

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **HEALTH & HOUSING COMMITTEE** is at **6.30pm** on **THURSDAY, 7 SEPTEMBER 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 25 May 2017 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

FOR DECISION

- ✓ 5. Health and Safety Intervention Plan 2017/18 – Report of Chief Executive – copy enclosed.
- ✓ 6. Christmas Market – report of Chief Executive – copy enclosed.
- ✓ 7. New Affordable Housing Tenure Options – report of Chief Executive – copy enclosed.
- ✓ 8. Revision of the Strategic Housing Working Group Terms of Reference – report of Chief Executive – copy enclosed.

- ✓ 9. Update on Disabled Facilities Grant Policy Amendments – report of Chief Executive – copy enclosed.
- ✓ 10. Capital Monitoring 2017/18 – report of Director of Resources – copy enclosed.

FOR INFORMATION

- ✓ 11. Dog Waste Bag Initiative – report of Chief Executive – copy enclosed.
- ✓ 12. Dog Warden Service Review – report of Chief Executive – copy enclosed.
- ✓ 13. Working in Partnership with The Dogs Trust – Update – report of Chief Executive – copy enclosed.
- ✓ 14. 2016/2017 Year End Performance Information – report of Director of Resources – copy enclosed.
- ✓ 15. Revenue Outturn 2016/17 – Report of Director of Resources – copy enclosed.
- ✓ 16. Revenue Monitoring 2017/18 – Report of Director of Resources – copy enclosed.
- ✓ 17. Minutes of Health and Wellbeing Partnership of 6 July 2017 – copy enclosed.
- 18. Reports on Representatives on Outside Bodies (if any).

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

FOR DECISION

- ✓ 19. Request to Waive DFG Repayment – report of Chief Executive – copy enclosed.

FOR INFORMATION

- 20. DCLG Domestic Violence Grant Award – report of Chief Executive – copy enclosed.
- 21. General Report – Grants – report of Chief Executive – copy enclosed.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 5

meeting date: THURSDAY, 7 SEPTEMBER 2017
 title: HEALTH AND SAFETY INTERVENTION PLAN 2017/2018
 submitted by: CHIEF EXECUTIVE
 principal author: HEATHER BARTON - HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To consider and approve the Ribble Valley Borough Council's Health and Safety Intervention Plan 2017/2018.

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

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

1.3 Relevance to the Council's ambitions and priorities

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

2 BACKGROUND

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

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

3 ISSUES

3.1 Attached as an Appendix to this report is a recently completed annual Health and Safety Intervention Plan in relation to Ribble Valley Borough Council.

- 3.2 I am pleased to report again that we have received no complaints against the delivery of the service.
- 3.3 A copy of the Health and Safety Intervention Programme will also be placed on the Ribble Valley Borough Council website for reference purposes in the 'Environmental Health' section.
- 3.4 It is believed appropriate for the programme to be submitted to the relevant Members forum for approval to ensure local transparency and accountability.

4 RISK ASSESSMENT

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

- Resources – There are no immediate implications but Committee is asked to recognise the ongoing demands on the service. Resources allocated to the Health and Safety role may be sacrificed to deal with other pressing public health priorities ie private water supply work, food safety proactive and reactive work.
- Technical, Environmental and Legal – There are no environmental or legal implications. Failure to provide this document contravenes Health and Safety Executive requirements. This is also an essential performance management and review document.
- Political – This document confirms the Council's intended service provision in relation to this important statutory function.
- Reputation – This document meets this Council's obligations in relation to producing an obligatory annual Health and Safety Service Plan in accordance with national framework.
- Equality & Diversity – N/a

5 RECOMMENDED THAT COMMITTEE

5.1 Approve the Ribble Valley Borough Council Health and Safety Intervention Plan 2017/18 for implementation in the current financial year.

HEATHER BARTON
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

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

BACKGROUND PAPERS

Local Authority Circular (LAC 67/2 (rev 6)
Section 18(4) of the Health and Safety at Work Etc. Act 1974 which places a duty on Local Authorities to make adequate provision for the enforcement of Health and Safety



Health & Safety Intervention Plan 2017/18

RIBBLE VALLEY BOROUGH COUNCIL

CHIEF EXECUTIVES DEPARTMENT

ENVIRONMENTAL HEALTH SECTION

**HEALTH & SAFETY INTERVENTION PLAN
2017/18**

Aug 2017

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1. Service Aims and Objectives

1.1 Aims and Objectives

Departmental Aims

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

Service Objectives

- Ensure the health, safety and welfare of people at work and also to protect society from such activities through the proportionate enforcement of legislation, the provision of advice to members of the community and training and information to operators of local businesses and their employees, and to:
- To move to a lighter touch approach concentrating on higher risk businesses, tackling serious breaches of the regulations and to carry out an annual programme of 'higher risk' health and safety interventions in accordance with Local Authority Circular (LAC 67/2 (rev 6) is guidance under Section 18 Health and Safety at Work etc Act 1974 and the National Local Authority Enforcement code.
- Investigate notified accidents reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR) in accordance with HSE guidance;
- To investigate complaints within service target response times (2 working days) contained within the Council's Environmental Health Plan and to take appropriate action in accordance with the Council's Health and Safety Enforcement Policy, HSE and HELA Guidance;
- To give due consideration to act as "Primary Authority" to any businesses originating within the borough of Ribble Valley and to undertake lead authority enquiries referred by other agencies;
- Undertake the annual inspection programme with targeted promotional advice and educational initiatives, together with providing information and advice on health and safety to businesses. In particular, to encourage effective management structures and policy are in place by businesses to embrace the culture of health and safety to manage risk and to increase information to small businesses in a form that is both accessible and relevant to their needs

1.2 The Council's Vision

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

The Council's overarching corporate priority is 'to ensure a well-managed Council providing efficient services based on identified customer needs'. Environmental Health activity is driven by 3 of the 4 Council's ambitions, namely:

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

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

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

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

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

2. Key Objectives and Policy Statements

Links to Sustainable Community Strategy

- To improve the health of people living and working in our area
- To encourage economic activity to increase business and employment opportunities
- To support the regeneration of Market Towns as sustainable service centres
- To support the priority outcomes of the Strategic Health Improvement Group within the Ribble Valley Local Strategic Partnership (LSP)
- To seek continuous improvement
- To treat everyone equally and ensure access to services is available to all

Links to annual ‘Corporate Strategy’

Corporate Perf & Imp.Plan

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

To encourage the adoption of healthy lifestyles in the local community

Service Committee Policies

Health & Housing Committee:

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

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

Health Prevention Strategy:

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

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

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

The Council produces an annual Corporate Strategy.

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

Service development history

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

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

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

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

3. Background

3.1 Profile of the Local Authority

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

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

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

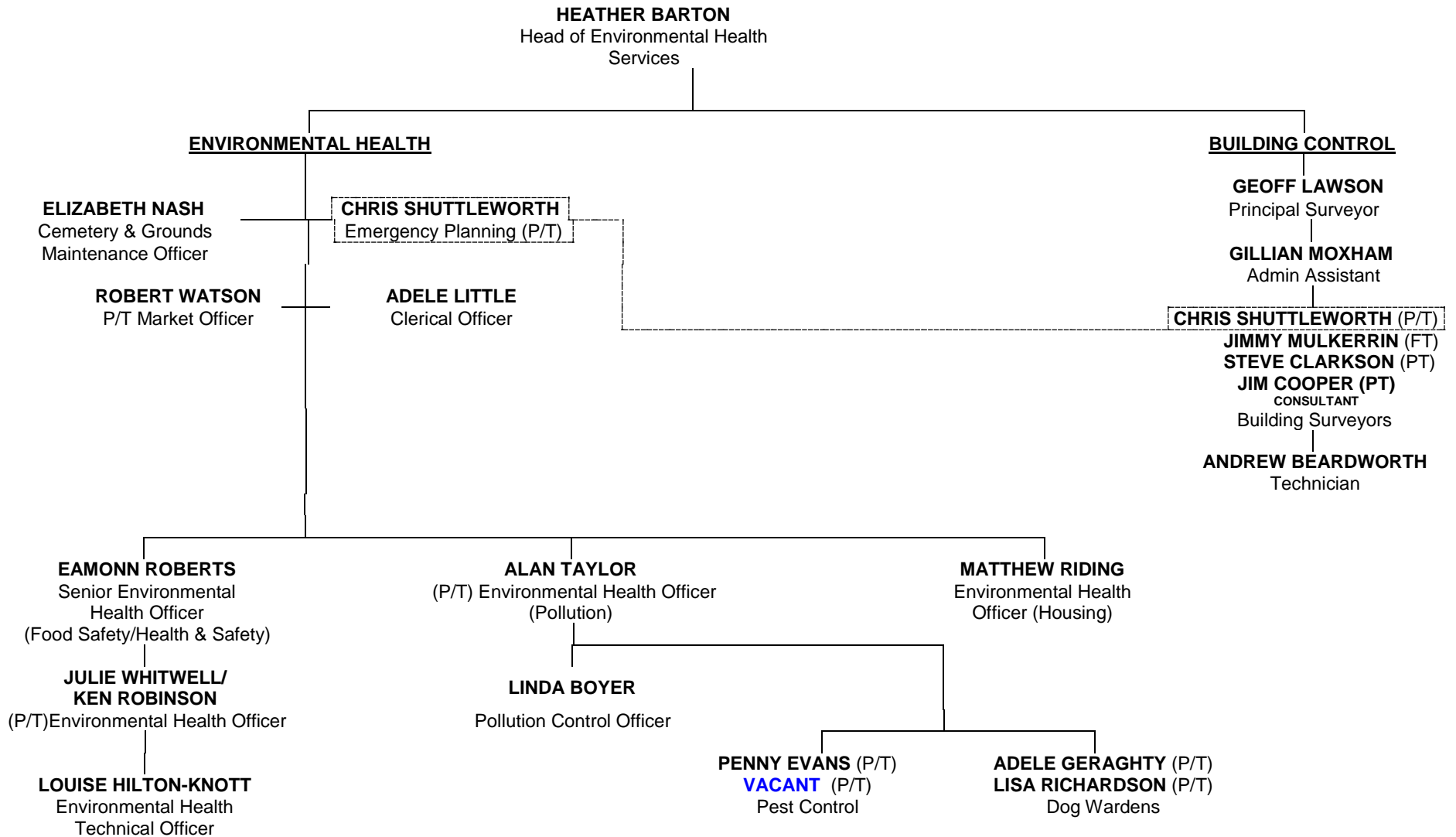
The Borough has a mixed economy, with good employment opportunities and a consistently low rate of unemployment. Given the rural nature of the area it is not surprising that agriculture is a primary employer through the District. Large manufacturing activity is represented by several major national and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

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



POLITICAL MAKE-UP OF THE BOROUGH

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

4. Service Structure



<p>4.1 Political Arrangements</p>	<p>Health and Safety falls under the terms of reference of the Health & Housing Committee. The Health & Safety Intervention Plan will be reported to the Council's Health & Housing Committee for approval and adoption.</p>												
<p>4.2 Provision for Specialist Services</p>	<table border="0"> <tr> <td data-bbox="590 240 968 308"> <p>'Chemical' Analytical Service</p> </td> <td data-bbox="978 240 2030 308"> <p>Lancashire County Council Public Analyst plus specialist service providers as necessary</p> </td> </tr> <tr> <td data-bbox="590 313 968 381"> <p>Legionella/Microbiological Examiner</p> </td> <td data-bbox="978 313 2030 381"> <p>Food Water and Environmental Microbiology Services York</p> </td> </tr> <tr> <td data-bbox="590 386 968 479"> <p>Public Health Advice</p> </td> <td data-bbox="978 386 2030 479"> <p>National Infectious Disease Centre and Public Health England CHP/DPH – Consultant in Communicable Disease Control/Director of Public Health, Public Health England.</p> </td> </tr> <tr> <td data-bbox="590 483 968 576"> <p>Enforcement Liaison Officer Occupational Medical Advice</p> </td> <td data-bbox="978 483 2030 576"> <p>Health & Safety Executive, Employment Medical Advisory Service (EMAS) (Contact through Health & Safety Executive)</p> </td> </tr> <tr> <td data-bbox="590 581 968 641"> <p>L A Sector Enforcement Guidance</p> </td> <td data-bbox="978 581 2030 641"> <p>Health & Safety Executive/Local Authority Enforcement Liaison Committee (HELA)</p> </td> </tr> <tr> <td data-bbox="590 646 968 678"> <p>Accident Prevention Advice</p> </td> <td data-bbox="978 646 2030 678"> <p>Royal Society for the Prevention of Accidents (ROSPA)</p> </td> </tr> </table>	<p>'Chemical' Analytical Service</p>	<p>Lancashire County Council Public Analyst plus specialist service providers as necessary</p>	<p>Legionella/Microbiological Examiner</p>	<p>Food Water and Environmental Microbiology Services York</p>	<p>Public Health Advice</p>	<p>National Infectious Disease Centre and Public Health England CHP/DPH – Consultant in Communicable Disease Control/Director of Public Health, Public Health England.</p>	<p>Enforcement Liaison Officer Occupational Medical Advice</p>	<p>Health & Safety Executive, Employment Medical Advisory Service (EMAS) (Contact through Health & Safety Executive)</p>	<p>L A Sector Enforcement Guidance</p>	<p>Health & Safety Executive/Local Authority Enforcement Liaison Committee (HELA)</p>	<p>Accident Prevention Advice</p>	<p>Royal Society for the Prevention of Accidents (ROSPA)</p>
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<p>Accident Prevention Advice</p>	<p>Royal Society for the Prevention of Accidents (ROSPA)</p>												
<p>4.3 The Scope of the Environmental Health Section's Health & Safety Service</p>	<p>As a District Council, this Authority is responsible for health and safety enforcement in most offices, shops, warehouses, catering premises, residential care homes and places of worship as prescribed by the Health & Safety (Enforcing Authority) Regulations 1998.</p> <p>Health and safety enforcement in heavy industrial premises, mines, factories, agricultural activities and local authority operated premises is the responsibility of the Health & Safety Executive.</p> <p>Within the Chief Executives Department the Environmental Health Section also delivers the following services alongside health and safety.</p> <table border="0"> <tr> <td data-bbox="590 1044 1255 1320"> <ul style="list-style-type: none"> • Food Safety • Housing standards • Local Authority Air Pollution Control (LAAPC/IPPC) • Air Quality Review • Nuisance Complaints • Management of Clitheroe Market • Emergency Planning </td> <td data-bbox="1287 1044 2030 1320"> <ul style="list-style-type: none"> • Clitheroe Cemetery • Infectious Disease Investigation • Pest Control & Dog Warden Services • Animal Welfare Licensing • Building Control • Smokefree Workplace • Beauty Treatments licensing </td> </tr> </table>	<ul style="list-style-type: none"> • Food Safety • Housing standards • Local Authority Air Pollution Control (LAAPC/IPPC) • Air Quality Review • Nuisance Complaints • Management of Clitheroe Market • Emergency Planning 	<ul style="list-style-type: none"> • Clitheroe Cemetery • Infectious Disease Investigation • Pest Control & Dog Warden Services • Animal Welfare Licensing • Building Control • Smokefree Workplace • Beauty Treatments licensing 										
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4.4 Service Delivery Points	<p>Environmental Health Section Chief Executives Dept. Council Offices, Church Walk CLITHEROE Lancashire BB7 2RA Email environmental.health@ribblevalley.gov.uk</p>	<p> (01200) 425111 (switchboard)  (01200) 414464 (direct) Fax: (01200) 414487 Web Site: www.ribblevalley.gov.uk Opening Hours: 08.45 – 17.00 Monday – Friday</p>	<p>Out of Hours: Emergency Service available by contacting 01200 444448</p>
4.5 Demands on the Environmental Health Section	<p>There are ongoing significant demands on the environmental health service in relation to the issues of dealing with food safety, nuisance complaints, maintaining a clean environment, noise control, animal welfare, pest control, licensed premises, emergency planning, Housing standards, and protecting the interests of the local community.</p> <p>In relation to health and safety, the area contains a mix of office, wholesale, retail, residential care homes and catering premises. Catering/hotels and wholesale/retail are the dominant sectors within this mix. The businesses are predominantly small to medium sized establishments.</p> <p>The borough has a relatively normal cross-section of health and safety businesses but has a significant number of residential care homes, caravan sites, industrial unit warehousing, 'large' outdoor events and golf courses which, by their nature, are relatively high risk, complex and resource intensive.</p>		
4.6 Enforcement Policies	<p>Corporate adoption of the Enforcement Concordat – 2000 Health & Safety Enforcement Policy Environmental Health General Enforcement Policy</p>		

5. Service Delivery

5.1 Health & Safety Premises Inspections & Interventions

It is Ribble Valley Borough Council's policy to carry out interventions at all premises which are identified as 'high risk'.

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

Interventions in the form of proactive inspections and/or advisory campaigns will be undertaken where resources allow, in line with HSE 'National Priorities' focusing on

- improving the management of health and safety in businesses,
- Construction in LA enforced premises,
- explosion caused by LPG,
- control of E.coli/cryptosporidium at farm visitors centres or similar,
- welfare facilities for delivery drivers,
- fatalities & injuries resulting from falls from height from fragile roofs,
- industrial diseases (cancer/deafness/respiratory diseases especially silicosis and asbestosis),
- carbon monoxide poisoning and gas safety in commercial premises,
- violence at work.
- Beverage gasses in the hospitality industry

Please see appendix 1 for the 2017-18 local and national initiatives.

5.2 Primary Authority Arrangements

The Authority has not been approached by and is not aware of any local company expressing an interest in entering into a Primary Authority Arrangement with The Council for health and safety control.

5.3 Advice to Business

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

5.4 Accident/Dangerous Occurrence Investigation	<p>The general policy of Ribble Valley Borough Council is to assess and investigate 'as appropriate' reportable accidents and dangerous occurrences as a matter of urgency but at least within 2 working days. This area of work has increased significantly and involves considerable investigative work and remains at approximately 41 per year. Over the last several years there have been two investigations into fatalities, and an accident which resulted in the paralysis of a horse rider at a local riding school. These can be complexed and time consuming especially where evidence is required in the Coroners Court.</p>
5.5 Liaison with other Organisations	<p>The Authority participates in the following liaison groups related to health and safety issues in order to ensure that enforcement action taken within the Borough of Ribble Valley is consistent with those of neighbouring local authorities:</p> <ul style="list-style-type: none"> • Environmental Health Lancashire (EHL) – Health & Safety Officer Sub-Group (HASOG)
5.6 Health & Safety Promotion	<p>The Authority will seek to be involved in the following promotional/training activities in relation to health, safety and welfare at work:</p> <p>Training Courses: EH Lancs/ Health and Safety Officer Group initiatives Foundation Health & Safety Courses – referred to Lancashire County Council Education Service/Local Colleges</p>
5.7 Health & Safety Training for Officers	<p>The general aim is to provide adequate relevant officer training to achieve and maintain required officer competence levels, this will be achieved within an allowance of 20 hours per Officer each year to attend ad-hoc training seminars. Specific additional training is provided to address needs identified within the Officer annual appraisal system and Regulator Development Needs Assessments (RDNA), subject to course availability and within available resources.</p>
5.8 Staffing Allocation	<p>The approximate resources which will be designated for the delivery of the Health and safety aspect of this service is 0.5 FTE</p> <p>In line with Committees previous agreement, Food Safety will continue to be given overall priority. In the event of the need to redeploy resources in the event of a serious accident investigation/fatality, Members will be duly informed.</p>

6. Analysis of Present Position

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

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

7. Quality Systems	It is our policy to carry out all areas of health and safety service delivery in accordance with our Health & Safety documented procedures.
7.1 Review	
7.2 Review Against the Service Plan	The service performance indicators will be reviewed quarterly and reported to members. The review will link into the annual budgetary process and the review of any Performance Plans. Performance monitored monthly and quarterly by management review of progress.
7.3 Annual Performance	<p>In 2016-17:-</p> <ul style="list-style-type: none"> • 49 service requests were recorded of which 47 of 49 (96%) were actioned within the target response time of 2 working days in accordance with the Environmental Health Plan. • 26`Notified Accidents at work' were received all of which (100%) were reviewed and where appropriate investigated. • Considerable involvement was required with a number of outdoor events • There was a complexed investigation into a case of Legionnaires disease linked to the poor control of a hot water system at a local caravan site complex. • 34 health and safety visits were made and 1 improvement notice was served.
7.4 Complaints against service delivery	<ul style="list-style-type: none"> • In the year 2016/17 there has been no complaints received about the health and safety enforcement activity.

Appendix 1. Health and Safety Regulation Team National and Local Initiatives 2017/18

Hazards	High Risk Sectors	High Risk Activities	Justification for Initiative	Notes and enforcement expectation	Lead officer	Estimated Number of Premises and Timescale when project to run
E.coli/Cryptosporidium infection especially in children	Interventions at open farms/animal visitor attractions	Awareness of E coli/Crypto promoted & control measures implemented in these establishments or attractions.	National priority. Godstone Farm Outbreak in 2009. List of activities/sectors suitable for targeting proactive inspection	Guidance and training material for inspectors produced. Enforcement strategy agreed.	Eamonn Roberts	1 (Bowland wild boar park)
Fatalities/injuries resulting falls from height	All premises. To be raised as a matter of evident concern if observed.	Work at height on fragile roofs/materials, small scale repairs, gutter cleaning.	National priority	Guidance and training material for inspectors produced. Topic Inspection Packs available. Enforcement strategy agreed.	Eamonn Roberts	01.04.17-31.03.18
Industrial Diseases (Occupational respiratory diseases)	All premises. To be raised as a matter of evident concern if observed.	Exposure to respirable crystalline silica (Block cutting chasing brickwork, cutting concrete floors) Exposure to asbestos.	National Priority	Guidance and training material for inspectors produced. Topic Inspection Packs available.	Eamonn Roberts	01.04.17-31.03.18

Appendix 1. Health and Safety Regulation Team National and Local Initiatives 2017/18

Hazards	High Risk Sectors	High Risk Activities	Justification for Initiative	Notes and enforcement expectation	Lead officer	Estimated Number of Premises and Timescale when project to run
Crowd control and injuries fatalities to the public	Large scale public gatherings eg cultural events, sports, festivals and live music	Lack of suitable planning, management and monitoring of the risks arising from crowd movement and behaviour as they arrive, leave and move around a venue	Local Initiative	Raised awareness for operators of such events Event organisers not complying may face formal action	Julie Whitwell	Approx 4 premises All year
Carbon Monoxide poisoning/gas safety	Commercial catering premises eg charcoal ovens and grills using solid fuel cooking equipment	Awareness of risks and suitable ventilation and use of safe appliances	National Priority	Raised awareness regarding CO and gas safety. Businesses not complying may face formal action	Eamonn Roberts	Approx 10 All year
Beverage gasses in the hospitality industry	hospitality industry	Poor management of the hazard of asphyxiation in cellars	National Priority	Raised awareness regarding beverage gas safety. Businesses not complying may face formal action	Eamonn Roberts	01.04.17-31.03.18
Swimming pool safety	Caravan sites and hotels	Evidence locally of poor management of pools safety leading to the potential of drowning.	Local Initiative	Specially trained staff to inspect and enforce if necessary	Julie Whitwell	01.04.17-31.03.18

Appendix 1. Health and Safety Regulation Team National and Local Initiatives 2017/18

Hazards	High Risk Sectors	High Risk Activities	Justification for Initiative	Notes and enforcement expectation	Lead officer	Estimated Number of Premises and Timescale when project to run
Construction	All premises. To be raised as a matter of evident concern if observed.	Where premises are likely to be clients for construction work.	National Priority	Raise need for CDM in terms of fragile roofs, asbestos, and silica.	Eamonn Roberts	01.04.17-31.03.18
Welfare provision for delivery drivers	Warehousing. To be raised as a matter of evident concern if observed.		National Priority	National guidance available.	Eamonn Roberts	01.04.17-31.03.18

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 6

meeting date: THURSDAY, 7 SEPTEMBER 2017
title: CHRISTMAS MARKET
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: HEATHER BARTON – HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To provide an overview on the Christmas Market activities proposed in Clitheroe market.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

2.1 The Council has now delivered its first Christmas Market between 26 November and 17 December 2016. The Council objectives in doing so were as follows:

1. Bring visitors in from outside the district.
2. Encourage visitors to spend money elsewhere in the borough.
3. To provide value to community effort.
4. The offer of an opportunity over time to generate an income stream.

2.2 The daily operation of the event was carried out in-house by the Environmental Health team with assistance from the Market Superintendent.

2.3 It is believed that the Christmas Market had a positive impact on the local economy. It was highlighted that a number of issues such as the lack of speciality traders existed and traders' reluctance to commit to the event due to other events going on within Lancashire.

2.4 The market was seen as an opportunity for Clitheroe to attract new tourism and visitors, high spend shoppers and increased visits during the crucial trading periods.

2.5 It is felt this year that the Council and market traders would extend the retail offer around the market area allowing a festive atmosphere to spill into Clitheroe.

2.6 We believe Clitheroe to be a unique shopping area. This year it is proposed that the Christmas Markets coincide with existing events that run on the market. On 9 December and 16 December they are proposed to be Speciality Christmas Markets and promoted as such. This will allow traders from across the borough and beyond to trade in a distinctly British market.

2.7 The management of the event will fall to the Council to its Market Superintendent.

3 ISSUES

3.1 The proposed charge is £15 per stall or pitch (£12.50 plus VAT). The charge is to encourage traders who would not have previously visited the event to take the opportunity to sell within Clitheroe. This will only be the fee payable by regular stall and pitch traders on 9 and 16 December. It has been noted through other events that whilst traders are keen to attend, footfall is not always as high as they perceive or expect due to the precedent set by the August food festival.

4 RISK ASSESSMENT

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

- Resources – No implications identified.
- Technical, Environmental and Legal – No implications identified.
- Political – The decision reflects the Council's intention to maintain a vibrant market.
- Reputation – This document reflects the Council's ability to meet change in circumstances to maintain efficient, effective services.
- Equality & Diversity – No implications identified.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Approve the recommendation of a non-refundable fee of £15 per stall including VAT for a pitch or stall during the festive period upon the market.

5.2 Show commitment to the Christmas Market and the retail trade within this area during the festive period.

HEATHER BARTON
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

(If any)

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

REF: HC/070917/H&H

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 7

meeting date: THURSDAY, 7 SEPTEMBER 2017
 title: NEW AFFORDABLE HOUSING TENURE OPTIONS
 submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
 principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

1 PURPOSE

1.1 To inform Committee of additional affordable tenure options, the ‘rent to buy’ model and the ‘DIY shared ownership’. Request Committee approve further investigation of these models as potential affordable housing tenures in Ribble Valley.

1.2 Relevance to the Council’s ambitions and priorities:

- Community Objectives }
- Corporate Priorities } To address the identified housing need of the borough.
- Other Considerations }

2 BACKGROUND

2.1 Currently there are two distinct affordable housing options, either rent or affordable home ownership. The intermediate option of ‘rent to buy’ is a hybrid between the two. Heylo have developed this model which provides the security of home ownership with the opportunity to purchase more of the property over time.

2.2 The DIY (Do it Yourself) shared ownership allows households to consider a shared ownership on any property rather than restricting the option to new build only.

3 ISSUES

3.1 Appendix 1 sets out the details of the Rent to Buy model.

3.2 Appendix 2 sets out the detail of the DIY shared ownership model.

3.2 With rent to buy, customers are offered a standard form of shared ownership lease with the gifted 1% share and an affordable rent. The customer has full repairing responsibilities equal to an owner occupier for the property and providing they pay the rent, have a lifetime certainty to occupy their home.

3.3 After a period of time the customer savings could be used to buy a share and then convert to a shared ownership lease. There is no requirement to purchase additional shares at any stage and there is no deadline for this offer to come to an end. The lease will continue to run as any other shared ownership lease and the right to acquire shares will remain unaffected.

3.4 With DIY shared ownership, Heylo’s new model requires affordable housing commuted sums to develop a do it yourself shared ownership scheme. The scheme enables eligible households with an agreed local connection and eligibility criteria to purchase a home of their choice through shared ownership. The scheme would be flexible to suit local needs and priorities.

- Households will apply for approval to take part in the scheme whereby their eligibility is assessed followed by a financial assessment to determine their need for affordable housing and good practice affordability checks.
- Qualifying households would be offered a value limit to purchase a property and will then be free to identify a home of their choice, this can be an existing property for sale through estate agents or even a new build open market property for sale with house builders. They will negotiate the purchase price which must be confirmed with a valuation from a RICS Registered Valuer.
- Heylo will purchase the property and grant a shared ownership lease to the purchaser who will acquire an equity share of between 1% to 75% of the property which we can agree. They will pay a rent to Heylo of 2.75% on the unpurchased share subject to annual increases of RPI plus 0.75%.
- The grant requirement for each property will be 40% of the unpurchased share which is the same basis as Heylo's offer to house builders when acquiring s106 shared ownership units.
- Any grant monies would be recycled back to the Council as and when a household staircase out of shared ownership.

4 RISK ASSESSMENT

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

- Resources – With the Rent to Buy option the Council are not required to make any contribution to delivery. The affordable housing model would be delivered through Section 106 contribution from a site. With the DIY shared ownership the Council's commuted sum monies would be utilised.
- Technical, Environmental and Legal – Heylo have delivered these products in other boroughs, the LA's will be contacted to assess the popularity and feedback from tenants and developers.
- Political – An increase in the affordable housing options is a positive improvement.
- Reputation – Important Ribble Valley support innovative methods of delivery and continuous improvement of the service.
- Equality & Diversity – None identified.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Approve that these new models of delivering affordable housing are fully investigated and reported back to this Committee.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

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

A “Rent To Buy” extension of shared ownership

USING A LONG ESTABLISHED TENURE
TO HELP PEOPLE WITH LOW OR NO DEPOSITS
INTO AFFORDABLE HOME OWNERSHIP

- 86% of the country's wealth was held by those aged over 45. (ONS "Wealth and Assets Survey" 2012-2014)
- Social renting households typically have just £200 in savings compared private renting households who have £1,200. However, outright owner households typically have £49,000 in savings. (Median figures according to National Housing Federation)
- Whilst the average shared ownership buyer has over £12,000 in savings these have been accumulated over several years as individuals registering for home ownership via this low cost route and are advised to save for a deposit when they first enquire.
- For thousands of families seeking a secure home the prospect of an affordable rent with long term security of tenure and the opportunity to progress towards ownership has not been widely available. Until now...
- Using the long established shared ownership lease but applying a "gifted 1%" minimum initial share the landlord and the customer can be assured of a secure housing future for the length of the lease (typically 125 years).
- Unlike other historic rent to buy models, the use of a shared ownership lease means the option to purchase is entirely with the customer and governed by a market tested process in the lease (known as "staircasing").
- Allowing customers to buy small shares in cash as they save (thereby reducing the transaction cost of purchase) will help households on even modest incomes secure their housing future and satisfy their desire to become a home owner.
- Plus, given that the shared ownership rents are linked to RPI, not interest rates or house price inflation, they will better track earnings over the long term.

Compatibility and simplicity...

- The benefit of using the standard form shared ownership lease with a "gifted 1% share" is that this sits consistently alongside typical shared ownership delivery – which means a single tenure and an easier model for customers to understand.
- This means that providers like heylo can offer a zero share option for customers who need to save for a deposit alongside the current 25% to 75% share offer for customers who have a deposit and can get a mortgage.
- New private providers, like heylo, and existing providers such as Housing Associations who already deliver shared ownership could implement this model in scale, immediately.

Rent to Buy Using A Shared Ownership Lease

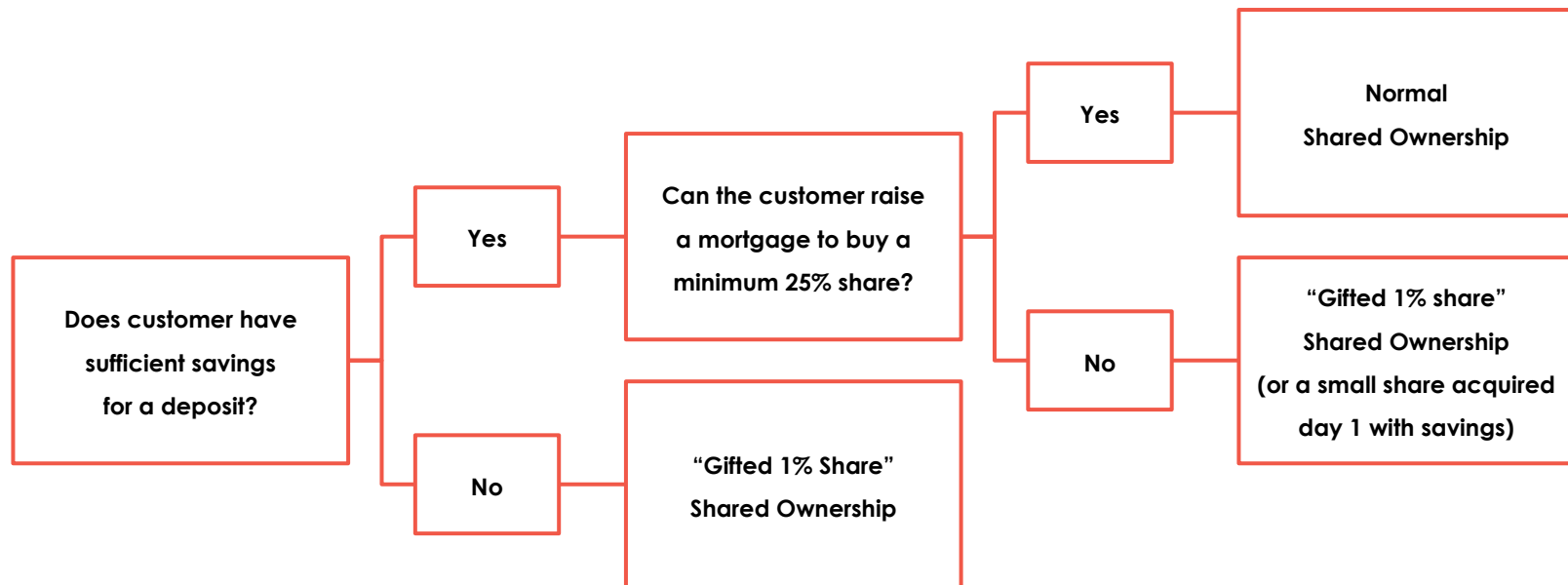
- Customers are offered a standard form shared ownership lease with a “gifted 1% share” and affordable low rent to allow the customer to save for a deposit (via a Help To Buy ISA) and move into ownership when they are ready.
- Provided that the customer pays their rent they, and their family, will have life-time certainty to occupy their home.
- After a period of time, say every 5 years, the customer's savings could be used to buy a share in the property via the established staircasing provisions in the shared ownership lease with a simplified valuation and legal process (costing c.£500).
- Via the staircasing provisions the customer will also have the option to buy a larger share using a mortgage, as typically happens in shared ownership. In the event of a mortgage funded purchase the normal valuation and legal conveyancing process would be required (costing c.£2,500) therefore this is only really economically sensible for larger share purchases.
- The weekly and monthly initial rents and indicative income requirements for various property values using this Rent To Buy model are as follows:

Property Value	Weekly Initial Rent	Monthly Initial Rent	Indicative Income Required
£150,000	£79.33	£343.75	£12,000
£200,000	£105.77	£458.33	£18,000
£250,000	£132.21	£572.92	£24,000
£300,000	£158.65	£687.50	£30,000
£350,000	£185.10	£802.08	£35,000
£400,000	£211.54	£916.67	£39,000
£450,000	£237.98	£1,031.25	£44,000
£500,000	£264.42	£1,145.83	£49,000
£600,000	£317.31	£1,375.00	£60,000
£700,000	£370.19	£1,604.17	£70,000
£800,000	£423.08	£1,833.33	£81,000

Above figures based on S106 properties delivered as Rent to Buy with a 0% shared ownership lease and an initial rent of 2.75% on the property value (increasing annually with RPI + 0.75%). Income requirements are based on standard HCA affordability calculations.








Customer Flexibility – 1 tenure, 2 solutions

- Based on their circumstances customers can self-elect their route to ownership.



- This solution can be supported by a consistent marketing message to avoid tenure confusion.
- Properties delivered, through either route, will be affordable housing.
- The application of customer subsidy (such as Help To Buy) will further improve affordability and could provide a deposit contribution for eligible households in high value areas such as Greater London.

Rent To Buy Customer “Journey”

- Day 1 - Customer signs lease with “gifted 1% share”  and starts saving 
- After a few years... Using their savings  they buy their first share in cash  and continue to save
- Some years later... Using savings and a mortgage  they buy a bigger share 
- At some point in the future... Using their embedded equity and increased earnings they buy outright 

(This will trigger a “100% staircasing fee” of 1% of the property value which allows the landlord to recover the 1% gifted share)

About shared ownership

- Created in 1970 to address dis-enfranchisement of middle income earners with a desire to buy a home but an inability to afford the mortgage on the whole of a property.
- 125-150Y leasehold property where customer owns a share & rents remainder at a below-market rate – these rents are linked to RPI not interest rates.
- There are around 240,000 properties across the UK - typical owners are 30 to 40 years old, have household incomes of £30k to £40k and own buy 30% to 40%.
- Because the rent is set at a low level and the lease does not have any capital repayment element shared ownership enfranchises 4 to 5 times more households.
- Shared ownership is a family tenure and predominately buyers move from a rented tenure – these households could get a mortgage and buy a property outright... just not one the right size or in the right location... hence they rent.
- Affordability of buying with shared ownership is equal to or better than affordable rent.
- The customer has the right to increase their share towards full ownership by paying then OMV for the share they have not already purchased.
- “Shared” tenures are now a core route to ownership but annual delivery of shared ownership has only been around 8,000.
- There is an established second-hand market for shares.
- The long term rents are increasingly attractive to institutional investors as a match to pensions.
- Until recently the tenure has been provided by Housing Associations but there are an increasing number of new entrants, like heylo, looking to drive delivery.
- To maximise delivery of the shared ownership and Rent to Buy tenures using a standard form lease there are a handful of ‘barriers to entry’ such as mortgage provision, SDLT rates and Section 106 planning guidance which could easily be updated to reflect the Government’s aspirations for increased supply by non-Housing Associations.

- Heylo is a joint venture with Lancashire County Council pension fund.
- Heylo issues 68 year index linked bonds achieving a very low cost of funding and operates a very efficient operating model allowing it to pass these benefits on to purchasers in the form of very low cost home ownership models.
- Compared to other private ownership tenures (outright purchase, help-to-buy, starter homes) heylo's part-buy part-rent model enfranchises up to 3 times as many purchasers without the need for Government subsidy.
- And... It exactly matches the long term funding liabilities of the pension fund.
- The focus of the model is standard shared ownership which has been around for over 30 years.
- To date Heylo has raised £300 million with a further £500 million in the pipeline.
- Heylo achieves Government Affordability targets with no Government subsidy.
- For S106 Heylo is already active in over 100 local authorities and is working with 7 of the top 10 house builders to fulfil their S106 commitments on new build sites.
- Heylo further offers a range of products based on Shared Ownership to address;
 - Purchasers who want to enter the housing ladder on second hand homes.
 - Local authorities or housing associations who want to replace homes or make the capital receipts that they have go further.

Heylo is now the UK's largest provider of shared ownership housing - with no grant.

heylo's Key Operating Relationships

heylo



RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 8

meeting date: THURSDAY, 7 SEPTEMBER 2017
title: REVISION OF THE STRATEGIC HOUSING WORKING GROUP TERMS OF REFERENCE
submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE
principal author: RACHAEL STOTT, HOUSING STRATEGY OFFICER

1 PURPOSE

- 1.1 To update the terms of reference for the Strategic Housing Working Group.
- 1.2 Relevance to the Council's ambitions and priorities
 - Community Objectives – To address the identified housing needs in the borough.
 - Corporate Priorities – To be a well-managed Council.
 - Other Considerations – None.

2 BACKGROUND

- 2.1 At the last meeting of Health and Housing Committee it was agreed that the terms of reference would be revised and updated.

3 ISSUES

- 3.1 See revised terms of reference at Appendix 1.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications
 - Resources – The SHWG support delivery of affordable units.
 - Technical, Environmental and Legal – The SHWG offer a steer for officer considering the affordable housing offer.
 - Political – All minutes are reported to the Health and Housing Committee.
 - Reputation – The SHWG is not a decision making body but allows for a prompt feedback on proposals.
 - Equality & Diversity – None identified.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Accept the revised terms of reference for the SHWG.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

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

**HEALTH & HOUSING COMMITTEE
STRATEGIC HOUSING WORKING GROUP
TERMS OF REFERENCE
(Revised August 2017)**

STRUCTURE AND REPORTING

- The group will be known as the Strategic Housing Working Group of the Health and Housing Committee.
- The Chair of the Health and Housing Committee will chair the group.
- The minutes of all meetings will be reported to the Health and Housing Committee.
- The meeting dates will be reactive to enable a policy steer for affordable housing proposals, and to respond flexibly to strategic housing issues as they arise.

AIMS

- The aim of the sub-group is to aid the delivery of affordable housing in the borough.
- To match the supply of homes in our area with the identified housing needs.

OBJECTIVES

- To promote understanding of general housing needs of the local community and to advise the Health and Housing Committee as appropriate.
- To support delivery of the strategic housing objectives set out in the Housing Strategy Delivery Plan 2016-2018.
- To ensure H & H Members are aware of development proposals and to provide an opportunity for member guidance on requests for advice regarding the affordable housing offered within schemes.
- To provide an informed response to affordable housing development proposals in the borough to aid delivery.
- To work in partnership with our preferred registered providers and the Homes and Communities Agency to deliver the most needed housing in the right location.
- To ensure the specific housing needs of the vulnerable and elderly are addressed.
- To support the collection of up to date housing needs evidence across the borough.
- To promote innovation and new ways of delivering affordable housing that meets need.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 9

meeting date: 7 SEPTEMBER 2017
title: UPDATE ON DFG POLICY AMENDMENTS
submitted by: MARSHAL SCOTT, CHIEF EXECUTIVE
principal author: RACHAEL STOTT, HOUSING STRATEGY OFFICER

1 PURPOSE

1.1 To update Committee on the proposed revisions to the Disabled Facilities Grant Policy.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – Address the identified housing needs in the borough.
- Corporate Priorities – None.
- Other Considerations – None.

2 BACKGROUND

2.1 In May 2017 a set of proposed DFG policy amendments were reported to Committee and approved. These changes are summarised as:

- Non-means tested adaptation for all recommendations under £5,000
- An increase in the maximum grant to £40,000
- To introduce a 10% fee for admin charges
- To commission the use of a private OT where necessary

3 ISSUES

3.1 The grant policy amendments were approved by Committee in May 2017 subject to LCC confirmation that the proposals meet the Better Care Grant Award conditions. After numerous email exchanges with LCC, a response has finally been confirmed on 16 August that the proposals will not be approved as a 'social care capital project' as set out in the Better Care fund. However, the proposals can be covered by the Regulatory Reform Order 2002 and this is set out in the Integration and Better Care Planning requirements 2017/19.

3.2 All Local Authorities are required to set out in their plans how the DFG funding will be used over the two years. Since 2008-09, the scope for how DFG funding can be used has been widened to support any LA expenditure incurred under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO). This enables authorities to use specific DFG funding for wider purposes.

3.3 This discretionary use of the funding can help improve delivery and reduce the bureaucracy involved in the DFG application process, helping to speed up the process. For example, LAs could use an alternative means test, increase the maximum grant amount, or offer a service which rapidly deals with inaccessible housing and the need for quick discharge of people from hospital. The Care Act also

requires LAs to establish and maintain an information and advice service in their area. The BCF plan should consider the contribution that can be made by the housing authority and local Home Improvement Agency to the provision of information and advice, particularly around housing issues.' <https://www.england.nhs.uk/wp-content/uploads/2017/07/integration-better-care-fund-planning-requirements.pdf>.

Therefore, the proposal is now to consider delivering the DFG policy amendments through powers set out in the Regulatory Reform Order by publishing a discretionary disabled facilities grant policy.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications

- Resources – The grant expenditure reported to this Committee sets out the resources available to deliver the scheme.
- Technical, Environmental and Legal – The Council will investigate the implications of making available a mandatory and discretionary grant award.
- Political – The proposal will enable an increased number of adaptations and number of people that will benefit from the service.
- Reputation – The proposal demonstrates the Council's commitment to improve the DFG service.
- Equality & Diversity – Any changes will be to make the grant more accessible and benefit more households.

5 RECOMMENDED THAT COMMITTEE

5.1 Approve that the introduction of discretionary grant policy is investigated and reported to the next Health and Housing Committee.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

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

REF: RS/EL/070917/H&H

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 10

meeting date: 7 SEPTEMBER 2017
 title: CAPITAL MONITORING 2017/18
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To provide this Committee with information relating to the progress of the approved 2017/18 capital programme, for the period to the end of July 2017.

1.2 Relevance to the Council's ambitions and priorities:

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

2 BACKGROUND

2.1 Two new schemes for this Committee, totalling £211,000, were approved by the Policy and Finance Committee and Full Council at their meetings in February 2017.

2.2 Since approval of the budget for this Committee it was confirmed that the Disabled Facilities Grants (DFGs) funding for 2017/18 was £297,106. The DFGs scheme budget was initially set at £161,000 on the basis that this would be changed to reflect the DFGs funding that was received. Therefore, the DFGs original estimate budget was confirmed as £297,110 and this Committee's original estimate capital programme was increased by the difference of £136,110 to £347,110.

2.3 In addition to the original estimate budget, the following changes have been made so far in 2017/18:

- The Clitheroe Market Improvements scheme, totalling £175,000, was put on hold in 2016/17 and the scheme budget was moved from 2016/17 to the 2017/18 capital programme.
- Not all planned capital budgets for 2016/17 were spent on three schemes. The unspent balance of this, £210,190, is known as slippage. This slippage has been transferred into the 2017/18 capital programme budget.
- A new scheme, Remaining Share of Alma Place Property, with a budget of £26,670, was approved to be added to the 2017/18 capital programme in June 2017.

2.4 As a result of the above, the total approved budget for this Committee's capital programme of five schemes is £758,970. This is shown at Annex 1.

3 CAPITAL MONITORING 2017/18

3.1 The table overleaf summarises this Committee's capital programme budget, expenditure to date and variance, as at the end of July 2017. Annex 1 shows the full capital programme by scheme. Annex 2 shows scheme details, financial information and budget holder comments to date for each scheme.

BUDGET					EXPENDITURE	
Original Estimate 2017/18 £	Budget Moved from 2016/17 £	Slippage from 2016/17 £	Additional Approvals 2017/18 £	Total Approved Budget 2017/18 £	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
347,110	175,000	210,190	26,670	758,970	120,216	-638,754

3.2 At the end of July 2017 £120,216 had been spent or committed. This is only 15.8% of the annual capital programme budget for this Committee.

3.3 The Remaining Share of Alma Place Property scheme has been completed and spend on the Affordable Warmth – Capital Grants scheme is in line with the current budget available.

3.4 The main reasons for the underspend on the full year budget to date are:

- **DISCP – Disabled Facilities Grants (-£401,576):** Committed expenditure at the end of July 2017 was £65,664, based on six schemes approved prior to this financial year and eight schemes approved so far in 2017/18. There are a further eleven applications awaiting approval and three applications working towards approval following recommendation referrals received from Occupational Therapists. All these schemes can be funded from the remaining 2017/18 budget. Further applications are expected in-year but the budget is unlikely to be fully committed in-year, based on the level of applications received to date against the level of funding received from DCLG this year and the high level of slippage carried forward from 2016/17.

Lancashire County Council have now appointed additional Occupational Therapists. This may drive an increase in applications. In addition, if we get confirmation that the Council's proposed new schemes meet the regulations for use of DFG monies, then more eligible applications will be received.

- **LANGR – Landlord/Tenant Grants (-£59,620):** One scheme for £15,900 was approved at the end of July 2017 and there was one other potential application in the pipeline. However, the low level of commitments against budget is due to a combined three property application for £47,700 failing to gain planning approval, so this scheme is unlikely to go ahead in 2017/18. Housing officers will now encourage applications for smaller schemes in-year.
- **CMIMP – Clitheroe Market Improvements (-£175,000):** The scheme is on hold, awaiting the final plans for the Clitheroe Market Development scheme.

4 ADDITIONAL APPROVAL 2017/18

4.1 Lancashire County Council have paid the Council a further £10,251 of 2016/17 Affordable Warmth – Capital grant monies in 2017/18. This is money that the Council was unable to claim in 2016/17 under the original rules of the scheme. The Council can use this for further affordable warmth grant payments in 2017/18, subject to budget approval by Committee. This Committee is requested to recommend approval of the additional capital scheme budget of £10,250 to Policy and Finance Committee on this basis.

5 CONCLUSION

- 5.1 At the end of July 2017 £120,216 had been spent or committed. This is only 15.8% of the annual capital programme budget for this Committee.
- 5.2 The Remaining Share of Alma Place Property scheme has been completed.
- 5.3 Spend on the Affordable Warmth – Capital Grants scheme is in line with the current budget available and additional funding of £10,251 has now been received on this scheme.
- 5.4 The Disabled Facilities Grants budget may not be fully committed in-year, based on the level of applications received to date against the budget available. Applications may increase now that Occupational Therapist capacity has increased.
- 5.5 The Landlord/Tenant Grants scheme has a lower level of commitments against budget, due to a previously proposed scheme not currently able to go ahead. Housing officers will now encourage applications for smaller schemes in-year.
- 5.6 The Clitheroe Market Improvements scheme is on hold, awaiting the final plans for the Clitheroe Market Development scheme.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Recommend approval to Policy and Finance Committee of an additional capital budget of £10,250 for Affordable Warmth – Capital Grants. The additional budget will be funded by additional affordable warmth grant already received from Lancashire County Council.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH9-17/AC/AC
25 August 2017

For further information please ask for Andrew Cook.

BACKGROUND PAPERS:

Policy and Finance Committee, Five Year Capital Programme 2017-2018 to 2021-2022 report, 7 February 2017.

Health and Housing Committee, Capital Outturn 2016-17 report, 16 May 2017

Policy and Finance Committee, Reference from Committee – Recommended Purchase of 16 Alma Place, Clitheroe report, 27 June 2017

Health and Housing Committee – Capital Programme 2017/18

Cost Centre	Scheme	Original Estimate 2017/18 £	Budget Moved from 2016/17 £	Slippage from 2016/17 £	Additional Approvals 2017/18 £	Total Approved Budget 2017/18 £	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
CMIMP	Clitheroe Market Improvements	0	175,000	0	0	175,000	0	-175,000
DISCP	Disabled Facilities Grants	297,110	0	170,130	0	467,240	65,664	-401,576
LANGR	Landlord/Tenant Grants	50,000	0	25,520	0	75,520	15,900	-59,620
CWARM	Affordable Warmth – Capital Grants	0	0	14,540	0	14,540	11,985	-2,555
PURAP	Remaining Share of Alma Place Property	0	0	0	26,670	26,670	26,667	-3
	Total Health and Housing Committee	347,110	175,000	210,190	26,670	758,970	120,216	-638,754

Individual Scheme Details and Budget Holder Comments

Clitheroe Market Improvements

Service Area: Housing and Regeneration

Head of Service: Colin Hirst

Brief Description of the Scheme:

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

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

Revenue Implications:

Not known at this stage.

Timescale for Completion:

Not known at this stage.

Capital Cost:

	£	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
Original Estimate 2017/18	0		
Budget Moved from 2016/17	175,000		
Total Approved Budget 2017/18	175,000	0	-175,000
ANTICIPATED TOTAL SCHEME COST	175,000		

Budget holder comments:

July 2017: No change - The Clitheroe Market Improvements scheme is on hold, awaiting the final plans for the Clitheroe Market Development scheme.

December 2016: The Clitheroe Market Improvements scheme is on hold, awaiting the final plans for the Clitheroe Market Development scheme.

September 2016: The Clitheroe Market Improvements scheme is on hold, awaiting the final plans for the Clitheroe Market Development scheme.

July 2016: No change to May 2016 comments.

May 2016: The Clitheroe Market Improvements scheme budget was initially approved in 2015, before the Clitheroe Market Development scheme plans were announced. The detail of the Clitheroe Market Improvements scheme will be reviewed to take into account and complement the final plans for the Clitheroe Market Development scheme. No expenditure will take place until that detail has been confirmed.

Individual Scheme Details and Budget Holder Comments

Disabled Facilities Grants

Service Area: Housing and Regeneration

Head of Service: Colin Hirst

Brief Description of the Scheme:

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

Revenue Implications:

Existing service – no change

Timescale for Completion:

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

Capital Cost:

	£	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
Original Estimate 2017/18	297,110		
Slippage from 2016/17	170,130		
Total Approved Budget 2017/18	467,240	65,664	-401,576
ANTICIPATED TOTAL SCHEME COST	467,240		

Progress - Budget Holder Comments

July 2017: Committed expenditure at the end of July 2017 was £65,664, based on six schemes approved prior to this financial year and eight schemes approved so far in 2017/18. There are a further eleven applications awaiting approval and three applications working towards approval following recommendation referrals received from Occupational Therapists. All these schemes can be funded from the remaining 2017/18 budget. Further applications are expected in-year but the budget is unlikely to be fully committed in-year, based on the level of applications received to date against the level of funding received from DCLG this year and the high level of slippage carried forward from 2016/17.

There may be an increase in schemes approved and completed in-year as a result of the following:

- There are two large schemes being considered by Occupational Therapists currently and it is hoped that these may be recommended, approved and delivered as soon as possible.*
- Lancashire County Council have now appointed additional Occupational Therapists (there are now four in post in East Lancashire). This may drive an increase in applications.*
- If we get confirmation that the Council's new "DFG adaptations grants" and "provision to allow a discretionary grant above the current DFG maximum" proposed schemes meet the DCLG regulations for use of DFG monies, then more eligible applications will be received.*

Individual Scheme Details and Budget Holder Comments

Landlord/Tenant Grants

Service Area: Housing and Regeneration

Head of Service: Colin Hirst

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:

Existing service – no change

Timescale for Completion:

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

Capital Cost:

	£	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
Original Estimate 2017/18	50,000		
Slippage from 2016/17	25,520		
Total Approved Budget 2017/18	75,520	15,900	-59,620
ANTICIPATED TOTAL SCHEME COST	75,520		

Progress - Budget Holder Comments

July 2017: One scheme for £15,900 was approved at the end of July 2017 and there was one other potential application in the pipeline. However, the low level of commitments against budget is due to a combined three property application for £47,700 failing to gain planning approval, so this scheme is unlikely to go ahead in 2017/18. Housing officers will now encourage applications for smaller schemes in-year.

Individual Scheme Details and Budget Holder Comments

Affordable Warmth – Capital Grants

Service Area: Housing and Regeneration

Head of Service: Colin Hirst

Brief Description of the Scheme:

A grant scheme funded by Lancashire County Council in 2016/17, to allow the Council to provide sustainable heating and insulation grants to eligible applicants. The funding provided can only be spent for this purpose. Further funding is expected in 2017/18.

Revenue Implications:

None

Timescale for Completion

Throughout the financial year – April to March

Capital Cost:

	£	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
Original Estimate 2017/18	0		
Slippage from 2016/17	14,540		
Total Approved Budget 2017/18	14,540	11,985	-2,555
ANTICIPATED TOTAL SCHEME COST	14,540		

Progress - Budget holder comments:

July 2017: Committed expenditure at the end of July 2017 was £11,985, based on six grants approved in 2016/17 and eight grants approved so far in 2017/18. The initial budget, based on slippage from 2016/17, is highly likely to be spent in-year.

Note - Lancashire County Council have paid the Council a further £10,251 of 2016/17 Affordable Warmth – Capital grant monies in 2017/18. This is money that the Council was unable to claim in 2016/17 under the original rules of the scheme. The Council can use this for further affordable warmth grant payments in 2017/18, subject to budget approval by Committee.

Individual Scheme Details and Budget Holder Comments

Remaining Share of Alma Place Property

Service Area: Housing and Regeneration

Head of Service: Colin Hirst

Brief Description of the Scheme:

To complete the purchase of the leasehold on a one bedroom flat, 16 Alma Place, to be used as accommodation to help the Council discharge its homelessness duty. The property can be used as move-on accommodation which is let under licence and aimed at single people under 35. The Council already owns two thirds of the leasehold for this property, so is purchasing the remaining one third share.

Revenue Implications:

Initial enabling works and purchases – to be funded by DCLG Single Homelessness Initiative and Flexible Homelessness Support grants.

On-going costs planned to be covered by rental income each year.

Timescale for Completion:

Summer 2017

Capital Cost:

	£	Actual Expenditure and Commitments as at end of July 2017 £	Variance as at end of July 2017 £
Original Estimate 2017/18	0		
Additional Approval 2017/18	26,670		
Total Approved Budget 2017/18	26,670	26,667	-3
ANTICIPATED TOTAL SCHEME COST	26,670		

Progress - Budget holder comments:

July 2017: Scheme complete - The purchase of the remaining share of the leasehold for the property was completed on 19 July 2017.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 11

meeting date: THURSDAY, 7 SEPTEMBER 2017
 title: DOG WASTE BAG INITIATIVE
 submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
 principal author: HEATHER BARTON – HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To advise Committee of the disposal of dog bags free to Parish Councils.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - }
 - Corporate Priorities - }
 - Other Considerations - }
- The following reports generally relate to the Council's ambitions to make people's lives healthier and safer.

2 BACKGROUND

2.1 Dog fouling within the Ribble Valley is a high profile subject. Ribble Valley Borough Council has been proactive for many years in reiterating the message to irresponsible dog owners within the Ribble Valley who let their pets foul in public.

2.2 Ribble Valley Borough Council received over 215 of complaints about dog fouling and spends over 415 hours amount of time disposing of it each year.

2.3 Dog faeces takes 2 months to break down and can give humans infections such as Toxocariasis which can cause difficulties in breathing, red and painful eyes, clouded vision and further infections.

3 ISSUES

3.1 Ribble Valley Borough Council issuing dog poo bags is a ground breaking scheme to tackle dog waste across the borough to Parish Council.

3.2 This project allows communities to come forward to request more free dog bags in areas where they see persistent dog fouling to be a problem from irresponsible pet owners.

3.3 The project is not a replacement for dog walkers taking their own bags out when they are out with their dogs, it is just they are there in times of need or as a gentle helpful reminder to clean up after their pet.

3.4 Ribble Valley Borough Council are looking to increase partnership working and by undertaking this scheme, we are allowing the local authority and companies to work together to make cleaner public spaces.

3.5 The project promotes the idea that leaving dog waste behind is unacceptable and acts as a reminder to residents for their responsibility to keep our open spaces clean. Parish Councillors would be asked to provide a 'champion' who would hold responsibility for requesting more bags as required.

4 RISK ASSESSMENT

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

- Resources – The cost of supplying the dog bags, but after this, resource would be minimal as Parish Representatives would be made via Parish Councils.
- Technical, Environmental and Legal – None.
- Political – None.
- Reputation – None.
- Equality & Diversity – None.

5 **RECOMMENDED THAT COMMITTEE**

5.1 Acknowledge for a trial providing dog waste bags in the borough.

HEATHER BARTON
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

None.

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

REF: HC/CMS/H&H/12 Sept 17

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 12

meeting date: 7 SEPTEMBER 2017
title: REVIEW OF DOG WARDEN SERVICE
submitted by: CHIEF EXECUTIVE
principal author: HEATHER BARTON, HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

1.1 To outline the Dog Warden enforcement service as it currently stands as requested by Committee in May 2017.

1.2 Relevance to the Council's ambitions and priorities

- Community Objectives – To promote stronger, more confident and active communities throughout the borough.
- Corporate Priorities - To provide a high quality environment, keeping land clear of litter, refuse and reduce the incidence of dog fouling.
- Other Considerations – None.

2 BACKGROUND

2.1 Prior to 1993 the dog warden service in Ribble Valley was provided by a full time dog warden employed by a private company. However, following a restructure in April 1993, the role of the dog warden was taken in-house and combined with pest control resulting in two posts (one full time and one part time).

2.2 Due to increasing demands on pest control and the need to prioritise dog related enforcement, the service was reorganised in August 2004 following the best practice review. This established a dedicated part time dog warden.

2.3 In April 2007, the Community Committee resolved to increase the dog warden post by an additional 7 hours per week to reflect the increasing time spent on enforcement. The service has subsequently grown with the provision of additional dog waste bins to empty.

2.4 In November 2007, Committee agreed an annual budget of £1000 for the replacement of 5 dog waste bins per year, on a rolling programme. Committee also decided to install an additional dog waste bin at Calderstones Park.

2.5 In March 2008, the Environmental Health Manager presented a report to Community Committee about the change of arrangements in relation to the Council's 'out of hours' stray dog service. It was agreed that Aspen Valley Kennels, Oswaldtwistle would provide an 'out of hours' service.

2.6 In October 2008, it was requested that the dog warden's hours be extended to create a full time post. The hours were duly increased to 37 to facilitate the emptying of dog waste bins provided in April 2007.

- 2.7 In September 2010, Health and Housing Committee approved the provision of an additional 20 additional dog waste bins.
- 2.8 In July 2011, the problem of dog fouling on Council owned playing fields was reported to Committee. This ultimately resulted in the adoption by Committee in 2014 of the dog control orders including the relevant fixed penalty fines.
- 2.9 In May 2013, a report was submitted to Health and Housing Committee stating that there was a considerable number of dogs resident within the Ribble Valley and relatively low instances of dog fouling, which highlighted that there was a high proportion of responsible and considerate dog owners.

	2005/2006	2011/2012	2012/2013
Stray dogs	19	31	17
Lost dogs	10	75	65
Barking dogs	29	84	96
Fouling	101	156	212

- 2.10 The same report highlighted that central government had prohibited the use of surveillance cameras as being disproportionate to the offence and also made undertaking covert surveillance to apprehend dog fouling considerably more complex. The report highlighted that there was no simple solution to dog fouling and suggested various alternatives for the best way forward.
- 2.11 Following the appointment of a new Head of Service in 2016, the proposed changes to the dog welfare policy for the dog warden service were brought to this Committee on 19 January 2017. The aim of this was to provide greater enforcement activity and address anti-social behaviour issues within the borough. The current performance can be seen in Appendix A. The changes have resulted in automated letters being issued by the Environmental Health Administrator, which not only saved time and resources, but maximised the enforcement capacity of the dog warden, enabling increased welfare and educational activities throughout the borough. (Appendix B).
- 2.12 Through the change of the Head of Service, there has been a commitment made to the Council to produce an efficient dog warden. (Appendix B).
- 2.13 The report highlighted that there was a need to focus the dog warden service on enforcement and statutory responsibilities.

3 ISSUES

- 3.1 The primary role of the dog warden is to fulfil the Council's statutory duties relating to stray dogs and to ensure the public are protected from any harm.
- 3.2 In addition, this role has evolved over time to include other non statutory responsibilities. The dog warden works in partnership with the police, Lancashire County Council rangers and voluntary organisations, tackling irresponsible dog owners and undertaking dog fouling patrols in problematic areas.

Health & Safety

- 3.3 Having undertaken a review of the service, it can be confirmed that there have been 8 reported incidents/accidents to staff since 2009. A breakdown of these are as follows:

2009 x 1 dog bite
 2016 x 1 twisted knee emptying dog bin
 2016 x 1 strained neck and shoulder
 2016 x 1 back pain
 2016 x 1 sprain to ankle
 2017 x 2 shoulder strain
 2017 x arm strain

- 3.4 There have been no reports of violence or aggression made by dog wardens at the time of this report. At Appendix C is the Lone Working Violence and Aggression training received in 2013 as well as a copy of the information and manual handling for 2016 for both Dog Wardens. A copy of the risk assessments are also enclosed at Appendix D.
- 3.5 At the time of writing this report, it is believed that the dog wardens are at no greater risk of violence and aggression than any other enforcement staff, including Environmental Health Officers, Taxi Licensing Officers and Debt Recovery Officers.
- 3.6 At this time it is not felt beneficial to introduce body worn cameras. Body worn cameras can be seen as a deterrent in aggressive circumstances (be it verbal or physical abuse).
- 3.7 If Committee decided it would be beneficial to ear body worn cameras, then this should be rolled out across all the Council's enforcement teams who tackle a range of problems including abandoned vehicles, flyposting and graffiti, fly-tipping, litter and untaxed vehicles. This would require consultation with staff and the unions.

Service Costs

- 3.8 Costs and income that relate to the Dog Warden service are included in the combined "Dog Warden & Pest Control" cost centre. The Dog Warden service income and costs have been disaggregated from the combined cost centre and are shown in the table below. These are based on the last three years' outturn position and the budget set for 2017/18. Please note, in several cases the costs have been split between Dog Warden and Pest Control on an estimated basis.

Dog Warden estimated net service costs

	Outturn 2014/15	Outturn 2015/16	Outturn 2016/17	Original Budget 2017/18
	£	£	£	£
Premises related expenses	16,301	17,517	22,918	21,925
Transport related expenses	2,184	1,691	2,323	2,360
Supplies and Services	5,767	2,116	3,852	2,995
Third Party Payments	4,012	4,090	3,865	4,380
Support Services	42,598	41,015	42,287	38,470
Capital Charges	1,133	2,135	2,135	2,135
Income from fees and charges	-5,365	-2,075	-2,283	-2,630
NET SERVICE COSTS	66,630	66,489	75,097	69,635

- 3.9 The Dog Warden service costs around £70,000 per year to run after income from fees and charges, such as kennelling income and funding for dog bin emptying, is

taken into account. The largest element of cost is for “Support Services”. This is where the dog warden staff costs and management costs plus related on-costs from the Chief Executive’s department are charged to the Dog Warden service. In addition, “Support Services” also includes recharges from Financial Services, Legal Services and Organisation and Member Development Services.

- 3.10 Another significant element of service cost is “Premises related expenses”. The majority of these costs are hourly based time charges from the Grounds Maintenance team for weekly dog bin emptying (around 10 hours per week) and the Works Administration team for dog bins and dog signs work plus any required cover for dog bin emptying.
- 3.11 The dog warden service currently operates two part time members of staff who have focused on waste collection, education, welfare and enforcement. A chronological order of the job description is

Job Description and Duties

DEV074 – June 2004 (Adele’s original JD)
DEV104 – October 2007
DEV110 – January 2015
CE82 – July 2016
CE95 – May 2017
(See Appendix E)

- 3.12 The Dog Warden Policy approved by Committee in January 2017 highlighted the standardisation of the Dog Wardens’ working practices to ensure consistency. The adopted policy introduced changes in procedure to include:

- Automated letters sent out by the Environmental Health Administrator. This allows Dog Wardens to undertake greater enforcement duties and routine patrols.
- The standardisation of letters and procedures also means there is a consistent approach adopted by the Dog Wardens. These will also ensure that there is a clear enforcement trail should enforcement action be taken.

- 3.13 Within the Dog Warden Policy, Appendix B was adopted in January 2017 and clearly lays out the main areas of concentration for the Dog Warden team, these primarily being:

- Education – 3 educational talks were undertaken in 2015, 8 during 2016/2017 and 16 have been undertaken so far in 2017/2018.
- Since April 2016, there have been 3 publications released via the communication team regarding dog warden services, including fouling, microchipping events and educational talks.
- There has been a greater participation in broader community promotional events such as those the Dogs Trust have hosted in Clitheroe, Sabden, Gisburn and Mellor.
- There has been an overhaul of the Council’s website to ensure that there is a greater source of relevant information.

Stray Dogs

- 3.14 The dog warden service has dealt with numerous stray dogs. It is believed that a combination of the educational work that has been undertaken with dog owners as well as the encouragement of microchipping provision has led to no further increase in the number of stray dogs during the last 18 months. (Appendix A)

Dog Fouling

- 3.15 Any enforcement action taken has been with the intention of reducing dog fouling, resulting in the issuing of fixed penalty fines to owners failing to clear up after their dog. The problem of dog fouling has been further reduced by the creation of 10 dog priority areas/target patrols.
- 3.16 Early morning patrols have also been undertaken to target enforcement in problem areas that have been identified by members of the public.

Dog Waste Bins

- 3.17 The Dog Wardens and the Grounds Maintenance team currently empty the dog waste bins across the borough, 108 in total. It was agreed in January 2017 that no additional dog waste bins would be installed. (Appendix F)
- 3.18 Each of the dog wardens currently spend approximately 3½ hours per week emptying the dog waste bins. Officers are able to engage with residents and dog owners whilst they undertake their round emptying the dog waste bins. The benefit of dog wardens emptying the bins is that they are able to patrol and assess their area at the same time.

Training and PPE provided for the Dog Warden Service

- 3.19 Ribble Valley Borough Council currently has a commitment to both animal welfare and dog warden training. The Council is committed to undertake appropriate inspections and enforcement concerning animal welfare and matters in relation to the dog warden service. The Council will always endeavour to employ dog wardens who are familiar and comfortable with handling dogs.
- 3.20 Induction training is given to all personnel under corporate new starter arrangements. These explain in detail the greater principles of the Health and Safety at Work Act. The Dog Wardens also have a protocol that contains advice on policy for handling hurt and sick dogs, prohibited dangerous breeds, policies on scanning and neutering, advice on dog training and a summary of the legislation. The advice protocol was drafted in 2008 and reviewed in July 2016 (Appendix G). It clearly identifies the commitment and policies in place for dealing with specific areas of the dog warden service.
- 3.21 All dog warden operations are reviewed on a 12-18 month basis dependent on the risk measure. Attached at Appendix D is the risk assessment record form reviewed in July 2016.

Equipment

- 3.22 A full list of the dog warden van equipment can be seen in Appendix H.

- 3.23 Regular press releases are produced since the takeover of the new Head of Service and high profile campaigns are organised to tackle specific hotspots.

The future service

- 3.24 The option to introduce a name and shame policy and to publicise the details of offenders has been highlighted previously at various Committees.
- 3.25 Following discussion with the police in 2007, police community support officers (PCSOs) and extra Council staff were authorised to issue dog fouling and litter related fixed penalty notice.
- 3.26 Whilst the Council remains responsible for the administration of this scheme, there has been a decline in the use until recently of partnership enforcement. However, since the new Head of Service has been appointed there has been a drive to improve partnership relations.

4 CONCLUSION

- 4.1 To conclude, the role of the Dog Warden Enforcement Service has grown considerably since it was first established both in size and in workload. However this has been effectively managed to ensure that staffing levels are utilised to achieve the best outcome for Ribble Valley Borough Council. Through different working practices and administrative procedures the role has developed to allow for the Dog Wardens to undertake both proactive and reactive work throughout the borough. Whilst the number of complaints received has increased, the effectiveness of dealing with these complaints has been reviewed and changes made to better the service.
- 4.2 The role of the Dog Control Orders introduced in 2014 has had a beneficial impact on the borough as irresponsible dog ownership is now an offence, as it is classed an anti-social behaviour.

HEATHER BARTON
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

(If any)

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

REF: HC/070917/H&H

SUMMARY OF CURRENT PERFORMANCE

	2014	2015	2016	2017
Stray Dogs Collected and taken to Aspen Valley	35	21	23	8
Rehomed	17	10	11	3
Reclaimed	17	11	12	5
Euthanized	1	12	0	0
Lost dogs				
<p>Dog Fouling</p> <p>The Council has achieved high profile prosecutions relating to dog fouling offences. However, feedback from residents groups continues to identify dog fouling as a priority within their local neighbourhoods. The following requests for service have been dealt with:</p>	109	233	108	94
<p>FPNs were issued against dog owners for dog fouling offences:</p> <ul style="list-style-type: none"> • Issued • Cases taken to court for dog fouling • Cases taken to court for providing false details • Requests have been made from Members of the public for dog fouling signs. • Residents have contacted the Council with information relating to irresponsible dog ownership, or relating to dog owners who allow their dog to foul on a regular basis. 	7	7	10	?
	0	0	0	0
	0	0	0	0
	0	4	8	26
	3	1	2	4

Dangerous Dogs	23	33	36	18
The Council receive reports of dangerous dogs. The Council has supported the police activities, but have not taken direct enforcement action against any dog owners for dangerous dog offences. The approach to dangerous dogs is currently being reviewed and this will impact upon the workload for the current dog warden. Previously any reports of a dangerous dog were simply passed through to the police for investigation, without being assessed by the Council. A joint review has taken place between the police and the Council using guidance produced by Defra to enforcers of dangerous dog law. Defra suggest that a local service level agreement should be devised in order to tackle such issues. The service level agreement will ensure that the police deal with the serious incidents and investigate any criminal activity including banned breeds and the local authority will deal with minor incidents relating to dangerous dogs. This service level agreement is currently being devised and will become effective in June 2012. Once this has been agreed this will have a resource implication, but at the moment these are unknown until the new procedures have been implemented.				
Patrols	Unrecorded			
School Visits	3	3	7	6
Noise investigation – barking dogs	79	85	95	26
TOTAL	224	366	266	168
Per week	4.67	7.8	5.5	3.5



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

DOG WARDEN POLICY

Introduction

The Council's Dog Warden Service exists to promote responsible dog ownership, including raising standards of dog welfare amongst the Borough's dog owners, securing high standards of dog welfare within premises licensed to sell and board dogs, ensuring that dogs are not allowed to roam unattended and decreasing the level of dog fouling in the Borough's streets and parks.

Education

The Dog Welfare Service will use a variety of educative approaches to encourage responsible dog ownership. Approaches will include:

- Publishing and distributing advisory information;
- Utilising the Council's website as a source of information;
- Educational talks to schools and community groups;
- Participating in both dog specific and broader community promotional events;
- Direct one-to-one educational approaches to individual dog owners.

Stray Dogs

The Dog Warden Service will use a mix of approaches to minimise the number of dogs roaming unattended within the Borough. Enforcement action will be the principal approach to controlling stray dogs. Approaches will include:

- Patrols of the Borough's streets, parks and public open spaces to pick up unattended dogs;
- Response to individual requests from the public to pick up stray dogs;
- Collection of stray dogs received by the Police;
- Educational work to inform dog owners of the problems caused by allowing dogs to roam and of the risks this poses to the welfare of their dogs;
- Encouragement of owners to microchip their dogs including the provision of a microchipping service at no charge.

On seizing a stray dog, the Dog Wardens will normally attempt to return the dog to its owner, provided that the dog has not previously been seized in the preceding 12 months. Dogs that are not returned to their owners will be impounded with the Council's kennel contractor. Owners may then claim their dog on payment of the current release fee. Dogs not claimed after the presented statutory period will pass into the ownership of the Council whereon the Council will then transfer ownership to the RSPCA.

Dog Fouling

The Dog Warden Service will use a mix of approaches to decrease the level of dog fouling on the Borough's streets and parks. Enforcement action will be the principal approach to reducing

dog fouling. Approaches will include:

- Issue of fixed penalty notices for owners failing to clean up after their dog;
- Creation of 10 Dog Watch Areas to prioritise patrolling, enforcement and education work in areas which have the greatest problem with dog fouling;
- Patrols of the Borough's streets, parks and public open spaces to target enforcement action;
- Educational work to inform dog owners of the need to prevent dog fouling;
- Work in partnership with other Council departments and external bodies to enforce and educate on dog fouling.

Dog Waste Bins

The dog waste bin collection service is delivered as part of the Environmental health service and covers public land across the whole of the Council area.

There is currently no charge for the dog waste bin collection service. The service aim is to empty all dog waste bins across the borough area at least once a week with some higher use bins being emptied more frequently. Replacement dog waste bins will be installed as and when necessary providing the parish council meet the cost of replacement. No new additional dog waste bins will be installed, but less well used bins can be moved to higher demand areas. In adverse weather conditions, (i.e. snow and ice) every effort will be made to collect all dog waste bins but only those that can be reached with a vehicle.

Dog Welfare Licensing

The Environmental Health Service will use all appropriate licensing legislation to secure high standards of dog welfare in those premises licensed to sell, breed and board dogs.

Ribble Valley Borough Council



Working alone and personal safety Policy

- Introduction.
- Where lone working is not permitted.
- Managing the risks from lone working.
- Lone working summary.
- Effective management of violence.
- Physical attack.
- Victims of violence at work.
- Legal requirements.

Introduction

Ribble Valley Borough Council's operations and activities require many of its staff to frequently work by themselves, or be stationed some distance away from direct supervision. There will also be occasions where people work early or late in offices or other workplaces, or need to travel alone from one location to another on RVBC business.

The term 'Working Alone' might be defined as follows: 'A person is working alone when that person works in any environment where there are no workers present who have knowledge of the work and workplace, and who are available to respond effectively to unusual occurrences or emergencies. They work by themselves without close or direct supervision'.

The diverse nature of lone working situations makes it impractical to set down formal procedures and instructions for every type of lone work. This document therefore provides guidance on the principal health and safety issues associated with working alone and identifies the statutory duties involved; the staff most at risk; what the risks are and how to minimise those risks.

RVBC staff who come into contact with members of the public, may face aggressive or violent behaviour. They may be sworn at, threatened or even attacked. The Health & Safety Executive's definition of work-related violence is: "Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work".

Verbal abuse and threats are the most common type of incident. Physical attacks are comparatively rare.

Management & Employees have an interest in reducing violence at work. Violence can lead to poor staff morale and may lead to extra costs such as absenteeism. For employees, violence can cause pain, distress, disability or even death. Physical attacks are obviously dangerous but serious or persistent verbal abuse or threats can also damage employees' health through anxiety or stress.

Where lone work is not permitted

Although there is no overall prohibition on working alone there are some circumstances when there is a legal requirement for at least two people to be involved in the work. These include:

- Work at or near live electrical conductors
- Entry into confined space (e.g. entry into confined spaces, sewers, etc.)
- Young person(s) (under 18) working with certain specified machines who must be under adequate supervision from a person who has a thorough knowledge and experience of the machines.
- Diving Operations

Managing the risks from lone working

Who are lone workers at RVBC and what jobs do they do?

Lone workers are found in a wide range of situations at RVBC and some examples are given below:

Staff in fixed locations where:

- Only one person works on the premises - e.g. wardens, cleaners, depot staff etc.
- People who work outside normal hours - e.g. cleaners, managers/staff working early or late, staff called out after normal hours, etc.

Mobile staff working away from their normal base:

- On maintenance work, repair work, painting, etc.
- Personnel, Safety and Training Staff
- Commercial Staff making inspections or accompanied viewing
- Environmental Health Specialists
- Finance Personnel, collecting, distributing or banking cash
- People working separately from others - e.g. Rent collectors, parking attendants, General Works staff, Amenity cleansing staff, Workshop and DSO staff.

Working Alone Risk Assessment

Establishing safe working procedures for lone workers is no different from organising the safety of other RVBC members of staff. RVBC Managers and Supervisors must assess whether the requirements of a particular job/task can be met by people working alone and devise safe systems of work.

Lone workers face particular problems. Some of the issues that need special attention when planning a safe system of work are as follows: -

Can the risks of the job be adequately controlled by one person?

- Does the workplace/location present a special risk to someone working alone?
- Access and egress, e.g. Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?
- Can all plant, substances and goods involved in the work be safely handled by one person? e.g. are objects too large to be lifted by one person or whether more than one person is needed to operate essential controls for the safe running of equipment.
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Are young workers especially at risk if they work alone?

Is the person medically fit and suitable to work alone?

It is important to check that lone workers have no medical conditions which may make them unsuitable for working alone. Seek medical advice where necessary. The risk assessment should consider both routine work and foreseeable emergencies which may impose additional physical and mental burdens on the individual.

What training is required for the lone worker?

Training is important, particularly where there is limited supervision to control, guide and help in certain situations. Lone workers should be sufficiently experienced and be able to understand fully the risks and the control measures in place. Limits should be set to what can and cannot be done while working alone. RVBC staff need to be competent to deal with circumstances which are new or unusual, e.g. when to stop work and seek advice from the supervisor, or how to handle aggressive members of the public.

How will the person be supervised?

Although lone workers cannot be subject to constant supervision, it is still the duty of managers to ensure their health and safety at work. Supervision can help to ensure that employees understand the risks associated with their work and that the necessary preventive and protective measures are carried out. Supervisors can also provide guidance in situations of uncertainty.

The extent of supervision required depends on the risks involved and the ability of the lone worker to identify and handle health and safety issues. RVBC staff new to a job, undergoing training, doing a job which presents special risks, or dealing with new situations may need to be accompanied at first. The level of supervision is a management decision which should be based on the findings of the risk assessment. The higher the risk, the greater the level of supervision required. It should not be left to individuals to decide whether they should work alone, or the level of supervision required. Supervision procedures may include: -

- Supervisors periodically visiting and observing staff working alone.
- Regular contact between the lone worker and supervisor using either a telephone or radio.
- Devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity (contact Phil Dodd for advice).

- Checks that a lone worker has returned to their base or home on completion of a task.

What happens if a person becomes ill, has an accident, or there is an emergency?

Lone workers should be capable of responding correctly to emergencies. The risk assessment should identify foreseeable events. Emergency procedures should be established and Ribblesdale Borough Council staff trained in them. Lone workers should have access to adequate first-aid facilities and the risk assessment should indicate that lone workers need training in emergency first aid. Emergency procedures should also cover the recovery of a lone worker who has not responded to calls, etc.

Lone working summary

- Check and clearly identify work that is being done by staff working alone
- Check that all the hazards have been assessed and adequate control measures are in place for controlling the work. (The work may be able to be re-arranged to avoid lone working)
- Ensure that the staff working alone are competent and have received adequate training
- Ensure that the staff working alone receive monitoring and supervision
- Ensure local procedures (e.g. Permit to Work Systems, etc.) are being adhered to
- Ensure that working practices are reviewed and revised assessments are made, where necessary
- Ensure that appropriate communications are in place and tested at regular intervals
- Check that the work carried out by those working alone is not allowed to change without proper assessment of any new hazard

- Check that accidents, incidents, dangerous occurrences and near misses are reported, recorded, investigated and monitored
- Ensure that appropriate PPE is available
- Consult all appropriate staff on all risk assessments, method statements and safe systems of work for lone working situations
- Avoid out of hours office working in the evenings and weekends. If at all possible ensure other staff are working late or at weekends to avoid lone working situations

Avoid patterns of lone office working that can be easily noticed by others

Effective management of violence

Outlined is an effective method to manage workplace violence and it is based on the RVBC Risk assessment and IND (G) 69L - Violence at Work (HSE).

Find Out if there is a Problem

As with any risk assessment, the first step is to identify the hazard. This should include identifying the tasks/jobs/situations of RVBC staff in which they deal with the public. One method could be to ask staff, either through local supervisors, local safety committees or safety representatives.

Keep records of all incidents, including verbal abuse and threats. For numerous reasons some staff may be reluctant to report incidents of aggressive behaviour which make them feel threatened or worried - they may feel it is an accepted part of the job; but in order to compile a complete picture of the problem staff may need to be encouraged to report all incidents.

Try to predict what might happen - the assessments should not be restricted to incidents which have already affected staff. There may be a known pattern of violence linked to certain work situations. Also, articles in the local press might also be useful to identify relevant incidents, even though these may not involve a RVBC member of staff, and potential problem areas.

Decide What Action to Take

Once staff have been identified who are at risk from violence, check existing arrangements. Are the precautions already in place adequate or should more be done? Factors which can be influenced include: -

- The level of training and information provided
- The working environment
- The design of the job

Training and Information - Train staff so that they can spot early signs of aggression and either avoid them or cope with them. Instruct staff in any system that has been set up for their protection.

The Environment - Consider physical security measures such as:

- Video cameras or alarm systems.
- Security locks on doors to keep the public out of staff areas.
- Specific procedures for trouble spots particularly inner city areas.

The Design of the Job -

- Check the credentials of clients, the place and arrangements for any meetings away from the workplace.
- Arrange for staff to be accompanied by a colleague if they have to meet a suspected aggressor at home or a remote location.
- Make arrangements for staff who work away from their base to keep in touch.
- Maintain numbers of staff at the workplace to avoid a lone worker situation developing where the risk of violence has been judged significant.
- Disguise valuable items of equipment e.g. laptop computers, cameras, etc. in ordinary workbags, briefcases, etc. to minimise possible attacks.

Staff are likely to be more committed to the measures if they help to design them and put them into practice. A mix of measures often works best. Concentrating on just one aspect of the problem may make things worse in another.

Try to take an overall view and balance the risks to staff against any possible reaction by the public.

Take Action

Once the risk assessment has been completed, the recommendations form the basis to the safe system of work. Regularly check that the assessment is a true reflection of the current working situation. Further measures should be added or changes made to existing measures where these are not working. This is particularly important where the job/task changes. If a violent incident occurs, look back at the safe system, evaluate it and make any necessary changes.

Check What Has Been Done

Check on a regular basis how well the arrangements are working, consulting staff/safety representatives and through local safety committees. Keep records of incidents and examine them regularly; they will show what progress the arrangements are making and if the problem is changing. If the measures are working well, stick to them. If violence is still a problem, try something else. Revisit the risk assessment and identify other preventative measures that could work.

Physical attack

Only use self-defence as a last resort. If staff are attacked, there are three options (These are in order of preference): -

Flight - Get away as fast as possible. Do not stop to think ...act, preferably by moving fast towards a place where there will be other people.

Compromise – Attempting to diffuse or manage the situation or come to some sort of compromise by handing over what is wanted and removing the threat of violence.

Attack - If it is not possible to get away, shout, scream, set off a personal alarm by the aggressor's ear, etc. If staff have to fight back, do it quickly and aim for the knee, solar plexus, elbow joint or little fingers. The idea is to 'bash and dash'. Do not stop to make more than one attack or to see what was achieved. In any violent physical contact, everyone will be hurt and there is a risk of a counterclaim for assault.

Reasonable force may be used to defend your property. The same principles apply as long as the force used was reasonable in the circumstances.

Victims of violence at work

If there is a violent incident involving Ribblesvalley Borough Council members of staff it is important to respond quickly to avoid any long-term distress. It is, therefore, essential to plan support structures before any violent incidents take place. The following may be considered:-

- Debriefing - Victims will need to talk through their experience as soon as possible after the event. Remember that verbal abuse can be just as upsetting as a physical attack.
- Time off work - Individuals will react differently and may need differing amounts of time to recover. In some circumstances they might need specialist counseling. Legal help - In some cases legal help may be appropriate.
- Other employees - May need guidance and/or training to help them to react appropriately.

The Home Office leaflet Victims of Crime gives more useful advice if a member of staff suffers an injury, loss or damage from a crime, including how to apply for compensation. Further help may be available from victim support schemes that operate in many areas. The local police station can direct staff to the nearest applicable one.

Violence at work summary

- Examine the various activities of each Ribble Valley Borough Council employee with personal safety implications.
- Identify the risks which exist.
- Assess risks in order to prioritise risk control actions.
- Eliminate the personal safety risks that can be eliminated.
- Reduce the effects of those personal safety risks that cannot be eliminated.
- Devise mechanisms to absorb the consequences of the personal safety risks that remain.
- Monitor and review.

Legal requirements

The health & safety at work, etc. act 1974

Section 2 of the Act places a general duty upon Ribble Valley Borough Council to ensure, so far as is reasonably practicable, the health, safety & welfare at work of its employees.

In addition, under Section 7 of the Act, each employee has a responsibility to take reasonable care of themselves, and of others who may be affected by their acts or omissions.

The management of health & safety at work regulations 1999

The employer's duties were extended under the above regulations so line managers are required to assess all relevant factors relating to the proposed task, and to design an appropriate safe system of work.

This entails the identification of the hazards present in any undertaking, whether arising from the work activity or from other factors (e.g. the layout of the premises); judging the extent of the risks involved, and devising and implementing preventative and protective measures to ensure that the risks are either eliminated or controlled. Where the risk cannot be reduced to an acceptable level, then lone working cannot be accepted.

Line managers must keep risk assessments under continual review to maintain their validity. Tasks must be re-assessed as work practices and conditions change.

The reporting of injuries, diseases and dangerous occurrences regulations 1995

Ribble Valley Borough Council, as employers, must notify the enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for three or more days. This includes any act of non-consensual violence done to a Ribble Valley Borough Council member of staff at work.

Safety Representatives and Safety Committees Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996

Ribble Valley Borough Council as employers must inform, and consult with, employees in good time on matters relating to their health and safety. Employees' representatives may make representations to their employer on matters affecting the health and safety of those they represent.

RISK ASSESSMENT RECORD FORM.

RIBBLE VALLEY BOROUGH COUNCIL.
ENVIRONMENTAL HEALTH

APPENDIX D

Location: Council Offices **OPERATION: - Dog Waste Bin Emptying**

DW RA 5 2016

Assessed by: HC/PD/JO/AG

Issued to JO/AG

Date: 14 Sept 2016

Re-assessment date: 24 Months

Sheet No 1 of 3

Task.	Hazards	Persons Affected	Hazard Reduction/Control Measures.	Risk Rating.			Further/future controls (PPE)	Final Risk Rating.		
				S	L	S x L		S	L	S x L
Vehicle pre-use check	Road traffic	Dog Warden/Street Cleansing/Grounds Maintenance	<ul style="list-style-type: none"> Vehicle serviced as per RVBC drivers handbook training (oil, water, coolant, tyres etc). Cleanliness, lights, reg plates, oil leaks, checked daily before work commences. Report any suspected faults immediately, deliver to Salthill Depot or main dealer. 	4	3	12	<ul style="list-style-type: none"> Daily pre-use inspection Check tyre wear condition weekly to ensure legal Drivers handbook training Complete vehicle defect book 	4	3	12
Vehicle pre-use check	Biological hazard	As above.	<ul style="list-style-type: none"> Ensure hand washing facility fully charged and operative. Ensure adequate supply of PPE maintained and available within vehicle Ensure adequate cleaning agents and paper towels 	3	1	3	<ul style="list-style-type: none"> Daily pre-use inspection 	3	1	3
Lone working	Lone working	As above.	<ul style="list-style-type: none"> Emptying to be undertaken Monday and Friday am Inform 'out of hours'/office when start work and likely completion 	3	2	6	<ul style="list-style-type: none"> Follow agreed route starting 1-33 Avoid confrontation with aggressive people Report and record any incidents /near misses to line manager 	3	2	6
Dog bin empty approach	Road traffic	As above.	<ul style="list-style-type: none"> Park in suitable safe position, not to obstruct traffic Operate hazard warning lights or beacon Wear high-viz jacket/tabard 	3	2	6	<ul style="list-style-type: none"> Use access doors from footpath or if safe to do so the rear of vehicle. 	3	2	6

Dog bin empty approach	Slips/trips	As above.	<ul style="list-style-type: none"> Wear safety footwear Assess approach and repair/condition of bin – proceed if safe to do so 	2	2	4	<ul style="list-style-type: none"> Safety footwear to be in good condition with adequate clean tread 	2	2	4
Dog bin empty approach	Biological hazard (cuts etc)	As above.	<ul style="list-style-type: none"> Ensure all exposed cuts/broken skin covered with suitable waterproof plaster Wear protective gloves 	2	2	4	<ul style="list-style-type: none"> Maintain full first aid kit in vehicle, replenish after use 	2	2	4
Dog bin empty	Biological hazard	As above.	<ul style="list-style-type: none"> Do not eat, drink or smoke without washing hands thoroughly Wear suitable protective gloves – multi/single use Operatives informed, instructed and trained of possible infections – microbiological/worms Assess external contamination of bin liner. If not physically foul proceed to seal bag (knot or tie) If evidence of external fouling of sack and likely to be potential risk, wear approved clean face protection If bag damaged or fouled externally then double bag Collect and bag any excess bags around the bin using clean litter picker, clean/disinfect with cleaning wipes before returning to van. Dispose of wipe in bag before sealing. 	3	2	6	<ul style="list-style-type: none"> Maintain suitable supply of Latex free/powder free nitrile gloves in vehicle Consult GP as to maintaining level of immunisation – tetanus, hepatitis Carry leptospirosis information card – caution re flu symptoms Double bag and seal Disinfect litter picker after use, discard cleaning towel into waste sack 	2	2	4
Dog bin empty	Hazard from presence of sharps	As above.	<ul style="list-style-type: none"> Consider presence of used needles & sharps or other sharp objects Examine contents of bag before attempting to lift Lift bag and keep away from body – examine outside surfaces for piercing before carrying to van Report any incidents to line manager for re-assessment 	4	3	6	<ul style="list-style-type: none"> Report any incidents to line manager to review need for wearing trousers with ballistic pads as per refuse collectors 	2	2	4
Dog bin empty	Lifting weights	As above.	<ul style="list-style-type: none"> Assess weight of contents of sack, if acceptable weight, remove bag and contents. Otherwise decant excess contents until manageable. Install an empty bag to the bin Place sealed bag in designated compartment in van 	3	2	6	<ul style="list-style-type: none"> Consider possible presence of sharps when handling 	3	2	6

Dog bin empty	Chemical exposure	As above.	<ul style="list-style-type: none"> If bin 'lightly' fouled clean with agreed cleaning agents and protocol If bin 'heavily' fouled – refer to DSO for cleaning 	3	2	6	<ul style="list-style-type: none"> Use agreed cleaning chemicals as per manufacturer's instructions 	3	2	6
Final disposal at Salthill Depot	Contact with vehicles	As above.	<ul style="list-style-type: none"> Follow agreed delivery safety protocol on site 	4	4	16	<ul style="list-style-type: none"> Notify office upon arrival to contact loader/driver Permit loader/driver to take vehicle into disposal transfer area 	4	2	8
Final disposal at Salthill Depot	Chemical exposure	As above.	<ul style="list-style-type: none"> Disinfect vehicle compartment/containers with agreed chemicals after delivery to Salthill Depot 	3	3	9	<ul style="list-style-type: none"> Remove linings and wash carefully with hot water and detergent, disinfect if necessary Wear PPE as usage instructions 	3	2	6

The “**Hazard Severity**”, **S**, should be assessed on a scale of 1-5 as follows: -

- 5 – Very High** – Causing multiple deaths or widespread destruction.
- 4 – High** – Causing death or serious injury.
- 3 – Moderate** – Causing injury or disease, 3 days or more off work.
- 2 – Slight** – Causing minor injury, First Aid treatment return to work.
- 1 – Nil** – No risk of injury or disease.

The “**Likelihood of Occurrence**” **L**, should be assessed on a scale of 1-5 as follows: -

- 5 - Very Likely** – If control measures are not implemented.
- 4 – Probably** - only requires additional factor (carelessness, bad weather)
- 3 – Quite possible** – additional factors could precipitate an occurrence but unlikely without such factors.
- 2 – Possible** – probability low and risk minimal.
- 1 – No risk present.**

The “**Risk Factor**”, **SxL**, can then be ascertained from the assessment and the factor related to one of the four classes of risk shown below: -

- 1 – 5 (Low)** A Hazard where personal error, environmental design deficiencies, subsystem or component failure, or procedural deficiencies will not result in significant injury, occupational illness or damage to the system.
- 6 – 11 (Significant)** A hazard that may cause injury, minor occupational ill health or minor system damage.
- 12 – 19 (Critical)** A Hazard that may cause severe injury, severe occupational ill health or major system damage.
- 20 –25 (Unacceptable)** A Hazard that may cause death or multiple deaths.

**RIBBLE VALLEY BOROUGH COUNCIL
DEVELOPMENT SERVICES**

JOB DESCRIPTION

- 1. JOB TITLE:** Part Time Dog Warden
- 2. REFERENCE:** DEV074
- 3. SALARY SCALE:** £13,581 to £14,532 pro rata
- 4. RESPONSIBLE TO:** Senior Environmental Health Officer
- 5. JOB PURPOSE:** To undertake the dog warden duties under the general direction of the Senior EHO.

6. MAIN DUTIES:

- 6.1 To investigate complaints and requests relating to roaming and fouling dogs and compile appropriate records of inspections.
- 6.2 To respond to and carry out initial investigations relating to barking dog complaints to facilitate appropriate action by the Environmental Health Officers in the Housing Department.
- 6.3 To patrol public areas to identify the extent of dog associated problems and take appropriate action as and when necessary.
- 6.4 To organise appropriately the fixing of the council's by-law and other dog related signs.
- 6.5 To implement the department's responsible dog ownership scheme and educational programmes.
- 6.6 To carry out other environmental health functions appropriate to the character of the post as may be assigned by the Chief Executive.
- 6.7 The postholder must have a current driving licence in order to be able to fulfil the duties outlined above and must also be prepared to work flexibly outside normal office hours.
- 6.8 The postholder will be required to organise and carry out "out of hours" patrols and monitoring to achieve appropriate levels of enforcement.

6.9 The postholder will be required to visit and give talks to local schools as part of our educational programme.

6.10 From time to time, to carry out any other duties of a similar nature, commensurate with the responsibilities of this post.

Signed
(Postholder)_____Date_____

Signed
(Manager)_____Date_____

Ribble Valley Borough Council
DEVELOPMENT DEPARTMENT

JOB DESCRIPTION

1. **JOB TITLE:** DOG WARDEN (PART TIME - 30 HOURS)
2. **REFERENCE:** DEV104
3. **SALARY SCALE:**
4. **RESPONSIBLE TO:** Senior Environment Health Officer
5. **JOB PURPOSE:** To undertake Dog Warden duties under the general direction of the Senior Environmental Health Officer.
6. **MAIN DUTIES:**
 - 6.1 To respond to and investigate complaints regarding
 - Barking dogs
 - Roaming dogs
 - Dog fouling

Carry out investigations and monitoring, compile, maintain records of investigation, mediate and educate owners.

Provide details to Environmental Health Officer to facilitate appropriate enforcement action when required.
 - 6.2 To patrol public areas to identify the extent of dog associated problems take decisions and therefore appropriate enforcement action as and when necessary.
 - 6.3 To implement the department's responsible dog ownership scheme and educational programmes.
 - 6.4 To undertake covert surveillance using mobile CCTV camera – ensuring that appropriate application are completed and approved.
 - 6.6 To caution and issue fixed penalty notices for dog fouling offences/littering and ensure collection of evidence and witness statements.
 - 6.7 Represent the Council in the magistrate's court for prosecution of offences under dog fouling legislation.

- 6.8 To liaise with other departments and agencies on dog warden issues.
- 6.9 The postholder will be required to organise and carry out 'out of hours' patrols and monitoring to achieve appropriate levels of enforcement.
- 6.10 To carry out other environmental health functions appropriate to the character of the post as may be assigned by the Director of Development Services.
- 6.11 Empty dog waste bins, transporting collected waste to depot, maintain and clean dog bins as required.

7. **QUALIFICATIONS AND EXPERIENCE**

The post requires the following:

- 7.1 A flexible and self-motivated person, capable of operating with minimal supervision.
- 7.2 The officer will work under the general direction of the Senior Environmental Health Officer. However, after becoming familiar with the duties involved, will work largely on his/her own initiative and judgement referring any specific problems to the Senior Environmental Health Officer.
- 7.3 The officer will have daily contact with the public and occupiers of commercial premises and must, therefore, present a tactful and diplomatic approach.
- 7.4 The post holder must have a current driving licence.
- 7.5 Experience or qualifications with regard to dog handling would be desirable.
- 7.6 The officer to undertake regular 'out of hours' patrols including weekend and bank holidays as necessary.

Signed (Post Holder): _____ Dated: _____

Signed (Line Manager): _____ Dated: _____

**RIBBLE VALLEY BOROUGH COUNCIL
DEVELOPMENT SERVICES DEPARTMENT**

JOB DESCRIPTION

- 1. JOB TITLE:** Part Time Dog Warden
- 2. REFERENCE NO:** DEV110
- 3. SALARY SCALE:** £15,153 to £16,217 pro rata
- 4. RESPONSIBLE TO:** Senior Environmental Health Officer
- 5. JOB PURPOSE:** To undertake the dog warden duties under the general direction of the Senior EHO.

6. MAIN DUTIES:

- 6.1 To investigate complaints and requests relating to roaming and fouling dogs and compile appropriate records of inspections.
- 6.2 To respond to and carry out initial investigations relating to barking dog complaints to facilitate appropriate action by the Environmental Health Officers in the Housing Department.
- 6.3 To patrol public areas to identify the extent of dog associated problems and take appropriate action as and when necessary.
- 6.4 To organise appropriately the fixing of the council's by-law and other dog related signs.
- 6.5 To implement the department's responsible dog ownership scheme and educational programmes.
- 6.6 To carry out other environmental health functions appropriate to the character of the post as may be assigned by the Chief Executive.
- 6.7 The postholder must have a current driving licence in order to be able to fulfil the duties outlined above and must also be prepared to work flexibly outside normal office hours.
- 6.8 The postholder will be required to organise and carry out "out of hours" patrols and monitoring to achieve appropriate levels of enforcement.

6.9 The postholder will be required to visit and give talks to local schools as part of our educational programme.

6.10 From time to time, to carry out any other duties of a similar nature, commensurate with the responsibilities of this post.

Signed
(Postholder) _____ Date _____

Signed
(Manager) _____ Date _____

**Ribble Valley Borough Council
CHIEF EXECUTIVE'S DEPARTMENT**

JOB DESCRIPTION

1. **JOB TITLE:** PART TIME DOG WARDEN
2. **REFERENCE:** CE82
3. **SALARY SCALE:** Scale 3 Scp14-17 £16,481 - £17,547 pro rata
4. **RESPONSIBLE TO:** SENIOR ENVIRONMENT HEALTH OFFICER
5. **JOB PURPOSE:** TO UNDERTAKE DOG WARDEN DUTIES UNDER THE GENERAL DIRECTION OF THE SENIOR ENVIRONMENTAL HEALTH OFFICER.
6. **MAIN DUTIES:**
 - 6.1 To investigate complaints and requests relating to roaming and fouling dogs and compile appropriate records of inspections.
 - 6.2 To respond to and carry out initial investigations relating to barking dog/animal welfare etc enquiries/complaints to facilitate appropriate action by the Environmental Health Officers in the housing department.
 - 6.3 To patrol public areas to identify the extent of dog associated problems and take appropriate enforcement action as and when necessary.
 - 6.4 To organise appropriately the fixing of the Council's By-Law and other dog related signs.
 - 6.5 To implement the department's responsible dog ownership scheme and educational programmes.
 - 6.6 The post holder must have a current driving licence and be prepared, on occasions, to work outside normal office hours.
 - 6.7 The post holder will be required to organise and carry out 'out of hours' patrols and monitoring to achieve appropriate levels of enforcement.
 - 6.8 Enforce anti-fouling legislation, including the enforcement of fixed penalty notices as appropriate.
 - 6.9 Deal with stray, lost and dangerous dogs in conjunction with the police and other agencies.

- 6.10 Empty dog waste bins, transporting collected waste to depot, maintain and clean dog bins as required.
- 6.11 The post holder will be required to visit and give talks to local schools as part of our educational programme.
- 7. To be responsible for ensuring the data quality of all information related to the duties of the post.
- 8. To adhere to the Council's policies including equal opportunities and health and safety.
- 9. Such other duties of a similar responsibility level as may be allocated to the post from time to time.

NB. In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staff are required therefore to take a reasonable and flexible approach to changes arising from the challenges facing the Council.

Signed (Post Holder): _____ Dated: _____

Signed (Head of Service): _____ Dated: _____

**Ribble Valley Borough Council
CHIEF EXECUTIVE'S DEPARTMENT**

JOB DESCRIPTION

- 1. JOB TITLE:** PART TIME DOG WARDEN
- 2. REFERENCE:** CE95
- 3. SALARY SCALE:** Scale 3 (scp14-17) £16,781 - £17,772 pro rata
- 4. RESPONSIBLE TO:** SENIOR ENVIRONMENT HEALTH OFFICER
- 5. JOB PURPOSE:** TO UNDERTAKE DOG WARDEN DUTIES UNDER THE GENERAL DIRECTION OF THE SENIOR ENVIRONMENTAL HEALTH OFFICER.
- 6. MAIN DUTIES:**
 - 6.1** To investigate complaints and requests relating to roaming and fouling dogs and compile appropriate records of inspections.
 - 6.2** To respond to and carry out initial investigations relating to barking dog/animal welfare etc enquiries/complaints to facilitate appropriate action by the Environmental Health Officers in the housing department.
 - 6.3** To patrol public areas to identify the extent of dog associated problems and take appropriate enforcement action as and when necessary.
 - 6.4** Empty dog waste bins, transporting collected waste to depot, maintain and clean dog bins as required.
 - 6.5** To organise appropriately the fixing of the Council's By-Law and other dog related signs.
 - 6.6** To implement the department's responsible dog ownership scheme and educational programmes.
 - 6.7** The post holder must have a current driving licence and be prepared, on occasions, to work outside normal office hours.
 - 6.8** The post holder will be required to organise and carry out 'out of hours' patrols and monitoring to achieve appropriate levels of enforcement.
 - 6.9** Enforce anti-fouling legislation, including the enforcement of fixed penalty notices as appropriate.

6.10 Deal with stray, lost and dangerous dogs in conjunction with the police and other agencies.

6.11 The post holder will be required to visit and give talks to local schools as part of our educational programme.

7. To be responsible for ensuring the data quality of all information related to the duties of the post.

8. To adhere to the Council's policies including equal opportunities and health and safety.

9. Such other duties of a similar responsibility level as may be allocated to the post from time to time.

NB. In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staff are required therefore to take a reasonable and flexible approach to changes arising from the challenges facing the Council.

Signed (Post Holder): _____ Dated: _____

Signed (Head of Service): _____ Dated: _____

APPENDIX F

RIBBLE VALLEY BOROUGH COUNCIL
ENVIRONMENTAL HEALTH SERVICE

LIST OF DOG WASTE BIN SITES – JAN 2015

PARISH	LOCATION	NUMBERS	WHO TO EMPTY
BARROW	Playing Fields	1	DSO
BILLINGTON	Cenotaph	1	DSO
	Neddy Lane	1	DSO
	Whalley Road (Railway Bridge)	1	DSO
	Calder Ave/Billington Gardens footpath	1	DSO
BOLTON By B	Cricket Field Entrance	1	DW
CHATBURN	Kayley Lane	1	DW
	Playing Fields	1	DW
	Ribble Lane/Park Ave	1	DW
	Riverside RV Way	1	DW
	Sawley Road	1	DW
	Nature Reserve/Viewing	1	DW
CLITHEROE	Bolland Prospect	1	DSO
	Brungerley Park	1	DSO
	Brungerley Park footpath/Pimlico	1	DW
	Castle Grounds – replaced Jan 2008	10	DSO
	Chapel Close, Low Moor	1	DSO
	Chatburn Road – Cricket Field	1	DSO
	Chester Avenue	1	DSO
	Edisford Picnic area	3	DSO
	Edisford Road playing field	1	DSO
	Henthorn Park Dog Walk	2	DSO
	Henthorn Road (lower)	1	DSO
	Highmoor Estate approach grassed area – Aug 08	1	DSO
	Kirkmoor Road	1	DW
	Littlemoor Road/Standen Road	1	DW
	Langshaw Drive	1	DW
	Low Moor Footbridge	1	DSO
	Pendle Road	2	DSO
	St Annes Court, Low Moor	1	DSO
	Salthill Quarry	1	DW
	Salthill Road/Taylor Street Footpaths	3	DSO
	Standen Hall Road	1	DW
	Taylor Street Brook St Bridge	1	DSO
	West Bradford Bridge / Ribble Way	1	DW
	Woone lane - Primrose Lodge	1	DW
GRINDLETON	Recreation ground	1	DW
	Back Lane	1	DW
	Greendale Wood	1	DW
	Grindleton Bridge	1	DW

	Sub Total	54	
PARISH	LOCATION	NUMBERS	WHO TO EMPTY
LANGHO	Railway Bridge – Langho	1	DSO
	Railway Bridge – Pasturelands	1	DSO
LONGRIDGE	Lower Lane	1	DSO
	John Smiths Playing Fields	2	DSO
	Towneley Gardens	1	DSO
	Kestor Lane Park	3	DSO
	Willows Park	2	DSO
	Grassed area Civic Hall	1	DSO
	End of Drivers Walk, Berry Lane	1	DSO
MELLOR	Church Lane	1	DSO
	Playing Field, Mellor Village Hall	1	DSO
READ	Berkeley Drive/Whins Lane	1	DW
	Cricket Field car park	1	DW
	Church Walk	1	DW
	George Lane	2	DW
	Hammond Drive	1	DW
	Straits Lane	1	DW
	Whins Lane	1	DW
RIBCHESTER	Riverside Walk car park	1	DSO
	Picnic Area	1	DSO
	Stydd Lane #	1	DSO
	Pope Croft (St Wilfreds car park)	1	DSO
SABDEN	Public footpath car park	1	DW
SALESBURY	Hazelmoor Common	1	DSO
	Copster Green Common	1	DSO
SIMONSTONE	School Lane/Whalley Road	1	DW
	Fountains Avenue	1	DW
	Carleton Avenue	1	DW
WADDINGTON	Footpath – Waddington and West Bradford School	1	DW
	Top Croft	1	DW
WEST BRADFORD	River footpath	1	DW
	Bolland Gate Lane (bottom)	1	DW
	Strait Gate	1	DW
WHALLEY	Proctors Field	1	DSO
	QE II Playing Fields #	1	DSO
	Whalley Arches ##	2	DSO
	Calderstones Park (2 x 2)	4	DW
	R Calder footpath Accrington Rd	1	DSO
	Sub Total	102	
PARISH	LOCATION	NUMBERS	WHO TO EMPTY
WILPSHIRE	Durham Drive - Dog footpath	1	DSO

	Whalley Road near Wilpshire Hotel	1	DSO
	Somerset Avenue	1	DSO
	Lindale Avenue	1	DSO
WISWELL	Whalley Road	1	DSO
	Moor Lane (Coronation Gardns)Wiswell	1	DSO
	Grand Total	108	

- # Glove dispensers – refilled by dog warden
- ~ Bins highlighted in blue – emptied for Parish Council

HEALTH/LIST OF DOG WASTE BIN SITES



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

ENVIRONMENTAL HEALTH SERVICES DOG WARDEN

ADVICE PROTOCOL

Contents:

- **Section 1: Commitment to Animal Welfare and Dog Warden Training**
- **Section 2: Policy on Handling Hurt or Sick Dogs**
- **Section 3: Prohibited Dangerous Breeds**
- **Section 4: Policy on Scanning Stray Dogs**
- **Section 5: Policy on Re-homing Stray Dogs**
- **Section 6: Policy on Permanent Identification of Dogs**
- **Section 7: Policy on scanning stray dogs**
- **Section 8: Policy on neutering**
- **Section 9: Advice on re-homing**
- **Section 10: Advice on Dog Training**
- **Section 11: Summary of Legislation**
- **Section 12: Stray Dog Service Advice & Policy**

July 2016

Section 1:

Commitment to Animal Welfare

- The Council commits to observing and meeting its duties and responsibilities set out in the Animal Welfare Act 2006 and in particular, to recognising and promoting the 5 needs in relation to animal welfare, as follows:
- - Need for a suitable environment;
 - Need for a suitable diet;
 - Need to exhibit normal behaviour;
 - Any need it has to be housed with, or apart from, other animals; and
 - Need to be protected from pain, suffering, injury and disease

The Council commits to giving due consideration and to promote the 5 identified animal welfare needs in relation to carrying out its duties and responsibilities. The Council will undertake appropriate interventions and enforcement concerning animal welfare matters and in particular in relation to the Dog Warden Service and its Animal Welfare licensing functions.

Provision of Basic Dog Warden Training

- The Council seeks to employ a suitable person as a Dog Warden who is familiar and comfortable with, (and if possible proficient) with handling dogs.
- Induction training is given to all personnel under the Corporate new starter arrangements which explain and emphasize the general principles of the Health & Safety at Work Act provisions and the responsibilities of the employer and employees. In particular:
- - Need to consider and work safely and not to take risks – risk assessment – not to be reluctant to ask for assistance if consider risk
 - Using council vehicle and routine vehicle checks
 - Working on the carriageway
 - None use of mobile phone when travelling
 - Use of PPE including graspers
 - Lone working – use of diary, Out of Hours – log in with CCTV control room
 - Biological hazards – personal cleanliness, handling dogs, emptying dog waste bins
 - Manual handling - Safe lifting of weights
 - Working at height - safe use of ladders
- Additional specific training is provided by the following:
 - Familiarisation of legal duties of Dog Warden, clarify other agency responsibilities – Street Cleansing, Police/PCO's, RSPCA, LCC Trading Standards (Animal Health), State Vet Service
 - - Explanation of authorisation and associated powers
 - Environmental Protection Act – stray dogs, fouling provisions
 - Clean Neighbourhood & Environment Act – dog fouling & litter
 - Animal Welfare Act – Section 9: general responsibilities & requirements – policy awareness of dealing with dogs who are injured/unwell
 - RIPA – covert surveillance

- PACE – Criminal Evidence and interview under caution
- Recognition of Dangerous/Prohibited breeds
- Scanning of uplifted dogs and road kills
- On the Job training by experienced & trained dog warden
- Enhanced guidance and supervision by team leader – Senior EHO (Pollution)/Head of Environmental Health Services
- ‘Stray’ and ‘Aggressive dog’ handling training provided by Aspen Valley Stray Dog Kennels
- Attendance of relevant courses ie
 - Dangerous Dog Laws
 - ‘Dog Warden’ Training Courses
 - Optional attendance at Police HQ Dog Unit, Hutton

Section 2

Policy for the handling of hurt or sick dogs

- Any dogs found which appear to be hurt or in very poor condition to be taken immediately to the nearest veterinary practice for evaluation and treatment.
- Any dog reported and found to be living in poor conditions or appear to being mistreated shall be reported immediately to the local branch of the RSPCA (Tel: 08705 555999) and the Dog Warden to offer assistance on site if required.
- Any stray dogs which are taken into Aspen Valley Kennels and deteriorate or develop clinical symptoms shall be referred immediately for veterinary attention. Prescribed condition of Stray Kennel Service contract.

REMEMBER :- WHEN HANDLING A DOG ‘DO NOT PUT YOURSELF AT RISK’

In any first aid situation, veterinary assistance is essential as soon as possible.

BODY LANGUAGE

It may seem a strange subject BUT knowing what kind of mood the dog is displaying will again determine how it should be handled for your safety, the public and the dog’s welfare too. Treat every dog on its own merit and as an individual.

Remember the dog may be frightened or in pain and may lash out and bite

You must keep an animal first aid kit well stocked in your van as part of your equipment.

Suggestions on content:

Bandages (adhesive and open- weave)

Cotton wool

Clean pieces of sheeting

Swabs

Water wash bottle

Blunt end scissors

RECOGNITION OF ILLNESS

The first sign of any illness is a change of character. This is hard for us to determine as we do not know the dogs character so physical signs must be observed eg:

Lameness
Obvious injury
Poor coat quality
Red, thickened, sore looking skin.
Anorexia
Pale mucus membranes
Lethargy
Signs of blood

All illnesses also start with the same symptoms, vomiting, anorexia, diarrhoea and lethargy.

- If you feel the dog is not well or you are unsure seek veterinary assistance.
- You may come across a situation that requires you to give first aid to a dog.

Bleeding – Control the bleeding by applying constant pressure to the wound. Easier said than done with a dog as they usually want to bite at this point.

Bone, Joint and Tendon Injury

If a limb appears to be injured move it as little as possible to prevent further injury and pain.

If a bone is exposed, cover it with a light dressing.

DO NOT use a splint. Allow the dog to assume a comfortable position.

Exposure to Extreme Temperatures

Hypothermia – Cold

If the dog is wet, dry the dog and wrap it up.

Hyperthermia – Hot or heatstroke

Cool the dog down as quickly as possible by means of a cold wet towel.

In both cases the dog will most likely go into shock therefore quick action is required.

Eye injury

Cover the eye with a clean dressing and take directly to a vet.

In the case of short nosed dogs (brachycephalic) an eye can quite easily fall out of the socket. You should NOT try and replace it yourself. Instead, the eye should be kept moist and cold and veterinary assistance sought straight away.

TICKS

They should only be removed if you are competent at doing so. If the removal is not done correctly the head of the tick will be left behind which may develop into abscesses.

Ticks can also transmit diseases, such as Lyme disease

DROWNING

Dogs drown because they become exhausted when swimming. If you have to pull a dog out of water, first clear any debris from its mouth and nose.

If possible, lift up the dog by its hind legs to drain water from its lungs. If the dog is too big or heavy, lay the dog on the ground so its head is lower than its chest.

IDENTIFICATION OF DISEASE:

INFECTION CONTROL: CLEANLINESS OF ALL EQUIPMENT

Equipment includes any restraints, your van, your clothing and footwear. All of these are key factors in cross-contamination. e.g. if unknowingly you transport a dog carrying Parvo Virus and did not disinfect all the above equipment, you will be responsible for passing the disease onto the next dog. Remember we do not know if these strays are vaccinated so extreme measures should be taken to prevent this as far as possible from happening.

❖ Canine Distemper (Hardpad)

Life threatening Virus

Symptoms – high temperature, anorexia, lethargy, runny nose and often after a few weeks of nervousness the dog may develop fits. The nose and pads thicken (hence the name hardpad)

❖ Infectious Hepatitis

Mainly affecting puppies but can affect dogs of all ages.

Symptoms – anorexia, depression, high temperature, abdominal pain jaundice and profuse diarrhoea.

❖ Parvo Virus (MOST COMMON)

Affects dogs of all ages. Transferred from animal to animal and human to animal.

Symptoms – vomiting, depression, anorexia, lethargy, profuse diarrhoea. As the disease progresses there will be a distinct smell. The mortality rate is very high and can only be treated symptomatically.

❖ Coronavirus

Common

Causes digestive problems and also increase severity of other illnesses.

❖ Leptospirosis (Weils Disease)

2 forms

1 – The dog becomes ill through rat-contaminated water. This will form attacks the liver and kidneys and IS transmittable to humans.

2 – This form is contracted through the urine of other infected dogs. This damages the kidneys and may only be apparent as the dog becomes older.

❖ Parainfluenza

This is one of the 2 kinds of Canine Upper Respiratory Disease (CURD)

Also known as Kennel Cough

All the above are preventable through vaccinations

❖ **WORMS**

There are many types of worms or internal parasites and nearly all dogs have them. They cause illness and sometimes can be fatal.

Some worms can also cause illnesses in humans, Toxocara (round worms) and Echinococcus.

Worm eggs are shed on the dog's faeces but even when the faeces are removed eggs can be left behind and can survive for a long time.

E.g. Young children playing on a field will pick the worm eggs up on their hands, because they are sticky and invisible to the naked eye. They do not wash their hands and so the eggs are ingested and migrate through the body. In the most severe case of infection will lead to cysts in the eye causes blindness.

With this being such a real risk to yourself, you must wash your hands after handling every dog.

❖ **FLEAS**

Fleas are and ecto-parasite living on the outside of the animal. They take frequent blood meals from the dog. They can cause irritation, self-mutilation, infections, weight loss and anaemia. They are also responsible for the spread of disease.

Fleas also form part of the tapeworm's life cycle.

Any dog found should be checked for fleas and treated according to the degree of infestation. Your equipment should be sprayed.

❖ **KNOWLEDEGE OF COMMON BREEDS**

A basic knowledge of common breeds and their traits is essential to determine any unusual behaviour and how to handle them.

Section 3

'Prohibited' Dangerous Dogs - see Dangerous Dogs Legislation Section 5



American Pit Bull Terrier



Brazilian Fila



Dogo Argentino



Japanese Tosa

Section 4

POLICY ON SCANNING STRAY DOGS AND ROAD TRAFFIC ACCIDENTS

- The Council's dog warden scanner will be maintained in a fully serviceable condition at all times, shall be fit for purpose and be kept in its carrying pouch in the dog warden vehicle;
- As part of the stray dog 'uplifting' procedure, at the time of impounding, every dog shall be scanned thoroughly by the dog warden with the 'identification chip' scanner. Any dog so identified shall be notified in writing to the dogs owner.
- Every dog taken into the Stray Dog Kennels will be scanned again by the kennel operator
- Every dog and cat collected as a road kill will be returned to Salthill Depot, details notified to the office FAO the Dog Warden and be scanned by the dog warden before disposal.

Section 5

POLICY ON REHOMING STRAY DOGS

- The Council has a proven track record for re-homing of stray dogs and only where dogs are found to be suffering from severe behavioural problems or ill-health which are likely to result in them being unsuitable for permanent re-homing, will stray dogs considered for euthanasia;
- All stray dogs are examined carefully upon delivery to the kennels and are given an individual health check by the kennels veterinary surgeon who visits the stray dog kennels once each week. The dog is examined thoroughly in a purpose built clinic.
- The Council will endeavour to re-home all unclaimed stray dogs through their stray dog kennel provider;
- The Head of Environmental Health Services / Senior EHO Team Leader will monitor monthly returns in relation to stray dogs which are destroyed and will liaise closely with the stray dog kennel provider with regard to dogs being considered for destruction;
- All dogs will be assessed both behaviourally and physically during the time in kennels. Any dogs considered to be unsuitable for re-homing, will be discussed with the authority and be referred to the kennels veterinary surgeon for a second opinion, and if all concur, for humane euthanasia.
- All stray dog owners, when re-claiming dogs will be given a Ribble Valley Borough Council '*Responsible Dog Ownership*' leaflet, have their legal responsibilities explained with regard to permitting their dog to roam and the requirement for the dog to wear a collar and ID disc when in public. Each dog will only be released with a suitable ID tag.

- All prospective dog owners will be thoroughly vetted as to suitability for ownership. They will be interviewed and required to complete an adoption application form stating their personal and work circumstances to match home environment criteria to a suitable breed of dog.

Section 6

Permanent Identification of Dogs

- As a dog owner, you are required to ensure that your dog wears a collar and identification tag when it is taken off your premises and is in public eg taken on a walk in a public area, even if you are in attendance. Failure to comply is a relatively serious offence. We will ask dog owners to comply on the first time this is found. However, if the dog is impounded or you are approached a second time and are found not to comply then the matter will be pursued accordingly.
- The Council strongly supports the permanent identification of dogs and cats, and in particular prefers and promotes use of micro-chipping to provide a permanent form of identification for a pet. Periodically we invite and assist charities to offer a micro-chipping service to local pet owners. We have in the past, invited and assisted the Dogs Trust to provide micro-chipping free.
- Micro-chipping is believed to be the best method as it causes least distress to the animal, although tattooing is a recognised alternative. Through a range of charities it is available for approximately £ 10 and only has to be done once. Any stray dogs which are re-homed are offered micro-chipping.
- Alternatively veterinary surgeries will offer a similar service but will normally charge at a higher rate.

Section 7

Policy on scanning reported strays

- The Council will scan all reported strays in order to return them to their rightful owners.

Section 8

Neutering:

- Neutering of dogs is recommended to prevent unwanted litters of puppies and prevent health issues later in life. It is a relatively straightforward operation but unfortunately is expensive. Recommend undertaken at 6 - 7 months of age before unwanted behaviour becomes instilled in a more adult dog.

Section 9

Looking to re-home a rescue dog?

- There are many organisations who help rescue dogs who are mistreated or are unwanted. There are the well known ones eg RSPCA who rescue in the order of 70,000 animals a year.

- Alternatively, considerable and very valuable assistance is also provided by specific breed rescue organisations. If you know what breed you would prefer try searching on the internet using a specific breed rescue enquiry.
- **The Kennel Club also maintains a 'Rescue Booklet' of registered rescue organisations** and may be contacted for advice. See their website www.the-kennel-club.org.uk

Section 10

Dog Training

- **Dogs will benefit greatly from attending suitable training classes. The Kennel Club Good Citizen Dog Scheme is the largest dog training programme in the UK.** Its aim is to promote responsible dog ownership by teaching dog owners practical dog training skills, which are used in everyday life situations. The scheme also helps to enhance a dog owners relationship with their dog and to make the community aware of the benefits of dog ownership.
- Modern busy lifestyles and communal living can create many stresses connected to owning a dog, from socialising a young puppy to teaching the many skills needed to cope with daily life situations. The scheme incorporates a comprehensive and informative learning programme which encompasses general and more involved requirements of dog ownership. These include feeding, hygiene, grooming, general healthcare, socialisation and taking your dog for a walk.

All dogs are eligible for Good Citizen Training, whether they are young or old, pedigree or crossbreed. Puppy training can commence from as young as 12 weeks old. The scheme incorporates 4 award levels to work through and achieve;

- Puppy Foundation
- Bronze
- Silver' and
- Gold

Each is a natural progression and aims to build understanding and knowledge for both dog and owner. The scheme is straightforward and non-competitive.

There are many dog training organisations who that participate in the scheme who offer weekly training session and /or 6-12 week courses in the daytime and evenings. These include Kennel Club Registered and listed Dog Training Clubs, Local Councils, Agricultural Colleges, Adult Education Centres and the British Armed Forces Bases.

For more information the Kennel Club may be contacted by:

- website: www.the-kennel-club.org.uk
- email: gcds@the-kennel-club.org.uk
- Tel: 020 7518 1011, or write to: The Kennel Club, 1-5 Clarges Street, London W1J 8AB

Section 11

Summary of main legal provisions

Familiarisation with Dogs Fouling Legislation

- Awareness of Dog (Fouling of Land) Act Order, Register of designated land
- Awareness of Ribble Valley 'Dog Fouling' Byelaws adopted in 1984 under Local Govt. Act 1972
- Clean Neighbourhoods & Environment Act 2005
- Regulation 3 of the Dog Control Order (Procedures) Regulations 2006/798 and Section 55(5) of the Clean Neighbourhood and Environment Act 2005

Environmental Protection Act 1990

88 Fixed penalty notices for leaving litter

(1) Where *on any occasion*—

- [(a)] an authorised officer of a litter authority *finds a person who he has reason to believe has on that occasion* [that a person has] committed an offence under section 87 above in the area of that authority[; or
- (b) a constable has reason to believe that a person has committed an offence under that section,]

he may give that person a notice offering him the opportunity of discharging any liability to conviction for that offence by payment of a fixed penalty.

[(1A) Where a constable gives a notice under this section to a person, he shall, no later than 24 hours after the giving of the notice, send a copy of it to the litter authority in whose area the offence was committed.]

(2) Where a person is given a notice under this section in respect of an offence—

- (a) no proceedings shall be instituted for that offence before the expiration of fourteen days following the date of the notice; and
- (b) he shall not be convicted of that offence if he pays the fixed penalty before the expiration of that period.

(3) A notice under this section shall give such particulars of the circumstances alleged to constitute the offence as are necessary for giving reasonable information of the offence and shall state—

- (a) the period during which, by virtue of subsection (2) above, proceedings will not be taken for the offence;

(b) the amount of the fixed penalty; and

(c) the person to whom and the address at which the fixed penalty may be paid;

and, without prejudice to payment by any other method, payment of the fixed penalty may be made by pre-paying and posting to that person at that address a letter containing the amount of the penalty (in cash or otherwise).

(4) Where a letter is sent in accordance with subsection (3) above payment shall be regarded as having been made at the time at which that letter would be delivered in the ordinary course of post.

(5) The form of notices under this section shall be such as the Secretary of State may by order prescribe.

[(5A) A fixed penalty payable in pursuance of a notice under this section shall be payable to the litter authority in whose area the offence was committed.]

(6) *The fixed penalty payable to a litter authority in pursuance of a notice under this section shall, subject to subsection (7) below, be [£50] [or, in Wales, £75]; and as respects the sums received by [a litter] authority, those sums—*

(a) . . .

(b) *if received by an authority in Scotland, shall [accrue to the litter authority].*

(7) *The Secretary of State may by order substitute a different amount [(not exceeding level 2 on the standard scale)] for the amount for the time being specified as the amount [(not exceeding level 2 on the standard scale)] of the fixed penalty in subsection (6) above.*

[(6) The fixed penalty payable in pursuance of a notice under this section is payable to the litter authority whose authorised officer gave the notice.

(6A) The amount of a fixed penalty payable in pursuance of a notice under this section—

(a) is the amount specified by a principal litter authority in relation to its area (whether the penalty is payable to that or another authority), or

(b) if no amount is so specified, is £75.

Control of dogs

149 Seizure of stray dogs

(1) Every local authority shall appoint an officer (under whatever title the authority may determine) for the purpose of discharging the functions imposed or conferred by this section for dealing with stray dogs found in the area of the authority.

(2) The officer may delegate the discharge of his functions to another person but he shall remain responsible for securing that the functions are properly discharged.

- (3) Where the officer has reason to believe that any dog found in a public place or on any other land or premises is a stray dog, he shall (if practicable) seize the dog and detain it, but, where he finds it on land or premises which is not a public place, only with the consent of the owner or occupier of the land or premises.
- (4) **Where any dog seized under this section wears a collar having inscribed thereon or attached thereto the address of any person, or the owner of the dog is known, the officer shall serve** on the person whose address is given on the collar, or on the owner, **a notice in writing stating that the dog has been seized and where it is being kept** and stating that the dog will be liable to be disposed of if it is not claimed within seven clear days after the service of the notice and the amounts for which he would be liable under subsection (5) below are not paid.
- (5) A person claiming to be the owner of a dog seized under this section shall not be entitled to have the dog returned to him **unless he pays all the expenses incurred by reason of its detention** and such further amount as is for the time being prescribed.
- (6) Where any dog seized under this section has been detained for seven clear days after the seizure or, where a notice has been served under subsection (4) above, the service of the notice and the owner has not claimed the dog and paid the amounts due under subsection (5) above the officer may dispose of the dog—
- (a) by selling it or giving it to a person who will, in his opinion, care properly for the dog;
 - (b) by selling it or giving it to an establishment for the reception of stray dogs; or
 - (c) by destroying it in a manner to cause as little pain as possible;
- but no dog seized under this section shall be sold or given for the purposes of vivisection.
- (7) Where a dog is disposed of under subsection (6)(a) or (b) above to a person acting in good faith, the ownership of the dog shall be vested in the recipient.
- (8) The officer shall keep a register containing the prescribed particulars of or relating to dogs seized under this section and the register shall be available, at all reasonable times, for inspection by the public free of charge.
- (9) The officer shall cause any dog detained under this section to be properly fed and maintained.
- (10) Notwithstanding anything in this section, the officer may cause a dog detained under this section to be destroyed before the expiration of the period mentioned in subsection (6) above where he is of the opinion that this should be done to avoid suffering.
- (11) In this section—
- “local authority”, in relation to England . . . , means a district council, a London borough council, the Common Council of the City of London or the Council of the Isles of Scilly [in relation to Wales, means a county council or a county borough council] and, in relation to Scotland, means [a council constituted under section 2 of the Local Government etc (Scotland) Act 1994];

“officer” means an officer appointed under subsection (1) above;

“prescribed” means prescribed in regulations made by the Secretary of State; and

“public place” means—

- (i) as respects England and Wales, any highway and any other place to which the public are entitled or permitted to have access;
- (ii) as respects Scotland, any road (within the meaning of the Roads (Scotland) Act 1984) and any other place to which the public are entitled or permitted to have access;

and, for the purposes of section 160 below in its application to this section, the proper address of the owner of a dog which wears a collar includes the address given on the collar.

Environmental Protection (Stray Dogs) Regulations 1992, [SI 1992/288](#) (made under sub-ss (5), (8), (11)).

150 Delivery of stray dogs to local authority officer

- (1) Any person (in this section referred to as “the finder”) who takes possession of a stray dog shall forthwith either—
 - (a) return the dog to its owner; or
 - (b) take the dog—
 - (i) to the officer of the local authority for the area in which the dog was found;

and shall inform the officer of the local authority *or the police officer in charge of the police station, as the case may be*, where the dog was found.
- (2) Where a dog has been taken under subsection (1) above to the officer of a local authority, then—
 - (a) if the finder desires to keep the dog, he shall inform the officer of this fact and shall furnish his name and address and the officer shall, having complied with the procedure (if any) prescribed under subsection (6) below, allow the finder to remove the dog;
 - (b) if the finder does not desire to keep the dog, the officer shall, unless he has reason to believe it is not a stray, treat it as if it had been seized by him under section 149 above.
- (3) Where the finder of a dog keeps the dog by virtue of this section he must keep it for not less than one month.
- (5) If the finder of a dog fails to comply with the requirements of subsection (1) or (3) above he shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale.
- (6) The Secretary of State may, by regulations, prescribe the procedure to be followed under subsection (2)(a) above.

- (7) In this section “local authority” and “officer” have the same meaning as in section 149 above.

CLEAN NEIGHBOURHOODS & ENVIRONMENT ACT

Chapter 2 Stray Dogs

68 Termination of police responsibility for stray dogs

- (1) [Section 3](#) of the Dogs Act 1906 (c 32) (seizure of stray dogs by police) shall, subject to subsection (2), cease to have effect.
- (2) The repeal in subsection (1) does not apply for the purposes of section 2(2) and (3) of the [Dogs \(Protection of Livestock\) Act 1953 \(c 28\)](#).
- (3) In [section 150](#) of the Environmental Protection Act 1990 (c 43) (delivery of stray dogs to police or local authority officer), in subsection (1)—
- (a) in paragraph (b), omit sub-paragraph (ii) and the preceding “or”;
 - (b) omit the words from “or the police officer” to “as the case may be,”.
- (4) In the heading to that section, omit “police or”.

Commencement from 6-04-2008

151 Enforcement of orders about collars and tags for dogs

Control of Dogs Order 1992

Made - - - 19th March 1992

The Minister of Agriculture, Fisheries and Food, in relation to England, the Secretary of State for Scotland in relation to Scotland, and the Secretary of State for Wales in relation to Wales, in exercise of the powers conferred on them by sections 13(2) and (3) and 72 of the [Animal Health Act 1981](#) and of all other powers enabling them in that behalf, hereby make the following Order

1 Title and commencement

This Order may be cited as the Control of Dogs Order 1992 and shall come into force on 1st April 1992.

NOTES

Initial Commencement

Specified date: 1 April 1992: see above.

2 Wearing of collars by dogs

- (1) Subject to paragraph (2) below, every dog while in a highway or in a place of public resort shall wear a collar with the name and address of the owner inscribed on the collar or on a plate or badge attached to it.
- (2) Paragraph (1) above shall not apply to—
 - (a) any pack of hounds,
 - (b) any dog while being used for sporting purposes,
 - (c) any dog while being used for the capture or destruction of vermin,
 - (d) any dog while being used for the driving or tending of cattle or sheep,
 - (e) any dog while being used on official duties by a member of Her Majesty's Armed Forces or Her Majesty's Customs and Excise or the police force for any area,
 - (f) any dog while being used in emergency rescue work, or
 - (g) any dog registered with the Guide Dogs for the Blind Association.

NOTES

Specified date: 1 April 1992: see art 1.

3 Offences

The owner of a dog or the person in charge of a dog who, without lawful authority or excuse, proof of which shall lie on him, causes or permits the dog to be in a highway or in a place of public resort not wearing a collar as prescribed in article 2(1) above shall be guilty of an offence against the [Animal Health Act 1981](#).

NOTES

Specified date: 1 April 1992: see art 1.

4 Seizure of dogs

Any dog in respect of which an offence is being committed against this Order may be seized and treated as a stray dog under [section 3](#) of the Dogs Act 1906 or under [section 149](#) of the Environmental Protection Act 1990.

NOTES

1 April 1992: see art 1.

5 Enforcement

- (1) This Order shall be executed and enforced by the officers of a local authority (and not by the police force for any area).
- (2) In this article “local authority” and “officer” have the same meaning as in [section 149](#) of the Environmental Protection Act 1990.

NOTES

1 April 1992: see art 1.

Dangerous Dogs Act 1991

1991 CHAPTER 65

An Act to prohibit persons from having in their possession or custody dogs belonging to types bred for fighting; to impose restrictions in respect of such dogs pending the coming into force of the prohibition; to enable restrictions to be imposed in relation to other types of dog which present a serious danger to the public; to make further provision for securing that dogs are kept under proper control; and for connected purposes

[25th July 1991]

Section 1 :Dogs bred for fighting

- (1) This section applies to—
- (a) any dog of the type known as the pit bull terrier;
 - (b) any dog of the type known as the Japanese tosa; and
 - (c) any dog of any type designated for the purposes of this section by an order of the Secretary of State, being a type appearing to him to be bred for fighting or to have the characteristics of a type bred for that purpose.
- (2) No person shall—
- (a) breed, or breed from, a dog to which this section applies;
 - (b) sell or exchange such a dog or offer, advertise or expose such a dog for sale or exchange;
 - (c) make or offer to make a gift of such a dog or advertise or expose such a dog as a gift;
 - (d) allow such a dog of which he is the owner or of which he is for the time being in charge to be in a public place without being muzzled and kept on a lead; or
 - (e) abandon such a dog of which he is the owner or, being the owner or for the time being in charge of such a dog, allow it to stray.
- (3) After such day as the Secretary of State may by order appoint for the purposes of this subsection no person shall have any dog to which this section applies in his possession or custody except—
- (a) in pursuance of the power of seizure conferred by the subsequent provisions of this Act; or
 - (b) in accordance with an order for its destruction made under those provisions;

but the Secretary of State shall by order make a scheme for the payment to the owners of such dogs who arrange for them to be destroyed before that day of sums specified in or determined under the scheme in respect of those dogs and the cost of their destruction.

- (4) Subsection (2)(b) and (c) above shall not make unlawful anything done with a view to the dog in question being removed from the United Kingdom before the day appointed under subsection (3) above.
- (5) The Secretary of State may by order provide that the prohibition in subsection (3) above shall not apply in such cases and subject to compliance with such conditions as are specified in the order and any such provision may take the form of a scheme of exemption containing such arrangements (including provision for the payment of charges or fees) as he thinks appropriate.
- (6) A scheme under subsection (3) or (5) above may provide for specified functions under the scheme to be discharged by such persons or bodies as the Secretary of State thinks appropriate.
- (7) Any person who contravenes this section is guilty of an offence and liable on summary conviction to imprisonment for a term not exceeding six months or a fine not exceeding level 5 on the standard scale or both except that a person who publishes an advertisement in contravention of subsection (2)(b) or (c)—
 - (a) shall not on being convicted be liable to imprisonment if he shows that he published the advertisement to the order of someone else and did not himself devise it; and
 - (b) shall not be convicted if, in addition, he shows that he did not know and had no reasonable cause to suspect that it related to a dog to which this section applies.
- (8) An order under subsection (1)(c) above adding dogs of any type to those to which this section applies may provide that subsections (3) and (4) above shall apply in relation to those dogs with the substitution for the day appointed under subsection (3) of a later day specified in the order.

The power to make orders under this section shall be exercisable by statutory instrument which, in the case of an order under subsection (1) or (5) or an order containing a scheme under subsection (3), shall be subject to annulment in pursuance of a resolution of either House of Parliament.

Dangerous Dogs (Designated Types) Order 1991

Made - - - 25th July 1991

In exercise of the powers conferred upon me by [section 1\(1\)\(c\)](#) of the Dangerous Dogs Act 1991, I hereby make the following Order

1

This Order may be cited as the Dangerous Dogs (Designated Types) Order 1991 and shall come into force on 12th August 1991.

NOTES

Initial Commencement

Specified date

Specified date: 12 August 1991: see above.

2

There are hereby designated for the purposes of [section 1](#) of the Dangerous Dogs Act 1991 dogs of the following types, being types appearing to be bred for fighting or to have the characteristics of types bred for that purpose, namely:

- (a) any dog of the type known as the Dogo Argentino; and
- (b) any dog of the type known as the Fila Brasileiro.

Section 3: Keeping dogs under proper control

- (1) If a dog is dangerously out of control in a public place—
 - (a) the owner; and
 - (b) if different, the person for the time being in charge of the dog,is guilty of an offence, or, if the dog while so out of control injures any person, an aggravated offence, under this subsection.
- (2) In proceedings for an offence under subsection (1) above against a person who is the owner of a dog but was not at the material time in charge of it, it shall be a defence for the accused to prove that the dog was at the material time in the charge of a person whom he reasonably believed to be a fit and proper person to be in charge of it.
- (3) If the owner or, if different, the person for the time being in charge of a dog allows it to enter a place which is not a public place but where it is not permitted to be and while it is there—
 - (a) it injures any person; or
 - (b) there are grounds for reasonable apprehension that it will do so,he is guilty of an offence, or, if the dog injures any person, an aggravated offence, under this subsection.
- (4) A person guilty of an offence under subsection (1) or (3) above other than an aggravated offence is liable on summary conviction to imprisonment for a term not exceeding six months or a fine not exceeding level 5 on the standard scale or both; and a person guilty of an aggravated offence under either of those subsections is liable—
 - (a) on summary conviction, to imprisonment for a term not exceeding six months or a fine not exceeding the statutory maximum or both;
 - (b) on conviction on indictment, to imprisonment for a term not exceeding two years or a fine or both.
- (5) It is hereby declared for the avoidance of doubt that an order under section 2 of the Dogs Act 1871 (order on complaint that dog is dangerous and not kept under proper control)—
 - (a) may be made whether or not the dog is shown to have injured any person; and

- (b) may specify the measures to be taken for keeping the dog under proper control, whether by muzzling, keeping on a lead, excluding it from specified places or otherwise.
- (6) If it appears to a court on a complaint under section 2 of the said Act of 1871 that the dog to which the complaint relates is a male and would be less dangerous if neutered the court may under that section make an order requiring it to be neutered.

The reference in [section 1\(3\)](#) of the Dangerous Dogs Act 1989 (penalties) to failing to comply with an order under section 2 of the said Act of 1871 to keep a dog under proper control shall include a reference to failing to comply with any other order made under that section; but no order shall be made under that section by virtue of subsection (6) above where the matters complained of arose before the coming into force of that subsection.

5 Seizure, entry of premises and evidence

- (1) A constable **or an officer of a local authority** authorised by it to exercise the powers conferred by this subsection may seize—
- (a) any dog which appears to him to be a dog to which section 1 above applies and which is in a public place—
 - (i) after the time when possession or custody of it has become unlawful by virtue of that section; or
 - (ii) before that time, without being muzzled and kept on a lead;
 - (b) any dog in a public place which appears to him to be a dog to which an order under section 2 above applies and in respect of which an offence against the order has been or is being committed; and
 - (c) any dog in a public place (whether or not one to which that section or such an order applies) which appears to him to be dangerously out of control.
- (2) If a justice of the peace is satisfied by information on oath, or in Scotland a justice of the peace or sheriff is satisfied by evidence on oath, that there are reasonable grounds for believing—
- (a) that an offence under any provision of this Act or of an order under section 2 above is being or has been committed; or
 - (b) that evidence of the commission of any such offence is to be found, on any premises he may issue a warrant authorising a constable to enter The scanner will be maintained uin a serviceable condition at all times and shall be fit for purpose
- those premises (using such force as is reasonably necessary) and to search them and seize any dog or other thing found there which is evidence of the commission of such an offence.
- (3) A warrant issued under this section in Scotland shall be authority for opening lockfast places and may authorise persons named in the warrant to accompany a constable who is executing it.
- (4) . .

- (5) If in any proceedings it is alleged by the prosecution that a dog is one to which section 1 or an order under section 2 above applies it shall be presumed that it is such a dog unless the contrary is shown by the accused by such evidence as the court considers sufficient; and the accused shall not be permitted to adduce such evidence unless he has given the prosecution notice of his intention to do so not later than the fourteenth day before that on which the evidence is to be adduced.

7 Muzzling and leads

- (1) In this Act—
- (a) references to a dog being muzzled are to its being securely fitted with a muzzle sufficient to prevent it biting any person; and
 - (b) references to its being kept on a lead are to its being securely held on a lead by a person who is not less than sixteen years old.
- (2) If the Secretary of State thinks it desirable to do so he may by order prescribe the kind of muzzle or lead to be used for the purpose of complying, in the case of a dog of any type, with section 1 or an order under section 2 above; and if a muzzle or lead of a particular kind is for the time being prescribed in relation to any type of dog the references in subsection (1) above to a muzzle or lead shall, in relation to any dog of that type, be construed as references to a muzzle or lead of that kind.

❖ Animal Welfare Act 2006

1 Animals to which the Act applies

- (1) In this Act, except subsections (4) and (5), “animal” means a vertebrate other than man.
- (2) Nothing in this Act applies to an animal while it is in its foetal or embryonic form.
- (3) The appropriate national authority may by regulations for all or any of the purposes of this Act—
- (a) extend the definition of “animal” so as to include invertebrates of any description;
 - (b) make provision in lieu of subsection (2) as respects any invertebrates included in the definition of “animal”;
 - (c) amend subsection (2) to extend the application of this Act to an animal from such earlier stage of its development as may be specified in the regulations.
- (4) The power under subsection (3)(a) or (c) may only be exercised if the appropriate national authority is satisfied, on the basis of scientific evidence, that animals of the kind concerned are capable of experiencing pain or suffering.
- (5) In this section, “vertebrate” means any animal of the Sub-phylum Vertebrata of the Phylum Chordata and “invertebrate” means any animal not of that Sub-phylum.

3 Responsibility for animals

- (1) In this Act, references to a person responsible for an animal are to a person responsible for an animal whether on a permanent or temporary basis.
- (2) In this Act, references to being responsible for an animal include being in charge of it.
- (3) For the purposes of this Act, a person who owns an animal shall always be regarded as being a person who is responsible for it.
- (4) For the purposes of this Act, a person shall be treated as responsible for any animal for which a person under the age of 16 years of whom he has actual care and control is responsible.

4 Unnecessary suffering

- (1) A person commits an offence if—
 - (a) an act of his, or a failure of his to act, causes an animal to suffer,
 - (b) he knew, or ought reasonably to have known, that the act, or failure to act, would have that effect or be likely to do so,
 - (c) the animal is a protected animal, and
 - (d) the suffering is unnecessary.
- (2) A person commits an offence if—
 - (a) he is responsible for an animal,
 - (b) an act, or failure to act, of another person causes the animal to suffer,
 - (c) he permitted that to happen or failed to take such steps (whether by way of supervising the other person or otherwise) as were reasonable in all the circumstances to prevent that happening, and
 - (d) the suffering is unnecessary.
- (3) The considerations to which it is relevant to have regard when determining for the purposes of this section whether suffering is unnecessary include—
 - (a) whether the suffering could reasonably have been avoided or reduced;
 - (b) whether the conduct which caused the suffering was in compliance with any relevant enactment or any relevant provisions of a licence or code of practice issued under an enactment;
 - (c) whether the conduct which caused the suffering was for a legitimate purpose, such as—
 - (i) the purpose of benefiting the animal, or
 - (ii) the purpose of protecting a person, property or another animal;

- (d) whether the suffering was proportionate to the purpose of the conduct concerned;
 - (e) whether the conduct concerned was in all the circumstances that of a reasonably competent and humane person.
- (4) Nothing in this section applies to the destruction of an animal in an appropriate and humane manner.

9 Duty of person responsible for animal to ensure welfare

- (1) A person commits an offence if he does not take such steps as are reasonable in all the circumstances to ensure that the needs of an animal for which he is responsible are met to the extent required by good practice.
- (2) **For the purposes of this Act, an animal's needs shall be taken to include—**
- (a) its need for a suitable environment,
 - (b) its need for a suitable diet,
 - (c) its need to be able to exhibit normal behaviour patterns,
 - (d) any need it has to be housed with, or apart from, other animals, and
 - (e) its need to be protected from pain, suffering, injury and disease.
- (3) The circumstances to which it is relevant to have regard when applying subsection (1) include, in particular—
- (a) any lawful purpose for which the animal is kept, and
 - (b) any lawful activity undertaken in relation to the animal.
- (4) Nothing in this section applies to the destruction of an animal in an appropriate and humane manner.

19 Power of entry for section 18 purposes

- (1) An inspector or a constable may enter premises for the purpose of searching for a protected animal and of exercising any power under section 18 in relation to it if he reasonably believes—
- (a) that there is a protected animal on the premises, and
 - (b) that the animal is suffering or, if the circumstances of the animal do not change, it is likely to suffer.
- (2) Subsection (1) does not authorise entry to any part of premises which is used as a private dwelling.
- (3) An inspector or a constable may (if necessary) use reasonable force in exercising the power conferred by subsection (1), but only if it appears to him that entry is required before a warrant under subsection (4) can be obtained and executed.

- (4) Subject to subsection (5), a justice of the peace may, on the application of an inspector or constable, issue a warrant authorising an inspector or a constable to enter premises for the purpose mentioned in subsection (1), if necessary using reasonable force.
- (5) The power to issue a warrant under subsection (4) is exercisable only if the justice of the peace is satisfied—
- (a) that there are reasonable grounds for believing that there is a protected animal on the premises and that the animal is suffering or is likely to suffer if its circumstances do not change, and
 - (b) that section 52 is satisfied in relation to the premises.

Section 12

OUT OF HOURS STRAY DOG 'PROTOCOL'

Dog Warden

The Council is unable to operate a 24/7 'Out of Hours' collection service. However, the Dog Warden 'occasionally works Out of Hours' undertaking early morning, evening and weekend/bank holiday patrols. If the Dog Warden is on duty the officer can be contacted on the officers works mobile 07725 602763 who will respond if feasible. This number **must not** be released to callers but only used by Control Centre staff to establish if an officer is available to respond otherwise please record all details and FAX them to the Council Offices for action on the next available working day on 01200 414487.

Stray Dogs

From the 6 April 2008, the Police relinquish responsibility with regard to stray dogs. The responsibilities of Lancashire Constabulary will be reduced and they will only be required to deal with the following:

Lost and stolen dogs (lost dogs to be recorded as lost property).
Dangerous dogs and dogs found to be worrying livestock
Dogs involved with road traffic accidents.
Dogs relating to persons being detained.
Dogs left by the death of their owner.
Dogs involved with the scene of a crime.

Local Authorities are not required to offer a night-time call-out service to seize and detain stray dogs seen or found by the public.

You are particularly asked to be aware of people trying to present their own dogs for 're-homing' as stray dogs and ask appropriate questions.

However, a stray dog **Acceptance Service** is available to any person finding a stray dog who wishes to deliver the dog in person to the stray dog kennels – Aspen Valley Kennels, Lower Aspen Lane, Oswaldtwistle nr Accrington (BB5 4NY for Sat-Nav. purposes).

This service is only available by prior appointment in the acceptance hours agreed, through the Council's Out of Hours service.

Acceptance Hours the dog must be delivered between these hours

- **17.00 to 22.00 hrs Monday to Friday** except Bank Holidays.
- **10.00 to 16.00 hours Saturday, Sunday and Bank Holidays.**

If a resident reports finding a stray dog within these hours then please contact Gordon/Georgina @ Aspen Valley on **0778 7737431** and arrange delivery.

Please advise any person wanting to reclaim a lost dog:

- **Anyone wishing to reclaim their dog will be required to pay a standard reclamation fee plus any associated kennelling fees **A minimum of one day's kennelling fees will be payable.****

Impounded dogs will only be reclaimable from the stray dog kennels by prior agreement and between 10am - 5pm weekdays and 9am -1pm (weekends and bank holidays). **All payments to be made to the kennels before the dog is released.**

Emergency Situation

In an extreme emergency, arrangements will be made for the collection of a stray dog if 'dangerous' or poses a 'significant risk'. This must be approved by either contacting Heather Coar or Matt Riding initially who will then grant permission for either the Dog Warden (if available) or for Aspen Valley Kennels to respond and collect the dog. There are obvious significant related costs. Normally for this to be considered we would ask that the dog must be captured/restrained to enable collection.

Dog Control Orders



NOTICE PURSUANT TO REGULATION 3 OF THE DOG CONTROL ORDER (PROCEDURES) REGULATIONS 2006/798 AND SECTION 55(5) OF THE CLEAN NEIGHBOURHOODS AND ENVIRONMENT ACT 2005

1. The Fouling of Land by Dogs (Ribble Valley) Order 2014

The Order will replace the current order made under the Dogs Fouling of Land Act 1996 and its effect is to make it an offence to fail to immediately remove faeces deposited by a dog in your charge. This Order applies to all land, which is within the administrative area of Ribble Valley, which is open to the air, and to which the public are entitled or permitted to have access with or without payment.

This Order does not apply to a person who is registered blind or a person who has a disability which affects his mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.

2. The Dogs on Leads (Ribble Valley) Order 2014

The effect of this Order is to make it an offence if a dog in your charge is not on a lead in a designated area. The designated area is Clitheroe Cemetery, Clitheroe.

3. The Dogs on Leads by Direction (Ribble Valley) Order 2014

The effect of this Order is to make it an offence if a dog in your charge is not put and kept on a lead of not more than 1 metre in length, when directed to do so by an authorised officer. This Order applies to all land within the administrative area of Ribble Valley, which is open to the air, and, to which the public are entitled or permitted to have access with or without payment.

4. The Dog Exclusion (Ribble Valley) Order 2014

The effect of this Order is to make it an offence to allow a dog in your charge to enter a dog exclusion area. This Order applies to any enclosed children's play area, skate park, tennis court, basketball court, bowling green or putting green, sports pitch(es) and/or any other recreational facility.

This Order does not apply to a person who is registered blind, is deaf, in respect of a dog trained by Hearing Dogs for Deaf People and upon which he relies for assistance or a person who has a disability which affects his mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.

5. The Dogs (Specified Maximum) (Ribble Valley) Order 2014

The effect of this Order is to make it an offence for a person to take more than four dogs onto any land within the administrative area of the Ribble Valley which is open to the air,

and, to which the public are entitled or permitted to have access with or without payment, at any time.

The hard copies of the orders and map can be inspected and copies obtained at the Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe, Lancashire, BB7 2RA.

Penalty

The maximum penalty for each offence under the Dog Control Order is £1,000 upon prosecution in the magistrates' court. The Council also has the power to offer a fixed penalty as an alternative to prosecution and the amount of this has been set as £80 reduced to £50 if paid within 14 days of the notice being issued.



ADVICE TO PUBLIC - STRAY DOGS

YOUR LOCAL SERVICES HAVE CHANGED

On 6 April 2008, responsibilities for dealing with stray dogs fundamentally changed. Previously, your Local Authority and Lancashire Constabulary held a shared responsibility.

From the 6 April, the responsibilities of Lancashire Constabulary will be reduced and they will only be required to deal with the following:

Lost and stolen dogs (lost dogs to be recorded as lost property).
Dangerous dogs and dogs found to be worrying livestock
Dogs involved with road traffic accidents.
Dogs relating to persons being detained.
Dogs left by the death of their owner.
Dogs involved with the scene of a crime.

After 6 April your Local Authority will deal entirely with the issue of stray/roaming dogs and will make arrangements for any dogs found to be surrendered. . **DO NOT take the dog to the local police station or present the dog to the Council Offices as neither can accept the dog from you and you will be asked to return home and keep the dog until collection can be arranged.**

During office hours, stray dogs should be reported on 01200 425111

Local Authorities are not required to offer a night-time call-out service to seize and detain stray dogs seen or found by the public.

However, a 'limited hours' stray dog acceptance service is available to any person finding a stray dog who wishes to deliver the dog in person to the stray dog kennels. This service is only available by prior appointment with 01200 444448

What to do if you find a Stray Dog:

Office Hours:

- **Behave responsibly.** Providing it is safe to do so, please secure the dog in a safe place within your property. If possible, make preliminary enquiries with neighbours and local dog owners as most stray dogs will live locally. **DO NOT take the dog to the local police station or present the dog to the Council Offices as neither can accept the dog from you and you will be asked to return home and keep the dog until collection can be arranged.** If the owner cannot be identified or the dog is a nuisance dog which habitually roams, then please report the dog on 01200 425111.
- Providing the Dog Warden is on duty, the Dog Warden will endeavour to collect the dog from your home as quickly as feasible or other arrangements will be made.

Outside Office Hours:

Unfortunately, the Council does not provide a collection service outside office hour's as a stray dog is not considered an emergency and the Council is not a blue light service.

However, arrangements have been made for the limited 'acceptance and delivery' of a stray dog found out of hours as follows;

Monday – Friday. Out of hours 17.00 – approx. 21.00 (latest delivery to kennels must be made by 22.00 hrs).

- Public may arrange to deliver a stray dog to the designated stray dog kennels, located in Oswaldtwistle by prior appointment Tel: 01200 444448.
- Alternatively can hold dog overnight or release it.
- The kennels are not contracted to collect restrained dogs or catch roaming dogs between these hours.

Monday – Friday. Out of hours 22.00 – 09.00.

- Public must retain dog over night or release it. Please notify both the Police on 01254 51212 and the Dog Warden Service on 01200 425111 if dog is being held by the resident.

Saturday, Sunday and Bank Holidays. Out of hours 10.00 – approx. 15.00 (latest delivery by 16.00 hrs.)

- Public can deliver a stray dog to the designated stray dog kennels, located in Oswaldtwistle by prior arrangement Tel: 01200 444448.
- Alternatively hold dog or release it.
- The kennels will not collect restrained dogs or catch roaming dogs between these hours on behalf of Ribble Valley Borough Council.

Saturday, Sunday and Bank Holidays. Out of hours after 16.00.

- Public to retain dog until next working day or release it. – Please notify both the Police on 01254 51212 and the Dog Warden Service on 01200 425111 if the dog is being held by the resident.



Environmental Health Services,
Ribble Valley Borough Council, Council Offices, Church Walk, CLITHEROE,
Lancashire, BB7 2RA Tel: 01200 425111

DOG WARDEN VAN EQUIPMENT LIST

ITEM	PRESENT	CONDITION
Long grasper		
Medium grasper (Nimrod)		
Short grasper (Nipper)		
Slip lead		
Bite stick		
2 Dazers		
Identichip scanner		
Chain lead		
Safety glasses		
Torch		
Camera		
First Aid kit		
Safety information file		
Daily van check record		
1 pair red rubber gloves		
1 pair blue rubber gloves		
Box of latex gloves		
Box of disposable wipes		
Santex hygiene spray		
Each Dog Warden's Box		
Yellow high vis coat		
High vis tabard		
1 pair medium gloves		
1 pair medium ultra gloves (gauntlets)		
1 pair arm guards		
Face guard		
Tyvac disposable suit		
A-Z road map		
Ramp		
Fire Extinguisher		
Hand shovel		
Litter picker		

Date Signed

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 13

meeting date: THURSDAY, 7 SEPTEMBER 2017
 title: WORKING IN PARTNERSHIP WITH THE DOGS TRUST - UPDATE
 submitted by: CHIEF EXECUTIVE
 principal author: HEATHER BARTON, HEAD OF ENVIRONMENTAL HEALTH SERVICES

1 PURPOSE

- 1.1 To inform and update Members on partnership events with the Dogs Trust.
- 1.2 Relevance to the Council's ambitions and priorities
- Community Objectives }
 - Corporate Priorities }
- To help make people's lives safer and healthier.
- Other Considerations – None.

2 BACKGROUND

- 2.1 At the beginning of the year we were offered the opportunity to work in partnership with the Dogs Trust to organise community events in 2017. In 2016, Dogs Trust north of England campaign team, carried out 254 community events. They found the events were extremely successful and allowed the team to engage with over 12,172 dog owners to see over 13,849 dogs.
- 2.2 During 2016, the team microchipped 11,724 dogs and checked the microchip details of an additional 2,000 with owners being advised about how to update registration details.
- 2.3 The offer was extended to Ribble Valley Borough Council to work together to offer the services and to be carrying out events, therefore improving the lives and welfare of dogs living in the Ribble Valley.

3 ISSUES

- 3.1 By working in partnership to carry out the events, they will provide a free, easy accessible service to local dog owners and aim to promote all aspects of responsible dog ownership including:
- the changing law regarding compulsory microchipping;
 - the legal requirement to microchip owner information up to date;
 - the legal requirement of collar and tag;
 - the legal requirement to pick up after your dog;
 - the importance of proper training/socialisation to prevent anti-social behaviour;
 - how to be safe around dogs;
 - the importance of the five freedoms.
- 3.2 The events have proven beneficial to the Council as it increases publicity, it increases responsibly and education increases the number of microchipped dogs

and gives the Council opportunity to promote their service and engage well with the community.

- 3.3 On behalf of the Dogs Trust, their representative is extremely grateful for the opportunity to promote responsible dog ownership in Ribble Valley. To increase promotion of the event and as an extra push, it was requested that street lists of approximately 3000 properties were given to the Dogs Trust prior to the Mellor event on 14 June 2017.
- 3.4 Produced for Committee are the daily performance records for the team that attended the events within Ribble Valley (Appendix A). It is to be noted that busiest event was April held at St Mary's community hall, Sabden. Unfortunately other events have not been as well attended.
- 3.5 It can be confirmed that the events were publicised on social media (Twitter/Facebook), the Council website, by local parishes and Councillors.

4 **CONCLUSION**

- 4.1 It is requested that Committee take note of the low numbers of people attending the Dogs Trust events even though a large promotion was undertaken. It is felt from the Environmental Health Services team that any positive promotion of dog ownership is beneficial.

HEATHER BARTON
HEAD OF ENVIRONMENTAL HEALTH SERVICES

MARSHAL SCOTT
CHIEF EXECUTIVE

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

REF: HC/EL/070917/H&H

APPENDIX A

So far this year the Dogs Trust team have carried out three Community Events in Sabden, Clitheroe and Blackburn. At the events:

- 49 dog owners attended;
- the team have seen 65 dogs;
- 7 dogs were microchipped;
- the team checked the chip of 57 dogs and were appropriate advised the owners about how to update the registered details;
- 48 dogs received a veterinary health check including nail clipping;
- less than half of the dogs were already neutered so the team offered advice and support to the owners of un-neutered dogs regarding the benefits of neutering and where appropriate directed them to the Dogs Trust subsidised neutering scheme;
- approximately a third of the dogs were identified as being overweight so the team issued Woof, Waggle & Waistline packs to the owners;
- 20 It's a Pup's Life packs were issued to those people who have a puppy or are thinking of getting a puppy;
- only 9 dogs were wearing a collar tag so the events offered a great opportunity for the team to promote the law regarding collar and tag.

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No. 14

meeting date: 7th SEPTEMBER 2017
title: 2016/2017 YEAR-END PERFORMANCE INFORMATION
submitted by: DIRECTOR OF RESOURCES
principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

- 1.1 This is the year-end report of 2016/2017 that details performance against our local performance indicators.
- 1.2 Regular performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.
- 1.3 Relevance to the Council's ambitions and priorities:
 - Community Objectives –
 - Corporate Priorities –
 - Other Considerations -Monitoring our performance ensures that we are both providing excellent services for our community as well as meeting corporate priorities.

2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their auditors, inspectors, elected members and service users to judge how well services are performing.
- 2.2 A rationale has been sought for maintaining each indicator – with it either being used to monitor service performance or to monitor the delivery of a local priority.
- 2.3 The report attached at Appendix 1 comprises the following information:
 - The outturn figures for all local performance indicators relevant to this committee reported for 2016/17. Some notes have been provided to explain significant variances either between the outturn and the target or between 2016/2017 data and 2015/2016 data. A significant variance is greater than 15% (or 10% for cost PIs).
 - Performance information is also provided for previous years for comparison purposes (where available) and the trend in performance is shown.
 - Targets for service performance for the year 2016/2017 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: service performance significantly below target (i.e. less than 75% of target performance), Amber: performance slightly below target (i.e. between 75% and 99% of target), Green: target met/exceeded.
 - Targets have been provided for members to scrutinise for the following three years. A target setting rationale was sought from each Head of Service.
- 2.4 These tables are provided to allow members to ascertain how well services are being delivered against our local priorities and objectives, as listed in the Corporate Strategy.
- 2.5 Analysis shows that of the 21 indicators that can be compared to target:
 - 38.10% (8) of PIs met target (green)

- 33.33% (7) of PIs close to target (amber)
 - 28.57% (6) of PIs missed target (red)
- 2.6 Analysis shows that of the 20 indicators where performance trend can be compared over the years:
- 55% (11) of PIs improved
 - 15% (3) of PIs stayed the same
 - 30% (10) of PIs worsened
- 2.7 Where possible audited and checked data has been included in the report. However, some data may be corrected following work of Internal Audit and before the final publication of the indicators on the Council's website.
- 2.8 Indicators can be categorised as 'data only' if they are not suitable for monitoring against targets – these are marked as so in the report.

3 GENERAL COMMENTS ON PERFORMANCE AND TARGETS

- 3.1 In respect of PIs for Housing, Colin Hirst, Head of Regeneration and Housing, has provided the following information regarding performance and targets:
- **PI RH1 (BV64) - Number of private sector vacant dwellings that are returned into occupation or demolished** - Limited number of vacancies that private sector are bringing forward. Limited funds for public sector investment.
 - **PI RH5 (BV183b) - Length of stay in temporary accommodation (Hostel)** – Delivering on units has lagged. It has not been possible to match all requests to available property types and tenure.
 - **PI RH6 - Preventing Homelessness - number of households where homelessness prevented** - Targets not reflective of outcomes, with increasing presentations.
 - **PI RH8 (NI 156) - Number of households living in temporary accommodation** – Inability to match residents with affordable move on stock.
- 3.2 In respect of PIs for Environmental Health, Heather Barton, Head of Environmental Services, has provided the following information regarding performance and targets:
- **PI EH1 - The percentage of food premises' inspections that should have been carried out that were carried out-** Full team of food staff therefore there should be an improvement in the figures
 - **PI EH3 - The percentage of food complaints responded to within 2 days** - Admin position filled – this will ensure FLARE is kept up to date
 - **PI EH4 - The percentage of health and safety complaints responded to within 2 days** - part time Health and Safety officer role and lack of admin has had an impact on figures
 - **PI EH6 - The percentage of air pollution complaints responded to within 2 days** - Staff post vacant April-August 2016 – post now filled so should see improvement
 - **PI EH7 - The percentage of noise complaints responded to within 2 days** - Improved response due to staffing increase expected
 - **PI EH9 - The percentage of requests for dog warden services responded to within 2 days** - Need to ensure FLARE is kept up to date. Admin post vacancy has impacted on recording

- **PI EHB1 - The percentage of building regulations full plans applications checked within 2 weeks**
- **PI EHB2 - % of Building Control Applications validated within 3 working days**
- **PI EHB3 - % decisions reached within statutory time period - Domestic**
- **PI EHB4 - % decisions reached within statutory time period - Commercial**

These are new indicators introduced by Heather Barton in 2016. There was little knowledge of service performance before the 2016/17 targets were set. Targets have now been revised accordingly.

4 CONCLUSION

- 4.1 Consider the 2016/2017 performance information provided relating to this committee.









Michelle Haworth
PRINCIPAL POLICY AND
PERFORMANCE OFFICER

Jane Pearson
DIRECTOR OF RESOURCES











BACKGROUND PAPERS:



REF: MH/Health and Housing committee/

For further information please ask for Michelle Haworth, extension 4421

















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














Housing Performance Information 2016/2017

PI Code	Short Name	2015/16		2016/17		2017/18	2018/19	2019/20	Current Performance	Trend year on year	Target setting rationale	Link to Corporate Objective
		Value	Target	Value	Target	Target	Target	Target				
PI RH1 (BV64)	No of private sector vacant dwellings that are returned into occupation or demolished	4	6	2	5	3	4	5			Target set in recognition of reducing funding to councils and partners. Market conditions having and impact on investment by owners.	To meet the housing needs of all sections of the Community
PI RH2	Homeless: Number of applications for assistance	225		208							Not required.	
PI RH3	Homeless: Number of applications accepted	8		5							Not required.	
PI RH5 (BV183b)	Length of stay in temporary accommodation (Hostel)	18.00	12.00	18.75	10.00	15.00	15.00	15.00			Delivery of new affordable housing has slowed. Economic improvements have not filtered through. Target is still aspirational but reflects current environment. Targets revised to reflect the availability of move on accommodation.	To meet the housing needs of all sections of the Community
PI RH6 (BV213)	Preventing Homelessness - number of households where homelessness prevented	.83	5.00	.30	6.00	.50	.75	1.00			The target has been set to be challenging but reflect current reality	To meet the housing needs of all sections of the Community
PI RH7 (NI 155)	Number of affordable homes delivered (gross)	90	75	100	80	85	85	85			Targets to reflect anticipated delivery as a result of increased development - need to focus on delivery to support other indicators.	To provide additional affordable homes throughout the Ribble Valley

PI Code	Short Name	2015/16		2016/17		2017/18	2018/19	2019/20	Current Performance	Trend year on year	Target setting rationale	Link to Corporate Objective
		Value	Target	Value	Target	Target	Target	Target				
PI RH8 (NI 156)	Number of households living in temporary accommodation	7	5	7	5	5	5	5			Targets recognise increasing presentations and increasing supply of accommodation anticipated over the next 3 years. Aspiration is to maintain steady level of households at 5 and not allow numbers to increase.	To meet the housing needs of all sections of the Community

Environmental Health Performance Information 2016/2017

PI Code	Short Name	2015/16		2016/17		2017/18	2018/19	2019/20	Current Performance	Trend year on year	Target setting rationale	Link to Corporate Objective
		Value	Target	Value	Target	Target	Target	Target				
PI EH1	The percentage of food premises' inspections that should have been carried out that were carried out	87.3%	100%	99%	100%	90%	90%	90%			Maintain performance.	To improve the health of people living and working in our area
PI EH3	The percentage of food complaints responded to within 2 days	96.5%	90%	87.25%	90%	90%	90%	90%			Maintain performance.	To improve the health of people living and working in our area
PI EH4	The percentage of health and safety complaints responded to within 2 days	87%	90%	87.75%	90%	90%	90%	90%			Maintain performance.	To improve the health of people living and working in our area
PI EH5	The percentage of abandoned vehicles removed within 2 days	100%	100%	100%	100%	100%	100%	100%			Maintain performance.	
PI EH6	The percentage of air pollution complaints responded to within 2 days	79%	90%	82.5%	90%	90%	90%	90%			Improve performance.	To conserve our countryside, the natural beauty of the area and enhance our built environment
PI EH7	The percentage of noise complaints responded to within 2 days	69%	90%	81.5%	90%	90%	90%	90%			Improve performance.	
PI EH8	The percentage of pest control complaints responded to within 2 days	96%	90%	96.75%	90%	90%	90%	90%			Maintain performance.	
PI EH9	The percentage of requests for dog warden services responded to within 2 days	90.5%	90%	86.5%	90%	90%	90%	90%			Improve performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling

PI Code	Short Name	2015/16		2016/17		2017/18	2018/19	2019/20	Current Performance	Trend year on year	Target setting rationale	Link to Corporate Objective
		Value	Target	Value	Target	Target	Target	Target				
PI EH10	The percentage of infectious diseases reported that were responded to immediately	100%	100%	100%	100%	100%	100%	100%			Maintain performance.	To improve the health of people living and working in our area
PI EH15	Number of high profile dog fouling patrols undertaken	271	200	300	250	250	250	250			Maintain performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling
PI EH16	Number of 'Out of Hours' surveillance patrols undertaken	34	50	35	30	30	30	30			Maintain performance.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling
PI EH17	Number of school presentation runs in order to raise awareness of dog fouling	0	3	14	3	5	5	5			To continue to work in partnership with schools.	To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling
PI EH18 (NI 184)	% of Food establishments in the area which are broadly compliant with food hygiene law	94%	90%	99%	90%	90%	90%	90%			The national average for broadly compliant premises is 88%.	To improve the health of people living and working in our area
PI EHB1	The percentage of building regulations full plans applications checked within 2 weeks			80%	90%	90%	90%	90%			Maintain performance.	
PI EHB2	% of Building Control Applications validated within 3 working days			76.67%		85%	85%	85%			Maintain performance	
PI EHB3	% decisions reached within statutory time period - Domestic			65%	85%	85%	85%	85%			Improve performance	
PI EHB4	% decisions reached within statutory time period - Commercial			75%	100%	85%	85%	85%			Improve performance	

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 15

meeting date: 7 SEPTEMBER 2017
 title: REVENUE OUTTURN 2016/17
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To report the revenue budget outturn 2016/17 for this Committee.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – none identified.
- Corporate Priorities – to continue to be ‘a well-managed council providing efficient services based on identified customer need and meets the objective within this priority, of maintaining critical financial management controls, ensuring the authority provides council tax payers with value for money’.
- Other Considerations – none identified.

2 BACKGROUND

2.1 The Council's Statement of Accounts have been audited by the Council's external auditors and were approved by the Accounts and Audit Committee at their meeting on 26 July 2017.

2.2 The 2017/18 financial year will be the first where we are required to meet the new deadlines for release of our Statement of Accounts for external audit by the 31 May and approval following audit by 31 July. We undertook to meet this deadline a year earlier and successfully published our Statement of Accounts (subject to audit) for 2016/17 on our website on 1 June. Our final audited Statement of Accounts were approved by Accounts and Audit Committee at their meeting on 26 July 2017.

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

3 REVENUE OUTTURN 2016/17

3.1 Shown below, by cost centre, is a comparison of the 2016/17 actual outturn with the revised estimate budget for this Committee. You will see an overall underspend of **£196,873** on the net cost of services. After transfers to and from earmarked reserves, the overall underspend is **£36,911**. This has been added to General Fund Balances.

Cost Centre	Cost Centre Name	Revised Estimate 2016/17 £	Actual 2016/17 £	Variance £	Associated Earmarked Reserves Variance £	Net Variance £
AWARM	Affordable Warmth	12,230	10,682	-1,548	1,548	0
CLAIR	Clean Air	2,210	2,129	-81	0	-81
CLAND	Contaminated Land	8,870	8,933	63	0	63

Cost Centre	Cost Centre Name	Revised Estimate 2016/17 £	Actual 2016/17 £	Variance £	Associated Earmarked Reserves Variance £	Net Variance £
CLCEM	Clitheroe Cemetery	40,710	36,098	-4,612	-30	-4,642
CLMKT	Clitheroe Market	-46,820	-45,847	973	0	973
COMNL	Common Land	2,350	1,788	-562	0	-562
CTBEN	Localised Council Tax Support Admin	84,450	81,130	-3,320	5	-3,315
DOGWD	Dog Warden & Pest Control	95,460	94,962	-498	250	-248
ENVHT	Environmental Health Services	289,410	289,516	106	0	106
HGBEN	Housing Benefits	96,020	68,115	-27,905	582	-27,323
HOMEE	Home Energy Conservation	10,570	10,529	-41	0	-41
HOMES	Homelessness Strategy	83,550	82,127	-1,423	75	-1,348
HSASS	Housing Associations	6,230	6,177	-53	0	-53
HSTRA	Housing Strategy	49,380	-109,436	-158,816	157,532	-1,284
IMPGR	Improvement Grants	72,750	73,566	816	0	816
JARMS	Joiners Arms	22,110	22,067	-43	0	-43
SHARE	Shared Ownership Rents	-1,210	-1,209	1	0	1
SUPPE	Supporting People	23,480	23,549	69	0	69
UCRED	Universal Credit	8,660	8,661	1	0	1
NET COST OF SERVICES		860,410	663,537	-196,873	159,962	-36,911

4 EARMARKED RESERVES

4.1 Reserves are important to local authorities as, unlike central government, we cannot borrow money over the medium term, other than for investment in assets, and we are required to balance our budgets on an annual basis.

4.2 Reserves can be held for three main purposes:

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing.
- A contingency to cushion the impact of unexpected events or emergencies. This also forms part of general reserves.
- A means of building up funds or accounting for funds we are committed to spend or to meet known or predicted requirements.

4.3 Our earmarked reserves are accounted for separately but remain legally part of the General Fund.

4.4 The table overleaf provides a comparison of the 2016/17 actual movements in earmarked reserves with the movements in earmarked reserves that were planned at revised estimate stage. Full details are provided of the earmarked reserves that have been impacted and the reasons for the variations on the movements in earmarked reserves.

	Revised Estimate 2016/17 £	Actual 2016/17 £	Variance £	Reasons for variations on the Movements in Earmarked Reserve
Committee Net Cost of Services	860,410	663,537	-196,873	
HGBAL/H337 Equipment Reserve This is where funds are set aside to fund essential and urgent requirements.	100	907	807	£582 – More Housing Benefit New Burdens funding received in-year was left unspent at year-end than budgeted for. The unspent funding was set aside in the Equipment Reserve at year-end, to finance any future Housing Benefits New Burdens additional costs that arise. £255 - Less spend in-year than budgeted for on dog control order signs and on updating the Council's Local Council Tax Support scheme led to a lower contribution from funds previously set aside to help finance these costs. -£30 – More spend in-year than budgeted for on the ashes plot foundation beam led to a higher contribution from funds previously set aside to help finance this cost.
HGBAL/H339 Government Housing Grants Reserve This is where housing related grants received but not spent at the end of each financial year are set aside, to then be committed to grant related expenditure in future years.	-29,760	129,395	159,155	£157,532 - Unbudgeted Community Housing Fund grant received from DCLG in late 2016/17, which is ring-fenced for community-led housing. Set aside to fund community-led housing expenditure in future years. £1,548 - Revised estimate budget was based on spending all the Affordable Warmth funding held in reserve in 2016/17 or repaying any unspent amounts to Lancashire County Council at year-end. In practice, the Council had unspent funding at year-end, but there was no requirement to repay this. The underspend was set aside to fund Affordable Warmth expenditure in 2017/18. £75 – Less actual spend than budgeted for on non-priority homeless temporary accommodation led to a lower contribution from Prevention of Rough Sleeping funding previously set aside.
Committee Net Cost of Services After Movements on Earmarked Reserves	830,750	793,839	-36,911	

5 MAIN VARIATIONS 2016/17

5.1 The main income and expenditure variations are explained at Annex 1. However, a summary of the major variations is set out in the table below.

SERVICE AREA	DESCRIPTION OF VARIANCE	AMOUNT £
HSTRA Housing Strategy	<p>Community Housing Fund grant was received from DCLG (Central Government) in late 2016/17. The Council had not been informed of this funding at revised estimate stage, so it was not budgeted for. There is no expenditure to set against the grant funding in 2016/17, as community-led housing plans have to be developed in conjunction with local communities/parishes before spending is undertaken over the next five years.</p> <p>This funding was set aside in the Government Housing Grants earmarked reserve at year-end, to fund community-led housing expenditure in future years.</p>	-157,532
HGBEN Housing Benefits	<p>A prudent Rent Allowance payments budget was set at revised estimate stage. Actual payments made in-year were less than budgeted for, after adjusting for non-cash transactions and recovery of overpayments (actual was 0.46% less than the £6.9m budgeted for).</p>	-31,619

6 CONCLUSION

6.1 There have been a number of variations in both income and expenditure between 2016/17 revised estimate and 2016/17 actual outturn. This has given rise to an overall underspend for this Committee of **£196,873** on the net cost of services. After allowing for transfers to and from earmarked reserves the overall underspend is **£36,911**.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH7-17/TH/AC
25 August 2017

BACKGROUND PAPERS

Health and Housing Committee Closedown 2016/17
Revised Estimate 2016/17 Virements
Revised Revenue Budget 2016/17 report, 19 January 2017

For further information please ask for Andrew Cook.

**HEALTH AND HOUSING COMMITTEE
MAIN VARIANCES 2016/17**

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
AWARM: Affordable Warmth						
Contract payments - Mainly due to an additional payment to cover the final administration costs of the cross-Lancashire "Cosy Homes in Lancashire" grants scheme.	2,605			2,605		2,605
Grants paid to individuals - Less take up of affordable warmth boiler replacement grants and carpet insulation grants schemes across the borough in-year.	-1,128			-1,128		-1,128
Affordable Warmth Public Health Grant - The revised estimate included a budget to repay the expected unspent Affordable Warmth grant monies to Lancashire County Council at year-end. In practice, there was no requirement to repay the actual underspend of £1,548 at year-end. The underspend was set aside in the Government Housing Grants earmarked reserve, to fund Affordable Warmth expenditure in 2017/18.		-2,240		-2,240	1,548	-692
Total Affordable Warmth	1,477	-2,240	0	-763	1,548	785
CLCEM: Clitheroe Cemetery						
Grounds Maintenance - Reduced hours input at Clitheroe Cemetery from the Grounds Maintenance team than budgeted for at revised estimate.	-3,337			-3,337		-3,337
Exclusive Burial Rights income - Higher income due to year-on-year variations in interments and more plot reservations than expected.		-1,802		-1,802		-1,802

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Commemorative Trees income – Higher income due to a higher number of tree plots being made available for commemorative tree planting later in the financial year than had been anticipated at revised estimate stage.		-1,023		-1,023		-1,023
Total Clitheroe Cemetery	-3,337	-2,825	0	-6,162	0	-6,162
CLMKT: Clitheroe Market						
Cabins income – Higher occupancy of cabins in-year than anticipated, as several empty cabins known about at revised estimate stage were re-let soon afterwards.		-1,846		-1,846		-1,846
Stalls income – Less day-to-day stalls usage in the last four months of the financial year than estimated for at revised estimate stage.		1,356		1,356		1,356
Total Clitheroe Market	0	-490	0	-490	0	-490
CTBEN: Localised Council Tax Support Admin						
Overpayments of Council Tax Benefits - Following the introduction of Local Council Tax Support in 2013/14, the Council can retain any overpayments of the now abolished Council Tax Benefit that have been recovered in-year. Recovery of such overpayments was higher than the prudent revised estimate budget set for this income.		-4,943		-4,943		-4,943
Resources - Revenue Services recharge - Higher support service recharge from Revenue Services due to an increase in net expenditure in that department.			1,319	1,319		1,319
Total Localised Council Tax Support Admin	0	-4,943	1,319	-3,624	0	-3,624

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
ENVHT: Environmental Health Services						
Private Water Samples income – The revised estimate budget included additional income from starting the new round of private water supplies risk assessments between January and March 2017. This work did not take place because the approach to incorporating and charging for RADON risk in the assessments was not decided in-year.		1,699		1,699		1,699
Chief Executive service recharge – Increase in support costs recharge from the Chief Executive's department due to an increase in net expenditure in that department.			1,560	1,560		1,560
Total Environmental Health Services	0	1,699	1,560	3,259	0	3,259
HGBEN: Housing Benefits						
Rent Allowance payments - Prudent Rent Allowance payments budget set at revised estimate. Actual payments made in-year were less than budgeted for, after adjusting for non-cash transactions and recovery of overpayments (actual was 0.46% less than the £6.9m budgeted for).	-31,619			-31,619		-31,619
Rent Allowance Grant income - Less Housing Benefits subsidy grant received than budgeted for, to reflect less Rent Allowances paid out in-year (see above).		4,344		4,344		4,344
Rent Rebate payments - Less Rent Rebate related occupancy and payments at the Council's homeless hostel than budgeted for.	-13,485			-13,485		-13,485
Rent Rebate Grant income - Less Housing Benefits subsidy grant received than budgeted for, to reflect less Rent Rebates paid out in relation to the Council's homeless hostel (see above).		11,301		11,301		11,301

	Variance in Expenditure £	Variance in Income £	Variance in Support Services £	Total Variance £	Associated Earmarked Reserves Variance £	Net Variance £
Resources - Revenue Services recharge - Higher support service recharge from Revenue Services due to an increase in net expenditure in that department.			1,298	1,298		1,298
Total Housing Benefits	-45,104	15,645	1,298	-28,161	0	-28,161
HSTRA: Housing Strategy						
Postages – This budget is for housing needs surveys postage costs. No postal housing needs surveys were undertaken in 2016/17, because the housing officer post responsible for these surveys was vacant between October and March.	-1,550			-1,550		-1,550
DCLG Community Housing Fund income - Community Housing Fund grant income was received from DCLG (Central Government) in late 2016/17. The Council had not been informed of this funding at revised estimate stage, so it was not budgeted for. There is no expenditure to set against the grant funding in 2016/17, as community-led housing plans have to be developed in conjunction with local communities/parishes before spending is undertaken over the next five years. This funding was set aside in the Government Housing Grants earmarked reserve at year-end, to fund community-led housing expenditure in future years.		-157,532		-157,532	157,532	0
Total Housing Strategy	-1,550	-157,532	0	-159,082	157,532	-1,550
Other variances	-3,870	-2,150	4,170	-1,850	882	-968
Total Variances for Health and Housing Committee	-52,384	-152,836	8,347	-196,873	159,962	-36,911

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH AND HOUSING COMMITTEE

Agenda Item No 16

meeting date: 7 SEPTEMBER 2017
 title: REVENUE MONITORING 2017/18
 submitted by: DIRECTOR OF RESOURCES
 principal author: ANDREW COOK

1 PURPOSE

1.1 To provide this Committee with information relating to the progress of the 2017/18 revenue budget, as at the end of July 2017.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – none identified.
- Corporate Priorities - to continue to be a well-managed council providing efficient services based on identified customer need, whilst ensuring the Council provides council tax payers with value for money.
- Other Considerations – none identified.

2 REVENUE MONITORING 2017/18

2.1 Shown below, by cost centre, is a comparison between actual expenditure and the original estimate budget for the period April 2017 to July 2017. You will see an overall underspend of £79,525 on the net cost of services, as at the end of July 2017. After allowing for transfers to and from earmarked reserves, the underspend is decreased to £28,061. Please note that underspends and additional income are denoted by figures with a minus symbol.

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of July 2017 £	Actual including Commitments to the end of July 2017 £	Variance £	
APLAC	Alma Place Unit	5,170	2,590	2,596	6	G
AWARM	Affordable Warmth	0	0	250	250	G
CLAIR	Clean Air	2,810	562	120	-442	G
CLAND	Contaminated Land	8,990	0	0	0	G
CLCEM	Clitheroe Cemetery	59,950	6,864	2,863	-4,001	A
CLMKT	Clitheroe Market	-46,220	-92,906	-100,931	-8,025	R
COMNL	Common Land	2,360	222	14	-208	G
CTBEN	Localised Council Tax Support Admin	111,770	-19,095	-20,724	-1,629	G
DOGWD	Dog Warden & Pest Control	98,840	3,404	1,750	-1,654	G

Cost Centre	Cost Centre Name	Net Budget for the Full Year £	Net Budget to the end of July 2017 £	Actual including Commitments to the end of July 2017 £	Variance £	
ENVHT	Environmental Health Services	293,200	-2,000	-1,489	511	G
HGBEN	Housing Benefits	128,770	-62,888	-73,275	-10,387	R
HOMEE	Home Energy Conservation	13,170	140	0	-140	G
HOMES	Homelessness Strategy	82,000	7,616	-32,525	-40,141	R
HSASS	Housing Associations	6,670	172	830	658	G
HSTRA	Housing Strategy	51,880	6,314	5,598	-716	G
IMPGR	Improvement Grants	73,670	-2,156	0	2,156	A
JARMS	Joiners Arms	15,710	4,951	-9,653	-14,604	R
SHARE	Shared Ownership Rents	-1,230	-1,230	-1,227	3	G
SUPPE	Supporting People	11,880	928	0	-928	G
UCRED	Universal Credit	9,400	0	-234	-234	G
Total Health and Housing Committee		928,790	-146,512	-226,037	-79,525	
Transfers to/(from) Earmarked Reserves						
Government Housing Grants Reserve - Prevention of Rough Sleeping		-130	0	0	0	
Government Housing Grants Reserve - Flexible Homelessness Support Grant		-1,450	-1,450	-1,450	0	
Government Housing Grants Reserve - Single Homelessness Initiative Support Grant		0	0	38,860	38,860	
Equipment Reserve - Joiners Arms Furniture Sinking Fund		0	0	12,604	12,604	
Equipment Reserve - LCTS s31 New Burdens Funding		-2,800	0	0	0	
Total after transfers to/(from) Earmarked Reserves		924,410	-147,962	-176,023	-28,061	

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

- 2.2 The red variances highlight specific areas of high concern, for which budget holders are required to have an action plan. Amber variances are potential areas of high concern and green variances are areas which currently do not present any significant concern.
- 2.3 The main variances between budget and actuals on individual budget codes within cost centres have also been highlighted and explained, as follows:
- Red budget code variances (£5,000 or more) are shown with the budget holder's comments and agreed actions in Annex 1.
 - Amber budget code variances (£2,000 to £4,999) are shown with the budget holder's comments in Annex 2.
- 2.4 The main reasons for the £28,061 underspend to the end of July 2017, after transfers to and from earmarked reserves, are:
- **Housing Benefits administration funding (-£11,000):** Additional funding received in-year from the DWP that was not anticipated at original estimate, covering Right Benefit Initiative, Discretionary Housing Payments administration and Implementing Benefit Cap Changes. This additional funding will be taken to General Fund balances at year-end, unless spent on relevant areas in-year.
 - **Housing Benefits Discretionary Housing Payments funding (-£4,293):** Actual Discretionary Housing Payments grant funding is higher than estimated at original estimate, because the Council was not notified of the yearly funding level until after the budget was set. The budget will be updated at Revised Estimate stage to reflect this additional income and it is likely that more discretionary housing payments will be made in-year, given the increased funding.
 - **Clitheroe Market cabins income (-£4,820):** Cabins income is higher than budgeted for because occupancy levels to date are higher than estimated. Note - The actual includes all cabins income invoiced for the full year in April 2017, so if any cabin holder leaves in-year, then the cabins income will drop if there is a vacant period for that cabin.
 - **Clitheroe Cemetery grounds maintenance (-£3,243):** Less work by the Grounds Maintenance team to date compared to budget. This will be partly due to less interments than estimated.
- 2.5 Other points to note from the variance review are as follows:
- Joiners Arms Repairs and Maintenance overspend, +£3,426, is unlikely to rectify itself by year-end. Thus, further repairs work in-year will be focussed on risk areas only and the budget will be updated at Revised Estimate stage, along with the overall Joiners Arms budget position and the overall Repairs and Maintenance budgets for all Council properties.
 - Environmental Health Private Water Samples reduced income, +£2,946, may be difficult to catch up across the rest of the financial year. The Environmental Health team are reviewing work plans to see if more staff resources can be put into this area during the rest of the year to catch up on testing and the budget will be updated at Revised Estimate to reflect the latest work plans.
 - The DCLG Flexible Homelessness Support Grant and Joiners Arms Furniture Sinking Fund additional income received will be set aside in earmarked reserves at year-end, unless spent on relevant areas in-year.

- The variances noted for Housing Benefits Rent Allowance payments and Rent Allowances Grant income broadly balance each other out. Any lower Rent Allowance payments at year-end will be broadly reflected in less Rent Allowance subsidy grant income received at year-end, after adjustments for recovery of benefits overpayments and non-cash transactions.

3 CONCLUSION

- 3.1 The comparison between actual expenditure and budget on the Health and Housing Committee shows an underspend of £79,525, as at the end of July 2017. After allowing for transfers to and from earmarked reserves, the underspend is decreased to £28,061.

SENIOR ACCOUNTANT

DIRECTOR OF RESOURCES

HH8-17/AC/AC
29 August 2017

BACKGROUND PAPERS: None

For further information please ask for Andrew Cook

Health and Housing Committee Revenue Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of July 2017 £	Actual including Commitments to the end of July 2017 £	Variance £		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
HOMES/8759z	Homelessness Strategy/DCLG - Flexible Homelessness Support Grant	-3,720	-1,140	-40,000	-38,860	R	DCLG Flexible Homelessness Support Grant received from DCLG for 2017/18, which was not known about when the 2017/18 Original Estimate was set. Some of this grant has already been used to fund enabling work at the new homeless unit (16 Alma Place) purchased in July 2017.	<p>These funds may be used to support further relevant homelessness prevention spend in-year. For example, a significant amount will be used to cover the difference between rent rebates paid on behalf of people in Joiners Arms by the Council and the reduced housing benefits subsidy levels that can be claimed to support these payments, following a change in DWP benefits rules from 1 April 2017.</p> <p>Any unspent amounts at year-end will be set aside in earmarked reserves. The budget will be updated for this at Revised Estimate.</p>

Health and Housing Committee Revenue Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of July 2017 £	Actual including Commitments to the end of July 2017 £	Variance £		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
HGBEN/4652	Housing Benefits/Rent Allowance Payments	6,626,900	2,200,130	2,176,363	-23,767	R	Rent Allowance payments are slightly lower than budgeted for due to different caseload levels than anticipated at Original Estimate, plus any adjustments for recovery of benefits overpayments. Any lower payments at year-end will be reflected in less Rent Allowance subsidy grant income received at year-end, as expenditure is broadly funded by subsidy received (see HGBEN/8002z below).	Budget to be amended at Revised Estimate, in line with the Mid-Year Estimate claim prepared for DWP grant purposes.
JARMS/8605z	Joiners Arms/Other Income	0	0	-12,644	-12,644	R	Mainly due to £12,604 received from Ribble Valley Homes for the Furniture Sinking Fund when management of Joiners Arms transferred to the Council. It is for standard purchasing of basic furniture and equipment at Joiners Arms and is a reserve.	Process to be put in place re how we spend this fund and top up the fund. Any unspent amounts at year-end will be set aside in earmarked reserves. The budget will be updated for this at Revised Estimate.

Health and Housing Committee Revenue Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of July 2017 £	Actual including Commitments to the end of July 2017 £	Variance £		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
JARMS/8802u	Joiners Arms/Dwelling Rents	-17,100	-5,704	-11,173	-5,469	R	<p>This is due to:</p> <ul style="list-style-type: none"> - Occupancy at Joiners Arms being higher than expected for the year to date; and - Both rent and service charge income is included in this code to date. The reduced income on Service Charges budget (see JARMS/8615z below) partly offsets the increased income included here. <p>The rent and service charge income to date is £1,569 higher than the combined budgets for dwelling rents and service charges. However, income can fluctuate within Joiners Arms throughout the year, due to the demand-led and short-term nature of the tenancies.</p>	The budget will be updated for this at Revised Estimate stage.
HGBEN/8758z	Housing Benefits/DWP - Right Benefit Initiative	0	0	-5,000	-5,000	R	<p>This is additional DWP funding for Right Benefit Initiative work in-year that was not anticipated at Original Estimate. This income is to fund additional RTIs referrals work that the Council will undertake in-year.</p>	The budget will be updated at Revised Estimate stage to reflect this income.

Health and Housing Committee Revenue Monitoring – Red Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of July 2017 £	Actual including Commitments to the end of July 2017 £	Variance £		Reason for Variance	Action Plan as agreed between the Budget Holder and Accountant
HGBEN/8002z	Housing Benefits/Rent Allowances Grant	-6,662,760	-2,222,696	-2,193,248	29,448	R	Rent Allowance grant subsidy income is lower than anticipated when the Original Estimate budget was prepared. The reduced income is in line with estimates prepared for 2017/18 DWP Initial Estimate grant purposes.	Budget to be amended at Revised Estimate, in line with the Mid-Year Estimate claim prepared for DWP grant purposes.

Health and Housing Committee Revenue Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of July 2017 £	Actual including Commitments to the end of July 2017 £	Variance £		Reason for Variance
CLMKT/ 8824n	Clitheroe Market/Cabins	-99,290	-99,290	-104,110	-4,820	A	Cabins income is higher than budgeted for because occupancy levels to date are higher than estimated. Note - The actual includes all cabins income invoiced for the full year in April 2017, so if any cabin holder leaves in-year, then the cabins income will drop if there is a vacant period for that cabin.
HGBEN/ 8060z	Housing Benefits/DWP - Discretionary Housing Payments Income	-33,750	-11,253	-15,546	-4,293	A	Actual Discretionary Housing Payments grant funding is higher than estimated at Original Estimate, because the Council was not notified of the yearly funding level until after the budget was set. The budget will be updated at Revised Estimate stage to reflect this additional income.
HGBEN/ 8765Z	Housing Benefits/DWP - Discretionary Housing Payment Administration	0	0	-3,592	-3,592	A	This is additional funding received in-year that was not anticipated at Original Estimate, to reflect the burden on the Council of administering DHPs in-year. The budget will be updated at Revised Estimate stage to reflect this income.
CLCEM/ 5056	Clitheroe Cemetery/Grounds Maintenance	50,640	16,892	13,649	-3,243	A	Less work by the Grounds Maintenance team to date compared to budget. This will be partly due to less interments than estimated.

Health and Housing Committee Revenue Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of July 2017 £	Actual including Commitments to the end of July 2017 £	Variance £		Reason for Variance
HGBEN/8026z	Housing Benefits/DWP - LA Data Sharing (LADS) IT Costs	0	0	-3,133	-3,133	A	Additional funding from the DWP to pay for one-off expenditure on revenue system updates to support local authority IT data sharing with the DWP (see HGBEN/2809 below). It was not anticipated at Original Estimate stage. The budget will be updated at Revised Estimate stage to reflect this income.
HGBEN/8690z	Housing Benefits/DWP - Implementing Benefit Cap Changes	0	0	-2,408	-2,408	A	This is additional funding received in-year that was not anticipated at Original Estimate, to reflect the work the Council will do to implement the benefit cap changes. The budget will be updated at Revised Estimate stage to reflect this income.
ENVHT/8417u	Environmental Health Services/Private Water Samples	-9,000	-3,004	-58	2,946	A	No risk assessments have been carried out on the new risk assessment round so far this year, mainly because the approach to incorporating and charging for RADON risk has still to be decided. This has also meant no monitoring visits/samples carried out to date. This lost income may be difficult to catch up across the rest of the financial year. The Environmental Health team are reviewing work plans to see if more staff resources can be put into this area during the rest of the year to catch up on testing. The budget will be updated at Revised Estimate to reflect the latest work plans.

Health and Housing Committee Revenue Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of July 2017 £	Actual including Commitments to the end of July 2017 £	Variance £		Reason for Variance
HGBEN/2809	Housing Benefits/Non Recurring Purchases of Equipment etc	0	0	3,133	3,133	A	Unbudgeted one-off expenditure for revenue system updates to support local authority IT data sharing with the DWP. It was not anticipated at Original Estimate stage. It was requested by and was fully funded by the DWP in-year (see HGBEN/8026z above). The budget will be updated at Revised Estimate stage to reflect this expenditure.
HGBEN/8007z	Housing Benefits/HRA Rent Rebate Grant	-31,000	-10,340	-7,036	3,304	A	Rent Rebate grant subsidy income is lower than anticipated when the Original Estimate budget was prepared. The reduced income is in line with estimates prepared for 2017/18 DWP Initial Estimate grant purposes. Budget to be amended at Revised Estimate, in line with the Mid-Year Estimate claim prepared for DWP grant purposes.

Health and Housing Committee Revenue Monitoring – Amber Variances

Ledger Code	Ledger Code Name	Budget for the Full Year £	Budget to the end of July 2017 £	Actual including Commitments to the end of July 2017 £	Variance £		Reason for Variance
JARMS/2402	Joiners Arms/Repair & Maintenance - Buildings	7,880	4,728	8,154	3,426	A	<p>The budget required for Joiners Arms was a broad estimate as this is the first year of the Council taking back the management of the unit. More repairs and enabling works than expected have been required to date in areas such as additional fire safety and compartmentalisation work, updating of all fire alarm equipment, cutting off the gas supply and re-tarmacing the external areas around the building. Further costs have also been incurred in August to date on additional fire safety work, so the amount spent in-year so far is higher than the full year repairs budget.</p> <p>Further repairs work in-year will be focussed on risk areas only. In addition, the budget will be updated for this at Revised Estimate stage, along with the overall Joiners Arms budget position and the overall Repairs and Maintenance budgets for all Council properties.</p>
JARMS/8615z	Joiners Arms/Service Charges	-11,700	-3,900	0	3,900	A	<p>Service Charges income is all accounted for in the Dwelling Rents code (see JARMS/8802u above). The budget will be updated for this at Revised Estimate stage.</p>

HEALTH & WELLBEING PARTNERSHIP

Meeting Date: Thursday, 6 July 2017 2017 at 5.00pm

PRESENT:	Councillor B Hilton – Chairman	Marshal Scott
	Councillor S Brunskill	Colin Hirst
	Councillor M Fenton	
	Phil Mileham	
	Kirsty Hamer	

	AGENDA ITEM	ACTION
1	<p><u>Introductions</u></p> <p>The Chairman asked everyone present to introduce themselves and welcomed them to the meeting.</p>	
2	<p><u>Apologies</u></p> <p>Apologies were received from Councillor S Bibby, K Hind and R Newmark.</p>	
3	<p><u>Minutes</u></p> <p>The minutes of the meeting held 27 March 2017 were approved as a true record. There were no matters arising from the minutes.</p>	
4	<p><u>Lancashire Health and Wellbeing Board Update</u></p> <p>Bridget reported on the meeting of the Lancashire Health and Wellbeing Board held on 20 June 2017 – the first under the new political regime. She had arranged for distribution of their terms of reference and the Lancashire Health and Wellbeing Strategy, to this partnership prior to the meeting.</p> <p>The Board had received a presentation by the Director of Public Health and Wellbeing on Securing Health and Wellbeing for the County. Sakthi's paper outlined statistics for the County, including life expectancy for various groups, economic costs of ill health, issues relating to long-term wellbeing, expert perceptions on responsibilities for health and wellbeing, factors resulting in poor life expectancy, key issues moving forward, and challenges and opportunities in Lancashire. It was noted that the Local Government Association workshop for Members had had an urban focus, and that Sakthi would be attending the Ribblesdale Community Partnership meeting on 27 July 2017.</p> <p>Bridget reported on Lancashire having missed its target for Better Care Funding for quarter 4. There was a problem with a current shortage of occupational therapists. Ribble Valley Borough Council had agreed, subject to Lancashire County Council approval, for relaxation of the rules relating to Disabled Facilities Grants.</p> <p>Phil noted that the Integrated Neighbourhood Team may be able to identify people eligible for such grants, and it was suggested that Rachael Stott, Lynn Walmsley and Janette, the clinical lead for the Integrated Neighbourhood Team, meet to explore how they work together better.</p>	

	Bridget reported that restructuring of the Child and Adolescent Mental Health Service had been referred back for further consideration, and was to go before the next meeting of the Health and Wellbeing Board.	
5	<p><u>Health Scrutiny Committee</u></p> <p>Bridget reported on a workshop that had looked at issues of funding, delayed transfers of care, and delivery plans.</p>	
6	<p><u>Health Champion Training</u></p> <p>Stella reported on issues of prevention, the need to promote healthy lifestyles, and the dearth of youth workers resulting in a lack of youth clubs to promote Health and Wellbeing to young people. A campaign was needed to promote this project.</p> <p>Lancashire County Council only had funding to meet the statutory obligations (for example sexual health was no longer being provided for) and services were being reduced. It was agreed to invite Sakthi to the next meeting of this Partnership.</p> <p>It was noted that there was a misconception that Ribble Valley has fewer health and social problems than elsewhere. As well as Sakthi, consideration was given to invitations to representatives from the Police and the Community Safety Partnership to the next meeting.</p>	
7	<p><u>Ribblesdale Community Partnership</u></p> <p>Phil and Kirsty updated the members on the Ribblesdale Community Partnership. The draft action plan had been prepared and they highlighted features from each of the five key areas. Colin stressed the need for projects in the plan that can be achieved and actioned, as well as reported – eg dog fouling. There was discussion about funding, which was currently found from existing resources of the partner organisations.</p> <p>Marshal raised issues of data sharing, the use of social media to distribute promotion materials, and whether Ribble Valley Borough Council can be linked into on-call information for local health services.</p> <p>Consideration would be given to invitations to Marshal and the Leader of Ribble Valley Borough Council to attend the meeting of the Ribblesdale Community Partnership, following that arranged for 27 July 2017.</p> <p>Kirsty reported on the preparation and distribution of questionnaires with regard to the Ribblesdale Community Partnership, both to staff of Ribble Valley Borough Council and other organisations, and also to the public.</p>	
8	<p><u>Other Business</u></p> <ul style="list-style-type: none"> • There was discussion about the extension of the terms of reference of the Partnership, to include clinical practitioners, Police, the Fire Service and the Community Safety Partnership as well as the possibility of considering a different topic, or a presentation by different organisations to each future meeting of the partnership. 	

	<ul style="list-style-type: none"> • Ribble Valley Borough Council Delivery Plan - Colin reported that this would focus on the Council's own priorities. Consideration could be given to preparation of a pamphlet/brochure setting out what the Council had to offer with regard to Health and Wellbeing. Bridget suggested the possibility of another Health and Wellbeing Day, which would also link into the pamphlet and the Ribblesdale Community Partnership. • Bridget had attended a District Council Network course in London on Dementia and would feed back on this to the Leader and officers of the Council. The condition was under-diagnosed and under-reported in the Ribble Valley, and she also queried whether Ribble Valley Borough Council could become a Dementia friendly Council. • Marshal raised a query about the nature and extent of local representation on the Lancashire and South Cumbria Sustainability Transformation Plan. 	
	The meeting closed at 7.00pm.	