has given DFG a much more central position in the policy framework.
- 2.10 The BCF is a single pooled budget for health and social care services to work more closely together in local areas, based on a plan agreed between the NHS and Local Authorities.
- 2.11 The BCF is administered by Health and Wellbeing Boards, which for Ribble Valley is the responsibility of Lancashire County Council (LCC).
- 2.12 The *Better Care Fund Policy Framework 2016/17* confirms that upper tier Authorities are required to pass on the DFG funding from the pooled budget to enable Housing Authorities to continue to meet their mandatory duty. [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/490559/BC\\_F\\_Policy\\_Framework\\_2016-17.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/490559/BC_F_Policy_Framework_2016-17.pdf)
- 2.13. Thus District Councils now receive their DFG allocations via the Department of Health (DoH) - delegated to the local Health and Wellbeing Board - whereas until 2015 DFG funding was provided directly to Councils by the Department of Communities and Local Government (DCLG).
- 2.14 With the introduction of the BCF, it is possible to join up the previously disjointed pathways and link the DFG to other related health and care services.
- 2.15 The 2015 Autumn Spending Review contained a commitment to further raise the DFG budget nationally to £500 Million by 2019/20.

Table 1 illustrates the increase of DFG funding nationally from 2015 onwards:

**Table 1: DFG Better Care Fund allocations**

Year	BCF Funding	DFG Funding	DFG as % of BCF	% increase in DFG from 2015/16
2015-16	£3.8 Billion	£220 Million	5.8	-
2016-17	£3.9 Billion	£394 Million	10.1	79%
2019-20	£5.3 Billion	£500 Million	9.4	127%

- 2.16 Ribble Valley's DFG allocations have increased in line with this national picture.

- 2.17 In 2014/15 (the final year that the DFG was provided from the DCLG) the Council received £119,536 in DFG funds. In 2015/16 (the first year of the BCF funding arrangements) the Council received £160,895 and for 2016/17 the Council has received £273,220.
- 2.18 The additional funding brings with it additional expectations in terms of how the Council is expected to play its part in addressing new conditions set out in the *2016/17 Better Care Fund Policy Framework*, which are:
- Reducing delayed transfers of care
  - Minimising avoidable hospital admissions and
  - Facilitating early discharge
- 2.19 Whilst the *2016/17 Better Care Fund Policy Framework* does not set specific targets for use of DFG, District Councils should be mindful of the BCF objectives which include several which are relevant to DFG services, such as reductions in the number of admissions to residential and care homes, more effective use of reablement, reductions in delayed transfers of care and improvements in the patient/service user experience.

### **Proposal 1 - To optimise the use of the Council's DFG allocation**

- 2.20 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (hereafter abbreviated to the RRO) removed most of the prescriptive housing renewal grant legislation in the Housing Grants, Construction and Regeneration Act 1996, and Article 3 of the RRO introduced wide ranging discretionary powers to develop different forms of assistance to meet local needs.
- 2.21 However, now the Council is receiving higher levels of DFG funding and, with Government financial support set to increase further during the course of the current parliament to 2020, it is timely to re-examine the opportunities to consider more flexible use of its DFG budget to meet local needs.
- 2.22 Currently the Council administers DFG applications in a 'traditional' way, in the sense a financial assessment ('test of resources') to determine customer eligibility in accordance with the criteria set by the Government.
- 2.23 This means that each DFG referral which the Council receives from LCC is assessed in terms of financial eligibility.
- 2.24 The exceptions to this are paediatric referrals, which are not required to be assessed, and people in receipt of means tested benefits, who are deemed to possess a 'passport' benefit which makes them automatically eligible for DFG.
- 2.25 Each year there are significant numbers of cases which fail the financial assessment 8 cases in 16/17 and 15 cases in 15/16 and did not proceed as a DFG application. This is abortive work because staff still need to carry out visits to determine eligibility and liaise with the customer.
- 2.26 Equally importantly, such customers who are ineligible for DFG still have a clinical need for adaptations. In terms of addressing the BCF agenda, it is difficult to assert that the Council is currently contributing to resolving such customers' needs.

- 2.27 Customers who are not eligible for DFG may be deemed to have sufficient funds to pay for their own adaptations under the legislation, but many lack the wherewithal to organise these works themselves. Furthermore, with the HIA team's focus on facilitating DFG work, particularly with such a large budget to use, it has not been possible to devote staffing resources to assist self-funding customers.
- 2.28 There are numerous examples of Councils nationally using the RRO to adopt more flexible approaches to the provision of adaptations, partly as a way of dealing with the problem of customers failing the DFG test of resources and partly as a general method of streamlining the process of applying for and obtaining an adaptation.
- 2.29 Ribble Valley Borough Council now has an opportunity to use this DFG resource more effectively.
- 2.30 Therefore a number of policy changes are recommended to take effect from 1 June 2017. The recommendations are predicated on an expectation that the current levels of funding for DFG are to be maintained.
- 2.31 To qualify for the non-means tested approach, it is recommended that the required adaptation work would consist of only one item from the list below.
- 2.32 If the required work comprised a combination of various items from the list (such as shower and stairlift), the DFG route would be pursued as the combined value of this work would be more significant.
- Bathroom conversion (ie removal of bath and installation of Level Access Shower/Wet Room) – average cost £3,662.90
  - Stairlifts (these are procured via LCC) - £2,447.52
  - Ceiling Track Hoists (these are procured via LCC) - £3,696.16
  - Wash-dry toilets (these are procured via LCC) - £3,125.90
  - Hospital release cases identified by Health professionals
- 2.33 It is also recommended that within this policy the Council should reserve the right, in exceptional circumstances, to consider a more flexible approach by offering customers other adaptation items that are not available under DFG.
- 2.34 Clearly there are risks to the loosening of eligibility criteria. However, this would be mitigated by the fact that an Occupational Therapy referral would still be required as a 'gateway' to accessing an adaptation. So we would still be confident that customers being referred to the Council for an adaptation would need them. In the event that an OT recommendation is received within 2 years of a non means tested approval, then the second recommendation would go through the DFG route.
- 2.35 However, in terms of addressing the prevention and early intervention agenda, if the Council facilitates the provision of adaptations to a household who would have been disinclined to self-fund, it would still have contributed to the prevention of potential falls in the home and thus helped to prevent lengthy and costly hospital stays.
- 2.36 Adaptations provided without carrying out a test of resources would not be classified as a DFG because the full DFG application process would not have been activated.

- 2.37 Instead, such adaptations would need to be distinguished from DFG and be known by another title. The recommended suggestion is Ribble Valley Home Adaptation Grant.
- 2.38 Thus the relaxation of means test regulations would not only have allowed the Council to address the BCF agenda more effectively, it would also provide a better opportunity to maximise the DFG budget that the Council receives from BCF.
- 2.39 If this recommendation is accepted, it would be possible in June 2017 to review the list of 2016/17 customers who have failed the test of resources and go back to them to establish whether they would like to be considered for an adaptation under the non-DFG adaptations route.

**Proposal 2: Introduce Provisions to allow additional funds above the DFG maximum (subject to budget availability)**

- 2.40 The mandatory DFG maximum grant is £30,000. This upper limit has been in place since 2008.
- 2.41 To date the Council's policy has reflected the legislation, and under its existing policy 'grant assistance will be limited to the maximum grant in accordance with the legislation which is currently £30,000'.
- 2.42 In recent years the Council has handled a small number of complex adaptation cases where the tendered cost of works have exceeded the mandatory DFG maximum of £30,000.
- 2.43 Fortunately, for most of these cases, the family or charities have raised the additional required funding.
- 2.44 Additional funds for adaptations above the mandatory DFG limits are sometimes referred to as "Discretionary DFG". This term may give the misleading impression that the recommended works are discretionary. This is not the intention.
- 2.45 The proposal being recommended is that the Council permits the award of a supplementary grant, in cases where the list of works recommended by the OT has been market tested and exceeds £30,000, in order to enable all the recommended mandatory works to be undertaken.
- 2.46 To ensure that the Council retains financial control of its resources, it is further recommended that the policy should clearly state that this facility would be subject to budget availability and that such additional grant should not exceed £10,000.
- 2.47 The facility to be able to call upon up to an additional £10,000 would help to prevent long delays in such cases, which otherwise would stall while other funding solutions were explored.

**Proposal 3: Introduce a 10% fee applicable to each DFG and non-DFG adaptation**

- 2.48 Organising and overseeing the grant process is complex and often involves a considerable amount of work. The legislation permits Councils to apply a management fee which is added to the overall grant amount awarded to each customer.

- 2.49 Since 2002 the Council's administrative fee to be applied to each grant has been fixed at 5%.
- 2.50 Across Lancashire, Lancaster Council operate an 'in-house' HIA service and apply an 18% fee on each DFG. Hyndburn Council charge a 15% fee, West Lancashire charge 12%, whilst Preston and Rossendale both apply a 10% fee. Of all the Councils in Lancashire that charge a fee, Ribble Valley is currently the lowest fee.
- 2.51 It should be noted that the fee as applied by other Councils across Lancashire is not 'paid' by the applicant but is deducted from the overall grant provided to the applicant. That is to say the net effect is that it reduces the amount of grant available to the applicant.
- 2.52 In most cases a 10% fee would not cause any problems in the execution of the work, but in cases which are around the mandatory limit of £30,000, it could cause difficulties. However, the facility to offer an applicant a sum in excess of £30,000 as described in recommendation 2, would address this scenario.

### 3 ISSUES

- 3.1 The intention is to consult with Lancashire County Council and delivery partners on the proposed changes and to advise Members if any issues are raised that would prevent the implementation of the revised scheme.

### 4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications
- Resources – Improve utilisation of the Better Care fund allocation for Ribble Valley.
  - Technical, Environmental and Legal – The Council would make available a mandatory and discretionary grant for disabled adaptations.
  - Political – The proposal will enable an increased number of adaptations and number of people that will benefit from the service.
  - Reputation – This proposal demonstrates the Council's commitment to improve the DFG service.
  - Equality & Diversity – The grant will become more accessible and benefit more households.

### 5 **RECOMMENDED THAT COMMITTEE**

- 5.1 Agree with the revised scheme as set out at Proposals 1, 2 and 3 contained in this report.
- 5.2 Approve a consultation period of 4 weeks to receive any views from LCC and the Council's delivery partners and that subject to the consultation feedback implementation of the new process to begin on 1 June 2017.

5.3 Instruct the Chief Executive to monitor the new process and report back to Health and Housing Committee after 12 months of operating the new scheme.

RACHAEL STOTT  
STRATEGIC HOUSING OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

BACKGROUND PAPERS

(If any)

For further information please ask for Rachael Stott, extension 3235

REF: RS/230317/H&H



## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 7

meeting date: THURSDAY, 23 MARCH 2017  
 title: STRATEGIC HEALTH UPDATE  
 submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
 principal author: JOSEPH HILDRED – PARTNERSHIPS OFFICER

### 1 PURPOSE

1.1 To update Members on current and emerging strategic health work including the Health Champions pilot initiative and the 'Health Audit' paper.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives } It is a key Council objective to promote and support
- Corporate Priorities } the health and wellbeing of residents and visitors to
- Other Considerations } Ribble Valley.

### 2 BACKGROUND

2.1 Ribble Valley Borough Council has a wide-ranging role in promoting public health and wellbeing. It is a key responsibility, reflected in the Council's Corporate Strategy to ensure it delivers services that promote a healthy borough.

2.2 In a time where budgets are reducing and pressure to deliver more for less is increasing, it is recognised that we need to work more efficiently and with greater integration and communication in order to achieve this.

2.3 It is also recognised that there are moves within the NHS towards more community based models of care, which rely on greater integration to achieve success. As part of this the Council has been working closely with East Lancashire Clinical Commissioning Group and specifically the Ribblesdale Locality to ensure this integrated working is achieved, through the Ribblesdale Partnership. Councillors were briefed on the Ribblesdale Partnership at Health & Housing Committee, 19 January 2017 (Minute 488).

### 3 ISSUES

3.1 Ribble Valley Borough Council has a responsibility to promote the health and wellbeing of its residents and visitors.

3.2 In order to maximise our positive impact on the health and wellbeing of all our residents and visitors, it is important to be fully aware of how our services already impact on health and wellbeing and how we can build on this.

3.3 The 'Health Audit' paper –attached at Appendix 1 - is an initial assessment of all Council services that directly impact on the health and wellbeing of Ribble Valley Residents and visitors. This includes all partnership working with other organisations. The Health Audit is currently a live document in draft form. Officers are working

closely with relevant Council departments and partners to ensure it is a comprehensive document.

- 3.4 The Health Audit will ultimately inform a Strategic Health Delivery Plan which will dovetail with work being completed within the Pennine Lancashire NHS Local Development Plan 'Together: A Healthier Future', part of the wider Healthier Lancashire and South Cumbria Sustainability and Transformation Plan (STP). This Delivery Plan will cover in greater detail how we can work much more closely in partnership with other organisations including health and voluntary sector organisations. This will include a greater focus on early intervention work to ensure people's health and wellbeing is maximised in a pre-primary/secondary care environment, reducing pressure on statutory services and ultimately saving money for all organisations further down the line. It will also focus on improving integration, ensuring there is no duplication in the provision of health related services and utilising joint intervention to maximise sustainable outcomes and avoid a cycle of people returning to a health or care setting repeatedly.
- 3.5 The Health Audit is being developed alongside the emerging 'Ribblesdale Partnership' to help us fully understand our role and potential to support the work of the Partnership. The subsequent Strategic Health Delivery Plan, which will be developed following on from the Health Audit, will formalise our role going forward, dovetailing with the work of the Ribblesdale Partnership.
- 3.6 The Council is also intending to undertake a pilot initiative – known as 'Health Champions – to complement and support the delivery of outcomes as part of our wider strategic health work.
- 3.7 In essence the Health Champions Initiative will identify willing, serving borough Councillors to support the delivery of key health messages to residents. Initially the pilot will focus on specific wards within the Borough. A proposed role profile is attached at Appendix 2, which outlines the responsibilities and aims of the role.
- 3.8 The Council is currently in discussions with Lancashire County Council, who are looking at supporting a similar initiative, to see if there is any benefit in delivering the Ribble Valley Health Champions initiative as a pilot on behalf of Lancashire County Council.

## 4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
  - Resources – Officer time is required to develop the Health Audit Paper and Health Champions initiative as well as to maintain strategic health work on an ongoing basis. Ultimately, however, this work will identify and develop more efficient ways of working, both internally and with partners, which will reduce pressure on resources.
  - Technical, Environmental and Legal – None identified
  - Political – None identified
  - Reputation – Integrated/partnership working which will come out of strategic Health projects will enhance the Council's reputation.

- Equality & Diversity – All work on strategic health project is completed to benefit the health and wellbeing of Ribble Valley residents and visitors and with consider diversity and ensure equality throughout. The Health Audit considers how Council services impact on the health and wellbeing of all communities in Ribble Valley. A priority of the Health Champions initiative is to assist equality of access to health services and information.

## **5 RECOMMENDED THAT COMMITTEE**

- 5.1 Note the current direction and progress of Ribble Valley Borough Council Strategic Health Projects.
- 5.2 Note the purpose and content of the Health Audit and agree that work progress towards the delivery of a Strategic Health Delivery Plan.
- 5.3 Agree to the delivery of the Health Champions Pilot initiative in Ribble Valley.

JOSEPH HILDRED  
PARTNERSHIPS OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

### **BACKGROUND PAPERS**

For further information please ask for Joseph Hildred, extension 4551 (part time Monday – Wednesday AM)

# Health Audit

## Ribble Valley Borough Council

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*March 2017*

### **Introduction**

Ribble Valley Borough Council has a wide-ranging and multifaceted role in contributing to public health. In a time where budgets are reducing and there is pressure to deliver 'more for less', it is recognised that we need to deliver services more efficiently and maximise integration with other health services to deliver a preventative agenda through our key functions and enabling role.

This document details the current contribution Ribble Valley Borough Council makes to public health, the impact it is having and identifies actions we can take to maximise our impact.

The following services - provided directly by the Council or in partnership with other organisations - impact on public health and wellbeing significantly:

- Revenues and benefits
- Economic development
- Healthy lifestyles
- Cultural and leisure
- Community safety
- Environmental Health
- Housing
- Planning
- Building control
- Community engagement
- Community services

This report examines how each of these services contribute to the health and wellbeing of residents and visitors to Ribble Valley.

It is important to recognise there are many aspects to being healthy and therefore this report is split into the following sections which represent the different aspects of being healthy and well.

- Economic wellbeing – how the Council contributes to the financial wellbeing of its residents. Being well in economic terms gives residents more opportunities to live a healthy life.
- Mental wellbeing – how the Council contributes to the mental wellbeing of its residents through developing opportunities for people to maintain a positive and healthy mind.
- Physical wellbeing – how the Council is supporting people in the borough to maintain a healthy diet and exercise routine.
- Personal wellbeing – how the Council supports other aspects of daily living that contribute to a healthy life.
- Community wellbeing – how the Council contributes to the overall health of the whole community.

## **Background**

The latest English Index of Multiple Deprivation (2015) ranks Ribble Valley 290 out of 326 local authorities for deprivation (326<sup>th</sup> being the least deprived). There are however some pockets of deprivation, particularly in Clitheroe.

The Ribble Valley Health Profile for 2015 states that people's health is generally better than the national average, however there are some areas where improvements could be made:

- Child poverty - around 600 children in Ribble Valley live in poverty.
- Smoking at the time of delivery – this is significantly worse than the national average.
- Obesity - 18.6% of adults and 15.2% of children in year 6 are classed as obese (however, this is better than the national average).
- Alcohol-related related hospital stays – for every 100,000 adults admitted to hospital, 486 were for alcohol related reasons. For every 100,000 under 18's admitted to hospital, 49.9 were for alcohol-related reasons. These are both better than the national average.
- Hospital stays relating to self-harm - 192.7 per 100,000 population.
- Road deaths/injuries – 45 people were killed or seriously injured on Ribble Valley roads during 2015 – significantly worse than the national average, 0.77 road deaths or serious injuries occurred per 1000 population compared to the Lancashire wide rate of 0.56, North West rate of 0.42 and the national average of 0.39.

## **Ribble Valley Borough Council's Corporate Strategy 2015-2019**

The Council's Corporate Strategy sets out the strategic direction of the Council for 2015-2019, providing a focus to ensure the services we deliver meet the needs of our communities. Through consultation with residents, we know the following areas - which contribute directly or indirectly to health and wellbeing - are particularly important and we have considered them in the development of the Corporate Strategy.

- Health services
- Crime levels
- Access to nature
- Clean streets
- Road and pavement repairs
- Education provision
- Affordable, decent housing.

The Corporate Strategy identifies five priorities to address the issues that matter most to our residents.

### **Priority 1 – To ensure a well-managed Council providing efficient services based on identified customer needs**

The residents of Ribble Valley are central to the services we provide. Through all our services we aim to make Ribble Valley healthier, safer and more prosperous.

### **Priority 2 – To sustain a strong and prosperous Ribble Valley**

## **REPORT TO HEALTH AND HOUSING COMMITTEE - 23/3/17 STRATEGIC HEALTH UPDATE - APPENDIX 1**

The Council works to encourage investment in the borough and to maximise opportunities for its residents to prosper, including education, training and employment opportunities. A borough that is strong economically has more opportunities for residents to lead healthier lifestyles.

### **Priority 3 – To help make people’s lives safer and healthier**

Key actions under this priority include improving the hygiene ratings of food businesses, tackling fuel poverty, keeping crime, anti-social behaviour and fear of crime low, establishing alcohol-free zones, working in partnership with Ribble Valley GP’s and East Lancashire CCG and ensuring isolated communities have access to services.

### **Priority 4 – To protect and enhance the existing environmental quality of our area**

We will ensure the physical environment of the Ribble Valley is clean and safe through a range of actions, including:

- Increasing the use of renewable energy
- Maximising recycling
- Tackling dog fouling, litter, fly tipping and noise pollution

These actions will help to ensure better air quality, minimal noise pollution and an environment that does not encourage diseases to spread.

### **Priority 5 – To match the supply of homes in our area with the identified housing needs**

Healthy lifestyles begin at home and we are committed to ensuring an adequate supply of suitable, warm homes that meet the needs of our residents. This includes supporting people to adapt their homes where required to meet their physical needs.

We will work to offer people a range of affordable options for home ownership and renting, and bring empty properties back into use.

We will also support those in the borough who are homeless or at risk of homelessness by delivering our statutory homelessness function.

## **Lancashire County Council (LCC) Services**

We work closely with Lancashire County Council who provides a number of services which have an impact on public health and wellbeing. Several of these services are strongly linked with the services we provide as a district council. These include:

Highways – LCC are responsible for ensuring public highways (excluding motorways) are safe and maintained. If these services were not carried out, there would be an increased risk of serious injury or death on the roads.

Public transport – Many public transport services across Lancashire are now privatised, however LCC do subsidise some routes. Public transport is vital for many people to access health and wellbeing related services and activities.

Education – LCC are the body responsible for schools across Lancashire. Good education is vitally important in maintaining a healthy body and mind as we are able to make more informed decisions. Good education also increases the likelihood of a higher income in later life, which in turn leads to lower risk of mental ill health and being able to afford healthier food and exercise opportunities.

**REPORT TO HEALTH AND HOUSING COMMITTEE - 23/3/17 STRATEGIC HEALTH UPDATE -  
APPENDIX 1**

Child social services – LCC have a statutory responsibility to support homeless and looked after children. This includes providing adoption and fostering services and children’s homes.

Adult social services – LCC are responsible for administering care and support for eligible adults with care and support needs.

Homelessness services – LCC also currently provide a number of supported accommodation services for homeless people.

Libraries – LCC operate libraries across Lancashire, including Ribble Valley. Although a number of these have been identified for closure, some will remain providing a vital source of information and services, important for wellbeing/good mental health. Many libraries also provide services and activities that support health and wellbeing.

Business support – LCC supports local businesses through several funding initiatives. Supporting economic growth has a positive impact on health and wellbeing in a number of ways including job creation, improving services and improving health and wellbeing opportunities.

Leisure and culture – LCC deliver a range of leisure and culture services which promote good health and wellbeing, including cycle routes, bridleways, country parks and nature reserves, museums, and footpaths/public rights of way.

Waste and recycling – LCC operate several recycling centres across Lancashire, providing residents with the infrastructure needed to recycle, reducing the impact on the environment. LCC also provide services for inert, bulky and hazardous waste. General door-to-door refuse and recycling collections is a district council responsibility.

## 1. Economic Health and Wellbeing

### *What should it look like?*

A community that is well in economic terms is one which has:

- Households that are free from poverty and low income
- A positive attitude towards ongoing learning
- Opportunities to learn, beyond compulsory education
- Healthy employment opportunities

People who are on low incomes can be more vulnerable to poor physical and mental health as they have less to spend on healthy food, social activities and other health related items.

### *How do Council services contribute to this?*

#### Revenues and Benefits

The Revenues and Benefits team process housing benefit and Council tax support, which supports people in meeting the cost of everyday living.

This may include:

- Housing benefit
- Disabled banding reductions
- Property exemptions where the owner has moved out to receive care
- Carer disregards, where a person classed as a carer is disregarded for the purposes of calculating Council Tax
- Disregards/exemptions for those who are severely mentally impaired

We are able to signpost individuals to debt advice, credit unions and budgeting help.

Ribble Valley Borough Council also provides funding to Ribble Valley Citizen's Advice Bureau.

We are also committed to supporting the Ribble Valley Job Centre to reach and support more people. The Job Centre is now co-located in Ribble Valley Council offices.

#### Economic Development

Employment is fundamental to achieving economic wellbeing and the Council has a central role in supporting the development of sustainable employment opportunities.

The Council works with partners to attract investment into regeneration programmes in the borough, which transform local communities and deliver local employment opportunities for residents.

Ribble Valley Borough Council facilitates and enables local conditions for sustainable economic growth through:

- Developing and delivering economic projects, including housing, with relevant partners
- Supporting the growth of existing businesses and attracting new investment
- Stimulating retail, leisure and office development in town centres

The Council is also keen to support smaller businesses based in the Borough through direct advice and signposting to external agencies which can support them to grow sustainably.

### *What impact is it having?*



**REPORT TO HEALTH AND HOUSING COMMITTEE - 23/3/17 STRATEGIC HEALTH UPDATE -  
APPENDIX 1**

The services the Council provides in relation to economic wellbeing support residents in Ribble Valley to:

- Maximise their income and live a healthier life – this includes being able to eat healthily, maintain a safe and warm home, have an active social life and exercise regularly.
- Minimise stress and other mental health related problems, which may be linked to low income.
- Access more services through investment being attracted to the Borough.

## 2. Mental Health and Wellbeing

### *What should it look like?*

Good mental health means:

- feeling confident and having positive self-esteem
- being able to feel and express a range of emotions
- being able to build and maintain good relationships with others
- being able to feel engaged with the surrounding world
- living and working productively
- being able to cope with the stresses of daily life
- being able to adapt and manage in times of uncertainty

### *How do Council services contribute to this?*

#### Healthy Lifestyles

The Healthy Lifestyles team deliver a range of healthy activities for residents in the Borough, including the 'Up and Active' initiative in Ribble Valley (Up and Active is an East Lancashire Programme). Many of these have a physical focus (covered later in this report) however the benefits on mental wellbeing are also of great importance, including:

- Weight management programme and physical exercise opportunities – maintaining a healthy body has been proven to support mental wellbeing.
- Healthy eating and nutrition advice – also proven to support positive moods and good mental health. The Healthy Lifestyles team run a number of healthy eating advice sessions at venues such as schools.
- Programmes to support older people to remain in their own homes longer, which has been proven to promote mental health and delay the onset of conditions such as dementia.

#### Cultural and Leisure Services

The Cultural and Leisure Services team maintain facilities including tourism attractions and parks in the borough, where people can go to keep active and engage with their environment. They also maintain a swimming pool, football pitches, play areas and public open spaces including sections of the River Ribble which are used for fishing and walking. They also promote activities which support youth sports.

These services provide environments where people can relax, have fun, exercise, meditate and interact with others. Grounds maintenance services keep parks and open spaces attractive and well-kept for public use. The team also carries out litter collection to keep the environment clean.

Through arts development, we work with individuals and groups to develop their skills and knowledge and provide opportunities for local artists to develop and exhibit art at Council gallery space and at outdoor venues in partnership with other organisations. This also allows us to encourage the general public to get involved with and view new art.

Working with national bodies, we also support the strategic development of sport and art in the region.

#### Community Safety

**REPORT TO HEALTH AND HOUSING COMMITTEE - 23/3/17 STRATEGIC HEALTH UPDATE -  
APPENDIX 1**

We contribute directly to community safety in Ribble Valley, working closely with partners including Police and Crime Commissioners, Lancashire County Council, Fire and Rescue, social housing providers and domestic abuse support organisations. We meet regularly with these partners through the Community Safety Partnership (CSP), Anti-Social Behaviour Risk Assessment Conference (ASBRAC) and Community Alcohol Partnerships (CAP).

We regularly discuss a range of issues with these partners such as crime and disorder and anti-social behaviour, in order to ensure a safe environment is maintained in Ribble Valley.

Maintaining a safe community is vital to mental wellbeing as it provides a space for people to safely get outdoors and enjoy life without fear of crime and anti-social behaviour.

Partnership Working

The Council maintains strong links with a number of community partners in order to effectively signpost people to and promote mental wellbeing services, such as the Lancashire Wellbeing service.

The Council also hosts the Ribble Valley Dementia Action Alliance (RVDAA) which brings together a range of community partners to improve delivery and access to dementia support services in the borough.

***What impact is it having?***

The services the Council provides in relation to mental wellbeing supports residents in Ribble Valley to:

- Rely less on statutory mental health services
- Engage more in their communities
- Reduce their risk of physical harm (self-harm/suicide)

### 3. Physical Health and Wellbeing

#### *What should it look like?*

Physical wellbeing means eating and exercising well to ensure an individual's body operates as effectively as it can do.

#### *How do Council services contribute to this?*

##### Healthy Lifestyles

The Healthy Lifestyles team provide a range of healthy activities for residents in the Ribble Valley. These are a mix of activities that are both open to all residents and targeted to specific groups. They include:

- Weight management programmes – courses and drop in sessions designed to help people lose weight through healthy eating and exercise.
- Targeted physical activity programmes – a range of exercise/activity sessions to help and support inactive people become habitually more active.
- Cardiac Rehabilitation – exercise sessions for anyone who suffers from heart problems, has had a heart attack or heart surgery.
- Falls prevention – a number of schemes delivered by the Council and through partners to keep the elderly active and steady on their feet to help prevent falls.

##### Cultural and Leisure Services

The Council owns and maintains Ribblesdale pool in Clitheroe, 18 outdoor play areas, football pitches, artificial tennis and football courts as well as a range of parks and open spaces, all of which offer opportunities for residents and visitors to undertake physical exercise.

Sports development provides support for local clubs to get better at offering residents and visitors opportunities to get involved in physical activity.

The Council also offers a range of grant funding programmes to individuals and clubs to improve the physical exercise offer through sport across the borough.

##### Environmental Health

The Council is responsible for delivering an environmental health service, most aspects of which have a direct impact on physical health. This includes the below areas which can be a direct cause of disease, illness and physical injury.

- Air pollution (can lead to respiratory problems and lung disease)
- Noise pollution (can lead to sleep disturbance, stress, tinnitus, cognitive impairment and hypertension)
- Food safety (can lead to food poisoning and spread of other diseases)
- Enforcing the smoking ban (can lead to respiratory problems and lung disease)
- Pest control (can lead to the spread of disease)
- Fly tipping and generally unsafe environments (can lead to physical injury)
- Enforcing housing health and safety on rented properties – keeping people safe from injury, illness and disease.
- Private water supplies

The Environmental Health team enforce UK laws ensuring public safety.

## REPORT TO HEALTH AND HOUSING COMMITTEE - 23/3/17 STRATEGIC HEALTH UPDATE - APPENDIX 1

### Housing

The housing team deliver initiatives that combat fuel poverty - when people cannot afford to heat their homes and therefore suffer from a range of respiratory problems brought on by a cold environment.

National Energy Action states that over 4 million UK households are in fuel poverty and are unable to live in a warm, dry home. We work with partners across Lancashire to offer advice, financial and practical support to help people stay warm and dry in their homes.

This includes funding energy efficiency measures and heating system replacements for the most vulnerable residents, giving advice on ways to heat homes more cost efficiently and providing emergency winter items such as blankets.

### Building Control

The Building Control team contribute to the health of the Borough by ensuring buildings are safe and do not pose an injury risk/threat to life. This is done through ensuring developments are completed in line with planning permissions and agreeing and checking any alterations which do not require planning permission but do require building control consent due to the potential to make a building unsafe.

### ***What impact is it having?***

The services the Council provides in relation to physical wellbeing support residents in Ribble Valley to:

- Become more resilient to illness/injury, through having stronger and healthier bodies
- Rely less on statutory health services
- Develop better mental health
- Live longer and age better

## 4. Personal Health and Wellbeing

### *What should it look like?*

Personal wellbeing means an individual has the practical means and knowledge to be able to live a healthy lifestyle – for example safe housing and skills such as self-care, home safety and cooking.

### *How do Council services contribute to this?*

#### Housing

Poor housing is estimated to cost the NHS £2 billion every year, with additional costs to the wider economy. Hazards in the home include falls, dampness, pests, water supply, sanitation, excess cold and overcrowding. Falls and fractures in the home account for 4 million hospital bed days each year, costing £2 billion.

We are instrumental in controlling, minimising and preventing poor housing by:

- Helping to facilitate access to social housing for residents who need it.
- Delivering the Council's statutory homelessness function by investigating all homelessness enquiries, securing temporary accommodation, seeking re-housing and ensuring an out of hours service is in place.
- Facilitating access to refuge accommodation for women who are fleeing or are at risk of domestic abuse.
- Regulating landlords in the private rented sector, including houses in multiple occupation (HMOs).
- Investigating and taking action, including prosecutions, against landlords for harassment and illegal eviction.
- Allocating Disabled Facilities Grants (DFG's) to enable residents to stay in their own homes for as long as possible and avoid hospital admissions through home adaptations.
- Working with LCC and other partners to improve the condition of the housing stock, including energy efficiency and housing health and safety.

#### Healthy Lifestyles

The Healthy Lifestyles team provide a key role in supporting people in Ribble Valley to live a healthier lifestyle. They provide a range of services which educate people about healthy food and nutrition as well as getting the right exercise. This is provided to people of all ages, and includes working in schools in Ribble Valley.

Through sports development we are also able to support local groups and clubs to expand their offer to residents and visitors, including supporting them to offer healthy living advice such as on nutrition, where appropriate.

#### Partnership Working

The Council also works closely with a range of partners to support their work through signposting and joint working where possible, including:

- Health organisations (including the Falls Team)
- The Ribble Valley Dementia Action Alliance, to improve services to those with Dementia

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- Hyndburn and Ribble Valley (HARV) Domestic Violence Team, to ensure those escaping domestic violence are supported and have a safe place to live
- Homewise – to ensure residents can access home care and repair services

***What impact is it having?***

The services the Council provides in relation to personal wellbeing support residents in Ribble Valley to:

- Maintain safe homes that do not cause ill health or injury
- Recover from ill health or injury better in their own homes
- Stay in their homes longer with age or disability
- Discharge earlier from hospital stays into a safer home environment

## 5. Community Health and Wellbeing

### *What should it look like?*

A healthy community is one that:

- Is safe from crime and anti-social behaviour
- Has multiple opportunities for communities to integrate through groups, events and other social activities
- Looks after its environment and its neighbours.

### *How do Council services contribute to this?*

#### Community Safety

Ribble Valley Borough Council works in partnership with a number of organisations through the Community Safety Partnership (CSP) and the Community Alcohol Partnerships (CAP) to ensure local communities are safe to live in and do not adversely affect people's health and wellbeing.

Partners include Lancashire County Council, social housing providers, Lancashire Fire and Rescue, Police and Crime Commissioners and providers of domestic abuse support.

Partnership working ensures co-ordinated action on:

- Anti-social behaviour
- Alcohol-related crime and disorder
- Domestic violence awareness
- Property crime
- Safeguarding children and vulnerable adults

#### Community Services

The Council provides a range of services which help to support the health and wellbeing of communities in the Borough.

We ensure car parks are well lit and adequate CCTV is installed and operated where needed. This helps to reduce crime and anti-social behaviour and can help to prevent accidents and support fast responses in emergency situations.

We work with local groups to ensure the Borough is clean and litter free.

The Council provides weekly refuse collection services to every household in the Borough, supporting residents to maintain clean homes, gardens and community environment.

#### Environmental Health

The Environmental Health Team are responsible for a number of areas which keep our communities safe and healthy including:

- Maintaining a clean and safe environment (taking action on fly tipping, hazardous environments).
- Licensing – ensuring establishments which serve alcohol/offer gambling stay within the law, which is designed to protect the health of the general public.
- Pest control

#### Planning



## REPORT TO HEALTH AND HOUSING COMMITTEE - 23/3/17 STRATEGIC HEALTH UPDATE - APPENDIX 1

The national planning policy framework includes a requirement for local planning authorities to promote healthy communities. It states that the planning system can play an important role in facilitating social interaction and creating healthy, inclusive communities. This includes measures aimed at reducing health inequalities, improving access to healthy food and reducing obesity, encouraging physical activity, improving mental health and wellbeing and improving air quality to reduce the incidence of respiratory diseases. The framework requires us to work with public health leads and health organisations to develop a robust evidence base that takes into account future changes and barriers to improving health and wellbeing.

Through the planning system we are able to:

- Establish and protect public open space
- Encourage the development of community facilities which promote health and wellbeing (e.g. leisure, culture)
- Support the development of buildings which provide vital health services (hospitals, health centres)
- Secure funding (such as Section 106 money) which can be spent on services which promote healthy activity (e.g. bus services which connect communities).

### Community Engagement

Ribble Valley Borough Council has an important role to play in supporting community activities and organisations which promote health and wellbeing, including:

- Healthy community activities, such as walking groups and park runs. Our Healthy Lifestyles team organise events like this.
- Supporting volunteering opportunities which are beneficial to mental health. The Council provides a number of grants open to individuals and voluntary and community sector groups/clubs which support activities that promote health and wellbeing.
- Working in partnership with community groups and services which promote health and wellbeing (e.g. Lancashire Wellbeing Service, Citizens Advice Bureau).
- Facilitating neighbourhood forums to provide opportunities for local people to input further into the local decision making structures and raise issues of concern on a neighbourhood level.
- Engaging with local groups and clubs to support opportunities that promote health and wellbeing.
- Engaging with local youth groups to provide activities that deter anti-social behaviours which can be caused by boredom

We operate a number of events throughout the year to ensure residents and local groups and clubs are well-engaged in these opportunities, such as:

- Cycling festival
- Healthy eating awareness raising sessions at Clitheroe Food Festival
- Working with local businesses to raise awareness on healthy lifestyles

### ***What impact is it having?***

The services the Council provides in relation to community wellbeing support residents in Ribble Valley to:

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- Integrate better into their community, maximising the use of community services
- Develop a stronger neighbourly spirit, taking care of neighbours, particularly those who are more vulnerable.
- Be proud and take care of where they live, leading to better mental and physical health
- Have better mental health and positive moods.
- Be more engaged with statutory and community services, using them in a more appropriate manner
- Maximise the use of community and voluntary services, therefore reducing the pressure on statutory services.

## Draft Delivery Plan

The table below identifies actions which will inform a more detailed delivery plan.

Action	Lead	Outcome	Progress
<p>Make every contact count</p> <ul style="list-style-type: none"> <li>- Training/awareness raising to ensure frontline staff are able to offer advice or signpost to advice/support every time they encounter somebody with a health or wellbeing related need</li> </ul>		<p>Ribble Valley residents are successfully directed to a range of support and advice to improve their health and wellbeing.</p> <p>Pressure on statutory services reduced.</p>	
<p>Take an active role in partnership working, including</p> <ul style="list-style-type: none"> <li>- Lancashire Health and Wellbeing Partnership</li> <li>- Ribble Valley Health and Wellbeing Partnership</li> <li>- Ribblesdale Community Partnership</li> <li>- Community Safety Partnership</li> <li>- Community Alcohol Partnership</li> <li>- Lancashire Anti-Social Behaviour Risk Assessment Conference</li> <li>- Ribble Valley Dementia Action Alliance</li> </ul>		<p>Services are more joined up with less duplication.</p> <p>Residents are able to access appropriate care from a single point of access.</p> <p>Resources are more effectively distributed.</p> <p>Services can be improved through a more holistic approach to service delivery.</p>	
<p>Support the role of the third sector in supporting health and wellbeing through joint working, promotion/signposting and awareness raising.</p>		<p>Third sector empowered to support more people.</p> <p>Less pressure on statutory services.</p> <p>Integrated community approach is strengthened third sector support increases capacity.</p> <p>More people supported at home or in the community.</p>	

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		Use of volunteers maximised to support people who need very low level advice or befriending.	
Continue to promote health and wellbeing through all Council functions.		Ribble Valley residents live well in a safe, healthy and prosperous borough.	
Provide signposting to organisations which support people to return to work through job search advice and access to training and education.		Unemployed people in the borough more likely to find employment.	

# Ribble Valley Health Champions Pilot

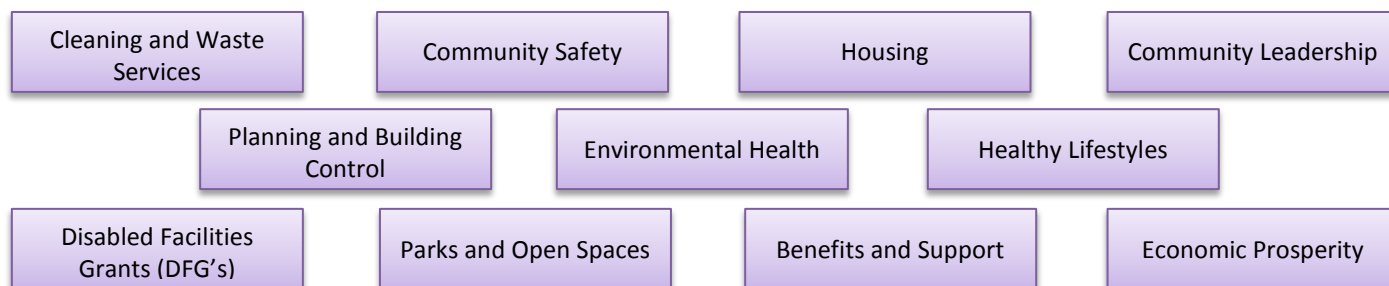
## Priorities

Ribble Valley Borough Council priorities are defined in the Corporate Strategy 2015-2019:

1. To ensure a well-managed council providing efficient services based on identified customer needs
2. To sustain a strong and prosperous Ribble Valley
- 3. To help make people’s lives safer and healthier**
4. To protect and enhance the existing environmental quality of our area
5. To match the supply of homes in our area with the identified housing needs

In line with priority 3, we are committed to delivering services that improve the health and wellbeing of residents. Our objectives include “improving the health of people living and working in our area” and “taking a leading role in working with partners on the evolving public health agenda”. We have identified key actions to achieve this include “working with Ribble Valley GP’s and other partners on local health and wellbeing needs” and “ensuring access to services in isolated communities”.

The Council contributes to health and wellbeing through the following services:



## Strategic Direction

We recognise the wider strategic direction of health and social care and are committed to delivering services that are complementary to this direction rather than causing barriers. We work closely with our partners in the NHS, taking an active role in local and regional structures and arrangements. The NHS Five Year Forward View and the Lancashire and South Cumbria Sustainability and Transformation Plan (STP) recognise the need to:

- Promote early intervention/prevention and integration of services, including working with local authorities
- Remove barriers and deliver care locally

The Five Year Forward View identifies Multi-Speciality Community Providers as a possible future care model, where the NHS bodies work in a more integrated way with local partners including local authorities. Ribblesdale locality is a test bed and we are actively involved in the development of the emerging Ribblesdale Partnership

## Role Rationale

Through speaking to partners, we know local health and wellbeing services could be utilised more fully and appropriately through more effective communication, both between organisations and with the public.

We want to support and develop initiatives that:

- Support early intervention, so people can be treated more effectively and efficiently with sustainable outcomes.
- Promote more appropriate use of existing services, so pressure on more acute services is relieved.
- Help establish more efficient access and referrals into services, through better joint working between services.

To help realise this vision, we are piloting the Health Champions initiative. Serving borough Councillors, who express an interest in becoming a Health Champion, will be appropriately prepared to deliver key health and wellbeing messages in the community. Local Councillors will be aware of the issues within their communities and will therefore be ideally placed to act as a Health Champion.

# Ribble Valley

# Health Champion

## *Role Description*

### **Aim**

A key priority of the Ribble Valley Borough Council Corporate strategy is to help make people's lives healthier. Ribble Valley Borough Council recognises there is scope for existing health and wellbeing services within the Borough to be utilised to a fuller extent. This pilot initiative will:

- Identify serving Borough Councillors to act as an ambassador for the council, delivering key health and wellbeing messages
- Help raise awareness in the local community on health and wellbeing issues and services
- Target areas where known health inequalities exist, and traditionally 'hard to reach' groups

### **Key Tasks**

As part of their existing duties as a Borough Councillor, Health Champions will:

- Engage with people and groups in the local community to deliver key messages on the Council's health and wellbeing agenda, which will include:
  - Warm homes
  - Healthy lifestyles
  - Trips and falls/handy person/disabled facilities grants
  - Benefits
  - Homelessness
  - Environmental Health
- Raise awareness of local services such as the Community Care Navigator and Lancashire Wellbeing Service

### **Requirements/Attributes**

- An enthusiasm for and interest in health and wellbeing
- Basic understanding of healthy lifestyles and health and wellbeing activity in Ribble Valley, or a willingness to learn (basic training will be provided)

The Health Champion initiative will not create any additional work for serving Councillors, and they are expected to carry out the role as part of their existing commitments.

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 8

meeting date: THURSDAY, 23 MARCH 2017  
 title: WHITE RIBBON CAMPAIGN  
 submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
 principal author: JOSEPH HILDRED – PARTNERSHIPS OFFICER

### 1 PURPOSE

- 1.1 To update Members with progress from the Council's involvement in the White Ribbon Campaign, agreed at Health and Housing Committee meeting on 20 October 2016 (Minute 328).
- 1.2 To inform Members of the proposal to extend Ribble Valley's White Ribbon accredited status from April 2017 for a further two years, in partnership with the Office of the Police and Crime Commissioner (PCC), Lancashire County Council and all 12 Lancashire Districts.
- 1.3 To recommend to Members updated actions the Council will need to agree as part of extending Ribble Valley's White Ribbon accredited status.
- 1.4 Relevance to the Council's ambitions and priorities:
  - Community Objectives } Ribble Valley Borough Council has a duty to protect
  - Corporate Priorities } its residents and the area in general from domestic
  - Other Considerations } abuse and support any campaigns which support

that aim.

### 2 BACKGROUND

- 2.1 The White Ribbon Campaign is aimed at raising awareness of domestic abuse and particularly encouraging men to sign a pledge saying they will never condone domestic abuse or stand by when they know it is happening. It provides an opportunity to take a preventative approach to domestic abuse by encouraging men to promote a change of attitude to violence against women. It also encourages men to use their influence to raise awareness and to take a stand against this form of abuse.
- 2.2 The campaign enhances the Lancashire 12 domestic abuse commissioning strategy by enabling males to take a stand against gender based violence and encouraging men and boys to challenge beliefs and attitudes.
- 2.3 The aims of the White Ribbon Campaign are to:
  - promote respectful relationships and non-violence in all aspects of life;
  - mobilise men to support anti-violence against women which increases the message in effectiveness and reaches all Lancashire communities;
  - address and alter social norms that lead to violent behaviour against women and increasing awareness on the issue.

2.4 Lancashire County Council and many Lancashire district councils mark White Ribbon Day on 25 November each year and 16 days of action immediately after this date through a variety of events and social media action.

### 3 ISSUES

3.1 In March 2015, Lancashire County Council made an application on behalf of a number of districts across Lancashire to become accredited and paid the relevant fee. Therefore Ribble Valley is an officially accredited White Ribbon Council until the end of March 2017.

3.2 It is proposed that Lancashire authorities work together to gain accredited status for a further two years, led by the Office of the Police and Crime Commissioner (OPCC).

3.3 Key organisations supporting the campaign are:

- Lancashire County Council
- Lancashire Constabulary
- Lancashire Fire and Rescue Service
- All 12 District Councils

3.4 An action plan was recently developed to fulfil the Council's commitment to the White Ribbon Campaign, agreed at Health and Housing Committee meeting on 20 October 2016 (Minute 328). In order to meet the White Ribbon Campaign's requirements and gain accredited status for a further two years from April 2017, this plan has been updated and is attached at Appendix 1 – this is currently in draft form until approved by White Ribbon. Many of the actions within this plan are to be led at County level by either the PCC or Lancashire County Council. All District Councils' action plans will be submitted to White Ribbon by the Office of the Police and Crime Commissioner (OPCC).

3.5 The action plan agreed at the Health and Housing Committee meeting on 20 October 2016 was taken to the Community Safety Partnership to gain their support and the Partnership will be updated on this new action plan if agreed.

3.6 The White Ribbon Campaign requires a fee from Local Authorities to be accredited. This fee, normally £500, has been reduced to £350 by White Ribbon and the PCC will fund the first £200, meaning the Council's contribution will be £150 for two years.

### 4 RISK ASSESSMENT

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

- Resources – Officer time to act as coordinator for the campaign and also to implement actions.
- Technical, Environmental and Legal – None identified
- Political – It is important for the Council to be seen as supporting initiatives which raise awareness of domestic abuse and to impact on individuals – this is a key opportunity to do this with partners across Lancashire.
- Reputation – It will enhance the reputation of this Council to support the White Ribbon Campaign along with other Lancashire districts.
- Equality & Diversity – None identified.



**5 RECOMMENDED THAT COMMITTEE**

- 5.1 Agree to support the pan-Lancashire White Ribbon Campaign by agreeing the actions contained in the attached plan. This will lead to Ribble Valley becoming a White Ribbon accredited Council.

JOSEPH HILDRED  
PARTNERSHIPS OFFICER

MARSHAL SCOTT  
CHIEF EXECUTIVE

**BACKGROUND PAPERS**

Health and Housing Committee meeting on 20 October 2016 (Minute 328).  
[https://www.ribbonvalley.gov.uk/download/meetings/id/5776/health\\_and\\_housing -  
\\_20\\_october\\_2016](https://www.ribbonvalley.gov.uk/download/meetings/id/5776/health_and_housing_-_20_october_2016)

For further information please ask for Joseph Hildred, extension 4551 (part time Monday – Wednesday AM)



# White Ribbon Towns Award Action Plan

Please note that this action plan is a template, designed to guide you in constructing an anti-Violence Against Women & Girls (VAWG) campaign targeted at men and boys. We have included some additional activities at the end of the document which are not essential but signify good practice. We will assess the award on the evidence of work completed and/or the inclusion of clear targets to show that the essential criteria (actions 1-5) can be achieved. Guide notes are provided below to assist you in completing the plan.

**OPCC NOTE: Where Lancashire Victim Services is mentioned, activity takes place which is commissioned by the Office of the Police and Crime Commissioner (OPCC) on behalf of Lancashire County Council, the 12 district councils and Lancashire Constabulary.**

Black text – action led by OPCC

\*Red Text – action led by RVBC

Actions	Activities already completed	Activities Planned for next 2 years (including completion dates)	Evidence (what will show the future activities have been completed?)	Date Completed	Lead Officer	Planned Outcomes	Outcomes Achieved Yes / No	Organisation Comments	WRC Comments
<b>1. Management/ Leadership</b>									
Appoint Senior officer responsible for leading activities and liaising with WRC UK.	OPCC victim's commissioning team  <i>*RBVC – Joseph</i>	Action plan to be updated as new activity identified.	Action plan will grow and actions will move to completed, where possible.	Ongoing	Liz Canavan / Steff Hull  <i>*Joseph</i>				





# White Ribbon Towns Award Action Plan

	Hildred				Hildred (RBVC)				
Set up system for monitoring progress. Report back to WRC UK end Year 1 – resubmit actions for Year 2		All organisations involved in Lancashire's White Ribbon application to report to OPCC at end of year one (March 2018) and OPCC to submit collective evidence to White Ribbon.	OPCC senior officer to collate evidence and provide report to White Ribbon.	Ongoing	Liz Canavan / Steff Hull				
		*Progress will be reported to RVBC Health and Housing Committee annually	*Committee reports/minutes	*Ongoing	*Joseph Hildred (RVBC)			*Ensures an effective response to the White Ribbon Campaign	
<b>2. Domestic</b>									





# White Ribbon Towns Award Action Plan

Abuse Strategy									
Ensure there is a commissioning strategy in place that provides adequate housing and community support services for women & children experiencing/fleeing domestic violence.	OPCC will commission support services for DA victims (male and female) pan-Lancashire 12 from March 2017. Lancashire County Council continue to commission refuge service. <i>Standard risk victims from Blackpool will be supported where no other commissioned service exists.</i>	Commission will be monitored by the OPCC to ensure satisfactory performance against KPI's – this will include monitoring waiting lists for support.		April 1 2017 – ongoing.	Robert Ruston/ Brett Biscomb (OPCC)				
Ensure the local authority commission education programmes about domestic abuse (including sexual violence, coercive control and consent) and healthy	Lancashire County Council is responsible for commissioning schools support to all schools on behalf of the Lancashire-12.		Monitored by DA Joint Commissioning Reference Group (or multi-agency group which	Ongoing	LCC				





# White Ribbon Towns Award Action Plan

<p>relationships that are directed towards <b>boys</b> within PHSE curriculum.</p>	<p>NEST Lancashire (the OPCC's young person's victim service) deliver ad-hoc awareness raising sessions to school pupils pan-Lancashire on a range of subjects, including DA.</p>		<p>succeeds it in April 2017)</p>						
<p>Implement a domestic abuse policy for all staff employed by the Local Authority (LA)</p>	<p>The pan-Lancashire Domestic Abuse Strategic Group has a domestic abuse policy which all members are signed up to – this sets out the Lancashire-wide commitment to raising awareness of, and tackling, domestic abuse.</p>	<p>*Ribble Valley will seek to develop a</p>	<p>*Completed Policy</p>	<p>*March 2018</p>					





# White Ribbon Towns Award Action Plan

		domestic abuse policy during 2017/18							
Ensure the LA training strategy includes domestic abuse awareness for all relevant frontline staff. Training to include information on the WRC -highlighting men's role in challenging Domestic Abuse.	DA training being run by commissioned services for front frontline professionals on behalf of all partners.  *HARV run training has already been made available to RBVC staff throughout September and October 2016	New Lancashire Victim Services commission will continue awareness training from April 2017.  *Ribble Valley Borough Council are currently looking at light-touch awareness raising training (such as e-learning) which will	Captured through key performance indicators at LVS quarterly performance reviews.  *Completions monitored by HR department.	Ongoing  *Ongoing	Robert Ruston/ Steff Hill/ Liz Canavan  *Partnerships Officers (RVBC)  *Michelle Smith (RVBC)	Awareness of DA raised among workforces.  *All staff are aware of the signs and impacts of domestic abuse and are able to respond effectively if they suspect domestic			





# White Ribbon Towns Award Action Plan

		include information on White Ribbon.				abuse is occurring			
<b>3. Ambassadors and Advocates</b>									
Nominate at least 4 male ambassadors to take the actions of the campaign forward.		*The Council will appoint four ambassador to support promotion of the White Ribbon Campaign	*Records kept of those signing up to be an ambassador	*TBC	*Joseph Hildred (RVBC)	*Increase capacity to deliver the White Ribbon message locally			
Encourage all MALE staff to take the pledge.	*During the 16 days of action – 25/11/16 to 10/12/16 male staff were encouraged to take the White Ribbon pledge, via an all staff email and visible display in the Council’s reception area.	*Annually, during the 16 days of action (25/11/16 to 10/12/16) male staff will be encouraged to take the White Ribbon	*Numbers of staff signing the pledge will be monitored where possible	*Ongoing 2016 – completed on 10/12/16	*Joseph Hildred (RVBC)	*Increased awareness and signup to the White Ribbon Pledge	*2016 - yes		





# White Ribbon Towns Award Action Plan

		pledge via all staff communications and resources available in the Council's reception area.							
All Ambassadors and Advocates to undertake WRC training.		*All ambassador will complete WRC training when appointed	*Records of training completion to be kept	*TBC	*Joseph Hildred (RVBC)	*Increased knowledge of WR Ambassadors			
<b>4. Communication Strategy</b>									
Ensure the local authority's domestic abuse communication plan includes provision of information on VAWG & the services that are available in the community.	OPCC will promote domestic abuse services available across the Lancashire-12 through its Lancashire Victim Services campaign and online at	Continued DA campaigns will run through lifetime of service (option – up to 2022) at			Liz Canavan / Robert Ruston	Residents are aware of the DA services available to them within Lancashire and how to			







# White Ribbon Towns Award Action Plan

<p>i. Include guidance on reporting incidents of abuse.</p> <p>ii. Ensure publicity materials highlight WRC and displays clear messages directed towards MEN.</p>	<p><a href="http://www.lancashirevictimservices.org">www.lancashirevictimservices.org</a> when the service launches, on behalf of all partners.</p>	<p>key events – i.e Valentine's Day, Christmas, White Ribbon and major sporting events (Football World Cup/ Euros)</p> <p>*RVBC will review website and information available to contact centre staff to ensure it is effective</p>	<p>*Updated content/information if applicable.</p>		<p>*Partnerships Officers (RVBC)</p> <p>*Theres a Sanders on (RVBC)</p>	<p>access them.</p>	<p>*Victims of domestic abuse, or those who suspect domestic abuse is happening, are able to respond effectively and victims are referred to</p>		
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# White Ribbon Towns Award Action Plan

							the support they need.		
WRC commitment & logo to be displayed on letterheads & signage in a wide range of settings.		*RVBC will explore the possibility of White Ribbon logos being displayed on staff email signatures during the 16 days of action (25 Nov to 10 Dec) annually.	*Records of White Ribbon logo on signatures	*Ongoing	*Joseph Hildred (RVBC)	*Increased awareness of RVBC as a White Ribbon Council			
Make public your commitment to carrying out your WRC Action Plan, and encourage feedback from staff and local communities about its effectiveness and possible future activities.	OPCC and all organisations to join forces for a "launch event", stressing Lancashire's commitment to tackling domestic abuse and carrying out White Ribbon action plan.			November 25 2016/ March 2017	Liz Canavan / Steff Hull				
<b>5. Community</b>									





# White Ribbon Towns Award Action Plan

Engagement									
Involvement & encourage the local community in holding WRC awareness raising events – recommend a target of three per year.	Awareness will be raised through activity on White Ribbon Day 2016.	White Ribbon/Domestic abuse will be incorporated into awareness raising activity carried out by Lancashire Victim Services.	Events will be logged on action plan as they are completed.	Ongoing	Liz Canavan / Steff Hull	Community awareness of domestic abuse raised.			
Engage with local sports clubs, both amateur and professional, about how they can inform men about VAWG and encourage them to challenge it, and encourage at least two clubs to apply for WRC Sports Award.		*The Council will engage with local sports clubs to deliver the White Ribbon Campaign message	*Records of work completed to engage with local sports clubs	*Nov 17	*Partnerships Officers (RVBC)	*Increased awareness and capability to spread the message of the White Ribbon Campaign throughout Ribble Valley.			





# White Ribbon Towns Award Action Plan

						<p>*More men and women are made aware of domestic abuse and what to do if they suspect it is happening or are a victim.</p> <p>*More men take the White Ribbon Pledge</p>			
Engage with local music venues about how they can inform men about VAWG and encourage them to challenge it, and encourage at least two venues to apply for		*The Council will engage with local music venues to deliver the White Ribbon	*Records of work completed to engage with local music venues	*Nov 17	*Partnerships Officers (RVBC)	*Increased awareness and capability to spread the message of the White			





# White Ribbon Towns Award Action Plan



WRC Music Venue Award.		Campaign message			<p>*Ribbon Campaign throughout Ribble Valley.</p> <p>*More men and women are made aware of domestic abuse and what to do if they suspect it is happening or are a victim.</p> <p>*More men take the White Ribbon Pledge</p>			
Commemorate UN International Day for the Elimination of	Multi-agency event to take place to announce intention			November 2016	Liz Canavan			





# White Ribbon Towns Award Action Plan

Violence Against Women – 25 <sup>th</sup> November.	to become White Ribbon county through either renewal of accreditation or by gaining it.  *RVBC marked occasion via social media	*RVBC will mark annually via social media	*Record of social media posts		*Theres a Sanders on (RVBC)	*Increased awareness of White Ribbon Campaign	*Yes - 2016		
Commemorate White Ribbon Day on 25 <sup>th</sup> November	As above.  *RVBC marked occasion via social media	*RVBC will mark annually via social media	*Record of social media posts	November 2016	Liz Canavan  *Theres a Sanders on (RVBC)	*Increased awareness of White Ribbon Campaign	*Yes - 2016		
Commemorate 16 Days of Action between the 25 <sup>th</sup> November & 10 <sup>th</sup> December.		*RVBC will explore potential ways of promoting the White	*Record of any events/initiatives maintained	*Annually each November	*Joseph Hildred (RVBC)  *Theres a	*Increased awareness of White Ribbon Campaign			





# White Ribbon Towns Award Action Plan

		Ribbon message throughout the 16 days of action with local and regional partners.			Sanders on (RVBC)				
<b>6. Additional Actions</b>									
Set a zero limit on sex establishment venues								<p>*Ribble Valley currently has no lap dancing clubs in the borough.</p> <p>*The Council recognises the potential issues with sex establishment venues and will seek to establish appropriate limits and</p>	





# White Ribbon Towns Award Action Plan

								controls on such venues if applications were ever received.	
Commission a perpetrator programme – RESPECT accredited or working towards accreditation scheme.	Perpetrator programme commissioned through Lancashire County Council on behalf of all district councils. OPCC will commission support for victims associated with perpetrators on the programme during lifetime of new contract – due to commence April 1, 2017.	Ongoing		Ongoing	LCC/ Liz Canavan / Robert Ruston				
		*RVBC will ensure effective links with the		*Ongoing	*Partnerships Officers (RVBC)	*More effective referrals and joint working			



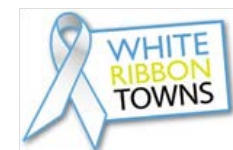




# White Ribbon Towns Award Action Plan

		perpetrator programme, meeting with them and ensuring information is available to all relevant staff.				with the perpetrator programme			
Commemorate additional dates - International Women's Day 8 <sup>th</sup> March; National Stalking Awareness Day 18 <sup>th</sup> April; International Day Against Homophobia & Transphobia 17 <sup>th</sup> May; Memory for Victims of Honour Based Violence 14 <sup>th</sup> July.	All OPCC commissioned services – commissioned on behalf of all local authorities – will be promoted at event to mark International Women's Day 2017 in Blackburn.	Other dates will be marked through promotion on the Lancashire Victim Services website/ engagement events by Lancashire Victim Services. This will be monitored by the OPCC			Liz Canavan / Robert Ruston				





# White Ribbon Towns Award Action Plan

		on behalf of all partners							
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## Guide Notes

### 1. Management & Leadership

- i. Appointing a lead officer responsible for overseeing the actions will help the campaign gain momentum and achieve the activities planned.
- ii. Using the action plan to monitor progress will enable WRC UK to ensure the award scheme is being adhered to and will also enable the authority to evidence work undertaken.
- iii. Application for a further award will be assessed against the activities completed, and outcomes achieved, in the previous 2 years. This should be reported on in column 1 – use a separate sheet if more space required.

### 2. Domestic Abuse Strategy

- i. As outlined above – it is recognized that in order for the White Ribbon Campaign (WRC) to be effective services to support those escaping abuse need to be in place. If we are to raise awareness of the problem, then support must be available to those who seek help.
- ii. Education is at the heart of the campaign. WRC believes that education that seeks to engage young men and boys in transformative learning is key to changing attitudes and behavior in future. We recommend that programs are commissioned that are directed towards boys and men and that this is reflected in the PHSE curriculum in schools.
- iii. Domestic Abuse Policy – as an employer the local authority needs to support its staff. Given the statistic that one in four women will experience abuse in her lifetime there will be a significant number of employees in need of support in the workplace.
- iv. Training – WRC recognize that local authorities will already have domestic abuse training programmes in place. We recommend that the programmes are fully supported and resourced, and that information about the WRC and the role





# White Ribbon Towns Award Action Plan

men can play in challenging abuse be included in all training materials. WRC can assist with this and provide resources, materials about the campaign for handouts/e-learning etc.

## 3. Ambassadors & Advocates

- i. We recommend 4 ambassadors lead on campaign activities. This will help reinforce the campaign message and enable men to identify with the message.
- ii. Pledge – taking the pledge is a first step in taking part in the campaign and is a good way of raising the profile and engaging men.
- iii. Ambassador Training – WRC provide training for Ambassadors. As soon as the applications are received and have been processed we will arrange training and provide resource information.

## 4. Communication Strategy

- i. WRC's aim is to support and work alongside existing work taking place to support victims of abuse – in particular to provide accessible information for members of the community to report abuse and promote a coordinated community response.
- ii. In addition to promoting information on what support and help is available, we would like to see local authorities utilise publicity materials directed towards men so that they can be encouraged to take part in condemning violence against women. The aim of the campaign is to recruit male members of society to get involved in our work and feel that they can be part of the solution.
- iii. LOGO – once you receive the award we suggest you demonstrate your commitment by displaying the logo on letterheads, signage, websites etc.
- iv. Set up a monitoring system to enable staff and local communities to feedback on their experience of the campaign so that you we can monitor its effectiveness.

## 5. Community Engagement





# White Ribbon Towns Award Action Plan

- i. Community events are an effective way of raising the profile of the campaign and reaching out to communities who may not engage with services or are hard to reach. We suggest aiming for three per year – one of which could coincide with 25<sup>th</sup> November. See resource sheets and information pack for Ambassadors for ideas on organizing events.
- ii. **Sports** – Sports venues and sporting events are a great way to raise the profile of the campaign and the issue of violence against women with men who are either taking part or as a spectator. WRC currently employs an Ambassador – Ikram Butt – he has a wealth of experience in the sporting world and can lead on recruiting and supporting sports clubs and venues to achieve our WRC Sports Award. If you would like to develop the sport activities as part of your actions please contact the office so that we can put you in contact with Ikram.
- iii. **Music Venues** – festivals, concerts, night clubs all provide a great opportunity to engage men in the campaign and raise the profile of all forms of abuse. WRC employs an Ambassador – Dave Boardman – to work with venues and support them in becoming WRC accredited.
- iv. **White Ribbon Day 25<sup>th</sup> November** and UN International End Violence Against Women Day – this day is an extremely important day for the WRC as it shows the international reach of the campaign as thousands of people commemorate the day and organize events across the world to raise the profile of the campaign to end violence against women and girls. It provides a focal point for activities and is a great way to promote your work.
- v. **16 Days of Action** – 25<sup>th</sup> November until 10<sup>th</sup> December – the campaign runs from the 25<sup>th</sup> November which is UN International Day of Elimination of Violence against Women to 10<sup>th</sup> December – Human Rights Day. The campaign spans these days in order to highlight the link between violence against women and human rights. The 16 Days includes other significant dates such as Human Rights Defenders Day (29<sup>th</sup> November) and World Aids Day (1<sup>st</sup> December) and the anniversary of the Montreal Massacre (6<sup>th</sup> December – which was the event which precipitated the start of the White Ribbon Campaign in Canada where a student shot 6 female students).

## 6. Additional Actions

**Zero limit on sex establishments** – Lap dancing clubs are currently licensed under the Licensing Act 2003. Critics have argued that this regime is too lax for controlling such venues and have called for them to be reclassified as “sex encounter establishments” under earlier (but still current) legislation. Following a consultation with local authorities and in response to widespread public concern at the proliferation of such





# White Ribbon Towns Award Action Plan

clubs, the Government introduced the Policing and Crime Act 2009. As a result, from 6 April 2010, local authorities will be able to require all lap dancing clubs in their area, including existing venues, to apply for a sex establishment license if they want to continue to operate lawfully. Where the new provisions are adopted, local people will then be able to oppose an application for a lap dancing club on the basis that it would be inappropriate given the character of their local neighbourhood.

For further information see the links below.

<https://www.facebook.com/ObjectUpdate>

[www.fawcettsociety.org.uk](http://www.fawcettsociety.org.uk)

**RESPECT Accreditation** – for information and guidance on work with perpetrators and accreditation [www.respect.org.uk](http://www.respect.org.uk)

DRAFT



# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 9

meeting date: THURSDAY, 23 MARCH 2017  
title: MICROCHIPPING OF DOGS  
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
principal author: HEATHER COAR – HEAD OF ENVIRONMENTAL HEALTH SERVICES

## 1 PURPOSE

- 1.1 To inform Members of the powers conferred by the 'Microchipping of Dogs (England) Regulations 2015', made under Section 12 and to seek authority to authorise officers to enforce the Regulations.
- 1.2 Relevance to the Council's ambitions and priorities:
- Community Objectives – To help make people's lives safer and healthier.
  - Corporate Priorities – To enable the delivery of effective and efficient service.
  - Other Considerations – None.

## 2 BACKGROUND

- 2.1 The Microchipping of Dogs (England) Regulations 2015 (2015 Regulations) came into force on 24 February 2015.
- 2.2 From 6 April 2016 pursuant to Regulation 3 of the 2015 Regulations every keeper of a dog must ensure that their dog is microchipped and the dog be registered with an authorised/compliant pet microchip database, such as Petlog.
- 2.3 Regulation 5 of the 2015 Regulations set out the details which are to be included in the database which include:
- full name and address of the keeper;
  - breeds licence number where applicable;
  - contact details for the keeper; and
  - name/sex/breed/colour/DOB/microchip number of the dog.
- 2.4 Regulation 6 sets out the conditions to be met by a database operator.
- 2.5 Regulation 8 imposes a requirement to register the details of any new keeper upon transfer of the dog.
- 2.6 Regulation 9 specifies who may implant the microchip.
- 2.7 Regulation 11(2) provides that "A local authority in whose area a dog is kept may authorise in writing any person ("an Authorised Person") to act for the purpose of enforcing these Regulations in this area".

2.8 Regulation 12 sets out the Council's enforcement powers with regard to the Regulations via its Authorised Persons.

### 3 ISSUES

3.1 In order to assist dog owners and promote the Council's role in enjoying the 2015 Regulations, the Council is running a series of free dog microchipping events this summer, where owners can have their dog chipped free of charge. The events will be open from 11am until 3pm and are being held on:

Thursday, 23 March – Clitheroe Market, the Bullring

Wednesday, 19 April – St Mary's, Sabden

Wednesday, 24 May – Gisburn

Wednesday, 14 June – Mellor Brook Community Centre

3.2 The offer is on the day of the event. No appointment will be needed.

3.3 In order to enforce the 2015 regulations the Council must authorise in writing persons to act on its behalf. Committee is asked therefore to delegate power to the Chief Executive and Head of Environmental Health Services to undertake the requirements of the Act.

### 4 RISK ASSESSMENT

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

- Resources – None. Any income resulting from fines or non-compliance is expected to be minimal.
- Technical, Environmental and Legal – The establishment is a formal legal process.
- Political – The recommendations in this report are an extension of principles already agreed by this Committee.
- Reputation – The enforcement of the Regulations demonstrates that the Council is responding to the concerns of local residents.
- Equality & Diversity – None identified.

### 5 **RECOMMENDED THAT COMMITTEE**

5.1 Authorise the Chief Executive and Head of Environmental Health Services to undertake the requirements of the Act.

HEATHER COAR  
HEAD OF ENVIRONMENTAL SERVICES

MARSHAL SCOTT  
CHIEF EXECUTIVE

### BACKGROUND PAPERS

The Microchipping of Dogs (England) Regulations 2015 (SI 2015 No. 108)

Animal Welfare Act 2006

Clean Neighbourhoods and Environment Act 2005

For further information please ask for Heather Coar extension 4466.

REF: HC/CMS/H&H/23 March 17



## 21 DAY NOTICE SERVED UNDER REGULATION 12(a) MICROCHIPPING OF DOGS (ENGLAND) REGULATIONS 2015

Notice No: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

### Alleged Offender:

I, \_\_\_\_\_, an authorised officer of Ribble Valley Borough Council have reasonable grounds for believing that you are the keeper of the dog described below:

### DETAILS OF DOG IN QUESTION

Name:		DoB:	
Breed:		Microchip no:	
Colour:		Database:	
Sex:			

On \_\_\_\_\_ at \_\_\_\_\_ hrs this dog was scanned for a compliant microchip and found to contravene the Microchipping of Dogs (England) Regulations 2015 due to:

- **No ISO compliant microchip being found in the dog.**
- **The details currently recorded on the relevant microchip database being inaccurate.**

Within 21 days of this notice you are therefore required to:

- **Have an ISO compliant microchip implanted in the dog and register all relevant details with the relevant microchip database operator (see note ii overleaf).**
- **Contact your microchip database operator (stated above) to update your/your pet's details (see note ii overleaf).**

You are required to take these measures by **date 21 days after notice served.**

Certain exemptions exist under the above Regulations. For details of these see note iv overleaf. It is your responsibility to provide the evidence to the authorised officer showing that your dog meets the relevant exemption criteria before the expiration of this notice.

After the above date has passed, should evidence be found that you have **failed** to comply with this notice (unless you have provided evidence of exemptions as above) then an authorised officer has the power to take possession of your dog without your consent. This may be for the purpose of checking whether the dog has been microchipped, or to arrange for the dog to be microchipped. You will be liable for any costs incurred and may also be subject to legal action.

**IT IS AN OFFENCE PUNISHABLE ON SUMMARY CONVICTION BY A FINE NOT EXCEEDING LEVEL 2 ON THE STANDARD SCALE (CURRENTLY £500) TO FAIL TO COMPLY WITH THIS NOTICE OR TO OBSTRUCT AN AUTHORISED OFFICER EXERCISING A POWER MENTIONED ABOVE**

Should you have any questions about this matter you should contact Ribble Valley Borough Council on 01200 425111, quoting the notice number at the top of this page.

Signature of authorised officer: \_\_\_\_\_

Dog Warden Service

**Please read the notes overleaf carefully. If you are not sure of your rights or the implications of this notice, you may want to seek legal advice.**



## Microchipping of Dogs (England) Regulations 2015

### NOTES

- i. In the opinion of the authorised officer you are not complying with the provision of the above legislation. The measures needed to comply are described in the notice overleaf.
- ii. Details that are to be recorded on the database by the database operator are as follows:
  - a. The full name and address of the keeper;
  - b. Where applicable, the fact that the keeper is also the breeder;
  - c. If the keeper is the breeder and is licensed by the local authority under the Breeding of Dogs Act 1973;
    - i. The breeders license number; and
    - ii. The name of the local authority by which they are licensed;
  - d. The original name or identification number given to the dog;
  - e. The contact telephone number (if any) for the keeper;
  - f. The name given to the dog by the keeper; if that is different to the details recorded pursuant to sub-paragraph d);
  - g. The sex of the dog;
  - h. The breed of the dog, or a description if it is a cross-breed;
  - i. The colour of the dog;
  - j. The most accurate estimate of the dog's date of birth which the keeper is capable of giving; and
  - k. The unique number of the microchip implanted in the dog.
- iii. Exemptions: the conditions of this notice shall not apply under the following conditions:
  - a. A veterinary surgeon has certified on a form approved by the Secretary of State that due to the condition of the dog (reasons declared, justified and time period of exemption stated) in their opinion, the dog is not fit to receive a microchip due to the animals health.
  - b. The dog has been certified as a working dog by a veterinary surgeon for the purposes of Section 6 (3) of the Animal Welfare Act 2006.
- iv. If the dog has been imported into the UK within the last 30 days or if the dog is less than 8 weeks old you must provide evidence of that to the Authorised Officer. The regulations must still be complied with, however, the time period will be extended until dog has been in the UK for 30 days or that the dog is 8 weeks old.
- v. If you feel you meet the terms of the exemptions you must provide evidence from a veterinary surgeon on a form approved by the Secretary of State to confirm this.
- vi. You are responsible for ensuring that the dog is microchipped or that you provide the above information before the expiry of the date on the notice.

### RIGHT OF APPEAL

- A. If you, the keeper, disagree with all or part of this notice, you can appeal against the notice to the First-tier Tribunal.

Further information can be found here:  
[www.justice.gov.uk/tribunals/the-general-regulatory-chamber/making-an-appeal](http://www.justice.gov.uk/tribunals/the-general-regulatory-chamber/making-an-appeal).
- B. You have 28 days from the date the notice was sent to you in which to send an appeal to the First-tier Tribunal. It should be sent to First-tier Tribunal at:

General Regulatory Chamber, PO Box 9300, Leicester, LE1 8DJ  
Fax: 0870 7394114  
Email: [grc@htmcts.gsi.gov.uk](mailto:grc@htmcts.gsi.gov.uk)
- C. If you decide to appeal, then the period from when you have lodged your appeal until the appeal has been decided will not count in the computation of the time period specified in the notice for carrying out the microchipping. If the notice is affirmed by the First-tier Tribunal you will be advised of the time period within which you must carry out the microchipping.
- D. In dealing with the appeal, the First-tier Tribunal may affirm the notice (with or without modifications) or cancel the notice.
- E. You should notify the officer serving the notice if an appeal is lodged.

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 13

meeting date: THURSDAY, 23 MARCH 2017  
title: PET SAFE SCHEME  
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE  
principal author: HEATHER COAR – HEAD OF ENVIRONMENTAL HEALTH SERVICES

## 1 PURPOSE

1.1 To inform Members of an initiative that the Dog Wardens are undertaking to ensure short-term care of pets in an emergency.

1.2 Relevance to the Council's ambitions and priorities:

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

## 2 BACKGROUND

2.1 There are a number of vulnerable people within the Ribble Valley ie living alone or with no family nearby. The authority is aware that a lot of these people own pets for companionship.

2.2 The scheme has been an initiative driven by Pendle Borough Council along with Lancashire Constabulary. It was set up after problems arose with people who lived alone being rushed into hospital leaving no-one to care for their animals. Being rushed into hospital is distressing enough without the added worry of who will look after your animals when you are not at home.

2.3 The Pet Safe scheme was developed as a way of making sure people's pets were cared for in case of an emergency. Without such a system in process and if there is no family, it should fall to social care under the Social Care Act 2014 to look after pets. However, this is not easy to sort out in an emergency. The scheme is a way of facilitating an immediate response in the case of emergencies. This allows front line staff of emergency services to contact an emergency pet carer should the need arise, thus alleviating the stress for owners as well as promoting animal welfare.

2.4 The ideas is simple, the form is available to be given out to vulnerable people ie elderly, people living on their own or with no family nearby. They fill in a form with their details, the animals details and the emergency pet carer's details; this bit is key as it ensures that the person who will be contacted is aware that they will be contacted if the owner has to be rushed off to hospital.

2.5 The temporary carer will then ensure the short-term care of the animal until a more permanent provider can be found if the need arises. The forms are to be displayed in the person's property in a prominent place ie fridge door or on a calendar. This way the emergency services going in will know to look for the form if pets are in the property.

- 2.6 Pendle Borough Council has taken the service to another level and created credit card style cards that can be printed off so people can carry them round in their wallet in case something happens to them while they are out.
- 2.7 The Council is also led to believe that in Pendle some pet tags have been made up with the Pet Safe logo on them for easy identification of animals in the scheme and it also allows the emergency services to check if there is a Pet Safe form in the property.
- 2.8 The suggestion was made by Lancashire Constabulary following the multi-agency working with Pendle Borough Council to which they have been entered into an award with the RSPCA due to the recognition that it has gained. The scheme has been well received within Pendle, however it is still in its infancy.
- 2.9 At this moment in time we are looking to adopt the scheme rather than undertake it in conjunction with Pendle.
- 2.10 The scheme costs very little in time or money to do; it is essentially a piece of paper with relevant information displayed on it in the person's property. The Dog Wardens are undertaking a large amount of education within the borough and will be giving out the details of the forms whilst undertaking the presentation.
- 2.11 It is also hoped that we can link up with the NHS in the future, however at the moment the role is primarily with Lancashire Constabulary.
- 2.12 The Dog Wardens will be increasing partnership working with the departments in the Council and outside agencies.

HEATHER COAR  
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT  
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#### BACKGROUND PAPERS

None.

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

REF: HC/CMS/H&H/23 MARCH 17

# RIBBLE VALLEY BOROUGH COUNCIL

## REPORT TO HEALTH AND HOUSING COMMITTEE

INFORMATION
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Agenda Item No 14

meeting date: 23 MARCH 2017  
 title: CAPITAL PROGRAMME 2017/18  
 submitted by: DIRECTOR OF RESOURCES  
 principal author: ANDREW COOK

### 1 PURPOSE

1.1 To inform members of the schemes which have been approved for inclusion in this Committee's 2017/18 capital programme.

### 2 BACKGROUND

2.1 As members will be aware, this Committee proposed a five year capital programme for 2017/18 to 2021/22 at its meeting on 19 January 2017. As it stood at that time the draft capital programme across all the committees was unaffordable. The proposals have since been reviewed by Budget Working Group and Corporate Management Team in order to arrive at an affordable programme for 2017/18 to 2021/22.

2.2 Following recommendation by a special meeting of Policy and Finance Committee on 7 February 2017, Full Council approved the five year capital programme for 2017/18 to 2021/22 on 28 February 2017.

2.3 The Council's overall capital programme for the five year period 2017/18 to 2021/22 totals £5,339,250 for all committees. The total for this Committee is £1,257,000 over the five year life of the programme. £386,000 of this relates to the 2017/18 financial year.

### 3 CAPITAL PROGRAMME 2017/18 – APPROVED SCHEMES

3.1 For this Committee there are three approved schemes in the 2017/18 capital programme, totalling £386,000. These are shown in the table below.

Scheme	Budget for 2017/18 £
Disabled Facilities Grants ( <i>budget to be confirmed when 2017/18 final grant allocation is notified</i> )	<b>161,000</b>
Landlord/Tenant Grants	<b>50,000</b>
<b><u>Budget moved from 2016/17</u></b>	
Clitheroe Market Improvements ( <i>scheme currently on hold</i> )	<b>175,000</b>
<b>Total - Health and Housing Committee</b>	<b>386,000</b>

3.2 The Disabled Facilities Grants scheme is funded by a yearly grant allocation from the government and has been included at an indicative value of £161,000. The final scheme budget will be set to match the actual government grant funding received in-year, when it is notified to the Council.

- 3.3 The Clitheroe Market Improvements scheme was initially approved in 2015, before the proposed Clitheroe Market re-development plans were announced. The Clitheroe Market Improvements scheme is currently on hold, awaiting final plans for the Clitheroe Market re-development, and the £175,000 scheme budget has been moved from 2016/17 to 2017/18. Updated plans for the scheme budget will be reported to members at a future Health and Housing Committee meeting.
- 3.4 The detailed information for each scheme is shown in **Annex 1**.
- 3.5 During the closure of our capital accounts there may be some slippage on schemes in the current year, 2016/17. One of the tasks of the Budget Working Group will be to review any requests for slippage on capital schemes within the 2016/17 capital programme. A report will be brought to this Committee at a future meeting, giving details of any slippage.
- 3.6 Responsible officers will complete and update capital monitoring sheets for each scheme, which will be reported quarterly to members to give an indication of progress.
- 4 CONCLUSION
- 4.1 This Committee has a capital programme for 2017/18 of £386,000. The programme consists of three schemes.
- 4.2 The Disabled Facilities Grants scheme budget will be confirmed when the 2017/18 final grant allocation is notified to the Council.
- 4.3 The Clitheroe Market Improvements scheme is currently on hold, awaiting final plans for the Clitheroe Market re-development.
- 4.4 Any slippage on schemes in the 2016/17 capital programme will be added onto the 2017/18 capital programme.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH5-17/AC/AC  
9 March 2017

For further background information please ask for Andrew Cook.

BACKGROUND PAPERS – None

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# Disabled Facilities Grants

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**Service Area: Housing**

**Submitted by: Colin Hirst**

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**Brief Description of the Scheme:**

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

**Revenue Implications:**

None.

**Timescale for Completion:**

The Disabled Facilities Grants budget operates throughout the financial year.

**Any Risks to Completion:**

- The population age of Ribble Valley occupants is increasing and therefore demand for the service will continue, but with finite resources.
- The scheme is dependent on the level of funding awarded by the government.

**Capital Cost:**

<b>2017/18</b> £
161,000

*Please Note: The value above is indicative only and the final scheme value will be set to match the actual government grant funding received in year. Notification of the 2017/18 allocation is expected in March or April 2017.*

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

To help make people's lives safer and healthier.

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# Landlord/Tenant Grants

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**Service Area: Housing**

**Submitted by: Colin Hirst**

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**Brief Description of the Scheme:**

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.

**Revenue Implications:**

None.

**Timescale for Completion:**

The Landlord/Tenant Grants budget operates throughout the financial year.

**Any Risks to Completion:**

Potential for over demand for the scheme.

**Capital Cost:**

<b>2017/18</b> <b>£</b>
50,000

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

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

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# Clitheroe Market Improvements Scheme

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**Service Area: Regeneration and Clitheroe Market**

**Submitted by: Colin Hirst**

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## NOTE

The Clitheroe Market Improvements scheme was initially approved in 2015, before the proposed Clitheroe Market re-development plans were announced. The Clitheroe Market Improvements scheme is currently on hold, awaiting final plans for the Clitheroe Market re-development, and the £175,000 scheme budget has been moved from 2016/17 to 2017/18.

Updated plans for the scheme budget will be reported to members at a future Health and Housing Committee meeting.



# HEALTH & WELLBEING PARTNERSHIP

## Meeting Date: Monday, 5 December 2016 at 4.30pm

PRESENT:	Councillor B Hilton – Chairman	Phil Mileham
	Councillor S Brunskill	Kirsty Hamer
	Councillor M Fenton	Colin Hirst
	Councillor M Robinson	Joseph Hildred
		Mark Beveridge

	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>There were no apologies. The Chairman remarked on her disappointment at the lack of apologies from those Members unable to attend.</p>	
3	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 16 May 2016 were approved as a true record. There were no matters arising.</p>	
4	<p><u>Matters Arising</u></p> <p>Bridget reported on the transfer of services at Calderstones Hospital, which is now the Whalley site of MerseyCare NHS Foundation Trust. The ongoing policy of the Department of Health is to close long term learning disability hospitals with residents/service users returning home where possible. There was discussion about the possible housing issues and demands that could arise in the Ribble Valley for local service users, or for others who had no other home base to which to return.</p> <p>There was further discussion about the future of the site, if services were to be relocated. Colin reported on the commercial approach taken by NHS Estates. It was reported that the Chief Executive of the Board of MerseyCare NHS Trust was keen to meet the Leader and Chief Executive of Ribble Valley Borough Council to consider the future of the facility.</p> <p>Kirsty remarked on the need to consider Continuing Health Care Provision for service users.</p>	
4	<p><u>Children's' Services in the Ribble Valley</u></p> <p>Mark Beveridge, the Head of Cultural and Leisure Services at Ribble Valley Borough Council and Safeguarding Lead for the Council, gave a presentation on the District Council's involvement in the children's services.</p> <p>LCC are the main authority for Social Services and for protection of children and young people from harm caused by neglect or abuse. The District Council can come into contact with children or young people in their housing or leisure provision capacity, and very occasionally refer safeguarding issues to Social Services.</p> <p>Mark chaired the Hyndburn, Ribble Valley and Rossendale Children's</p>	

	<p>Partnership Board, which was one of five boards across the county which feed into the countywide Young People's Board. The county board had District Council representation as well as a number of other agencies, and experienced some difficulty due to the regular changes of county staff involved.</p> <p>At the local level, there was a misconception that Ribble Valley had relatively few problems, but there were significant issues with regard to substance abuse (both drugs and alcohol) and isolation. The fact that Ribble Valley Borough Council did not make many referrals may reflect the relative lack of contact with children in the provision of district services.</p> <p>Mark reported that the local board does not receive information on the number of cases in each district, as there was a risk that the subject or the victim might be identified.</p> <p>Concern was expressed about the lack of information available, and the risk that there were hidden issues.</p> <p>Stella raised the possibility that Ribble Valley Borough Council establish its own safeguarding strategy across all Committees.</p> <p>It was agreed to invite Sue Moore of Lancashire Care NHS Foundation Trust to the next meeting, to give a presentation on children's services in the Ribble Valley, and to profile what is happening with children's services generally.</p>	SB
5	<p><u>The Ribblesdale Community Partnership – Plans to develop a multi-specialty community provider</u></p> <p>Phil gave a presentation on the evolving initiative to try to arrange for all providers to coordinate.</p> <p>Currently, East Lancashire CCG is charged with organising services across East Lancashire, largely for adults, but drawing on hospital trusts, Lancashire Care NHS Foundation Trust (children and mental health issues) and district and county councils.</p> <p>Work was taking place to establish a Ribblesdale Community Partnership, working with GPs, hospital trusts and mental health services, for all to meet and avoid there being barriers in the provision of care.</p> <p>The Ribblesdale locality, with its population of 38,000 comprised of the practices in Clitheroe, Whalley and Slaidburn, is an ideal size and the CCG was keen to establish this area as a pilot. At this stage, the participants were a group of willing partners, but not an accountable organisation and were not yet at the stage of pooling budgets or entering into formal agreements. As 'a partnership board' they would be a strategy group incorporating hospitals, Lancashire Care NHS Foundation Trust, Social Services, the CVS, Ribble Valley Borough Council and GPs. Although not currently part of the scheme, consideration could be given to the incorporation of children's services within the remit of the partnership.</p> <p>It was agreed that Phil and Kirsty be invited to Health and Housing Committee of Ribble Valley Borough Council to make a presentation on the partnership.</p>	SB

	<p>Bridget put forward the idea that there should be Community Health Champions in the Ribble Valley. These could be Ward Councillors, or interested members of the community. Maureen suggested that there should be a role definition, supported by examples of those who might benefit, and Bridget agreed to produce this.</p>	BH
6	<p><u>Health and Wellbeing Board Update</u></p> <p>Bridget reported that there was to be one Pan Lancashire Board (including Blackburn with Darwen, Blackpool and South Cumbria) which was fed into from five partnerships: Ribble Valley was in the Pennine Partnership. The Chair of each partnership was to be on the Pan Lancashire Board.</p> <p>She reported on the financial issues facing Lancashire County Council, who were using reserves and who had had £4m taken from their public health budget. Mary remarked on the consequences of the lack of social care provision – this created difficulty in arranging discharge from hospital which led to bed blocking, that could feed back to ambulances being delayed awaiting beds for emergency admissions.</p> <p>Bridget identified the financial gap which could arise by 2021, with the ageing British population and fewer young people contributing to the economy. There was a shortfall of clinicians with one third of doctors scheduled to retire within 3-5 years. In general, Lancashire was not perceived as a good place for doctors to work.</p>	
7	<p><u>Lancashire Health Scrutiny Committee Update</u></p> <p>Bridget reported on the closure of Chorley accident and emergency department, due to recruitment problems and not financial issues. This had caused problems for neighbouring A&amp;E departments. The current proposal was to reopen Chorley on a limited basis.</p> <p>She also reported on an initiative over three CCGs to stop prescribing various items for various conditions. This included paracetamol, head lice treatment and gluten free food. This initiative could save £850,000 per year over the three CCGs.</p>	
8	<p><u>Ribble Valley Borough Council Audit of Services – Pennine Lancashire District Offer</u></p> <p>Colin reported that, in general, Ribble Valley was in a fortunate position with the establishment of the Ribblesdale Community Partnership pilot. Throughout Pennine Lancashire, there were reviews what district councils could offer.</p> <p>With this in mind, Joseph had been auditing what Ribble Valley Borough Council currently do which is linked to public health. He circulated a draft of a Health Audit, incorporating an action plan. It was stressed that this was a work in progress, which would later feed into a delivery plan.</p> <p>Bridget reiterated the need for early intervention and prevention programmes.</p> <p>Phil remarked that the Living Well Ageing Well Action Plan had been updated 12 months previously, and could be considered as part of this piece of work.</p>	

	<p>Colin remarked that, unfortunately, Lancashire County Council is often a missing element in bringing forward the audit as officers are often unable to attend and their resource is getting more stretched.</p> <p>There were five sections in the audit, representing the different aspects of being healthy and well. These features were economic wellbeing, mental wellbeing, physical wellbeing, personal wellbeing and community wellbeing. In respect of each feature, Joseph was analysing how the Council services could contribute to the desired outcome, and the impact of the Council's work.</p> <p>The work will be reported to Health and Housing Committee as soon as possible.</p>	
9	<p><u>Date of Future Meetings</u></p> <p>The next three meetings were agreed to take at:</p> <p>4.30pm on Monday, 30 January 2017  4.30pm on Monday, 27 March 2017  4.30pm on Monday, 22 May 2017</p>	
	<p>The meeting closed at 6.20pm</p>	

# HEALTH & WELLBEING PARTNERSHIP

## Meeting Date: Monday, 30 January 2017 at 4.30pm

PRESENT:	Councillor B Hilton – Chairman	Colin Hirst
	Councillor S Brunskill	Joseph Hildred
	Councillor P Elms	
	Councillor M Fenton	
	Councillor S Hore	
	Councillor K Hind	
	Councillor M Robinson	

	AGENDA ITEM	ACTION
1	<p><u>Welcome</u></p> <p>The Chairman welcomed those present to the meeting.</p>	
2	<p><u>Apologies</u></p> <p>Apologies were received from Kirsty Hamer, Chris Lee, Phil Mileham and Marshal Scott.</p>	
3	<p><u>Minutes</u></p> <p>The minutes of the meeting held on 5 December 2016 were approved as a true record. Members were advised that a representative of Lancashire Care NHS Foundation Trust was to be invited to the meeting on 27 March 2017 to give a presentation on Children's Services. Colin reported that it was intended that the Public Health Audit should be reported to the March meeting of the Health and Housing Committee, and that this links into the Pennine Lancashire Social Movement for Health.</p>	
4	<p><u>Lancashire Health and Wellbeing Board Update</u></p> <p>Bridget reported on developments regarding better care funding. Currently Ribble Valley are accessing this well through the Disabled Facility Grants Scheme. Colin reported that Chorley Borough Council are revisiting their policies and approach to Disabled Facility Grants. Ribble Valley current receive infrequent referrals from Occupational Therapists, possibly due to the impact of means testing. Chorley are considering possible approaches to avoid or reduce the impact of means testing. Colin would report on any developments to Health to Housing Committee.</p> <p>Bridget reported that she was to attend a meeting with the Leader, several Directors and the Solicitors for Lancashire County Council to consider how the Pan Lancashire Health and Wellbeing Board should be set up, and how it should communicate with District Councils. This would be a board consisting of 50/60 people from Lancashire County Council, Blackpool, Blackburn with Darwen, South Cumbria and all the Lancashire District Councils. This would be comprised within the Sustainability and Transformation Plan which would be the blueprint for organisation of the NHS.</p>	
5	<p><u>Lancashire Health Scrutiny Committee Update</u></p> <p>Bridget reported that the Sustainability and Transformation Plan (STP) will have 5 footprints, with Ribble Valley being in the Pennine Lancashire footprint. Each would have its own Local Delivery Plan (LDP) within the</p>	

STP. It was hoped that these would be in place by May 2017. Currently the East Lancashire Health and Wellbeing Partnership is chaired by Bridget, but Blackburn with Darwen on becoming part of Pennine Lancashire, may seek to chair.

There was discussion of rural issues that arise, as well as those affecting urban areas, and the importance of promoting means of addressing rural issues.

Under the current proposal, those Ribble Valley residents who fall in the Blackburn CCG area would be incorporated within Pennine Lancashire. However, Longridge residents and others in the Central Lancashire CCG area (about 11,000 residents in total) would be outside Pennine Lancashire.

Bridget reported on the presentation to the Health Scrutiny Committee meeting on 10 January 2017, which included a presentation informing the Committee with regard to the development of the LDP with particular reference to the Pennine Lancashire area. Three major gaps had been identified in the system of care, being health and wellbeing, care and quality and finance and efficiency. In addition, 8 priority work streams had been identified which were:

- a) prevention;
- b) primary care transformation;
- c) regulated care sector;
- d) urgent and emergency care;
- e) acute and specialised care;
- f) children and young people's mental health;
- g) learning disabilities; and
- h) mental health transformation.

The Scrutiny Committee had been informed that the Pennine Lancashire LDP would focus around "Me and My Family" and provision of more care in the community.

Members discussed particular issues that arise for sections of the community who are not able to or who have not registered with a general practitioner for primary health care. Members also felt that wider engagement in this respect could be achieved by Ribble Valley Councillors becoming "Health Champions" or "Wellbeing Champions". Comments were also made on the increase in demand for services and expectations of residents, and the need for Government to educate people on what was achievable.

Bridget considered that the STP provided building blocks, although the reality of the scheme may take 5 years to achieve. Consideration needed to be given to integration into an action plan focussing on health care and not hospital care, with the possibility of pooled budgets and community infrastructure for health and social care.

Consideration had also been given at the Health Scrutiny Committee as to how the combined authority arrangements might fit in with the STP.

Budget reported on the problems for accident and emergency facilities in Chorley, which were still not available 24 hours a day. Problems were not financial but arose in recruiting suitable and sufficient staff.

There was discussion of whether Ribble Valley could promote Lancashire

	<p>as an attractive place to live and work.</p> <p>There was further discussion on NHS issues, including the need to educate future generations on what could be reasonably expected.</p>	
6	<p><u>Consultation on Calderstones Hospital</u></p> <p>Health and Housing Committee had endorsed consideration by this Partnership of the consultation document issued by NHS England on the options for the closure of Calderstones – now part of MerseyCare NHS Trust. The Partnership was to formulate a response on the part of the Council for submission by the Chief Executive in consultation with the Chair of Health and Housing Committee. The response was due by the end of February 2017.</p> <p>Members considered the options advanced and the current views on the provision of care for people with learning disabilities. They took the view that it was appropriate to agree the preferred option of NHS England for complete closure of the Whalley site.</p> <p>There was discussion on the use of the site with expression of the desirability of use for health or social care – possibly a dementia village. The Head of Regeneration and Housing would draw together response reflecting the discussion and circulate prior to submission.</p>	
7	<p><u>Pennine Lancashire Social Movement for Health</u></p> <p>Colin reported on this initiative. A number of the issues were already being addressed in the Ribble Valley by the Luncheon Clubs, Healthy Lifestyles Team and the Village Hall network. This initiative had been instigated by the Pennine Lancashire Transformation and Prevention Group. In practice, Ribble Valley are already carrying out much of this work. Colin would arrange for circulation of the paper.</p>	
8	<p><u>Health Champions</u></p> <p>Bridget reported on a presentation by The King's Fund in 2016, whereby acting as Health Champions would be an enhanced role for Councillors. Colin considered whether this initiative could link into other items on agendas.</p> <p>There was discussion about the desirability for there to be more specific information of the role with examples of the actions that could be supported and promoted by Ward Councillors.</p> <p>It was considered that development of the process could be advanced by workshops, to be organised by Colin and Joseph.</p>	
	<p>The meeting closed at 5.45pm</p>	